

RMU Academic Website guide to

# adding photos

version 1.11.07.13



# important information before you begin

we recommend using Google Chrome™



this process **does not work** in Mozilla Firefox®



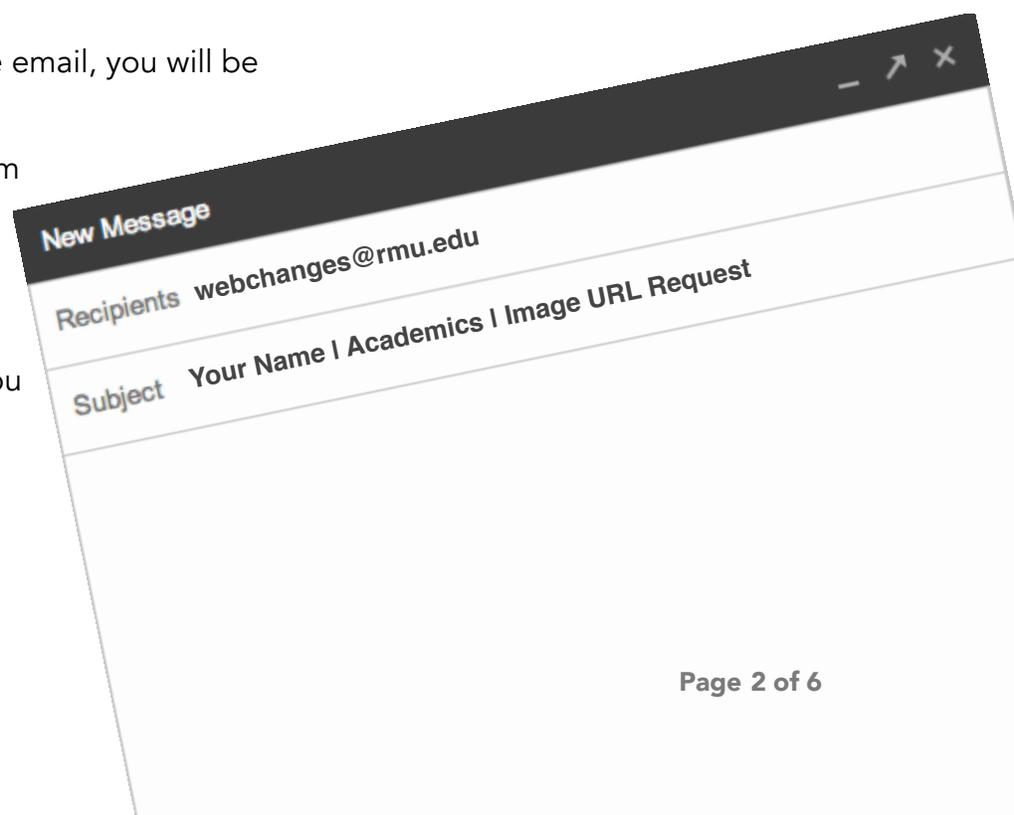
This document assumes that you have accessed the editing mode for the particular major/degree. If you have not, please refer to the *RMU Academic Website Guide to Editing Major & Degree Content* (accessible via [rmu.edu/trainingdocs](http://rmu.edu/trainingdocs)).

## obtaining the URL for your image

In order to add a photo to your major/degree description page, it is **required** that you have a URL for your image - there is no upload option in the editor for this.

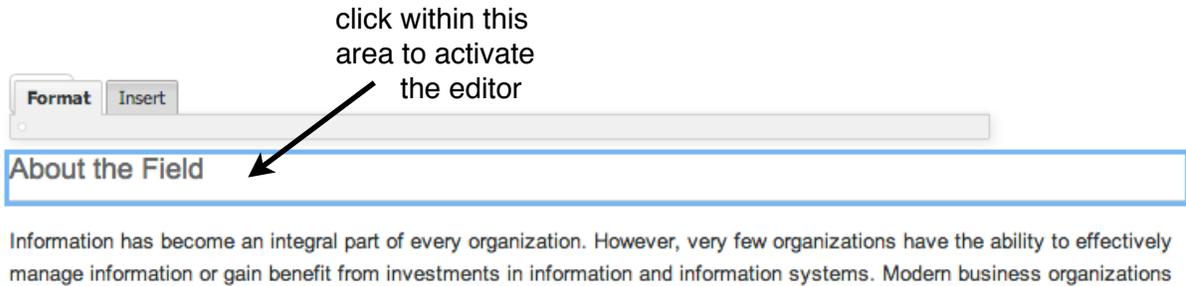
To obtain a URL, please send an email to **webchanges@rmu.edu** with your image attached. Within the email, please reference which degree/major the image is for, so that we can name it properly.

Once you have submitted the email, you will be notified that your request has been received. Someone from within the IT department will contact you with a unique URL that you can use to reference the image. Once you receive the URL, you can proceed with following the directions outlined below.

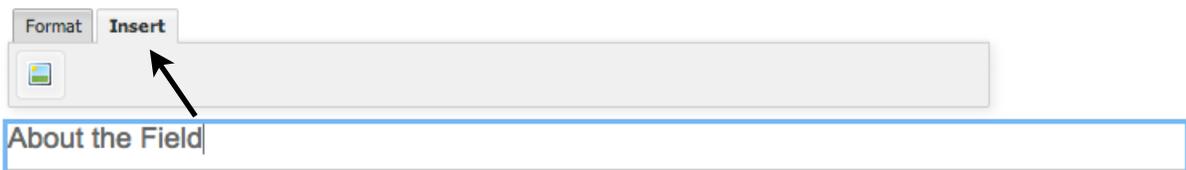


## adding a photo to a major/degree description page

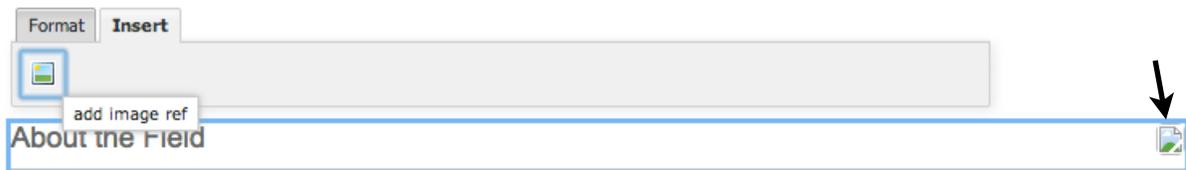
1. Click within the heading of the section where you want to add the photo. The editing bar will appear.



2. Once the editor is activated, click on the **Insert** tab at the top.



3. An icon of an image will appear - this is the button to add an image. Click on this icon.
4. Once you press on the icon, notice that it adds an image icon on the right side of the header area.

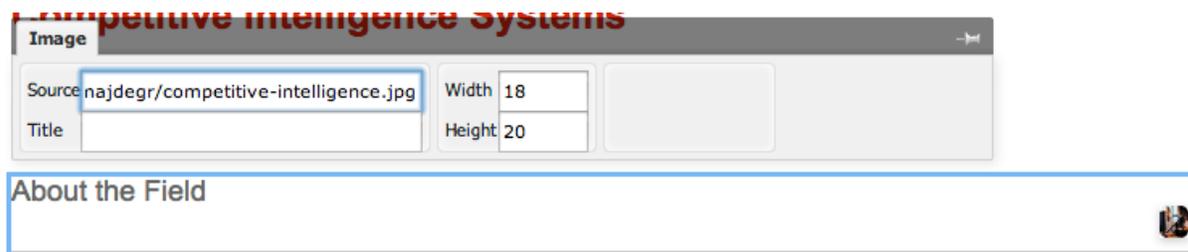


5. Click on the image icon that is floated to the right (pictured in the diagram on number 4).

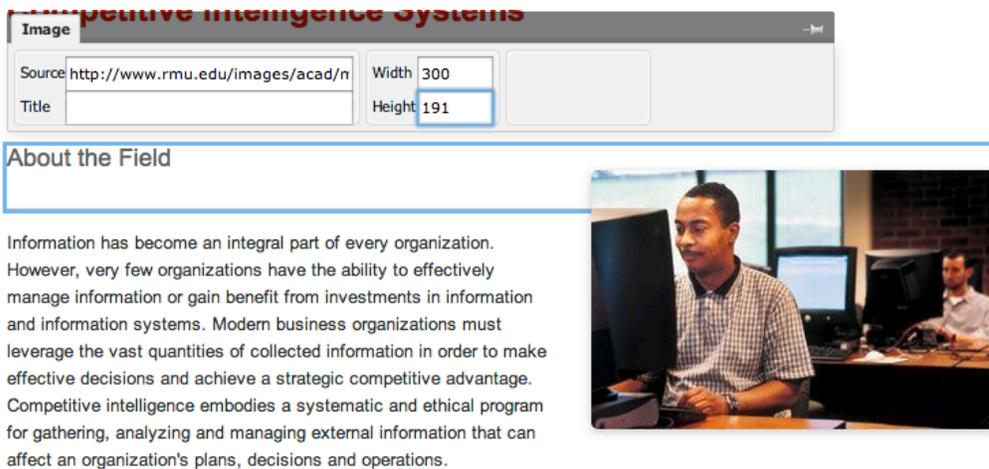
6. A new editing bar will appear.



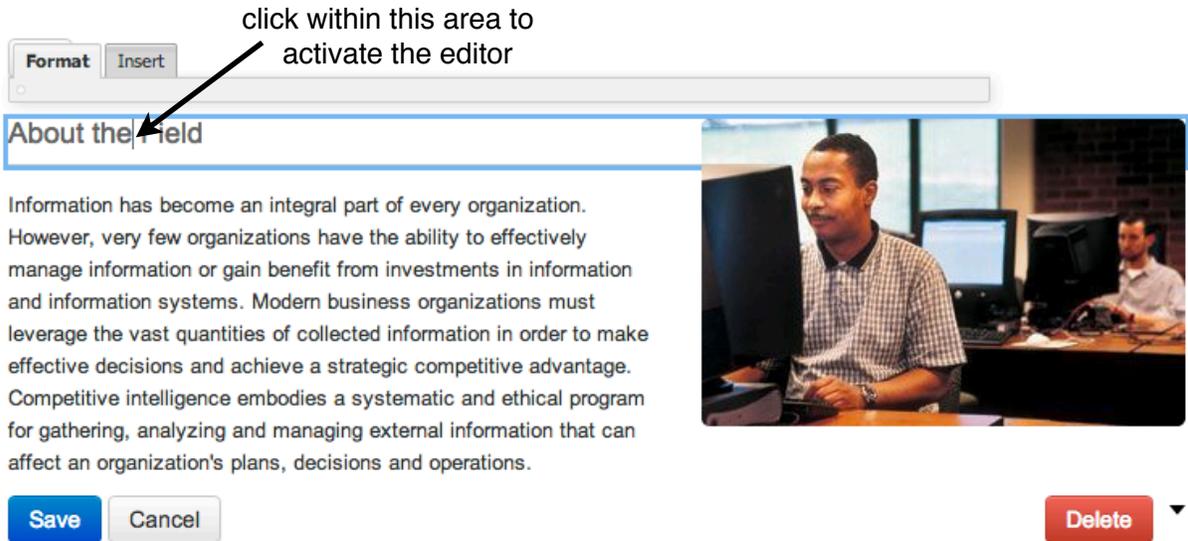
7. Within the **Source** field, paste the URL that was given to you for the photo. The photo will appear in the size of 18px by 20px (the size of the icon).



8. Enter the values in the **Width** and **Height** fields to match the values that were given to you in the email. Your image should appear full size.



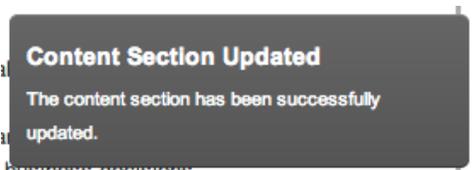
9. Once the image appears as it should, it's important to save your changes. Click within the header again to activate the buttons at the bottom.



10. Press the **Save** button.



11. You will receive a notification that the content section has been updated successfully. Your image has been added to the page!



**important**  
information

If, at any time, the editing bar disappears at the top, simply click on the image again and it will appear. The editing bar is very sensitive to where your cursor (mouse) is placed.

This same process can be done within the text section of the description; however, it is **not recommended**.

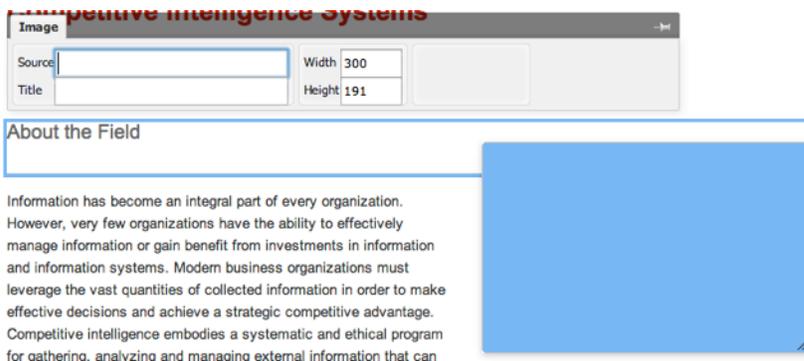
Please **do not** try to manipulate the image. They are styled to display on the right.

## editing an existing photo

1. To change an image to a new image, complete steps 1 through 6 above to activate the editing bar for the image.
2. Within the **Source** field, add the URL to the new image.
3. Update the **Width** and **Height** fields to match the new image.
4. Save your changes (steps 9 through 11 above).

## deleting an existing photo

1. To delete an existing image, complete steps 1 through 6 above to activate the editing bar for the image.
2. Within the **Source** field, remove all of the text that displays the URL.



3. With your cursor still inside the **Source** field, press the **Enter** button on your keyboard. The photo will be erased.
4. Save your changes (steps 9 through 11 above).