Replacing/Adding Images
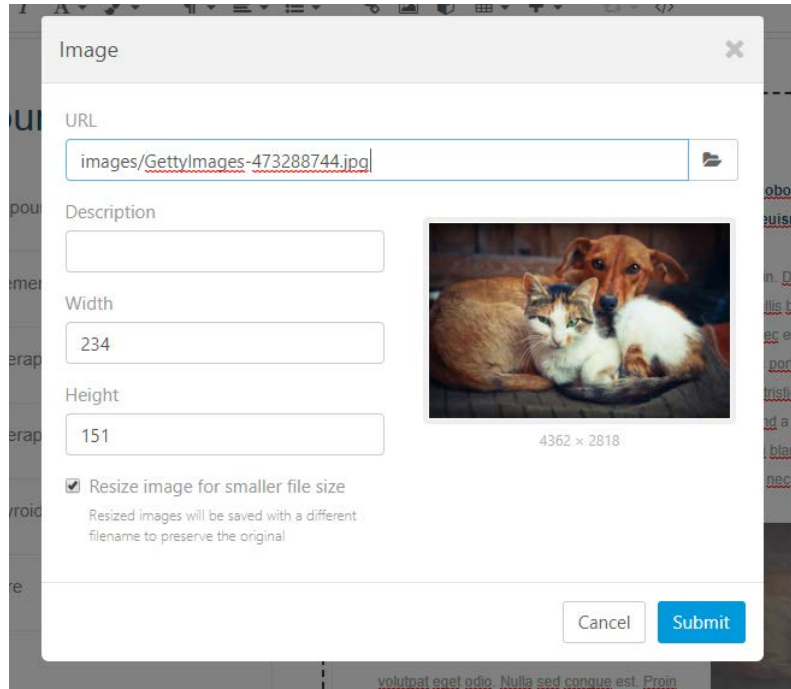
Log into the Content Management System. *Note:* View tutorial for Login Instructions.

Click on the page to which you want to replace/add a picture. Once on the page, double-click on the image you would like to replace. Alternatively, you can click the image you are trying to replace. Then click on .
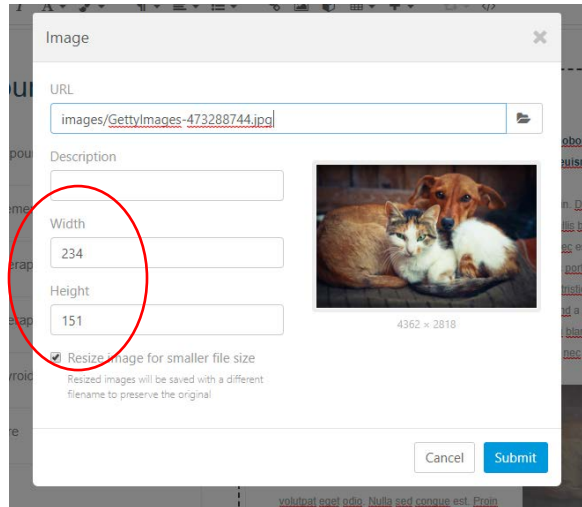

This will prompt a new window. This window should you the file name, description, width, and height of the picture. You can also crop the picture while in this window. The Content Management System currently supports the following formats for images: png, jpeg, jpg, or gif.

Note: For cropping – Select the photo using your mouse, click (hold down) and drag on the image to crop, after you let go from clicking, you will see 8 miniature squares around the newly cropped image. You click and drag each square to further adjust your image. (Refer to the image above).

If you have any questions, contact us at 814.337.3441 or email support@storeymarketing.com.
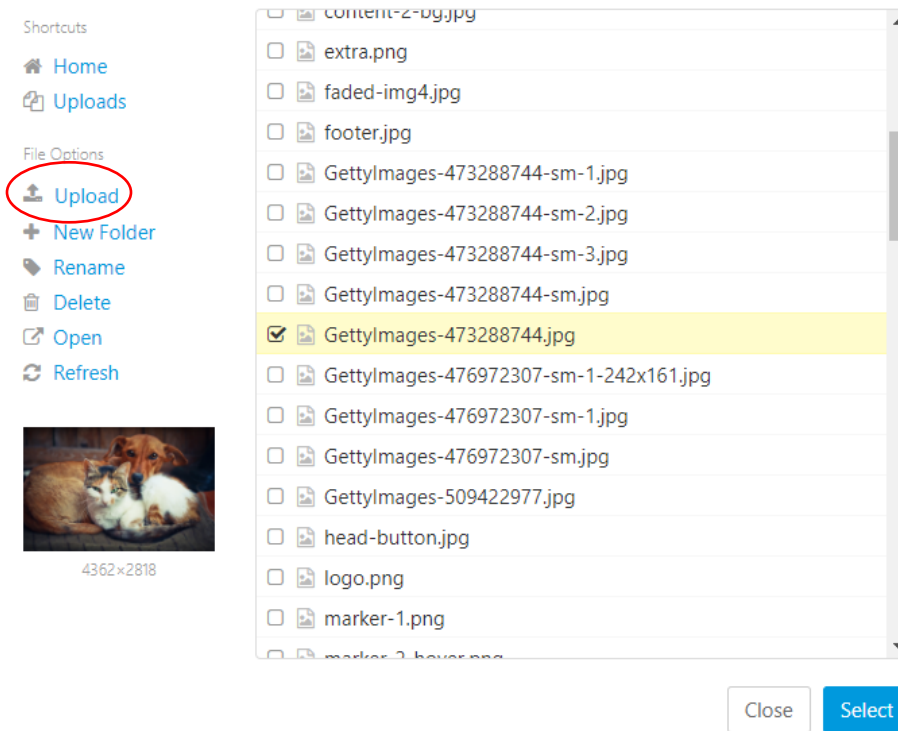
1. Note the size of the photo you are replacing.

Note: make sure to record the width and height written in the fields labeled "Width" and Height. Not the size under the picture.

2. Then select 📂 . This will prompt a new window to appear.
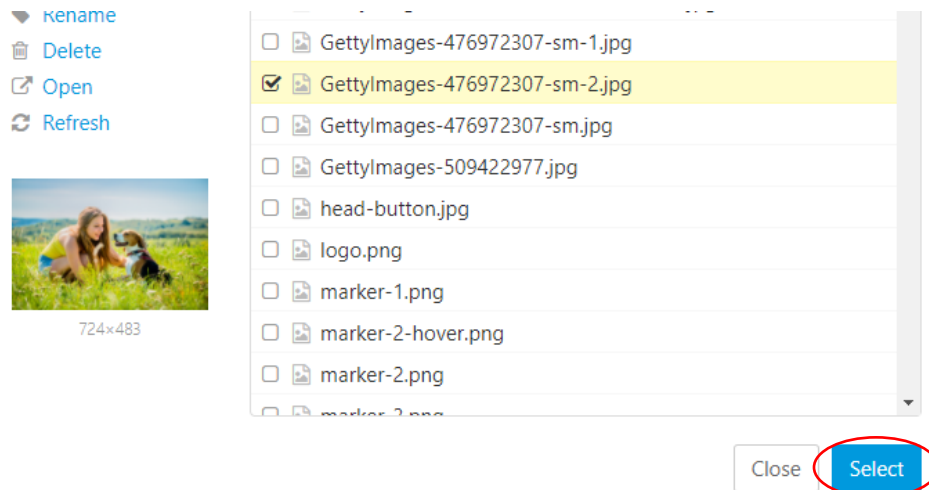3. Please click on "Upload" in the left hand menu.

Note: Do not click on Uploads. This will just show you what is currently uploaded on your website.

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4. Once you have selected "Upload", you will be able to navigate your computer's file. Select the photo you want then click "open."

Note: Keep in mind that each photo has a different file size. Upload speed varies depending on file size and your internet connection.

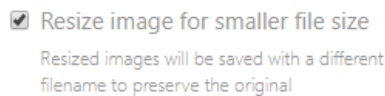5. You will return back to the previous window. Click "Select".

6. Update the width and height to match the previous picture.

Note: The width and height are locked so that you cannot skew the image. You may change the width but you won't be able to match the height exactly.

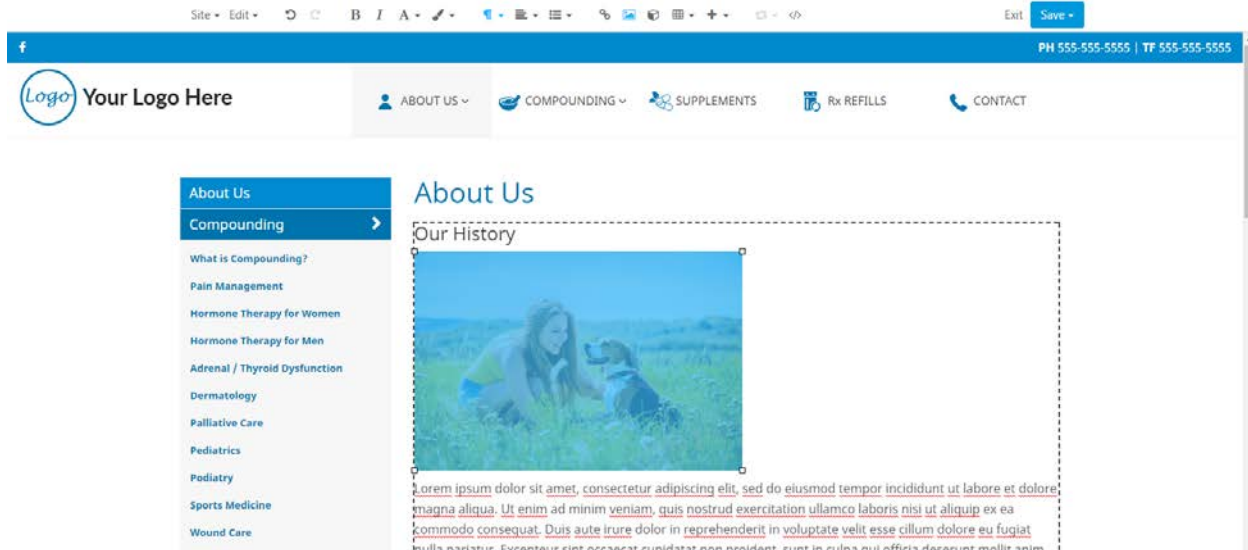7. Add a picture description, such as woman, or woman with dog. This will help your SEO!

Note: Make sure the "Resize image for smaller file size" is checked.

8. After this information is filled out. Please click "Submit".
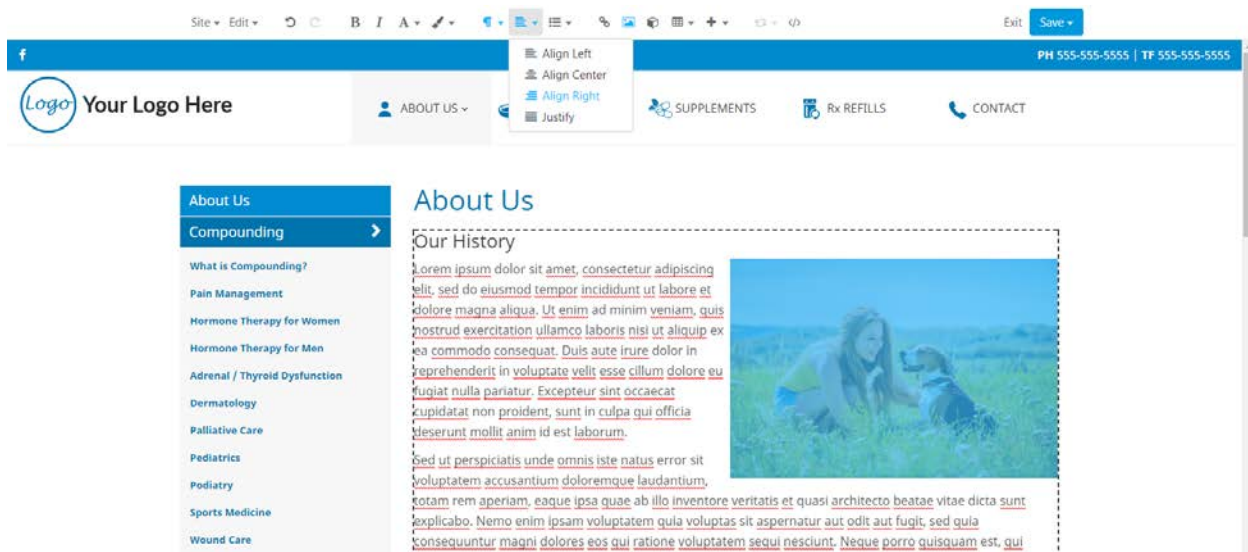9. This should have correctly replaced the image.

If you need to adjust the size after the image has already been placed within the text, you can click on the photo, and four white boxes should appear in the corners. You can use these to drag and rescale the image to the desired size.

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Wrapping Images around Text

To format an image to wrap around text, first move the image to where you would like it to appear within the text. The click on the image to highlight it.

From here, click . This will provide you with 4 options, Align Left, Align Center, Align Right, and Justify. Select the option you want.

Note: The alignment feature is not just for images! You can align any content you have using this tool. Just single click on the content you want to align then select the alignment tool, choose the alignment you want and voila!

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