

Content Editor: Image Gallery Overview

Image Gallery

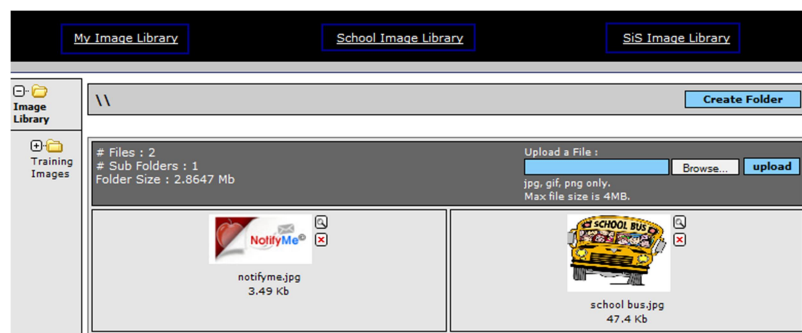
The Image Gallery provides the ability to upload and store images that you wish to display within a content editor on the website. It also allows you to insert images from three available galleries:

- **My Image Library:** Allows you to create folders and upload images to these folders that you wish to insert within a content editor. This area is user specific and only you will see images stored within your 'My Image Library'.
- **School Image Library 'or' District Image Library:** The School Image Library is accessible by all users for your school site and is maintained by the school site webmaster(s). You are allowed to insert these images within content editors. If you are a District user, the District Image Library is accessible by all users for your district site and is maintained by the district site webmaster(s). You are allowed to insert these images within content editors.
- **SIS Image Library:** Accessible by all users. This library contains non-copyrighted clipart and is maintained by SCHOOLinSITES. You are able to insert any of these images within a content editor, but you are unable to upload images to this gallery.

To Access The Image Gallery:

Upon logging into the site and navigating to the content editor:

- Select the Image Gallery button from the content editor toolbar.
- You will see links to the three available Galleries: My Image Library, School Image Library 'or' District Image Library, and SIS Image Library. My Image Library is the default view.



To Upload Images:

- Select My Image Library.

Note: The School Webmaster may select School Image Library and upload images to share with that school’s users. The District Webmaster may select District Image Library and upload images to share with District site users.

- To create a folder, select the Create Folder button.
- Enter the new folder name and click Add.

- Select the button adjacent to the folder you wish to access.
- Select Browse and locate the image you wish to upload and select. You will then click Upload.

Note: The acceptable file types are: jpg, gif and png files only. The maximum file size is 4MB.

Make certain that any graphics or photos that you upload and insert within a content editor are not copyrighted. Your district is responsible for content posted on the website.

[My Image Library](#)

Create Folder

CREATE FOLDER ::

PATH: /

Name of the Folder:

Holiday Images

CANCEL

ADD

 Holiday Images

Upload a File :

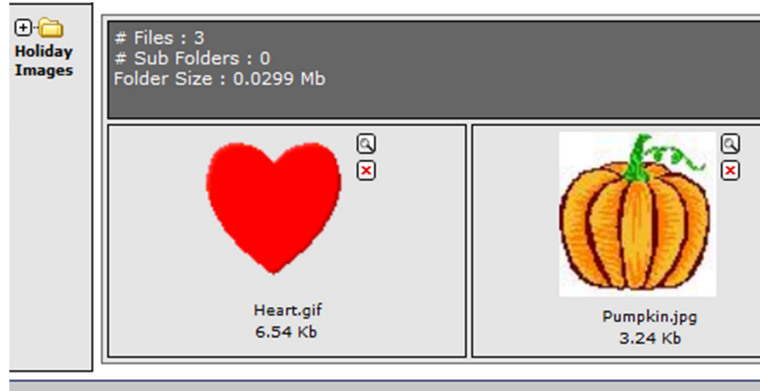
Browse...

upload

jpg, gif, png only.

Max file size is 4MB.

- Your image will be displayed below. The file size and name is displayed underneath the image.



- Select the Resize button to change the dimensions of the image.



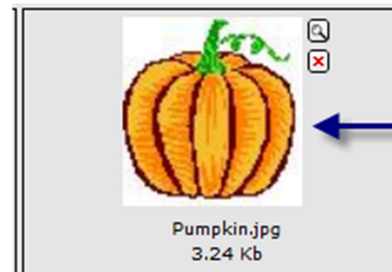
- Select the Delete button to remove the image from the library.



Note: Deleting an image currently in use on your website will cause a broken image to appear.

To Insert An Image Within A Content editor:

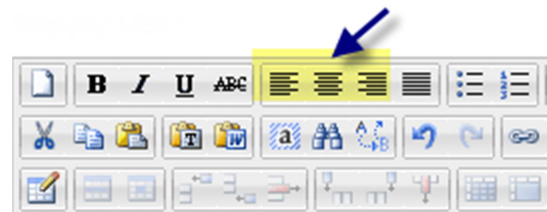
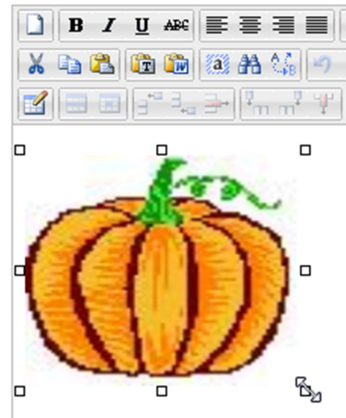
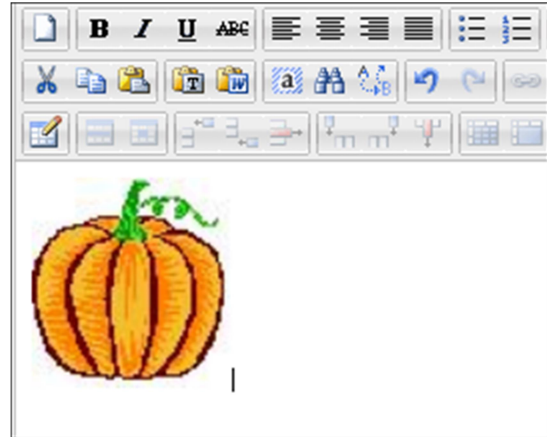
- Select the appropriate Image Library and locate your image.



- To insert the image within the content editor, you will:
 - Right click the image and select Copy.
 - Place your cursor within your content editor and Ctrl+V to paste the image within the content editor.

‘or’

- You may drag and drop the image within the content editor.
- To enlarge or minimize the image, select the image and left-click and drag the corner to enlarge or minimize.
- While the image is selected, you may also use the Left-Align, Center, and Right-Align toolbar buttons to relocate your image within the content editor.
- To save changes within your content editor, you will select “Update” or “Save”.



Update