

UPLOAD/EDIT SINGLE IMAGE

In Weebly, it is possible to upload a single image, a photo gallery of images, or a slideshow of images. The Image Element can be inserted into a Text Element as well as a single item. This document describes how to upload a single image.

PICTURE ELEMENT

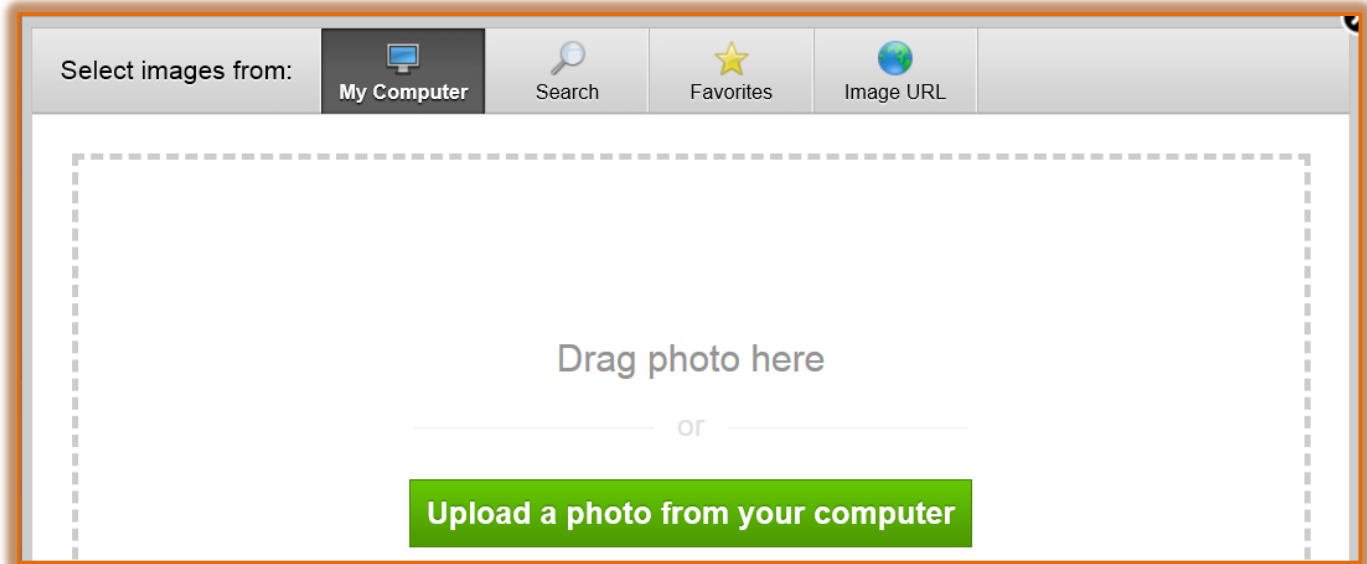
- ✚ Navigate to the page where the image is to be uploaded.
- ✚ Click the **Build Tab**, if necessary.



- ✚ Drag the **Image Element** (see illustration below) to the area where it is to be inserted on the page.
- ✚ The **Image Element** will appear on the page as shown in the illustration below.



- ✚ Click the **Sample Image**.
- ✚ The **Select Images** window will display (see illustration below).

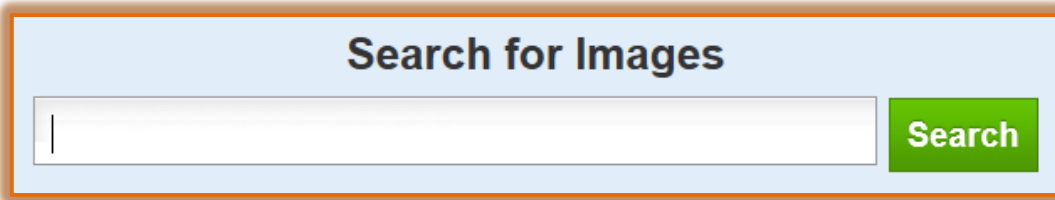


- ✚ To upload an image from your computer:
 - 🔗 Click the **Upload a photo from your computer** button.
 - 🔗 The **Open** window will display.
 - 🔗 Scroll to the area where the image is stored.
 - 🔗 Click the image that is to be added to the Web site.
 - 🔗 Click the **Open** button to add the picture to the Web site.

† To search for an image from the **Weebly Gallery**:

🔗 Click the **Search Tab**.

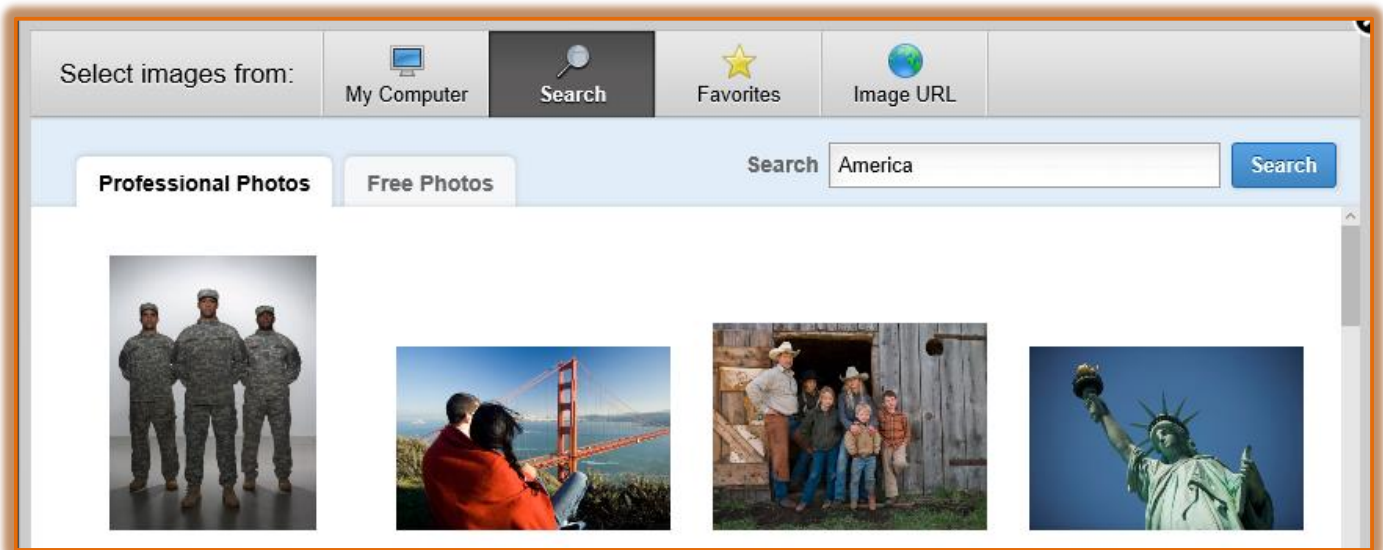
🔗 The **Search for Images** window will display (see illustration below).



🔗 Input an image topic into the **Search** box.

🔗 Click the **Search** button.

🔗 A **Gallery of Images** will appear (see illustration below).



🔗 Select from one of the tabs below.

▲ **Professional Photos** – You will be required to pay for the photos under this tab. Most of the images are \$5.

▲ **Free Photos** – As the tab states, these photos can be downloaded for free.

🔗 Move your mouse pointer over the photo that is to be inserted.

🔗 Click the **Select** button.

† The photo will appear on the Web page.

EDIT THE IMAGE

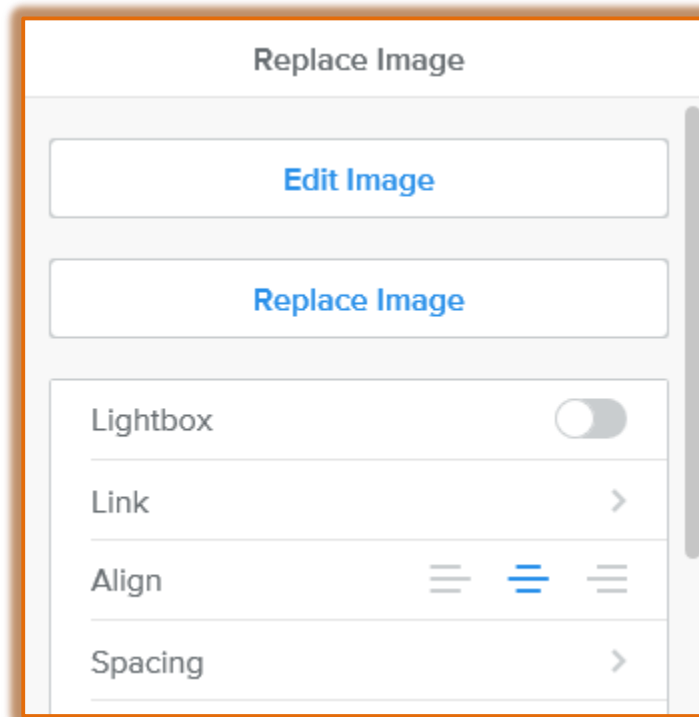
Images can be edited using the Image Panels or the Edit Image window. The image can be resized by clicking and dragging in the Web site page or within the Edit Image page.

† Click the **Image** to select it.

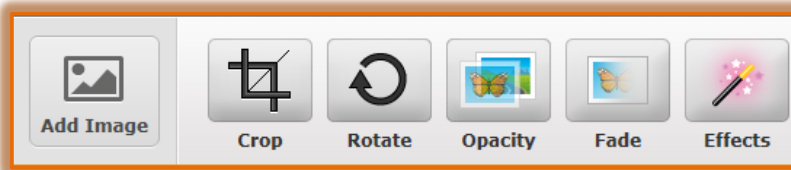
† The **Replace Image Panel** will appear next to the image (see illustration on next page).

† Click the **Edit Image** button.

† The **Edit Image** window will display.



✦ The **Edit Image** toolbar will appear at the top of the window (see illustration below).



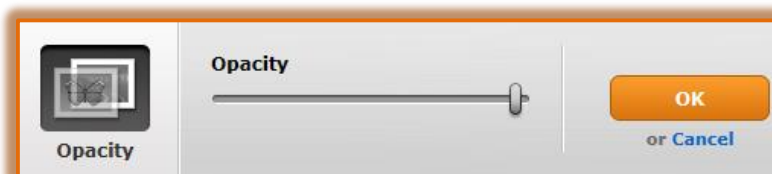
🔗 **Crop** – Use this button to remove different sections of the image. A box will appear within the image as shown in the illustration at the right. The portion of the image outside the box will be removed when the cropping process is completed. Use the sizing handles around the edge of the box to select the parts that are to remain in the image.



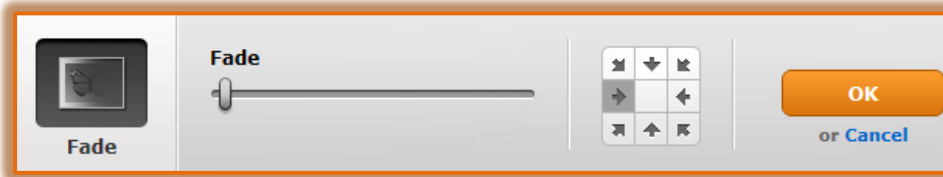
🔗 **Rotate** – This button is used to rotate the image as shown in the illustration below.



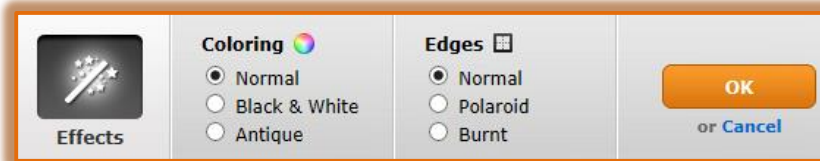
🔗 **Opacity** – To add a dark quality to the image, select this option. The lower the opacity, the more gray will be added to the image.



🔗 **Fade** – Use this button to add a fade effect to portions of the image. The Fade can be moved to different corners of the image by clicking the arrows as shown in the illustration below.



🔗 **Effects** – This button is used to add different effects to the color and borders of the image as shown in the illustration below. Once a change has been made for any of these options, click the OK button to return to the Edit Image toolbar.



✚ Resize the image by clicking one of the corner handles of the image and dragging until the image is the desired width and height.

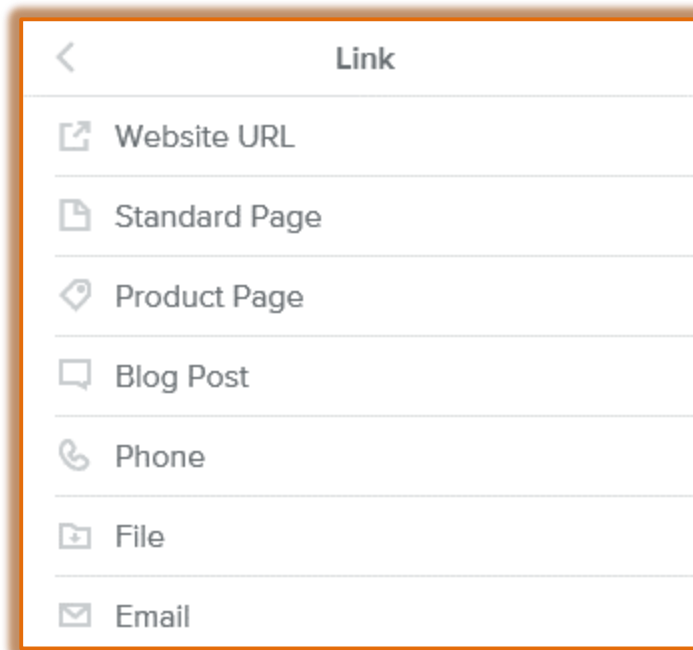
✚ Click the **Save** button in the **upper-right corner** of the window.

LINK

✚ Click the picture to select it and to display the **Image**.

✚ Click the **Link** button.

✚ The **Link To** window will display (see illustration below).



✚ Click the option for which the link is to be created.

✚ Input the information for the link into the appropriate box.

✚ Click the arrow at the top left side of the window to return to the **Replace Image Panel**.

✚ Click the **Save** button.

REPLACE IMAGE

To change the selected image, click the **Replace Image** button. The **Upload Image** window will display. Follow the same procedure for Uploading a New Image to replace the image.

ALIGN IMAGE

When a single image is inserted into a page, it can be aligned to the **Left**, **Center**, or **Right**. To align the image, just click one of the options in the **Remove Image Panel**.

SPACING

Click the **Spacing** button to change the spacing of the picture in relation to the margins of the element border. The options are **Top Margin**, **Bottom Margin**, **Left Margin**, or **Right Margin**.

CAPTION

- ✚ Click the **Caption** button for the image.
- ✚ The **Caption** dialog box will display.
- ✚ Input a caption for the image such as **Email Image**.
- ✚ Click the **Save** button.

ADVANCED OPTIONS

This area is used to apply a border to the image and to input alternate text. Alternate text is read by screen readers so the visually impaired will know what the image is. Apply any of the image formatting options to the image. These include:

- 📄 **Border** – Click the arrow for this option and select from the list of **None**, **Hairline**, **Thin**, **Medium**, or **Thick**.
- 📄 **Border Color** – There are two options available for Border Color; **Gray** or **Black**.
- 📄 **Alt Text** – This text is used for people with vision problems. It is the text that is read when visitors to the site are using a screen reader.