



# User Manual

EDUKIT Content Management System  
([www.edu.kh.ua](http://www.edu.kh.ua))

**“Adding and editing images”**

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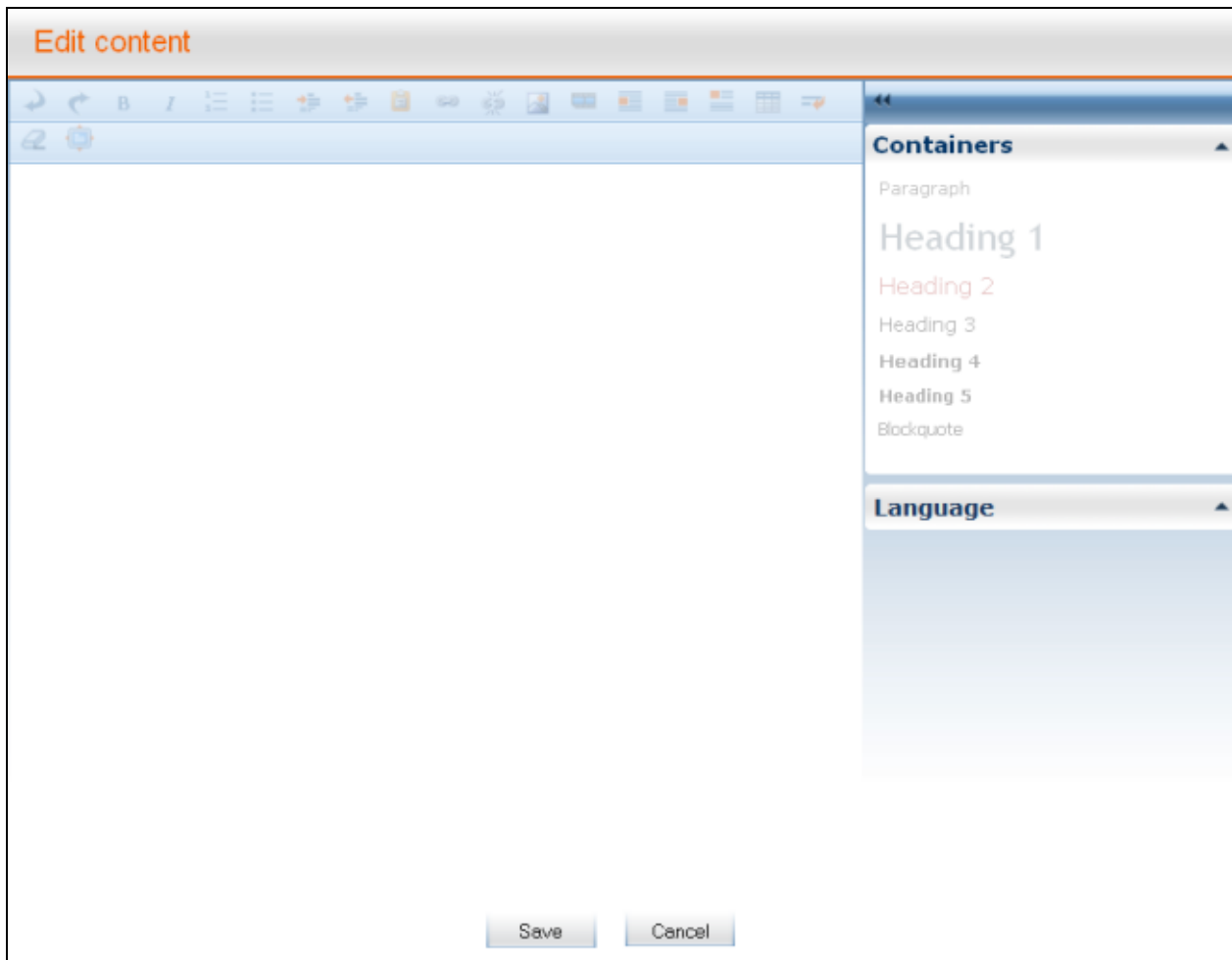
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# 1. Adding and editing images

## 1.1. Adding an image

If you want to add an image on one of the pages, choose this page from the menu and

press . The following window will appear:



PIC. 1

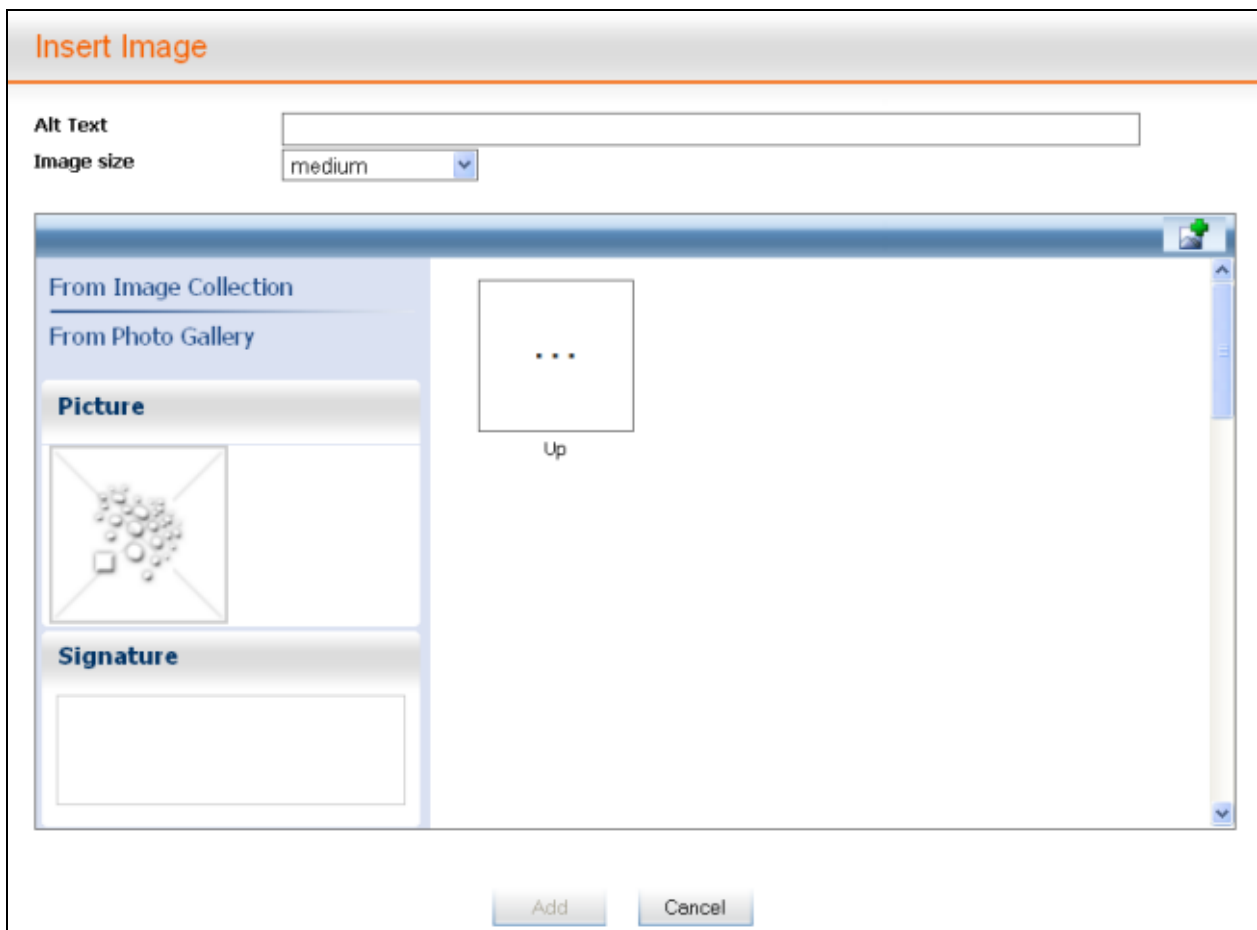
As well as adding and editing text, this window also lets you add images.

To add an image, click .




PIC. 2

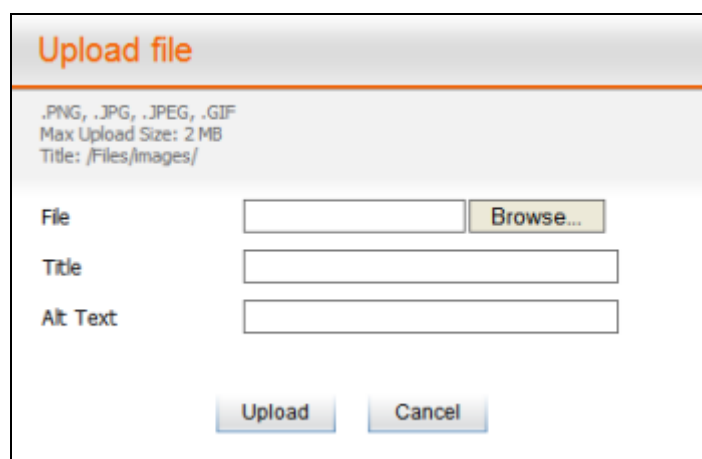
You will see this window:



PIC. 3

Pick a photograph or an image from **"Galleries"** or **"Image collection"**. Note that the line **"Alt text" (alternative text)** will be filled out automatically. However, you should specify yourself what will go into this line.

You can also press  to upload other images. You will see this window:



PIC. 4

You can add a suitable **Title** and **Alt text** in this window.

Then press **"Browse"** (this button can be called differently depending on the language of your browser), select a file and press **"Upload"**. The window that will appear will look like that:



PIC. 5

Here you can choose the **Image size** and add a **Caption** to the image and view the loaded image.

Images must be uploaded only in **.png, .jpg, .jpeg** and **.gif** formats, **not more than 2 megabytes in size!** If you have images in other formats, you should first convert them into the given formats using image editing programs.

Now press **ADD** if you want to complete the process successfully or **CANCEL** if you want to discontinue the process.

If you want to insert a new image next to the existing one, double-click the image next to which you would like to insert a new image. On your right you will see a new menu item **"Additional Image Tool"**, press it. Now you have two choices: **"Insert image after"** or **"Delete image"**.



PIC. 6

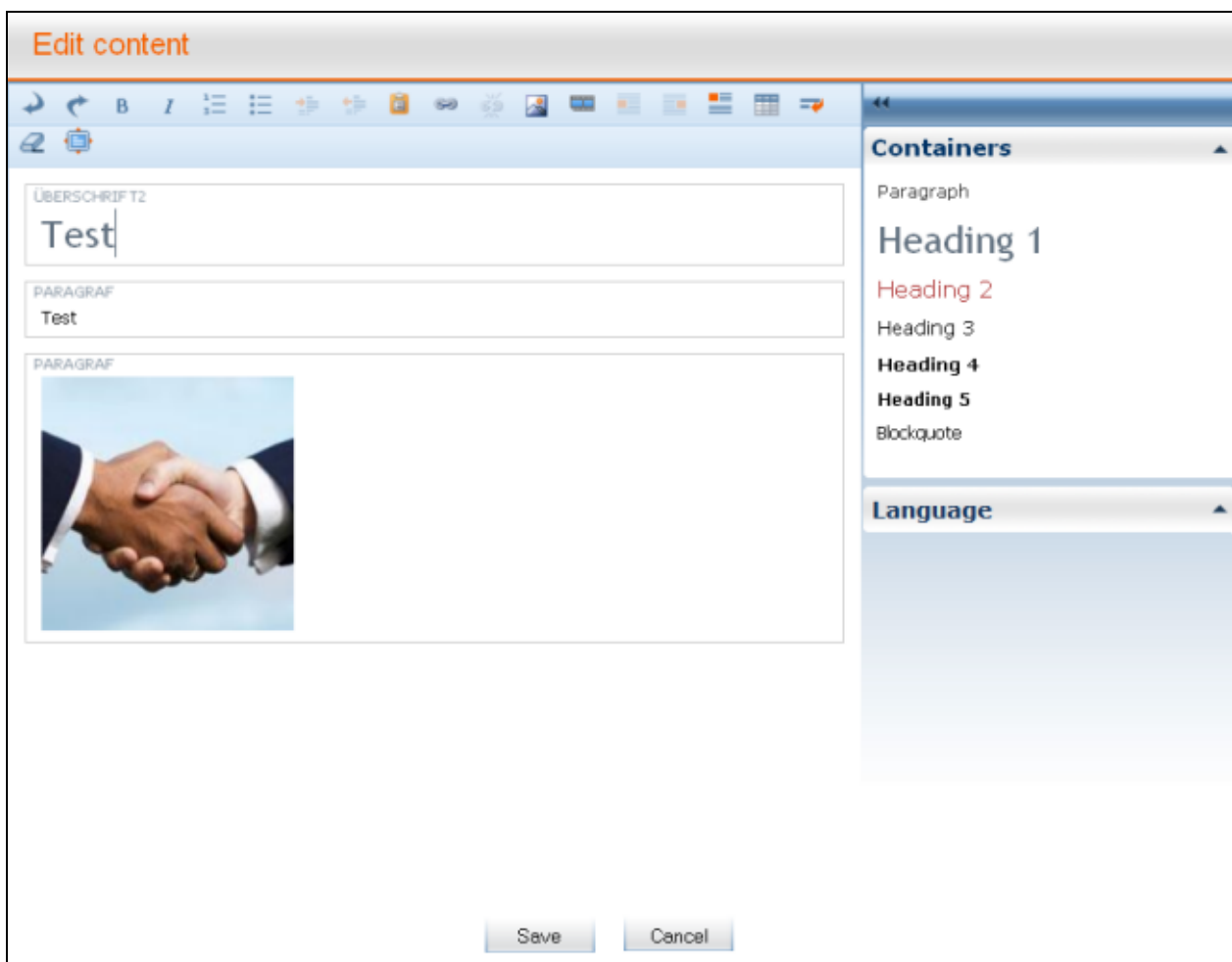
If you press **“Insert image after”**, you will see the window **“Insert image”**, in which you can choose an image and add it (see above).

## 1.2. Editing an image




If you want to edit an image, press

The following window will appear:




PIC. 1


Left-click on the image (you will notice at once that it has become highlighted), then click on the icon . You will see the window **"Insert image"**:




PIC. 2

In the field **"Caption"** you can add a caption fitting the image if it does not have a caption yet, or change/delete the existing one.

If you want your image to be on the left of the text, left-click the image, then press the icon  **Left-align image**.

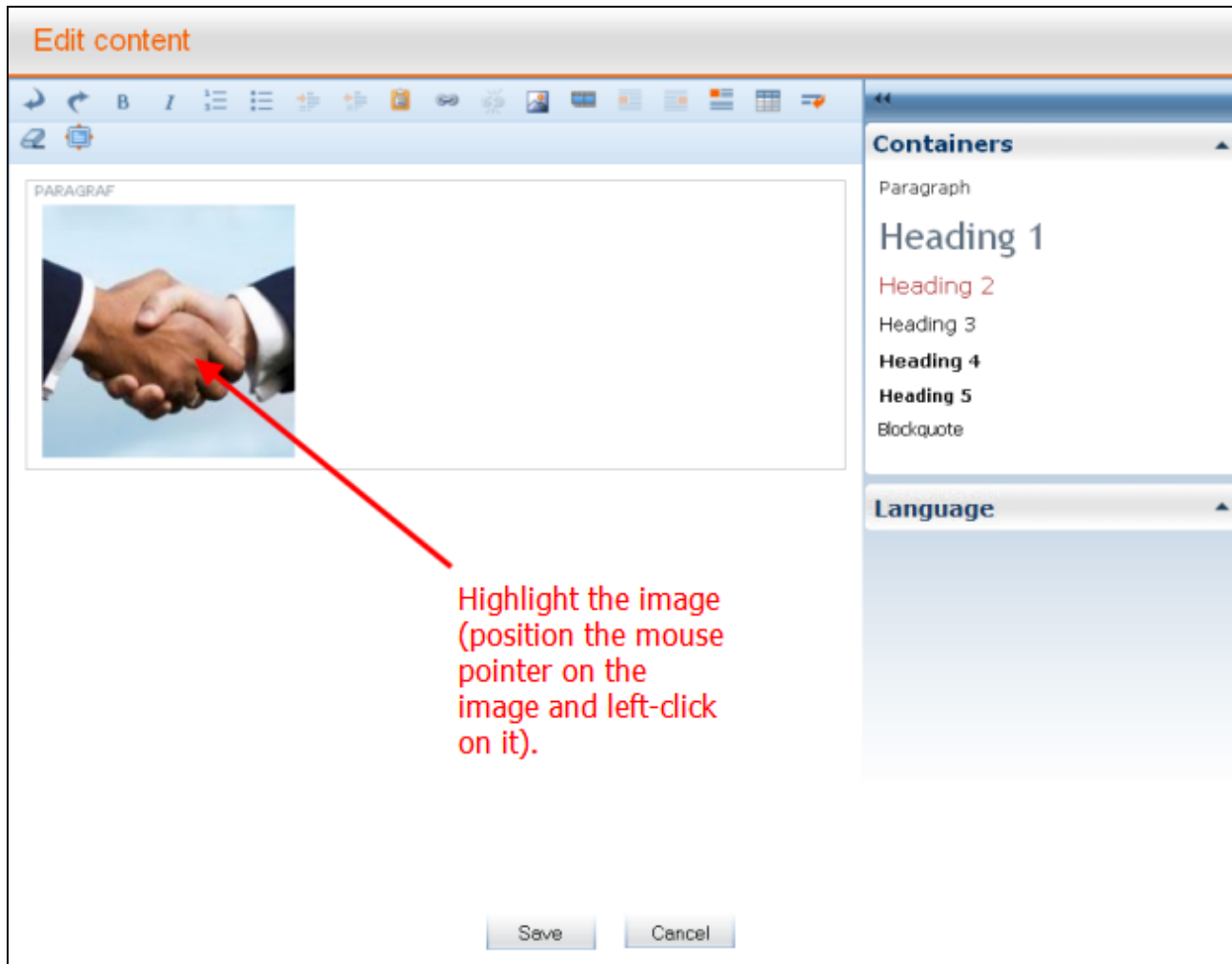
If you want your image to be on the right of the text, left-click the image, then press the icon  **Right-align image**.

If you want to cancel image float within the paragraph that you are editing, left-click the image and press the icon  **Clear Format**.

### 1.3. Adding a photograph to the contact page

If you want to add a photograph of one of the staff, do the following:

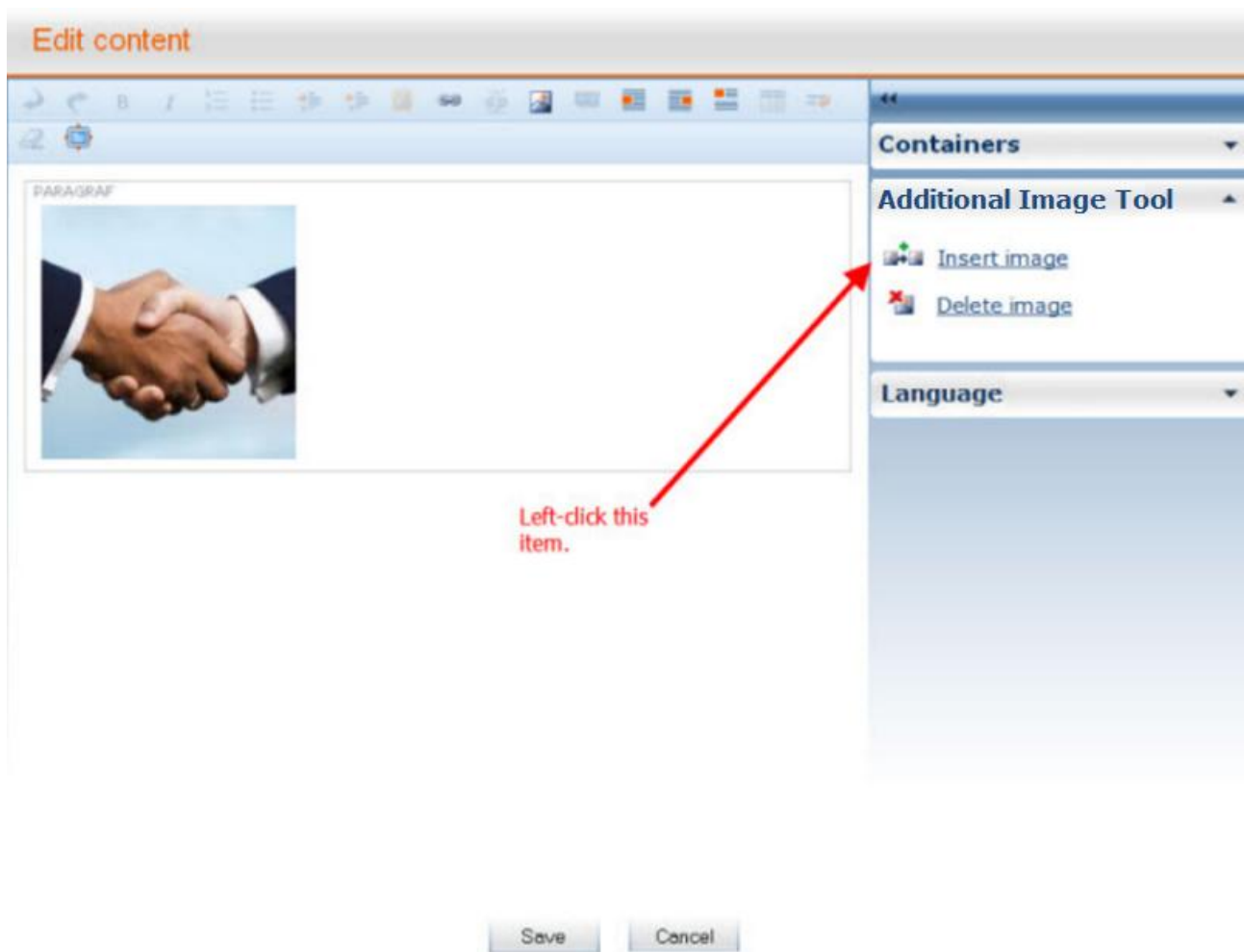
Step 1:



PIC. 1

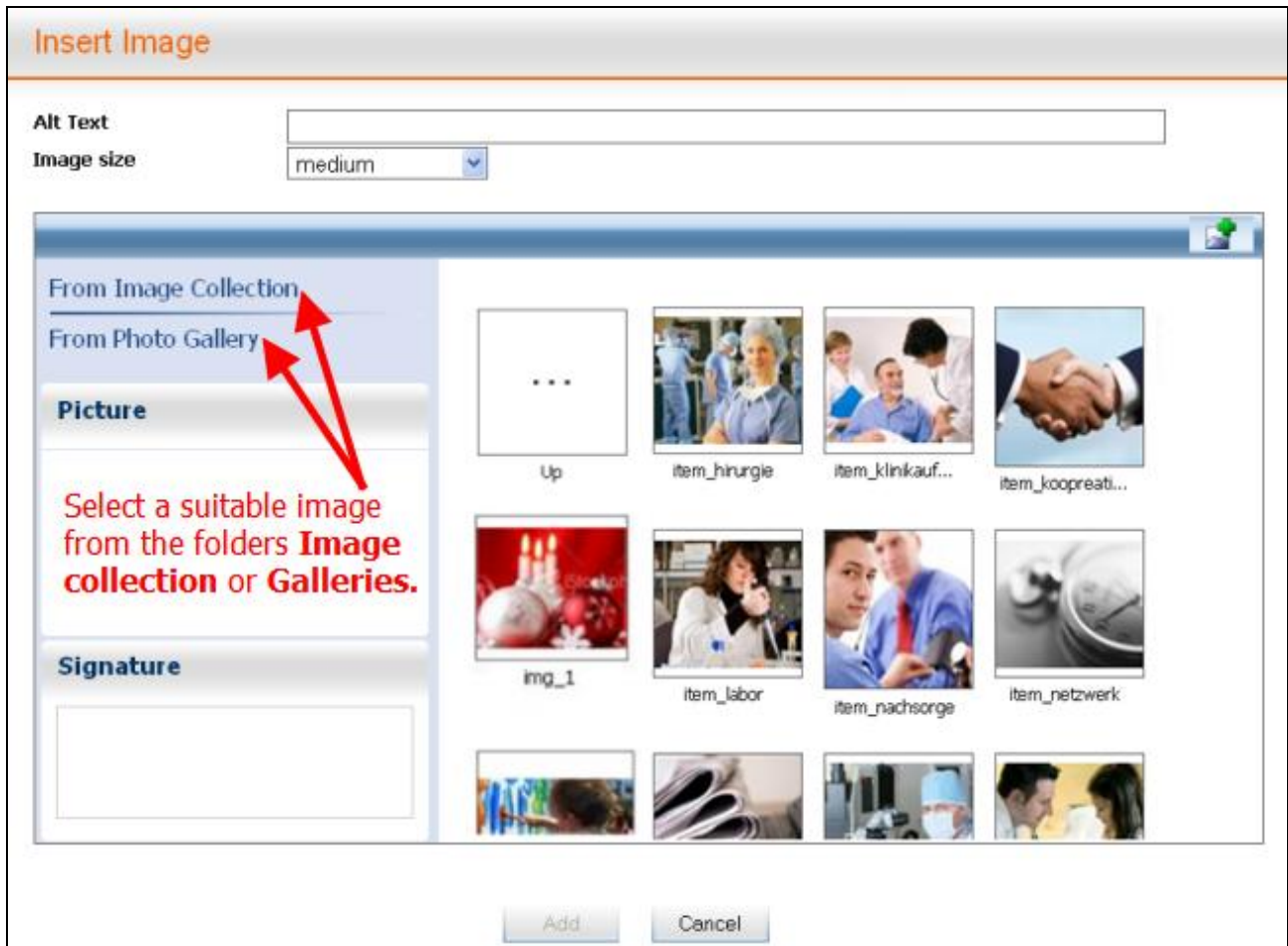


Step 2:



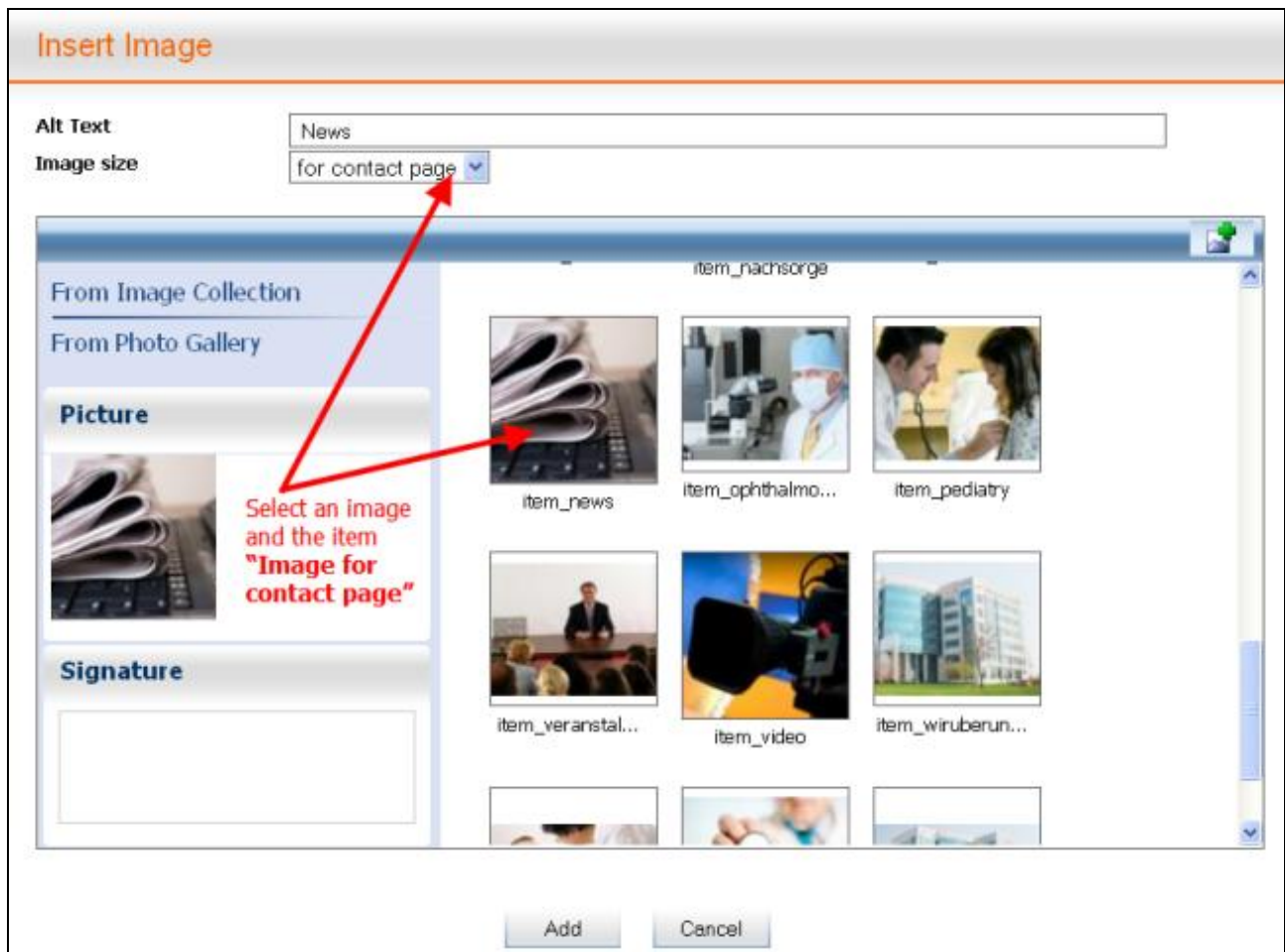
PIC. 2

Step 3:



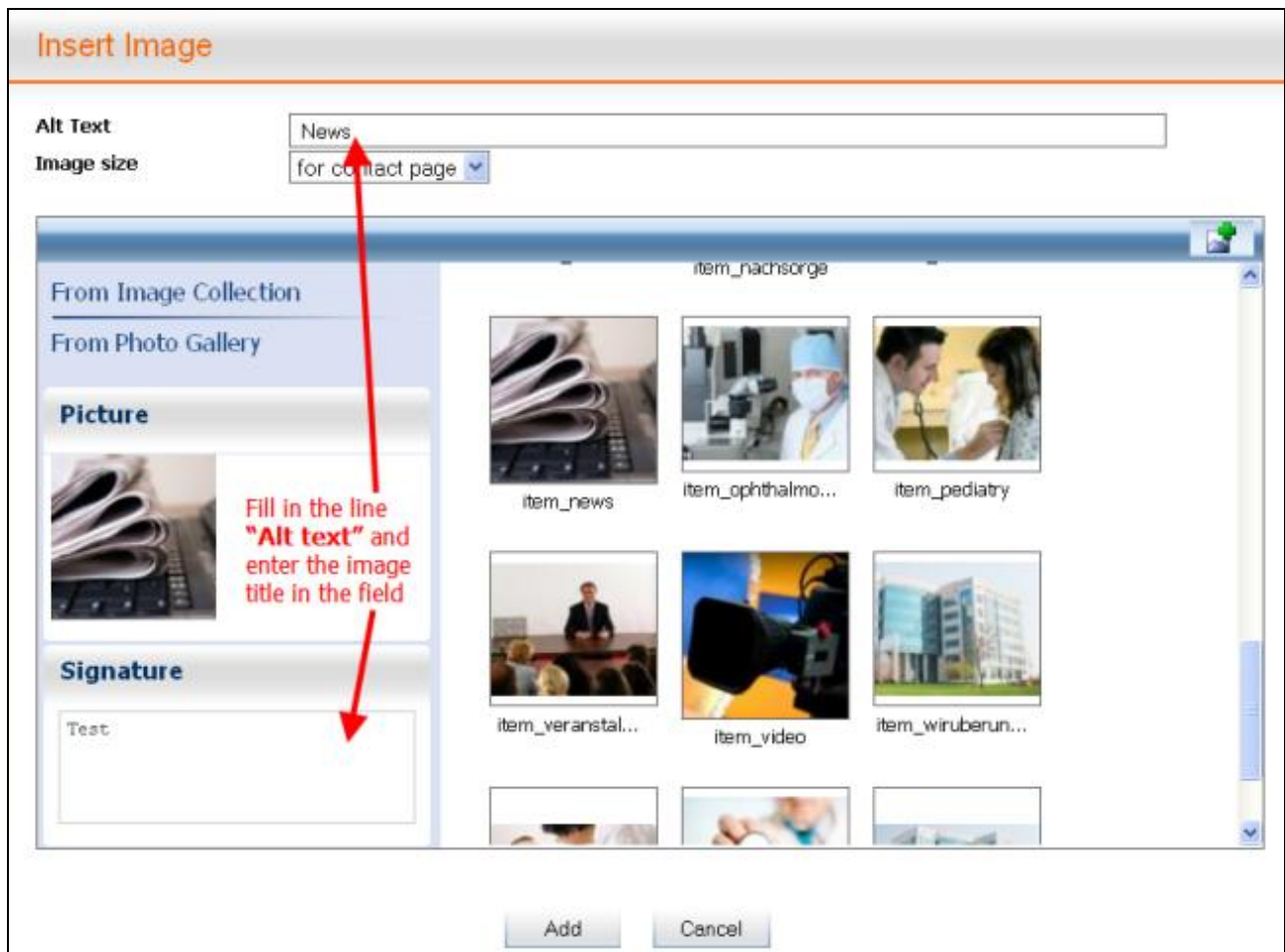
PIC. 3

Step 4:



PIC. 4

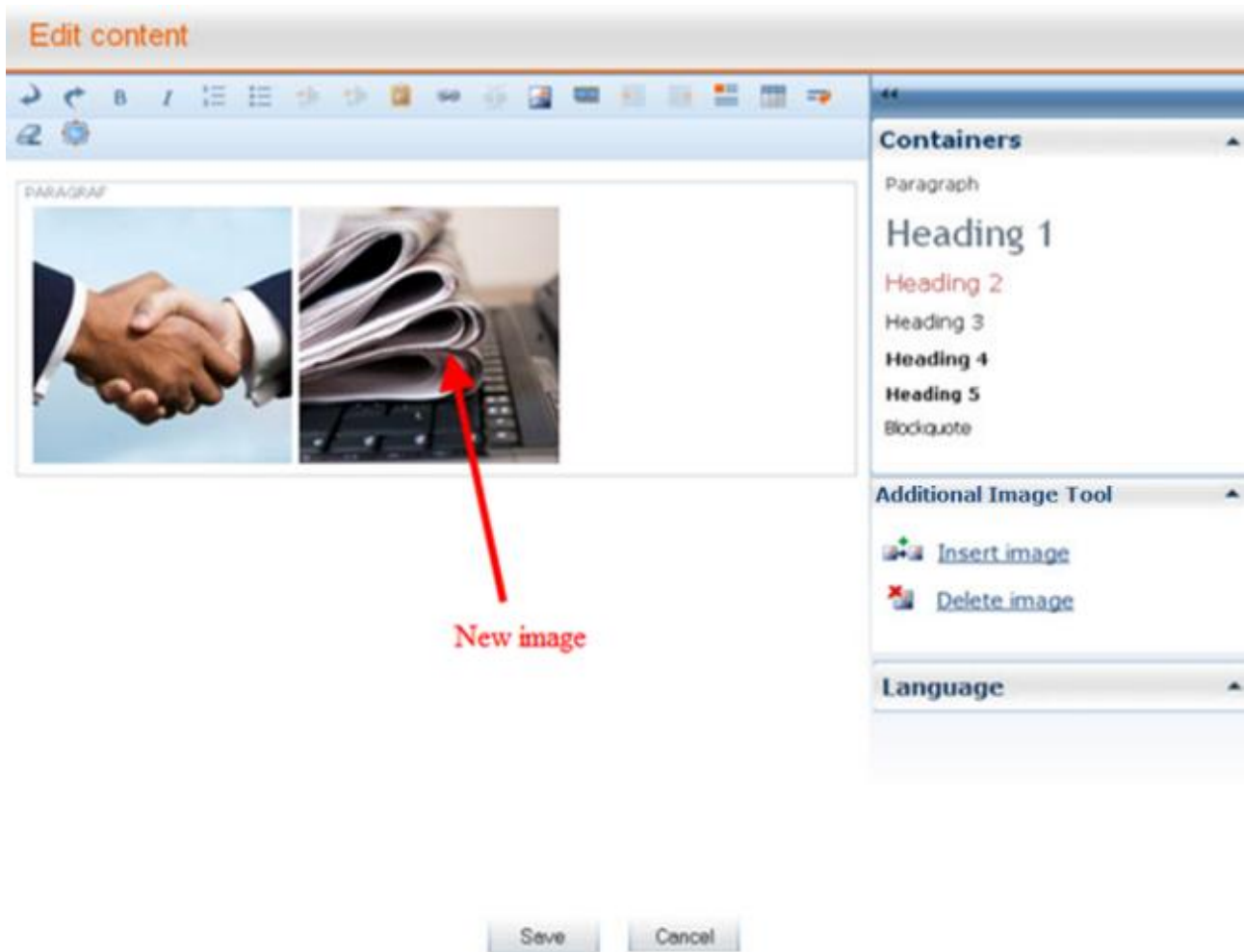
Step 5:



PIC. 5

Now press **"Add"**.

Step 6:



PIC. 6

Now press **SAVE**.