

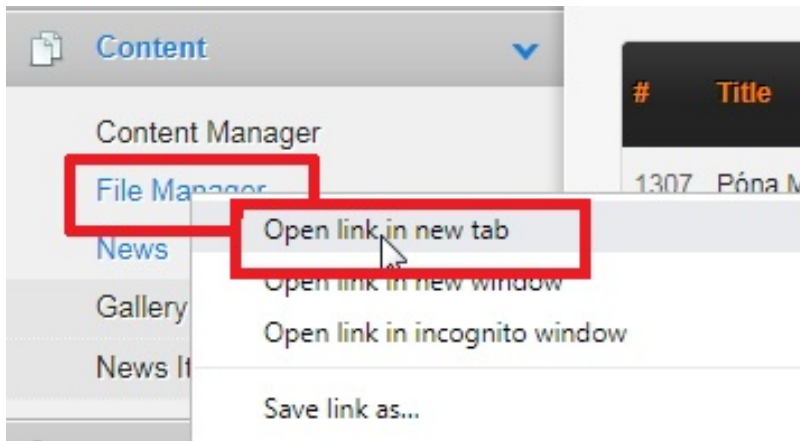
Adding an Image to www.galwaycity.ie

Open File Manager

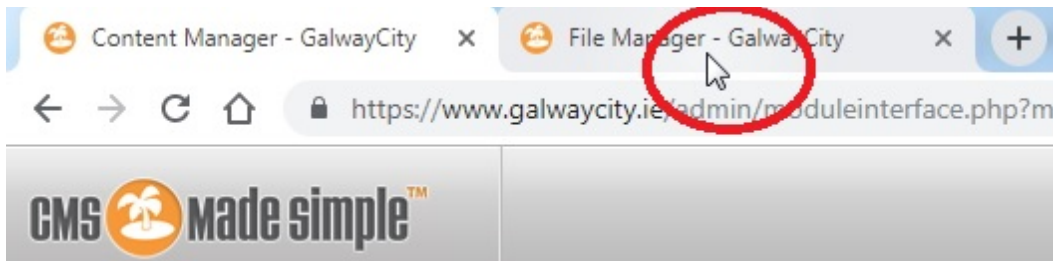
To add an image (or other file) to the main website, you must first upload the file(s) to the server.

Note: You cannot copy and paste an image from email or other. The image must exist on the web-server.

Under the **Content** menu item, right-click **File Manager** and select **Open link in new tab**

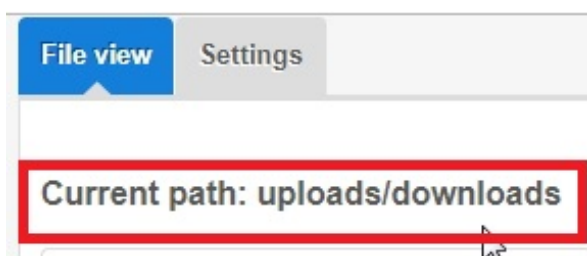


Open the new tab

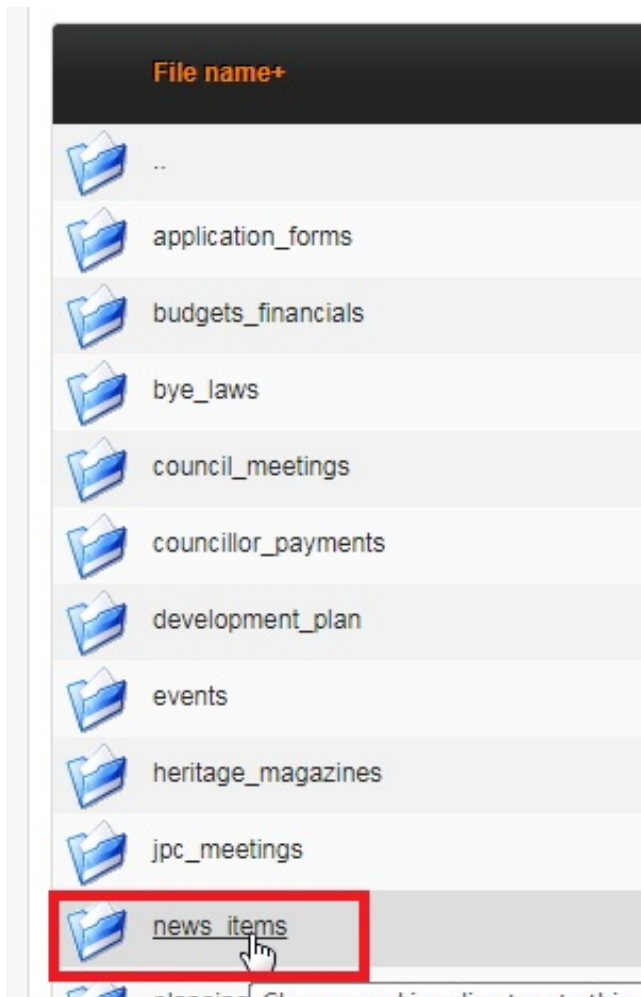


Take note of the **Current path**.

If it is the correct location, proceed to **Upload Images**, otherwise navigate to the relevant folder.



Select **news_items**



Select the appropriate section. e.g. **Your_Council**

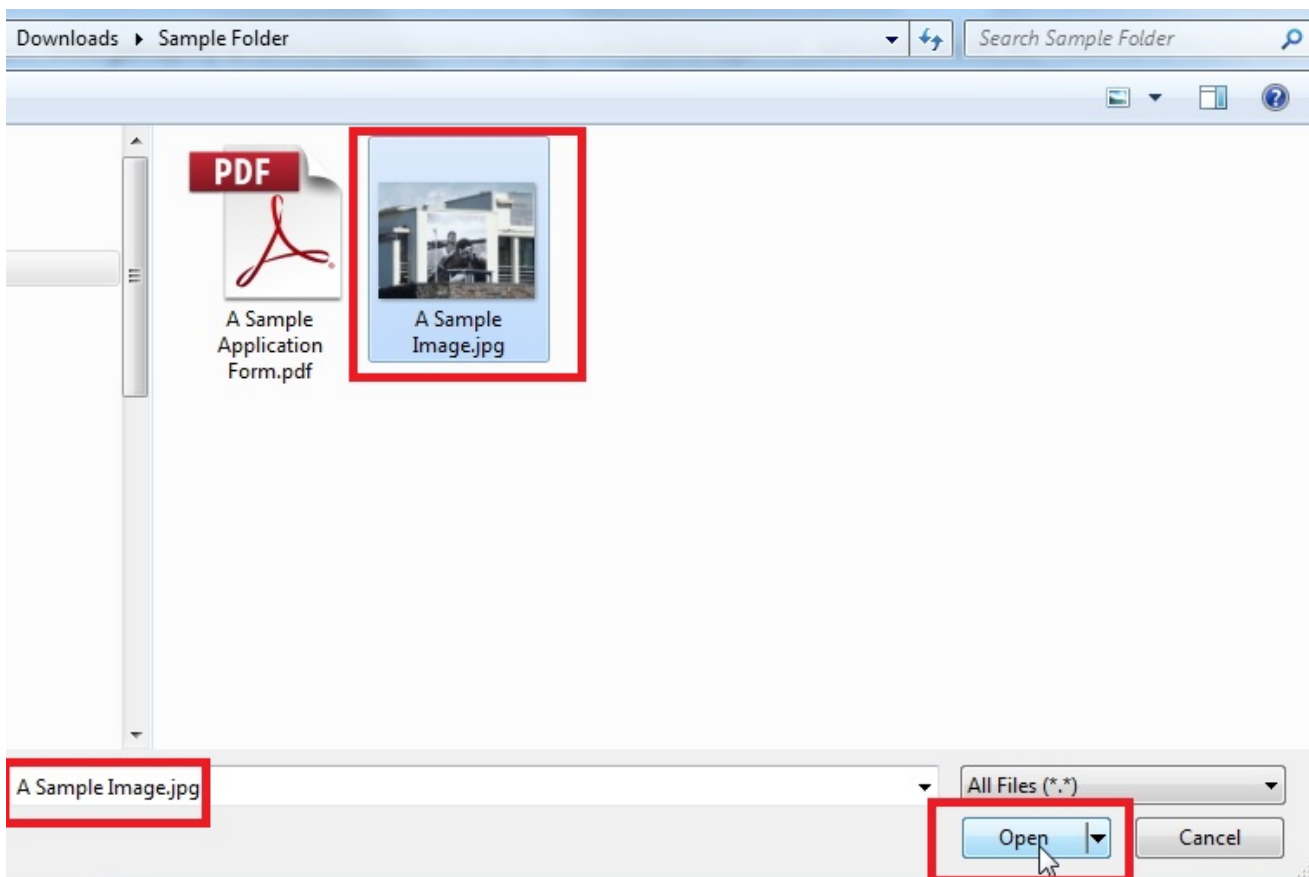


Upload Images

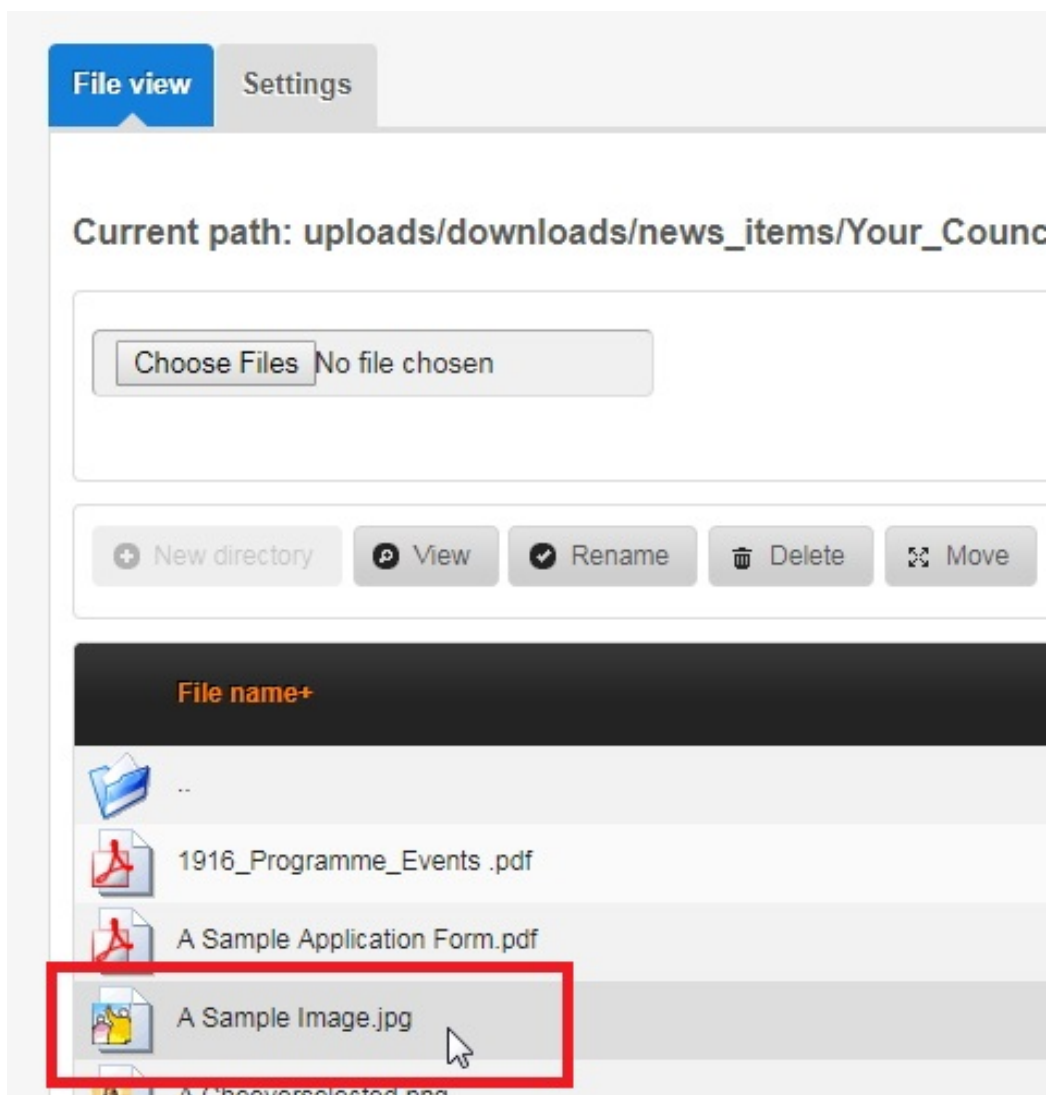
Confirm the Current path, then browse to the image(s) you want to upload using the Choose Files button.



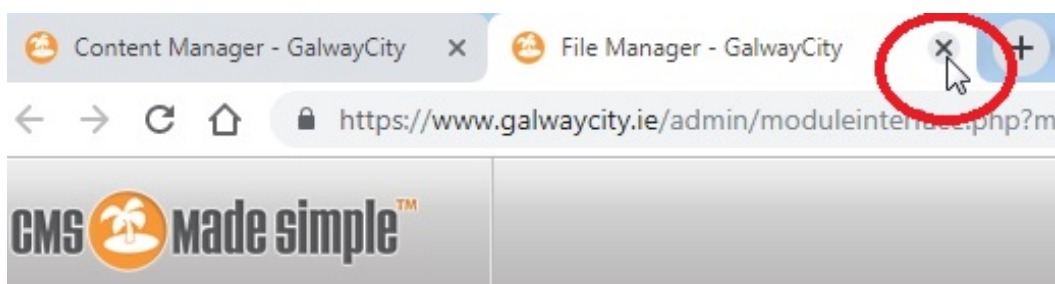
Select a local or network image and click **Open** to start the upload.



The image should appear in the file list once uploaded.



Close the **File Manager** tab to return to the **News Item**.

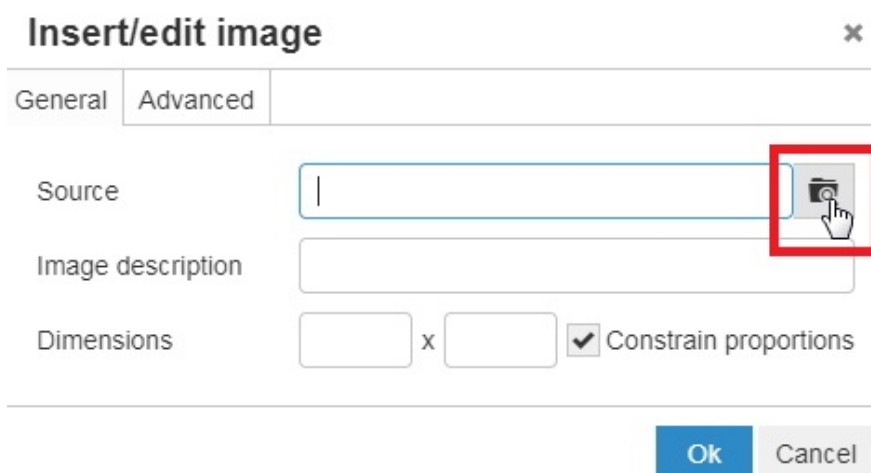


Insert the Image

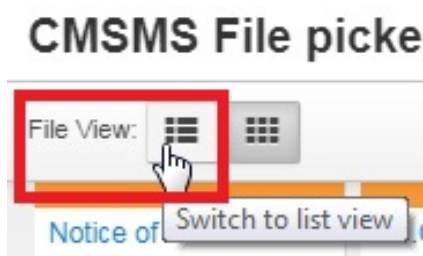
Place the cursor at the location at which you want to insert the image and select the **Insert/Edit Image** button on the right of the toolbar.



Use the button to the right of the **Source** textbox to browse for your recently uploaded image.

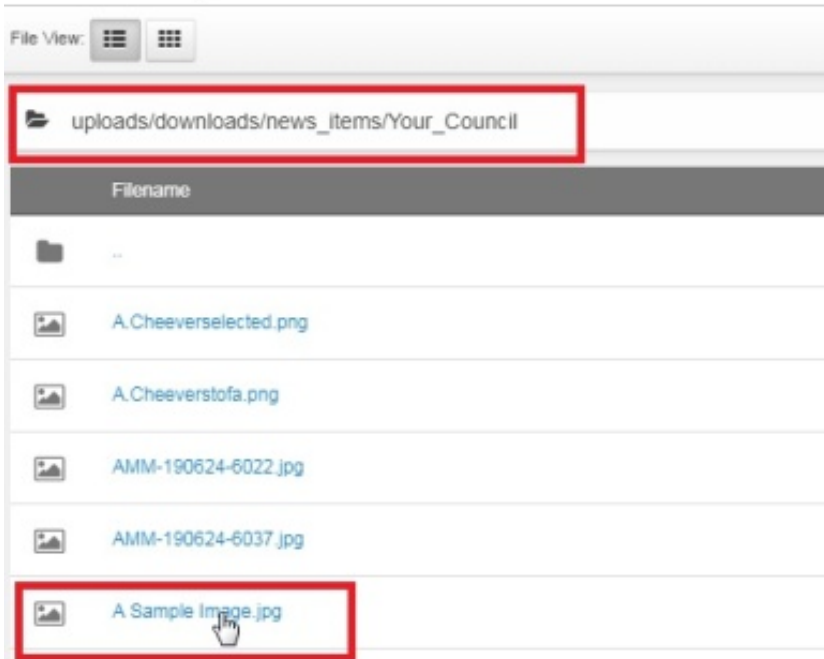


Note: It may be more convenient to switch from the default folder view to list view



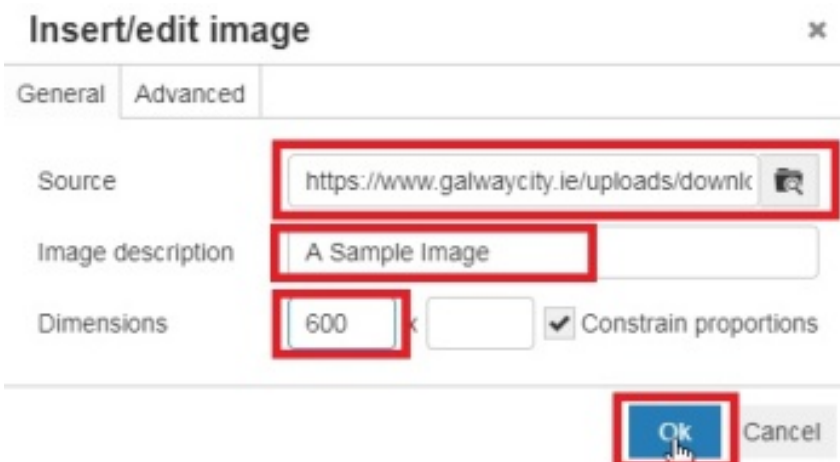
Locate and click on your image

CMSMS File picker



- The path to the image will be automatically inserted into the Source textbox.
- Image description contains the 'hover' text for the image and can be completed.
- 600 should be the maximum for the first **Dimensions** field

Click OK when satisfied.



Your image should now appear in the article.

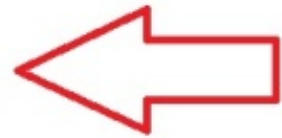
*Content: ?

Edit ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ ✂ 📄 📁 Formats ▾ **B** *I* U [List Icons] [Link Icon] [Image Icon]

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Place the cursor at the image location...



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