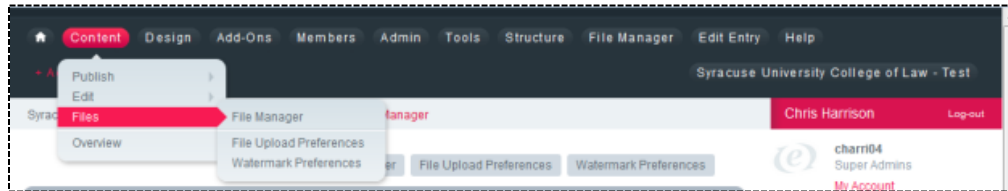


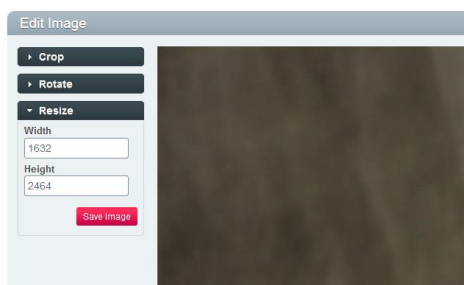
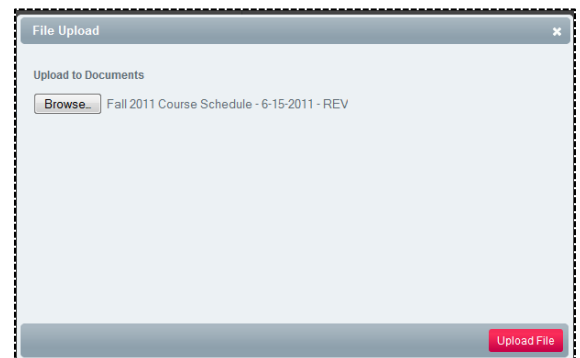
Uploading and Editing Photos

Need to upload a photo?

- First, upload the photo. Click Content – Files – File Manager






- On the following page, click Filter by Directory, choosing People Image or other appropriate directory.
- Click Upload File and browse to the desired photo, clicking Open after selecting, followed by clicking Upload File. You can click **Edit File** to change the name or?. OR Click **Edit Image** to change the size of the image or crop. Cropping will remove portions of the image, resize will all the same proportions to be maintained.



- Note: a height of about **200** is useful for a typical head shot. Click Save after completing the edit.

The image can then be used in a Main Content Top or Bottom area or other locations.

Image already uploaded, but needs sizing or cropping?

#	File Title	File Name	Kind	Upload Directory Name	Date	Actions	Delete	
210	AMilner.jpg	AMilner.jpg	image/jpeg	Documents	2014-06-11 02:33 PM			

- Click Content – Files – File Manager;
- Browse for the file using Directory and Keywords;
- Once located, use the Actions button;
- The red pencil allows you to edit the title information, the blue screen icon will allow you to Resize, Crop, or Rotate the image;
- Click Save when you've completed editing;

