Managing Images

As the old adage goes, “a picture is worth a thousand words.” A healthy supply of images depicting chapter officials, facilities, events, or even mild symbolism will help to facilitate the absorption of your chapter’s mission and makeup by those who visit the chapter’s website.

Uploading Images

Any image that you wish to display on your chapter’s website will have to be uploaded to the SharePoint platform first. This section will explain both of the methods by which you can complete this action.

Method One: Preemptive Upload

If you have a number of images that you’ve planned in advance to use on your chapter’s website, whether throughout the website at large or on specific pages, you can upload them to your chapter’s website in advance for easy access later on. This method is especially useful for certain SharePoint image display methods that require the image to exist within your website’s structure in advance.

To begin, click on “Site Actions,” located near the top-left corner of your browser window. Then, click “Manage Content and Structure” in the dropdown menu that appears. The central area of your browser window will display a top-level listing of all of the libraries that exist within your chapter’s website. For now, we’ll want to focus on the “Images” library. Click on the Images library to proceed.

Click on the library labeled "Images" to find images you’ve previously uploaded and to add new ones.
Once you are viewing the Images library:

1) Just above the list of images, you’ll see a navigation bar containing options for operations you can perform in the current library. Click on “New” and, in the dropdown list that appears, click “Item.”

2) You will arrive at a page that will prompt you to browse your computer’s files for the document you wish to upload. Simply click the “Browse” button to begin this process. Use the popup window that appears to find and select the image you wish to upload, then click the “Open” button. Once the popup window closes, click the “OK” button on your browser window.

3) Once the document has uploaded, you will be taken to a page from which you can update certain details about the image, such as its Name, its Title, and any available copyright information. Altering the preexisting Name value is optional. Simply click the “Save” button near the bottom of the page when you are satisfied, and your image will now appear in the Images library.

To access an image that you’ve uploaded using this method, put the page on which the image is to be placed in Edit mode. Click on the “Editing Tools” → “Insert” tab in the top-left area of your browser window. Click directly on the “Picture” option, and a popup window will appear and display your chapter website’s content. (If you accidentally click on the black arrow directly beneath the Picture option, simply click “From SharePoint” in the dropdown menu that appears to get the same result.)

Double-click on the “Images” library. Look through the list of images you’ve uploaded, click on the one you wish to add to the page, and then click the “OK” button at the bottom of the popup window. The image will now appear on the page.

When you are satisfied with your changes, make sure to use the “Publish” tab to publish your page and make your changes permanent.

(Note: Each section of your chapter’s website — About Us, Careers, News, etc. — has its own Images library in addition to the overarching Images library specified in this document. While you can always draw images from any library within your website’s structure, the best practice is to upload images to the Image library of the section of your website on which they will appear. Doing so will facilitate better organization and help chapter web administrators to more easily find images should they require modifications.)
Method Two: Upload While Creating or Editing a Page

In the course of putting together your chapter’s website, you may occasionally find it more convenient to upload images on the fly. You can do so in the course of creating or editing a page by following these instructions:

1) Click within the Content Editor where the image is to be placed. Note the menu in the top-left area of your browser window and click on the “Insert” tab beneath “Editing Tools.”

2) Click on the small black arrow just beneath the “Picture” option. In the dropdown menu that appears, click “From Computer.” This will bring up a small popup window that will allow you to browse your computer’s files for the image that you need. Click the “Browse” button to do so.

3) After you’ve selected the proper image, select “Images” in the “Upload to:” dropdown list in order to send the image to the proper library. Click the OK button.

4) After a moment, another popup window will appear to allow you to edit certain details about the image, such as its Name, its Title, and any available copyright information. Altering the preexisting Name value is optional. Simply click the “Save” button near the bottom of the popup window when you are satisfied, and your image will now appear on the page.

When you are satisfied with your changes, make sure to use the “Publish” tab to publish your page and make your changes permanent.

(Note: Images uploaded using this method will automatically go to the Images library of the section of the site in which the page you’re modifying resides. For example, if you’re modifying the “Careers” page, any images you upload while editing will go to the Images library in the Careers section of your chapter website’s structure.)
Editing Images

After you’ve uploaded an image, you may find that it’s dimensions or position don’t quite fit the needs of the web page on which you’ve placed it. Fortunately, SharePoint offers you tools for modifying an image after you’ve uploaded it so that you don’t have to keep going back to re-edit and re-upload the original.

The “Picture Tools” → “Design” tab will become visible in the top-left area of your browser window whenever you click on a picture on a page while in Edit mode. Click on it to view and take advantage of the options it offers for modifying the image in question. Note that you should keep the “Lock Aspect Ratio” box checked if you’re changing the size of the image. Best practices further dictate that you should avoid making any image larger, as this will likely cause it to become visibly pixelated.

On the far left side of the Picture Tools → Design options, you’ll notice one labeled “Change Picture.” You can use this option to quickly and conveniently replace the highlighted picture with another. The process is identical to uploading an image from your computer or picking one from your site’s content depending on which option you choose.

Finally, if you wish to turn an image into a link to another web page or website for any reason, click on the image to highlight it, then click on the “Editing Tools” → “Insert” tab. Click on the small black arrow beneath the option labeled “Link.” The dropdown list that appears will enable you to choose whether you want to link to a page within your own chapter website or provide a URL to an external website.
If you choose the latter, make sure to check the “Open in new tab” option box that will appear beneath the new “Link Tools” → “Format” tab so that visitors to your site will not be taken away from it when they click on the image.

When you are satisfied, make sure to use the “Publish” tab to publish the page and make your modifications permanent.

**Conclusion**

You now have all the information you need to upload, place, and manipulate images on your chapter’s website. If you have any questions about the processes described here or otherwise require further assistance, please contact online@theiia.org.