

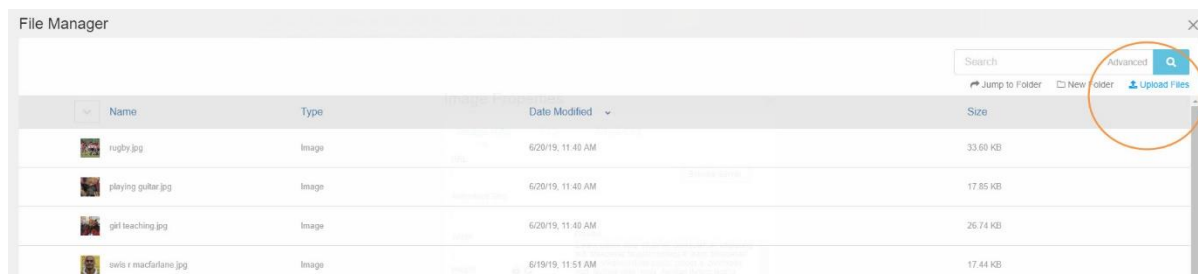
# CONCRETE 5 WEBSITE ADMIN MANUAL

## ADDING IMAGES and EDITING IMAGES / IMAGE FILESETS

This document contains instructions about:

1. Adding images to a page – inside a content block or inside an image block
2. Uploading new images
3. Editing image size and rotation
4. Adding images to a fileset for a gallery

UNDER DASHBOARD there is a FILE MANAGER where all your images are listed.



### ADD IMAGE to a page

To add an image to a page you can select 'content block' or 'image block'.

An **image block** will respond to screen size.

If you add an **image inside a content block** with text, the text will wrap around the image on smaller screens.

### IMAGE SIZE

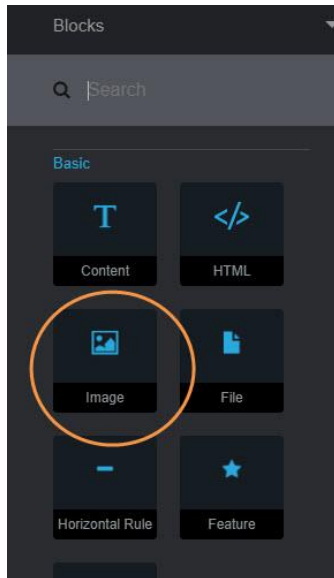
An image for the width of half a page would need 600 pixels width maximum.

For download-ability, especially for mobile viewing, please limit the filesize, 200k maximum if possible.

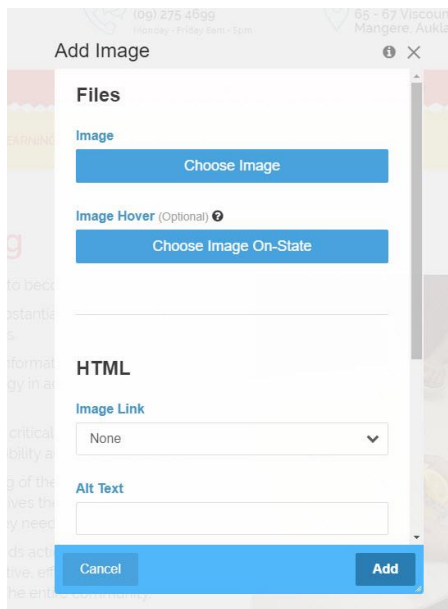
## ADD IMAGE to a PAGE

### Add IMAGE BLOCK – this is best for responsive-ness

When in edit mode, go to '+ add block' and select 'IMAGE' block from the block list



From the Image block popup, click on 'Choose image' and this will take you to the **file manager**, where you can select an image by clicking on it's thumbnail image.



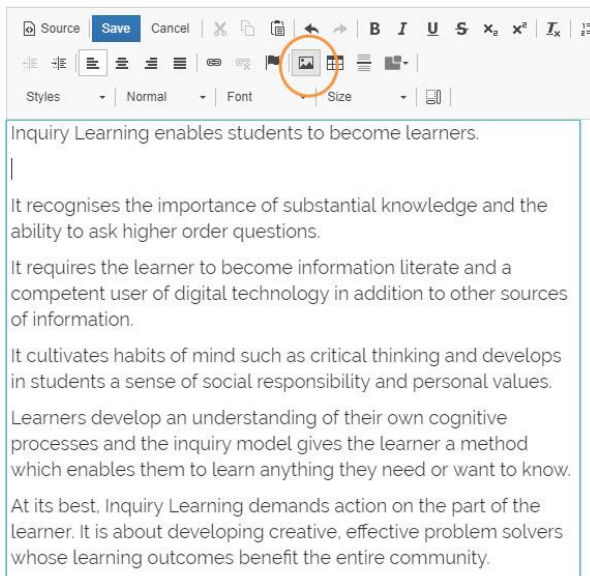
OR you can upload a new image first and then select it's thumbnail. See below for instructions on uploading a new image.

Once you have selected an image, you will be taken back to the content page image popup. Type in an image description into the 'alt' section. SAVE the block using blue button at bottom of popup.

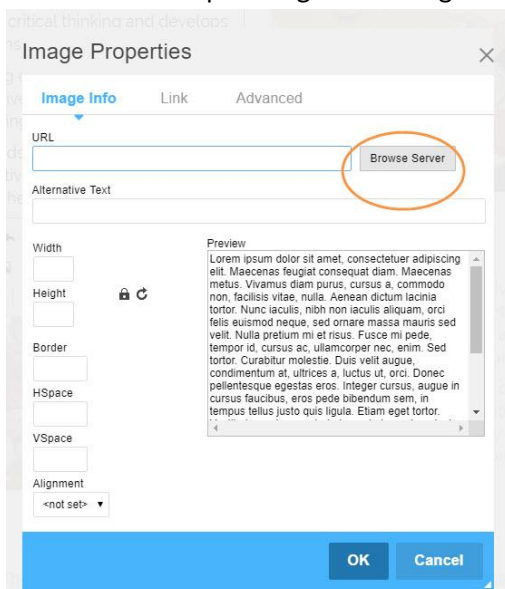
Save the block and publish your edits.

## Add image into CONTENT BLOCK from file manager

1. If you are in the content editor window, put your cursor where you want the image to go and Click on the image icon in the edit menu as circled in image



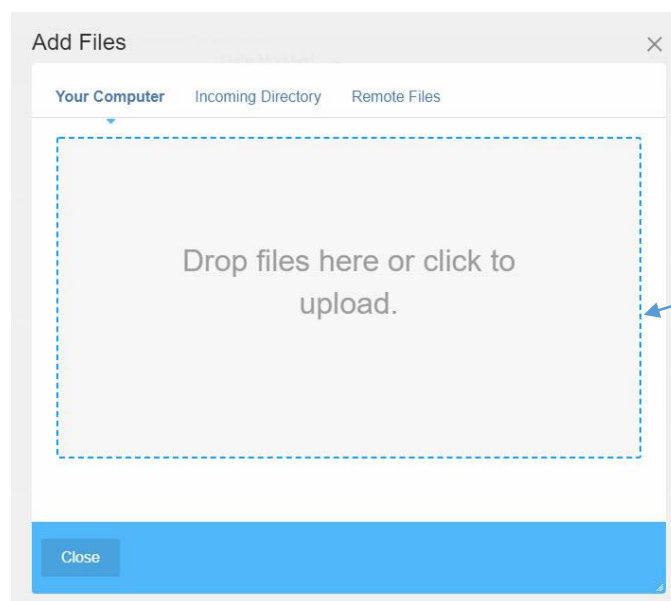
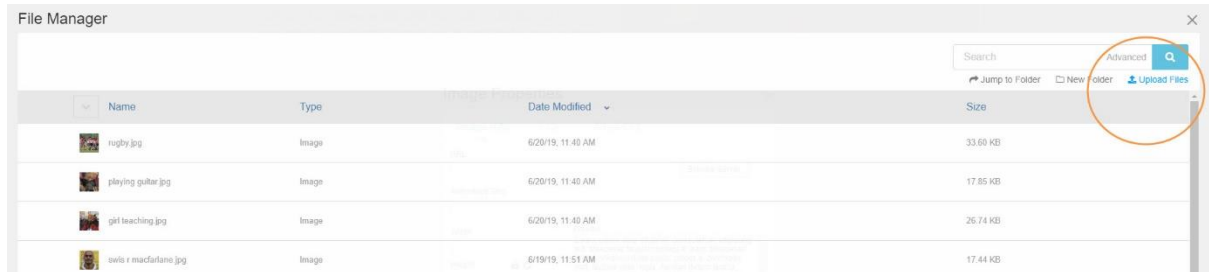
1. This brings up the file pop up window
2. Click on 'browser server' to select an image from your **file manager**
3. Click on the thumbnail of the image you want or upload a new one – see below for instructions on uploading a new image



4. Once you have selected your image, you will be taken back to the content window
5. Save the block and publish your edits.

## UPLOAD AN IMAGE

1. From DASHBOARD select 'File Manager'
2. Select 'Upload File' to upload new file.
3. An ADD FILES popup window will open, click on the download window inside the grey box, select a file from your computer



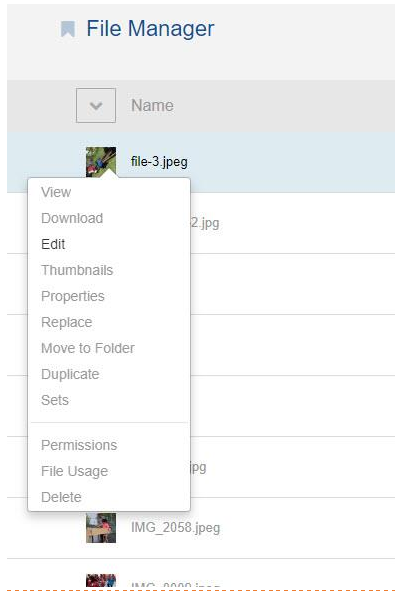
1. When the image is uploaded, you will be taken back to the file manager window
2. Click on the thumbnail of the image you want to add to an image block or a content block



## EDIT AN IMAGE

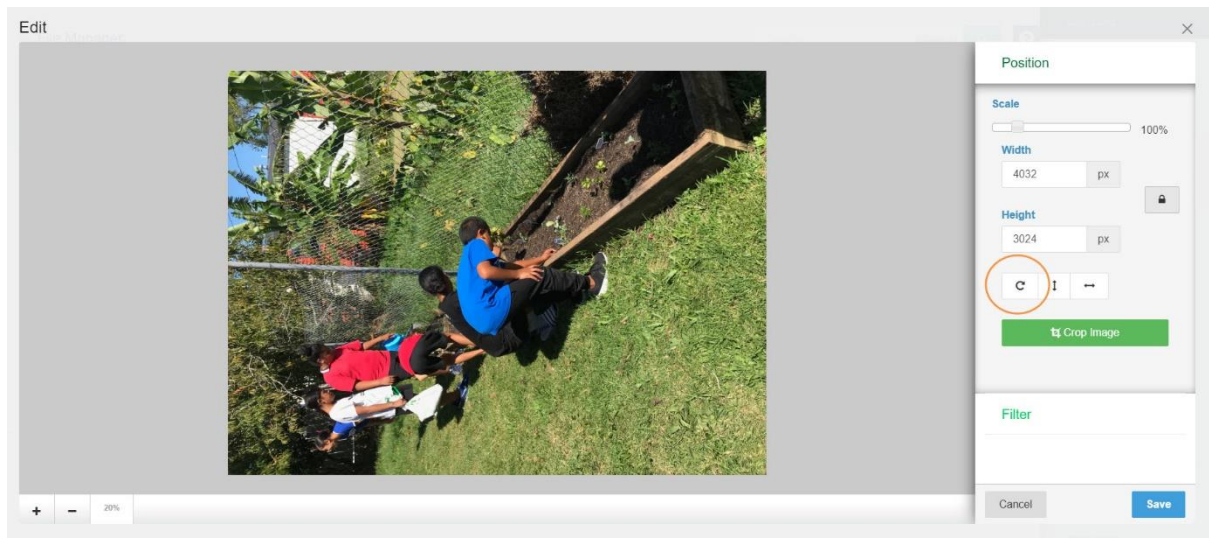
Go to the FILE MANAGER and right click on the thumbnail of the image you want to change.

From the popup menu, select 'EDIT'



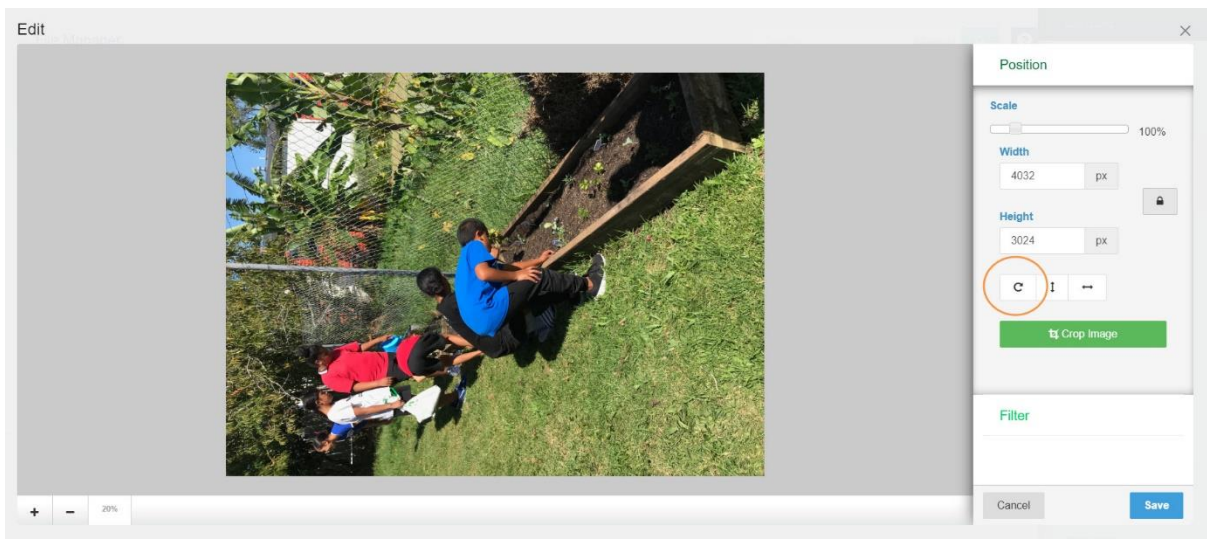
You will be taken to an EDIT pop up window.

You will see POSITION and FILTER on the right hand side. To rotate an image or to edit the image width, select 'position'.



To rotate the image , select the circular arrow button. This will rotate the image with every click by 90 degrees to the right.

To edit the width, enter the new width into the width field.



Once you have the edits correct, select SAVE button at the bottom right



## FILESETS – Adding and deleting images

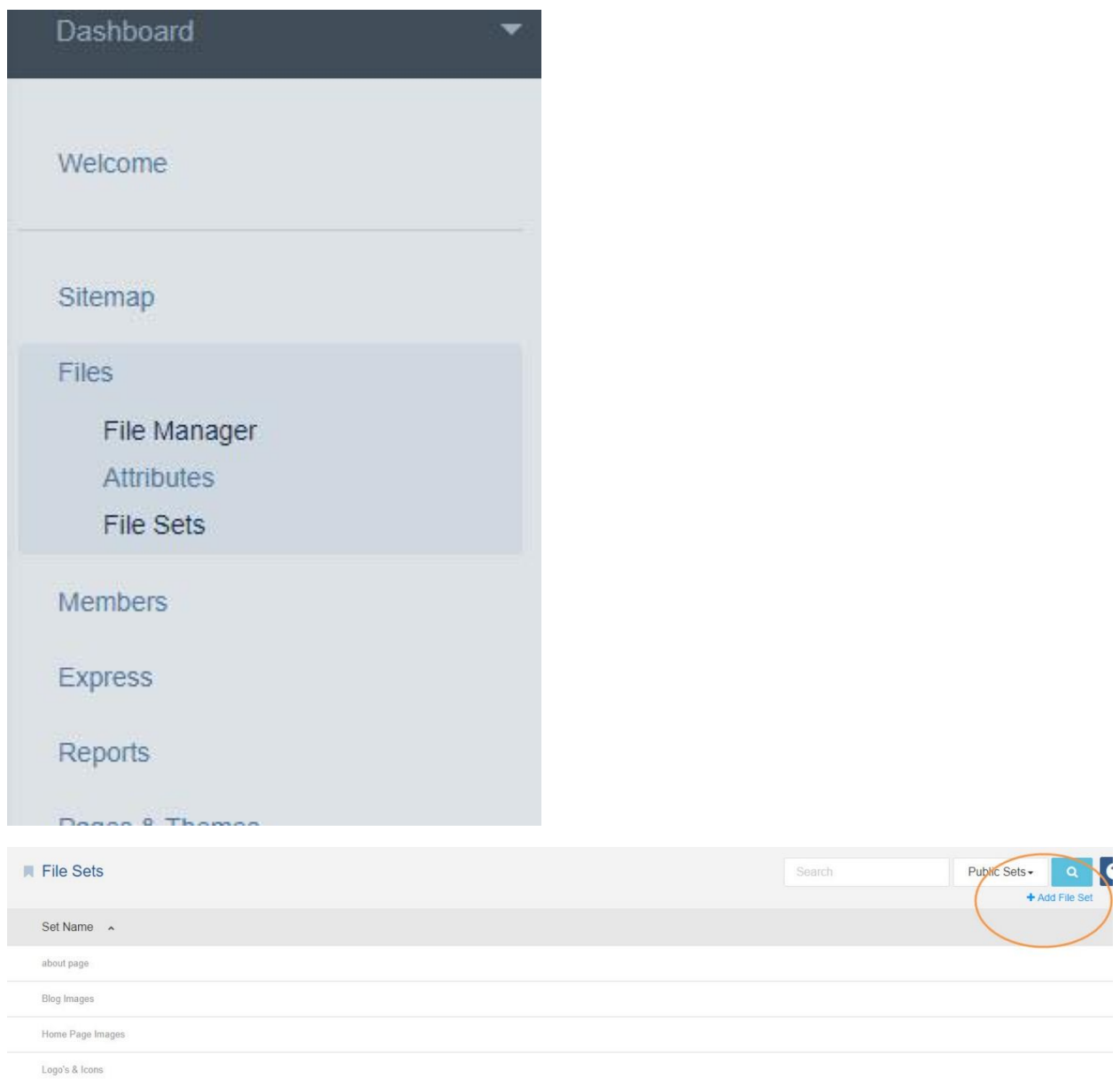
You will group images into a 'fileset' when using a gallery block.

### What is a fileset?

**Answer:** A grouping of images to be used in a gallery.

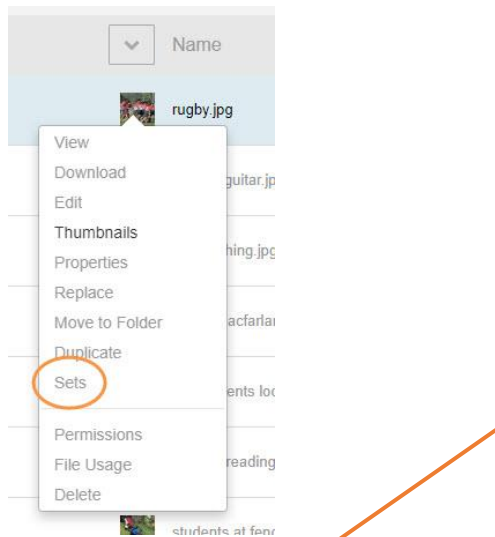
### Add a file set

1. Go to Dashboard
2. Go to File manager FILES / FILE SETS
3. Select 'add fileset' and name and save new fileset.

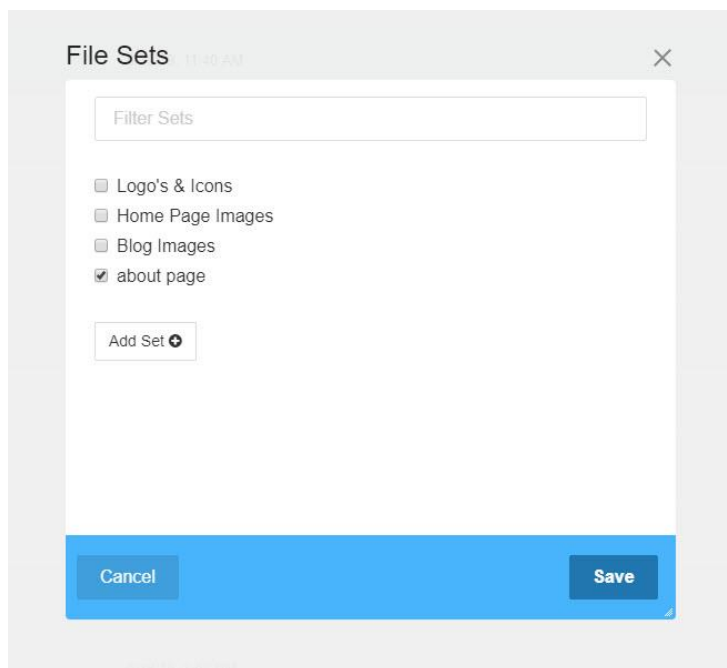


To add an image to the FILESET

4. Right Click on image thumbnail in file manager
5. Select 'sets' from pop up menu



6. Tick box next to fileset you want to add image to
7. Save by clicking on the blue save button at the bottom of the popup window



Your image is now in that fileset and you can select the fileset name when adding a gallery block.

All the images in that fileset will then display in the gallery.

You can **remove files** from a fileset in the same way, except by unticking the box and **SAVING**