

Site-in-a-Box: Adding an image

Any images you add need to comply with copyright restrictions, so if you want to use an image, email our Site-in-a-Box administrator siab_web@soesd.k12.or.us including

the **source of the image** (photographer/artist/graphic collection)

AND

permission to use the image from wherever or whomever you got it. If the originator is an employee of the SOESD, permission provided in an email to siab_admin@soesd.k12.or.us is sufficient.

If the picture has any actual children in it, or originated from outside the SOESD (newspaper, professional photographer, etc), you need to include **written permission from the parents of the child or from the originator of the image**. The original of this form needs to be sent (not emailed) to Corrie so that we can have it on file. Faxes to *fax number* will also be accepted. Once we have permission on file, the pages that refer to the image in question will be approved by the site administrator

To add your first image, click on the red plus sign.

	IMAGE NAME	IMAGE CAPTION	URL	ALIGNMENT
1st Image:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Right ▾
2nd Image:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Right ▾
<input type="button" value="submit"/> <input type="button" value="preview"/> <input type="button" value="cancel"/> <input type="button" value="reset"/>				

Then you'll get the Image Manager window.

You'll have to select your gallery (or make one for your department if this is your first time). You'll probably want to upload a picture you have on your computer. Click on the Browse... button and navigate to wherever your image is on your computer, give it a caption, and hit the upload button. It's a good idea to use Microsoft Photo Editor or some program to get your picture reasonably sized, but you can also set the size in Site-in-a-Box. Click on <edit>, click LOCK ASPECT RATIO, set the pixels (rarely more than 200 in width), and hit the update button. Then hit the done button and your image is linked to your news.

ADD IMAGE TO GALLERY

* **UPLOAD IMAGE:**

* **IMAGE CAPTION:**

SOESD BACKEND - IMAGE MANAGER - Microsoft Internet Explorer

ADD IMAGE TO GALLERY

IMAGE CAPTION:
pumpkin image

WIDTH **HEIGHT**
337 x 186

LOCK ASPECT RATIO

CATEGORY:
SOESD_Training ▾



Now all you have to do is place your image where you want it to go. Set the alignment Right, Center, or Left, and if you want your picture in a specific spot in your text, just insert the number of your picture in curly brackets like this {1} or {2}. Hit Preview to make sure you love the look, then hit Submit.