

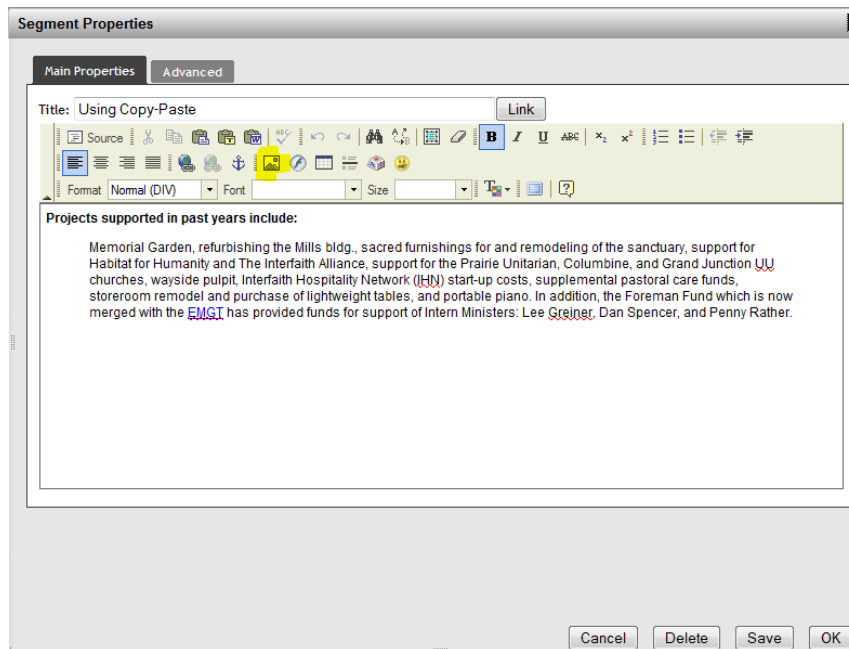
Getting Started

Inserting images is very easy, but working with them to look good on your site can sometimes take a little more patient. In this guide we will go over the basics of inserting, aligning, adding space around and adding borders to images.

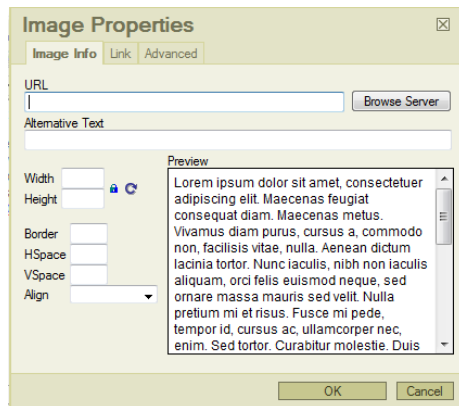
To begin, log into the site and navigate to a page where you have edit permissions. Select Edit Page and then edit Segment that already has some text.

Insert the Image

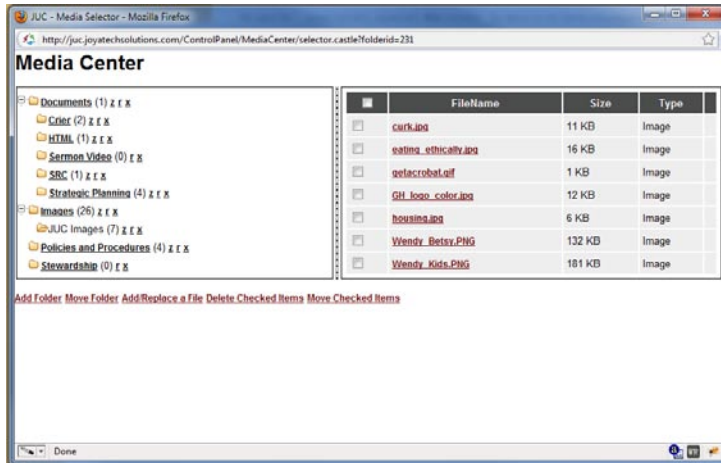
1. In the Segment Properties editor window, place your cursor on the line below all of your text and then click on the Add/Insert Image (this is the button that looks like mountains and sun).



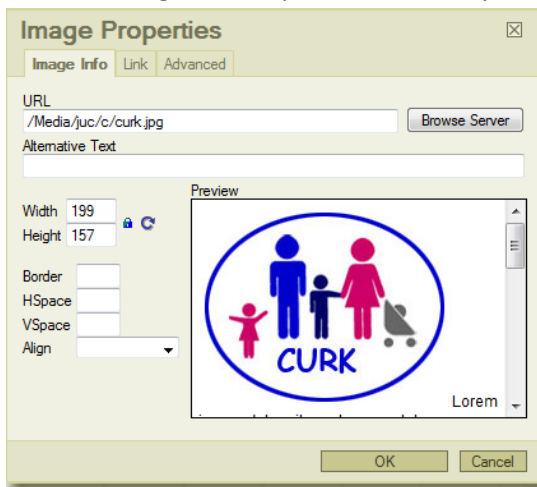
2. Select the Browse Server Button in the Image Properties dialogue box.



3. In the Media Selector Dialogue box, navigate to the media folder that contains the image you want. You can mouse-over the names of the images to see them. Click on the name of the image you want. Disregard the checkboxes next to the links.



4. In the Image Properties Dialogue box, you will see the image in the preview area. If you press OK here and in the Segment Properties window, your image will be added to the page.



Modifying Image Properties - Making it Look Good

In the Image Properties Dialogue box there are several settings that can be used to place and modify display options. Below are definitions about how each one works. We recommend 'playing' with images and text to understand how this will work for you.

- **Width & Height:** These are defaulted to the image size. You never want to increase these, but you may want to decrease them slightly to have your image look good on the page. The numbers displayed are pixels and it is recommended that you look at the default before attempting to change this setting. The width and height are locked together to keep the aspect ratio intact. Image quality is reduced if you change the size significantly and page load speed is decreased when you have large images. Please read the blog link above for more details.

- **Border:** this paints a border around the image based on the style of the site. Try borders between 1 and 10 pixels.
- **HSpace (Horizontal) and VSpace (Vertical):** When you insert a picture next to text, it lines it up directly next to it - which may not be pleasing to the eye. Use these to add white space around the image. Usually 10 or 20 pixels is sufficient. The amount entered will be divided equally on either side of the image.
- **Align:** This is the selector that allows you to put the image to the right or left of the text. You can try a few of the other options, but right and left are the primary ones you will use. You will almost always need horizontal or vertical space when you use the right or left align.

Formatting in the Segment Properties Window

It is recommended that you use the Firefox browser for Mac or PC when editing a JoyaCMS site.

In this window you can use some of the formatting buttons to move the image around. Specifically, you can use the text align buttons to align right, left or center. The image will be centered within the region it is saved in, when you select center. You can also use the paragraph indent buttons. If you need to modify the image properties again, simply select the image and click on the Add/Edit Image button again.

