Picture Tools

To insert an image into your page, follow these steps:

1. Edit the page and click in the “Page Content” box to edit your content.

2. The “Editing Tools” tab will appear in the ribbon bar and click the “Insert” sub-tab. Then click the “Picture Button Menu” and select one of the source options (Figure 1).

From Computer: Allows you to upload an image from your computer to a library in your site, and insert the image into the page in one step. **Note:** If you upload an image to your site’s “Images” library, you will need to go to that library afterwards and “publish” the image; otherwise, it won’t display on the public live site (see “Image Publishing” section at the end of this tutorial).

From Address: Allows you to enter the URL address of an image on the Shasta College site or another site. **Legal Warning:** Do not use images from a third party site unless you have written permission.

From SharePoint: Allows you to insert an image that is already uploaded to your site or another Shasta College department site. **Important Note:** Reduce image size and resolution prior to uploading images to the site (see “Resizing Images” tutorial).

3. From Computer Example: When the “Select Picture” window appears, click the [Browse] button to find and select the image on your computer (Figure 2).
4. Select the “Images” library from the “Upload to:” drop-down-list field or another library. If a new image, then uncheck the “Overwrite ...” checkbox.

5. Click the [OK] button. The Images [properties] window will appear.

6. Enter any field values and click the [OK] button at the bottom (may have to scroll down). The image will be uploaded and displayed on your page (Figure 3).
Picture Tools Tab
Whenever an image is selected in the “Page Content” area, the “Picture Tools” tab will appear in the ribbon bar (Figure 4).

![Figure 4](image)

Select Button Menu
Allows you to select or upload a different image.

Properties Section
Address Field: The URL address to the image.

Alt Text Field: Required brief description of the image for Section 508 compliance.

Image Styles Button Menu
Allows you to apply a pre-defined style to an image. The “Table” style is nice.

Position Button Menu
Allows you to align the image inline or by “floating” (text wraps around the image).

Size Section
Allows you to resize the image to a specific dimension (height and width).

Spacing Section
Provides spacing (“Horizontal” = left / right, “Vertical” = top / bottom) between text and the image when “floating” the image for text wrapping. Note: if not “floating” the image, or if the image width is 715px (full allowed width), then set these values to zero.

Publishing an Image
Follow these steps to publish an image that you may have uploaded / inserted in a page.

1. Within your site, click the “Site Actions” menu and select the “View All Site Content” menu item.

2. Click on your images library link (e.g. “Images”)
3. Click the checkbox next to the uploaded image (Figure 5).

4. Click the “Publish” button in the “Workflows” section of the “Documents” sub-tab in the ribbon bar. Now the image will be live on the public website.