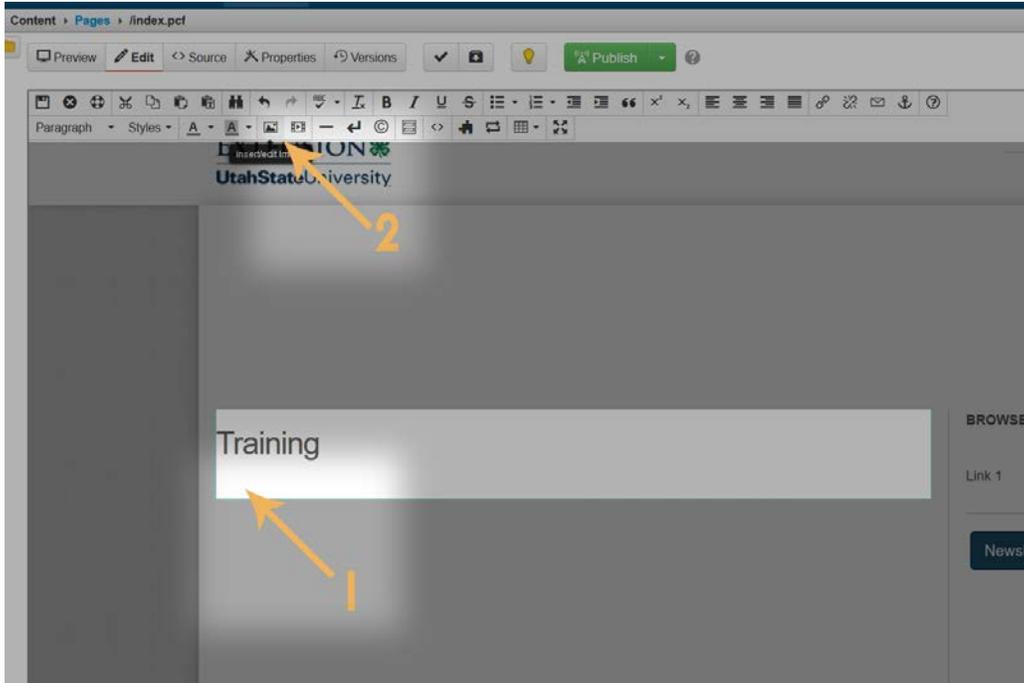


Adding Images in OU Campus

Please note: This guide assumes you have already completed step 1 and 2 of logging in, and have entered the WYSIWYG, or edit mode.

Step 3 – Insert/Edit Image Icon



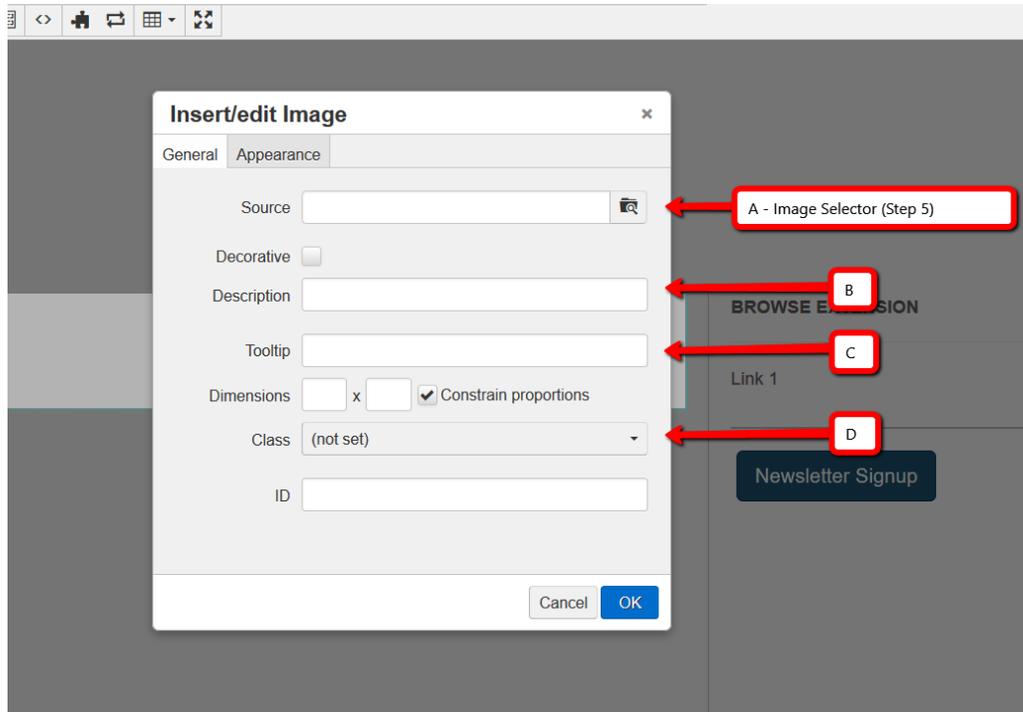
1. Place your cursor where you would like to place the image.

2. Then click the "insert/edit image" icon in the toolbar.

Step 4 – Image Inserter

1 - Select the source for your image, following the steps found in Step 5.

2 - Complete the criteria found in B - Description, C - Dimensions, and D - Class.



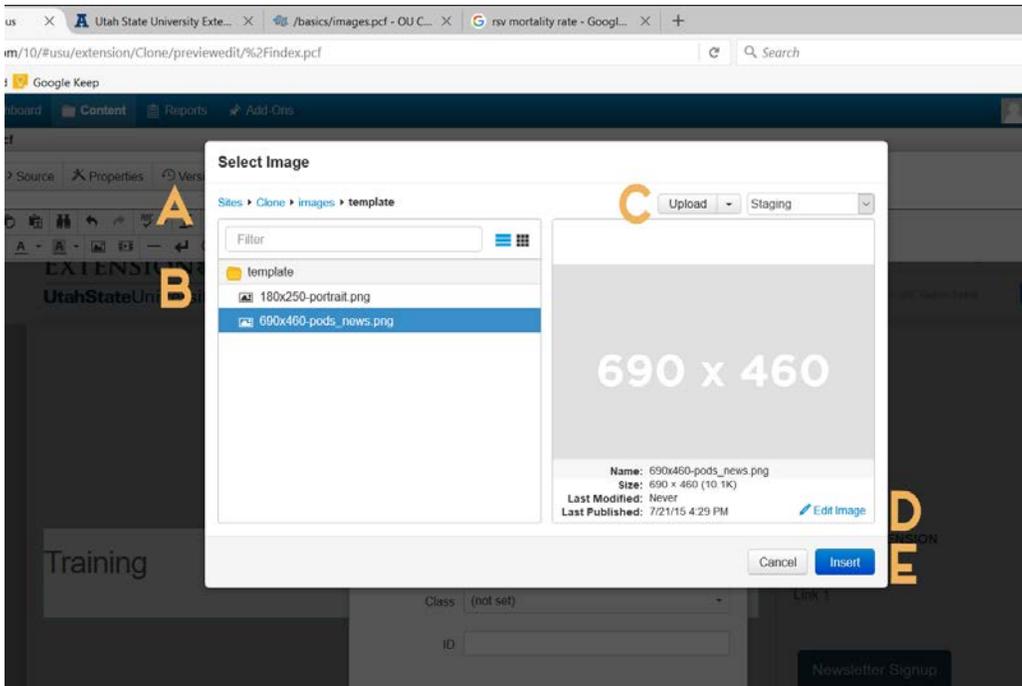
Accessibility Tip: A description is required. Adding a description to image is required, as this allows screen readers for the blind to describe the image. Keep the description short and accurate.

Pro Tips!

C - The tooltip is not required. However, the dimensions of the image may appear oblong after you have added them. In that case, remove any of the dimensions which were automatically inserted and/or replace the width with "100%"

D - If the dimensions continue giving you grief, try adding "img-responsive" into your text. You can also add rounded corner images by using "img-rounded", and other classes which are [found here](#).

Step 5 – Image Selector



A: "File Path" - Be sure that the image is being uploaded into the correct directory (which is always within the "images" folder of your site).

B: "File Manager" - Where you will navigate to your file. The search filter easily finds files by their name. The selected file will appear in the window viewer on the right.

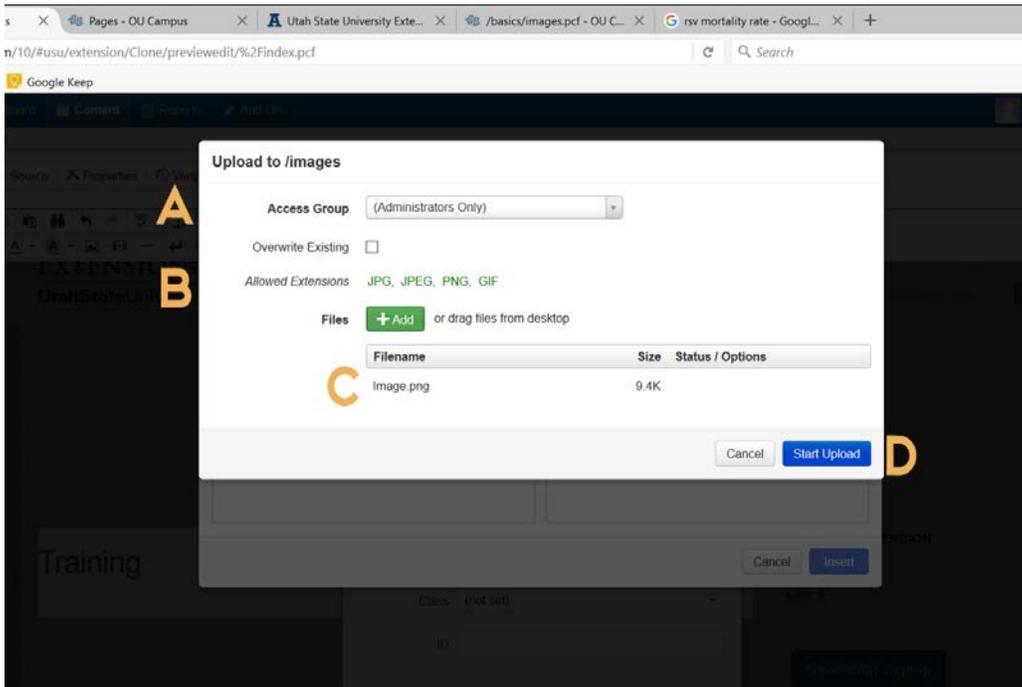
C: "Image Uploader" - If your image is not on the server yet, you will need to

upload the image, continue to step 6.

D: "Image Editor" - If you need to make any edits to the selected image, continue to step 7.

E: "Insert Image" - After you have selected the image, click "Insert" and add any relevant criteria found in step 4.

Step 6 – Image Selector



A: "Access Group" - This setting is typically inherited from your image folders setting, and does not need to be adjusted.

B: "Allowed Extensions" - The only types of files allowed in this folder are images. Any other file type needs to be added into the "files" folder.

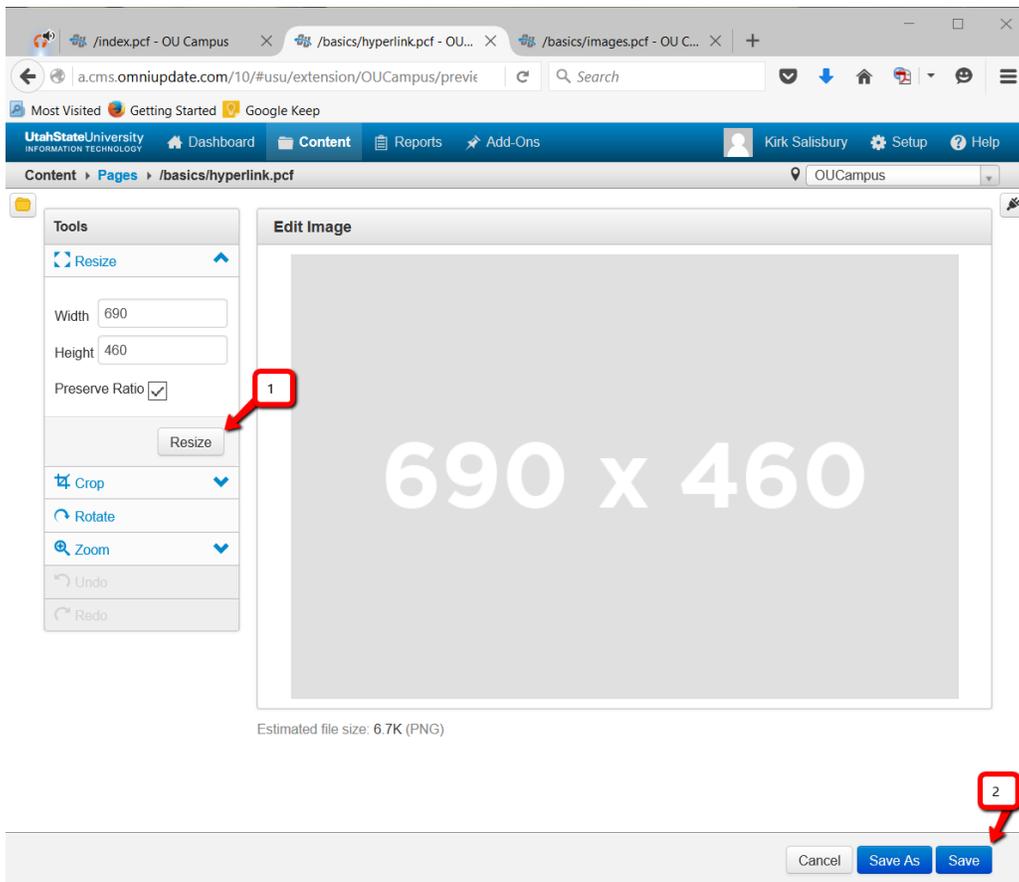
C: "Image Name" - If your image is not named correctly, you can't add it. Be sure to remove any

spaces, and use hyphens instead of underscores.

D: "Start Upload" - Once you have the green light, add that image!

Pro Tip! Want your image to show up in Google? Having an image name such as DSC_0001.jpg won't help. Rename the image to something that helps describe the image, such as "4-h-makers.jpg"

Step 7 – Image Editor

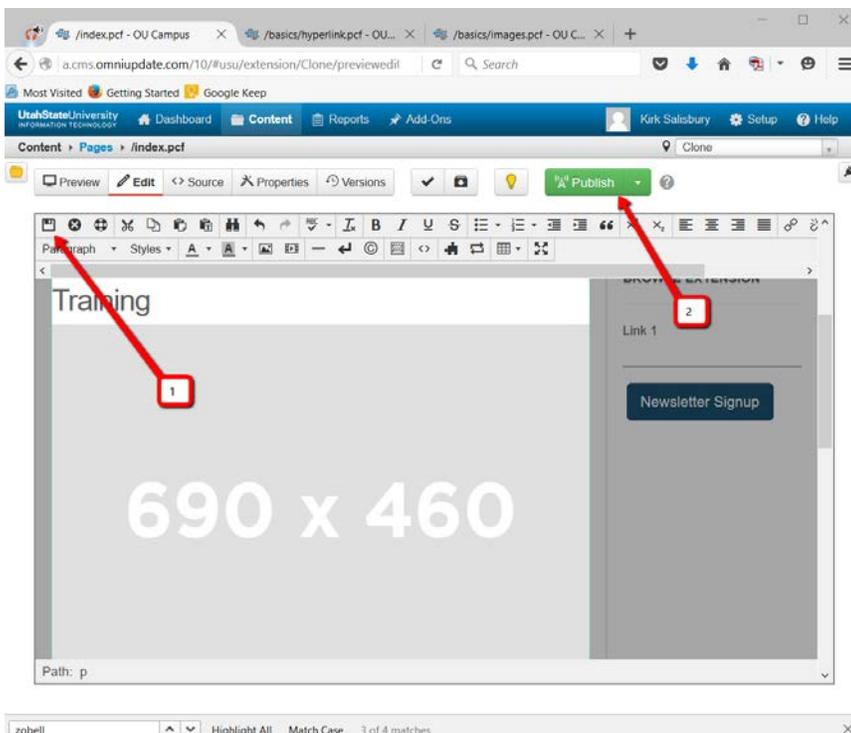


1 - Be sure to have those changes applied by clicking the command on the left-side editor.

2 - Save those changes by clicking "Save" or "Save As" at the bottom. "Save As" will create a new file, whereas "Save" will overwrite the existing file with your changes.

Pro Tip! If you have any photo editing software, such as Photoshop, use that to edit your images. Photoshop renders resized and cropped images better than the OU Campus platform.

Step 8 – Save & Publish



1 - Save by clicking the disc icon in the top left. Once you have saved you will be taken to a preview screen, and your recently added image may not be visible. *Do not panic.*

2 - Publish by clicking the green "publish" box above. At this point, any images which were not visible will be put onto the Utah State University and will be visible.