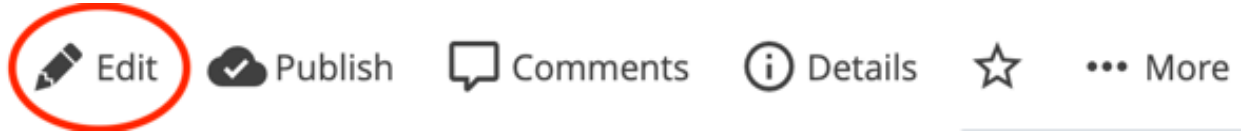
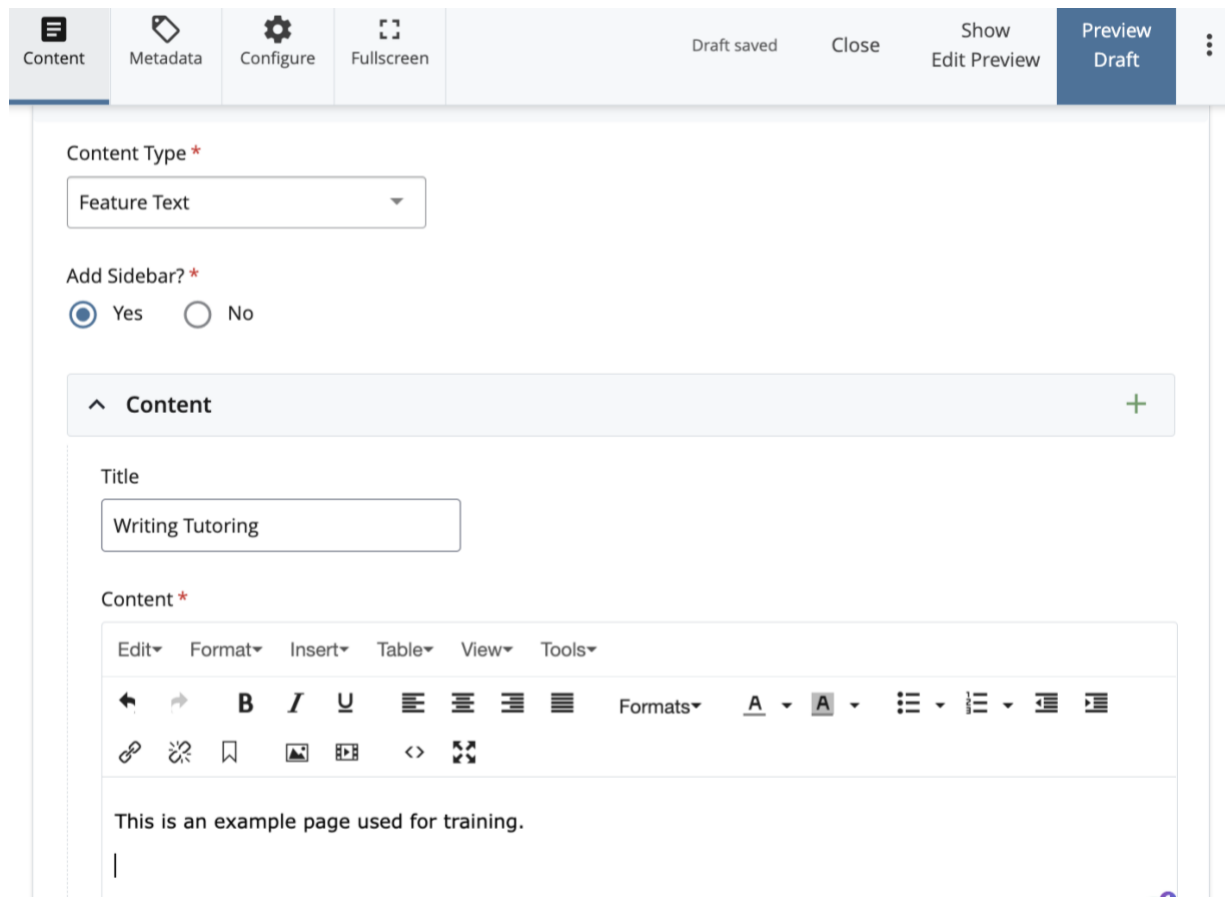


How to Add a Picture to Your Webpage

1. Make sure to click the “Edit” button at the top of your webpage to bring up the WYSIWYG editor.



2. Go to the section where you’d like to add the picture and click on it with your mouse.



Please contact Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 for any additional questions.

- Now, you'll go to the top navigation of WYSIWYG editor, and click on the icon with a picture on it. You can also get here by going to the "Insert" tab at the top and clicking on the "Insert/edit Picture" button.

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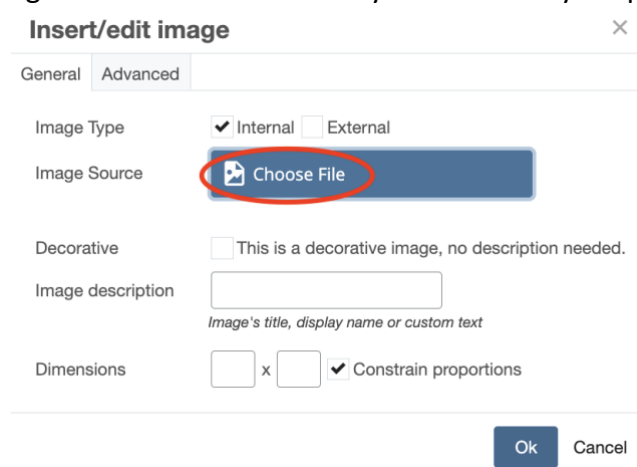
Insert/edit image

This is an example page used for training.

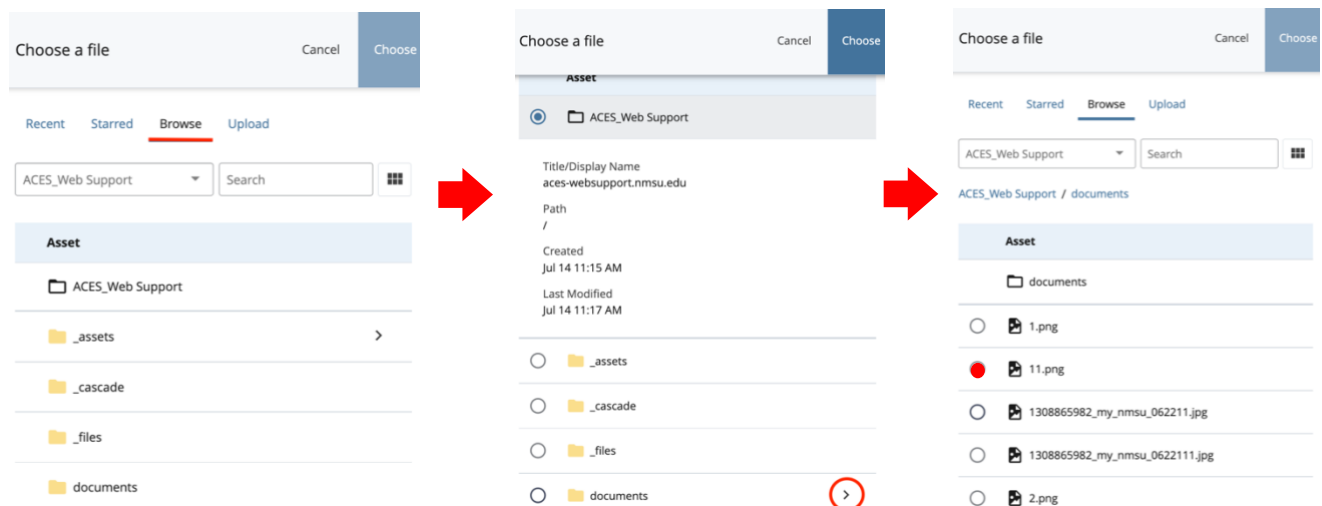
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Please contact Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 for any additional questions.

4. A pop-up window will appear that will allow you to add a picture. Click on the button across from “Image Source.” This will allow you to choose your picture.

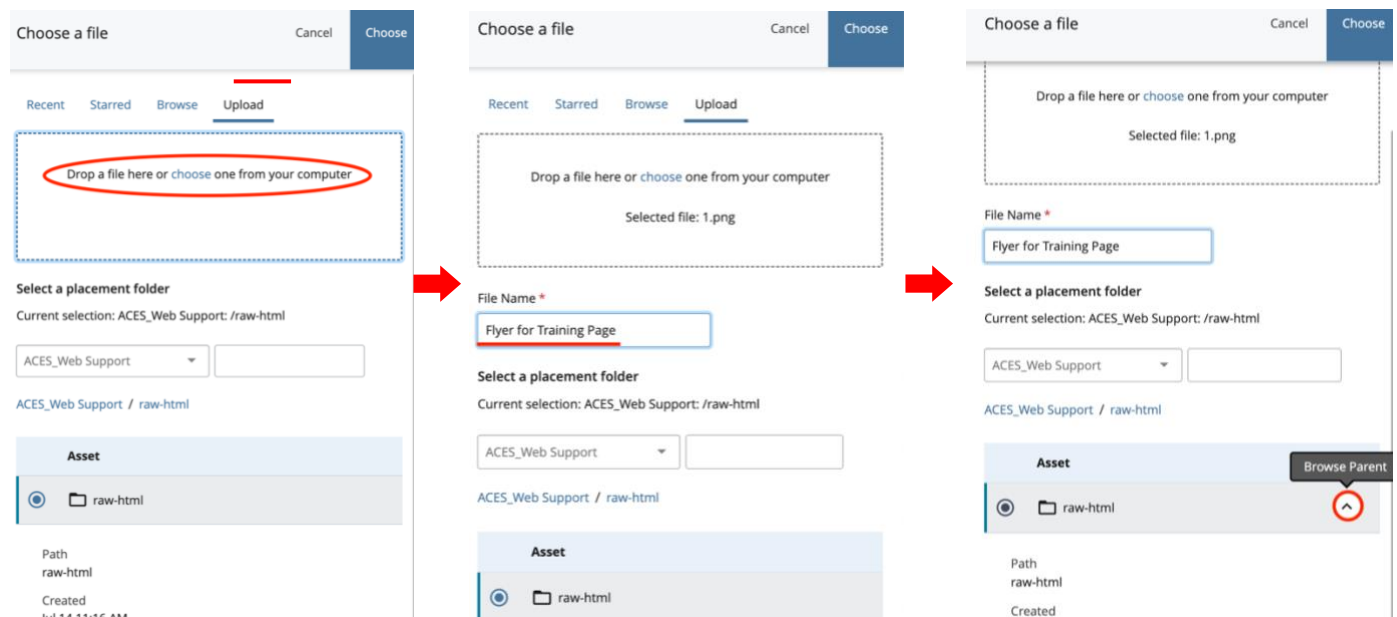


- a. If you already have the picture you want to use in your CMS, locate the file in your documents folder by using the “Browse” tab.



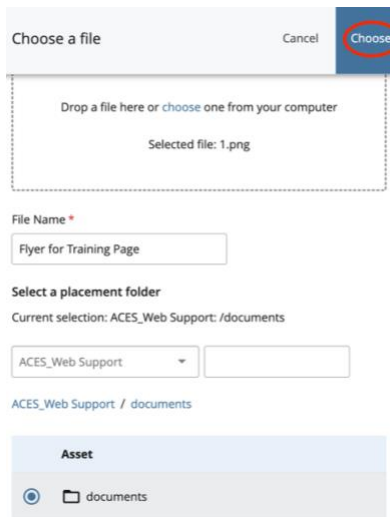
Please contact Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 for any additional questions.

- b. If you need to upload your photo to the CMS, click on the last tab that says “Upload.” From there you should be able to choose the image from your computer, please use a “JPEG” or “PNG” file.
 - i. Also, make sure to change the file name and select which folder the photo will be placed. We highly recommend all new documents and images be placed in your site’s “Documents” folder, which can be found by clicking on the “Browse Parent” button.

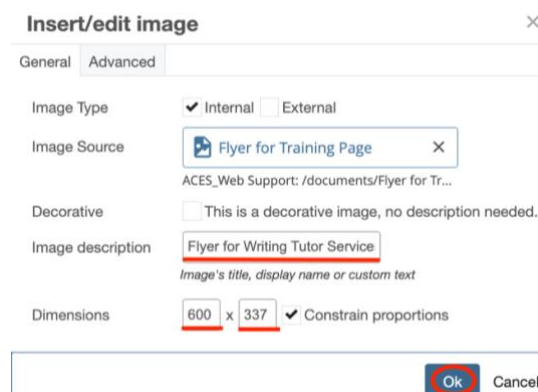


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5. Now, you can click the “Choose” button on the top right. This ensures that the file gets uploaded, and you can use it on your page.

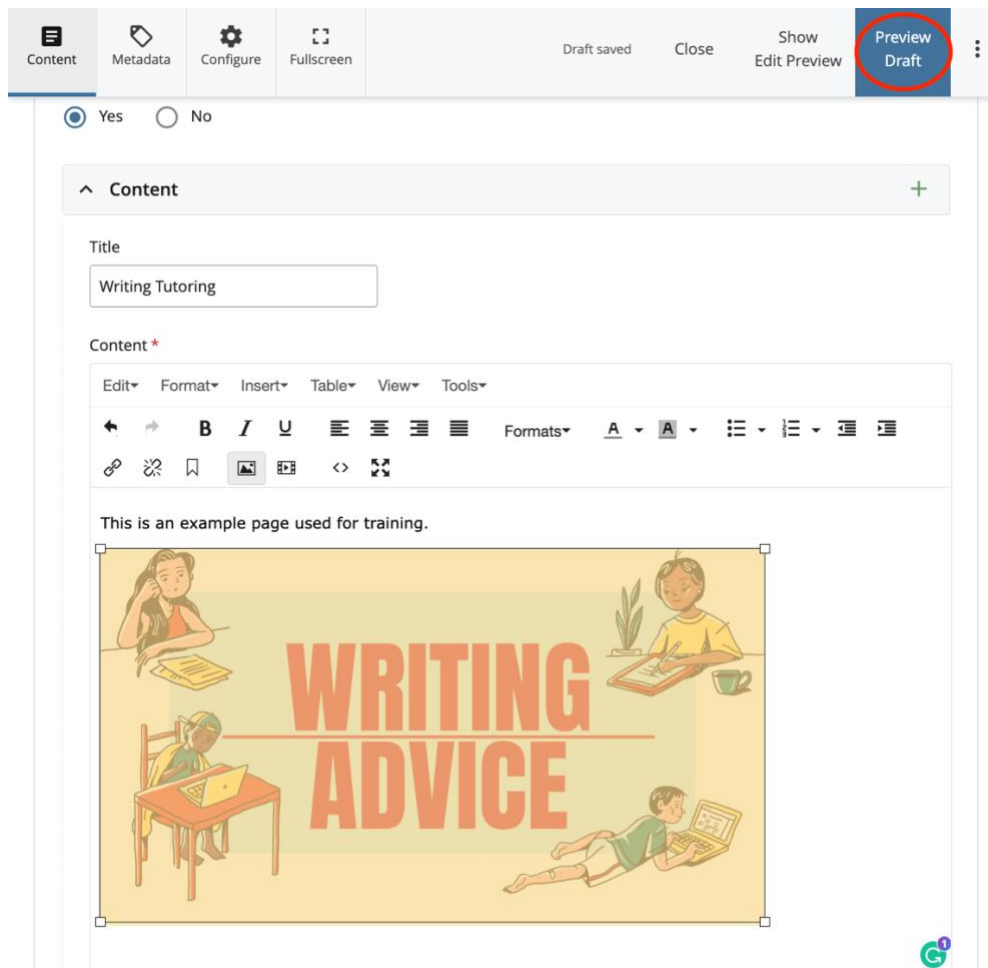


6. Now that the file is uploaded, make sure to change the “Image Description,” which describes the image you are uploading. This ensures the photo is ADA compliant.
 - a. Also, you can change the dimensions so that the file is not too big. Make sure to check “constrain proportions” so that the image does not become skewed.



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7. Finally, make sure to “Preview Draft” to make sure the photo looks good on your page. You can click on the picture icon again if you want to replace the photo or change its dimensions.
 - a. Don’t forget to “Submit” and “Publish” so that the photo becomes “live” on your website.



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