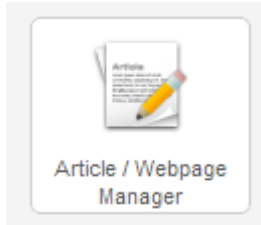


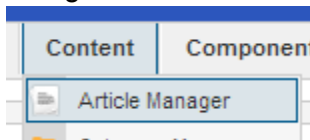
## How to upload an image

The following instructions advise how to upload an image to an article (webpage) on your website.

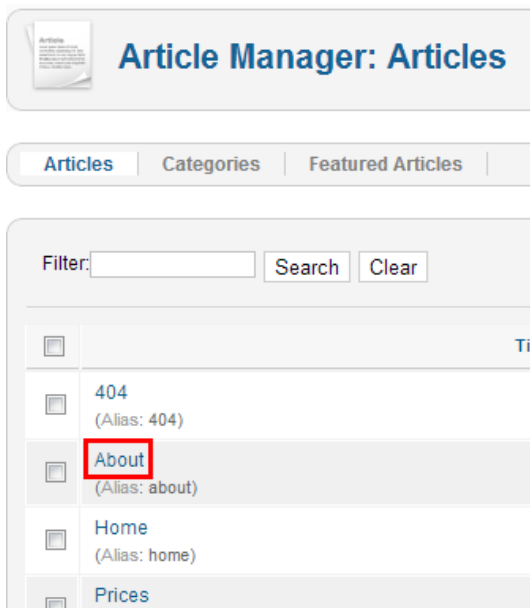
1. Login to the back-end of your website and select the quick icon for the Article / Webpage Manager...



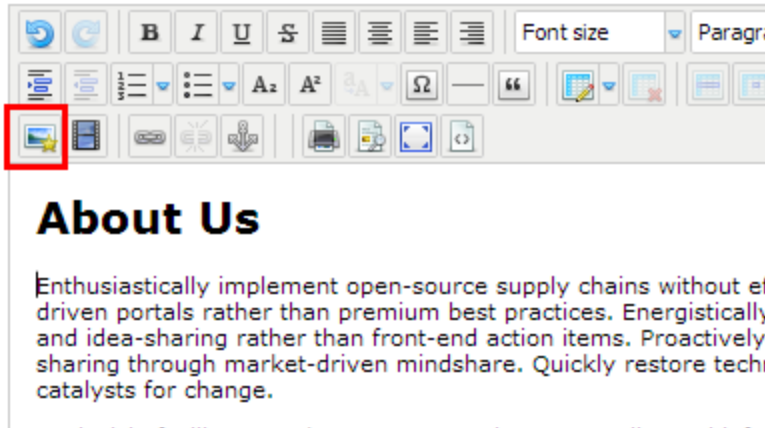
...or go to the Content Menu and select Article Manager...



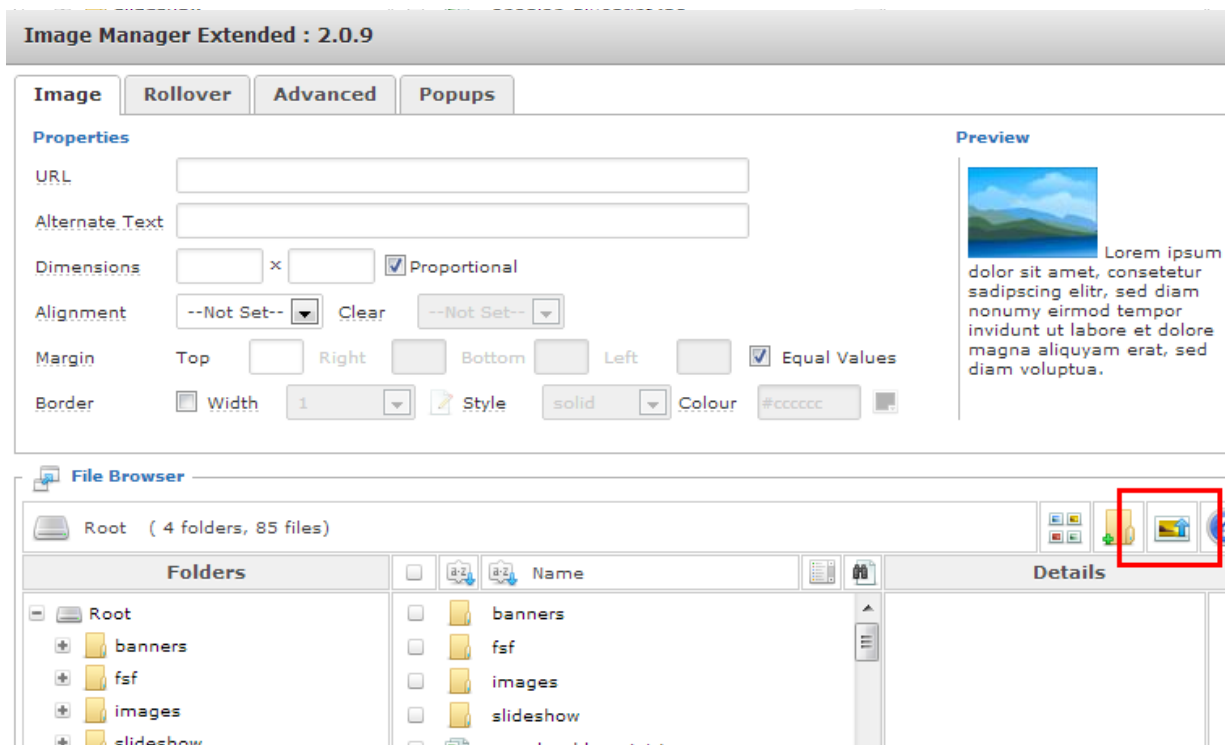
2. A list of all your current articles (webpages) will appear, click on the article title of the one you wish to add an image to (see our other guide on how to add a new article if you don't have one to edit), in this example we'll edit the About page...



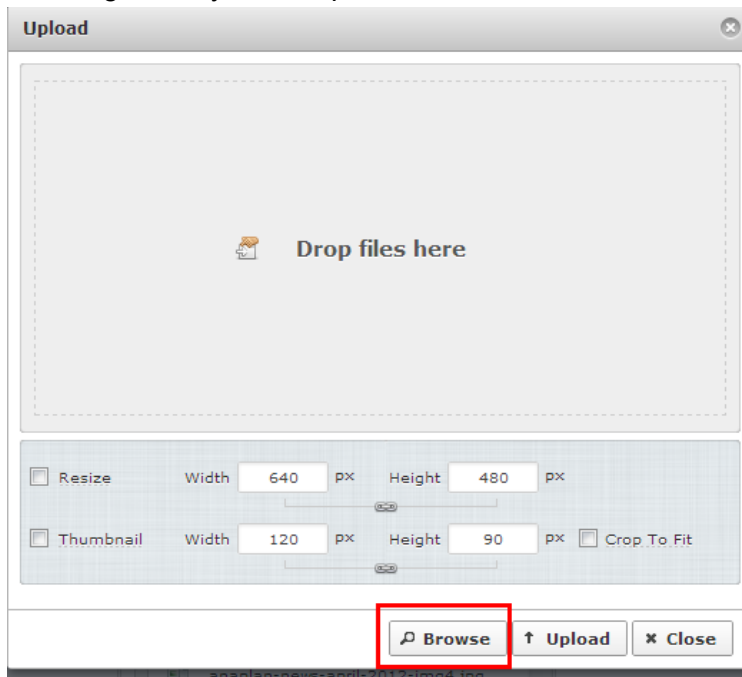
3. Place your cursor roughly in the text where you would like to insert the image and press the Image icon...



4. The image manager opens, you can then either choose an existing image that has already been upload to your website using the folders and list in the lower part of the screen or to upload a new image press the Upload button...



5. Either drag and drop files to the main part of the window or press the Browse button to locate the image from your computer...

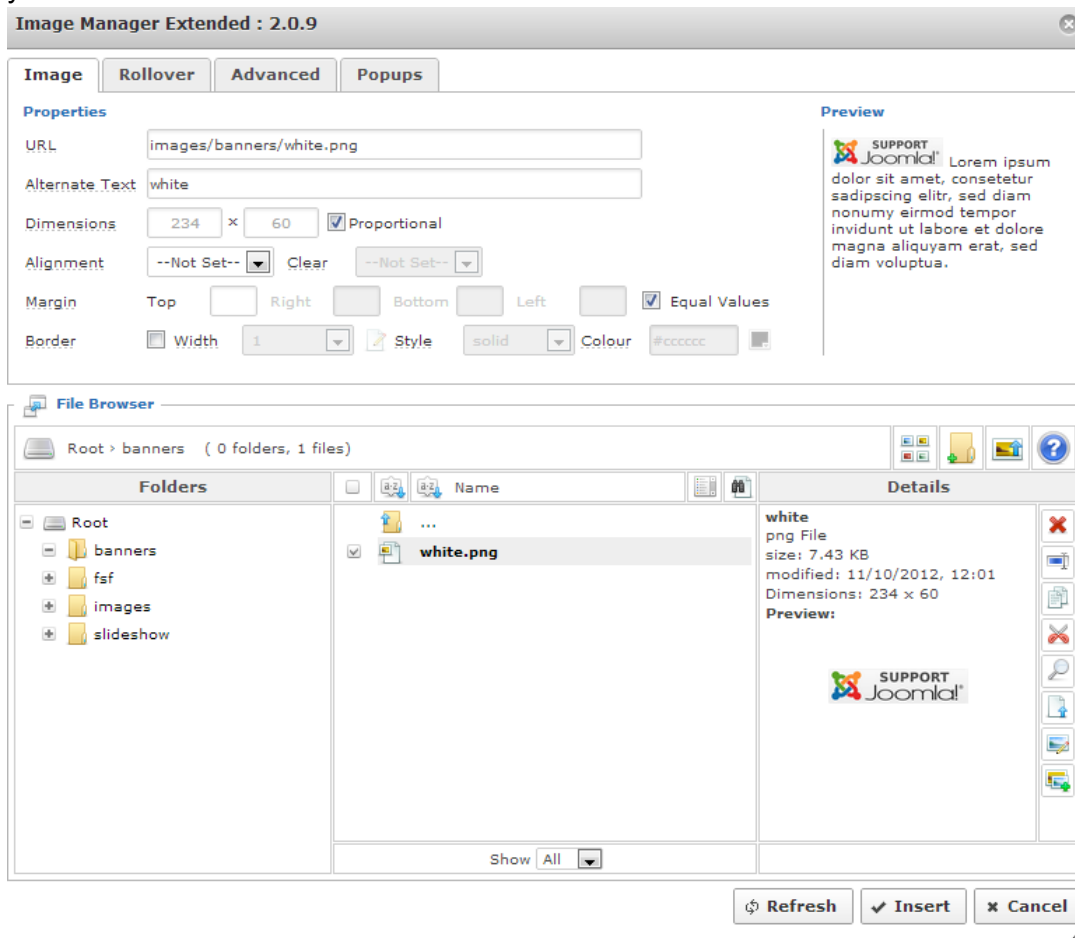


**Please note:** Using the Resize options, just above the Browse button the system can reduce the size of your image, however, this may not give the best quality and can only process files up to a certain size.

If you do experience problems uploading images please resize them on your local computer before attempting to upload them to the website. If in doubt please contact us at [support@simplywebsitesupport.co.uk](mailto:support@simplywebsitesupport.co.uk).



6. Once your file (or files - you can add multiple files are once using the CTRL key on your keyboard) is selected press the Upload button. The image will then be uploaded to the website, you must then click on it to select it for use...



7. Once selected you will see its details appear in the top part of the screen. There are several options you can then use to adjust the image...

To help with Search Engine Optimisation it is a good idea to enter a description of the image in the "Alternate Text" field...

Alternate Text

And you can make small adjustments to the size if you wish...

Dimensions  ×   Proportional

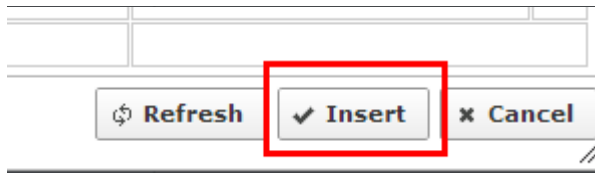
The alignment option is most useful, set it to Left or Right aligned so the image has the text wrapping around it...

Alignment  ▾

If using the Alignment option, be sure to add a margin, 4 pixels is usually plenty, just enter 4 into the Top field and all other values will be the same...

Margin Top  Right  Bottom  Left   Equal Values

Once your image options have been set, press the Insert button at the bottom of the window...



Your image will then be inserted into your webpage article. You can then click on the image and drag it up or down your article to position it against a different paragraph, or change the Alignment option to move it to the left or right of the page.

We hope you find this guide useful but if you still have questions please contact us at [support@simplywebsitesupport.co.uk](mailto:support@simplywebsitesupport.co.uk).

