Parish Place – Uploading Images

Before you insert an image on your web page, it is a good idea to optimize it for the web. A slimmed down image will load fast and make your visitors happy. Read the *"Optimizing Images for the Web"* handout available on the MyDioErie portal. Use the Web training link to many instructional handouts.

<mark>**Is this image going to become a clickable link to another page or resource?** Please turn to the last page before continuing.</mark>

1. Save your image somewhere memorable like your **Desktop** or **Documents** folder.

2. Log into the ParishPlace interface.

3. Create the page that will contain the image or open an existing page. These instructions apply whether you create the page using **Navigation and Webpages**, **Homepage Content**, **Additional Pages** or a story in the **News** Module.
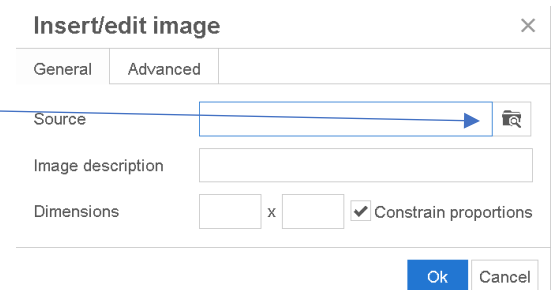
Upload Image

4. Scroll down to the **Page Text** field.

5. Place your cursor where you want to add the image.

6. Click the **Insert/Edit image** button (mountain scene) on the formatting ribbon.
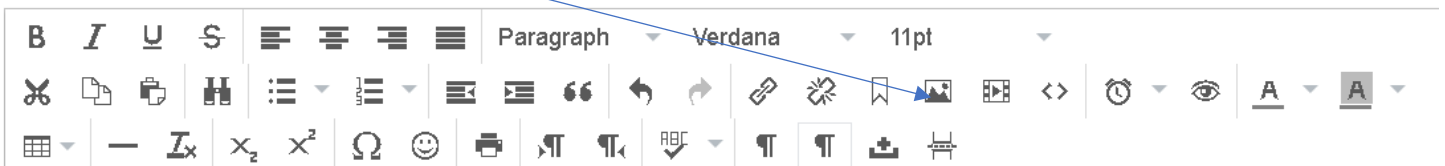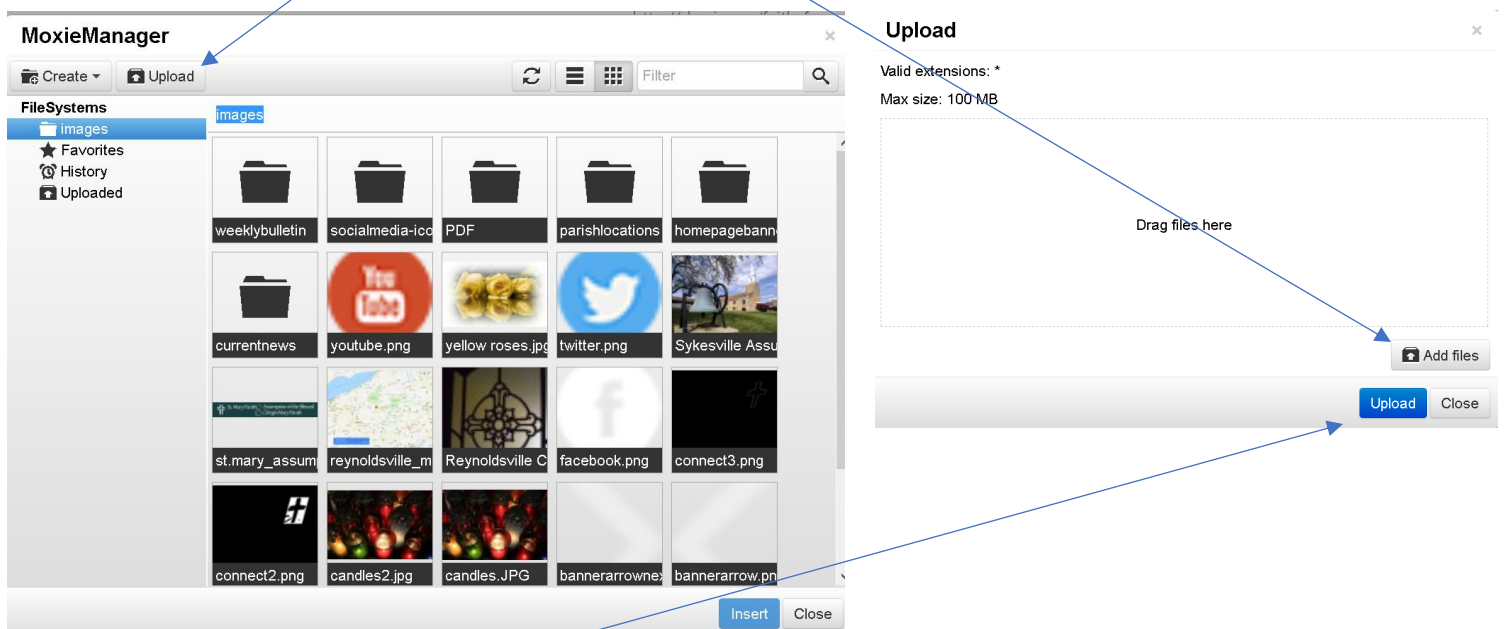

 The insert/edit image window will open.

7. Click the **folder** button to open he **Moxie Manager** will open.

8. Click the **Upload** button and then the **Add Files** button.

9. Locate and select the image.
10. Click the **Upload** button.
11. When the message changes from "uploading" to "uploaded", click the **Close** button. The file you uploaded will be check marked.
12. Click the **Insert** button in the lower right corner of the of the screen.
13. Important: Type a description for your image in the **Image Description** field. For example "Picture of St. John altar." This description will help make your website accessible to visitors with impaired vision by allowing screen reader software to read your description. It is an important part of ensuring your website meets ADA standards for accessibility.

Wrap text around your image.

1. Click the **Advanced** tab.
2. Use these codes to wrap text around your image.
3. Click **OK**.   This should place your picture on your page.   You can click and drag it to position it.

Image on left with text wrapping on right:	Image on right with text wrapping on left:
float: left; margin-right: 15px; margin-left: 5px	float: right; margin-right: 5px; margin-left: 15px;

To delete unneeded images from the uploaded folder

1. Open any web page and scroll down to the **Page Text** field.
2. Click the **Insert/Edit Image** button (mountain scene button) on the formatting ribbon. The insert image window will open.
3. Click the **Folder** button.
4. Check mark the files you would like to delete.
5. Click the **Manage** button and choose **Remove**.
6. Click the **OK** button and then **Close**.

Special notes about using images as clickable links:

If you want the image to serve as a button or clickable link to another web page or resource, it is a good idea add a "click here" badge or area. Without it, the visitor could dismiss it as just another pretty picture.   Use photo editing software to add text or to layer graphics on your image. Contact Rich Papalia at 814-824-1172 if you need advice.

Making the image a clickable link.

1. Click the image.
2. Click the link **Insert/Edit Link** button on the formatting ribbon.
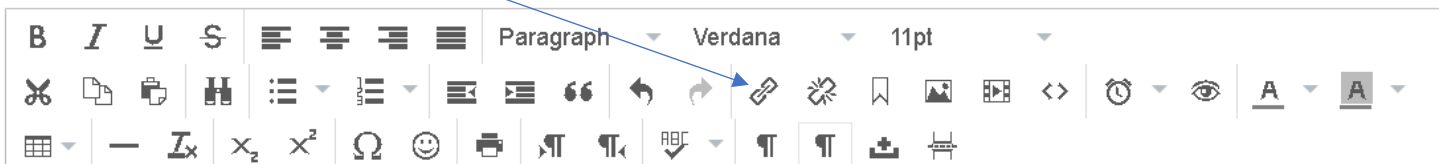
The insert link window will open.

3. Add some text to the **Title** field. The Title field must be complete to keep our website ADA compliant. The **Title** field will provide a screen hint to visitors of your website when their mouse hovers over the link text or when it is read aloud by screen readers.

4. Click in the **URL** field

5. **To link to another webpage** (inside your site or elsewhere on the web)enter the web address of the website .

    To link to a PDF, follow these instructions:
    https://www.eriercd.org/images/pdf/computer/LinkPDFs.pdf

6. Click **OK.**