

Adding an Image to an Article

To add an image to an article in Joomla:

** Note, this article assumes you are using the [JoomlaFCK WYSIWYG editor for Joomla](#) in your administration site.

Step 1: Place the cursor where you would like the image to be in the article. Click the Insert/Edit Image Button (*Figure 1, "B"*) and you will see the screen darken and the Insert/Edit dialog appear (*Figure 2*).

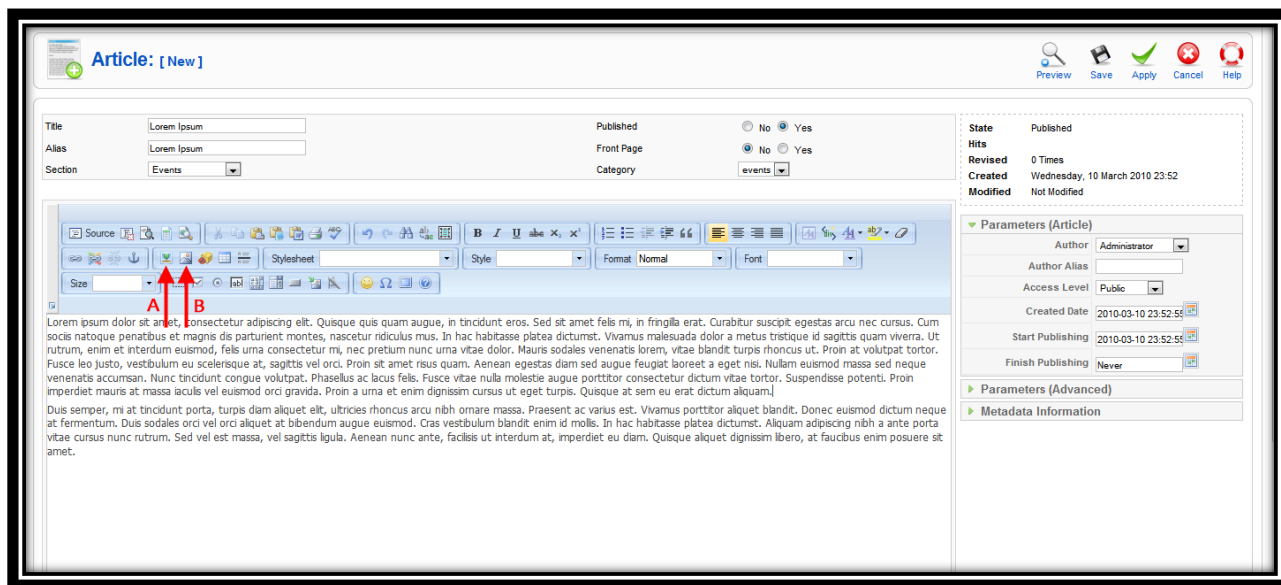


Figure 1

Step 2: At this point, you have three choices.

- You can either paste in a fully qualified image URL to an image on the internet (for example: http://www.google.com/intl/en_ALL/images/logo.gif) . Step 3a
- You can browse the server to see what images are already uploaded and choose one. Step 3b
- You can upload an image to the server and use that. Step 3c

Step 3a: Paste in the fully qualified URL to the image you would like to use, keeping in mind that you should have permission to use any images which you are not the rightful owner of, or have the rights to use already. Proceed to Step 4.

Step 3b: If you would like to select an image already on the server, you can click "Browse Server" (*Figure 2, "E"*) to find the image and select it. Proceed to Step 4.

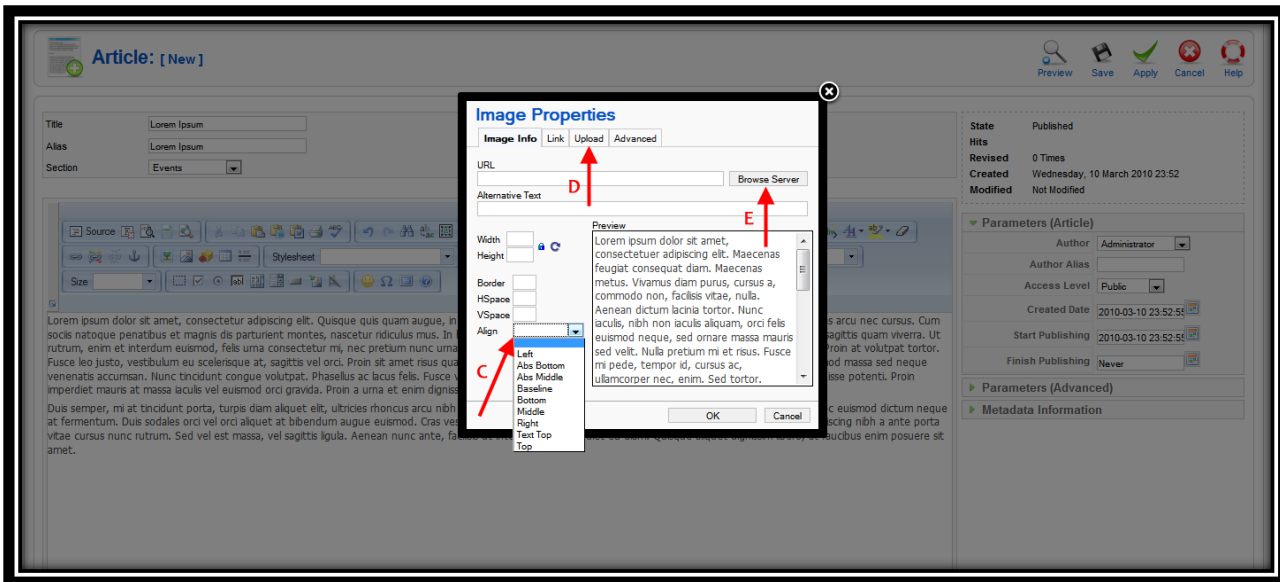


Figure 2

Step 3c: In the Add/Edit Image dialog, you should click on the "Upload" tab (Figure 2, "D") and the dialog will change to the upload screen, as seen in Figure 3. Click on the "Browse" button (Figure 3, "G") and browse your local computer for the correct image to upload. Once the file is selected, click on the "Send it to the Server" button, (Figure 3, "F"). After a few moments, you will get an alert box telling you the Image has been uploaded. Click ok and then click on the "Image Info" tab, to go back to the initial Image Add/Edit screen (Figure 2). Proceed to Step 4.

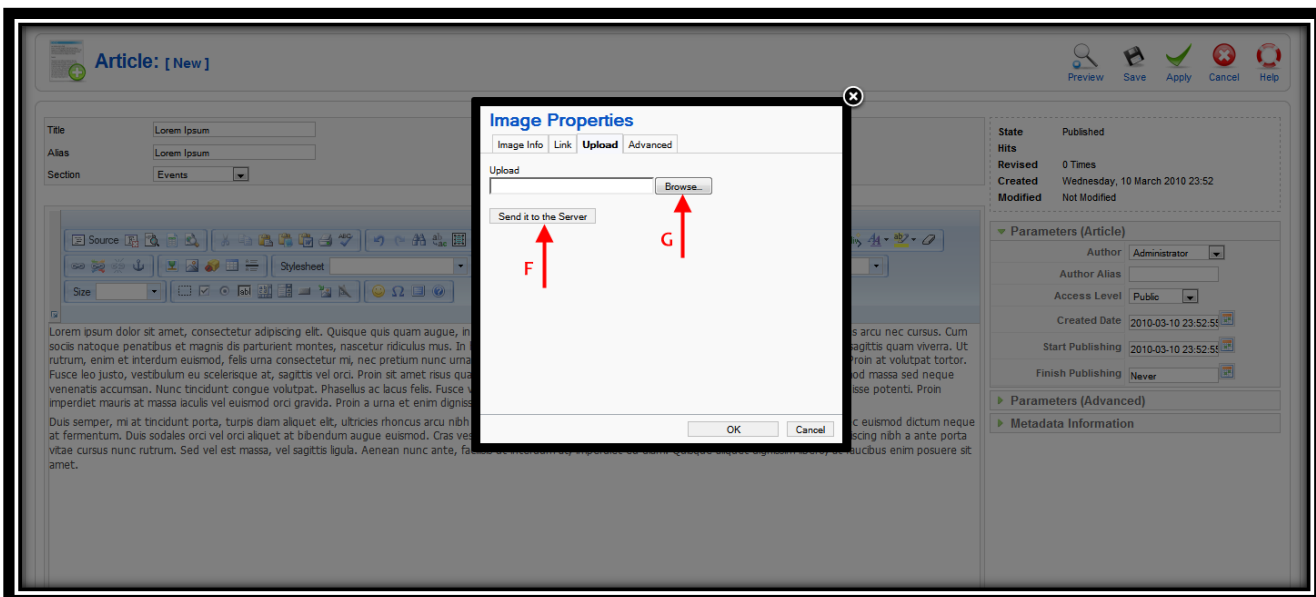


Figure 3

Step 4: From the "Align" dropdown (Figure 4, "C") choose how you would like the image to align with the text around it. Typically, LEFT or RIGHT work the best, but experiment to get what you need. (Figure 4 is a portion of what is displayed in Figure 2 above)

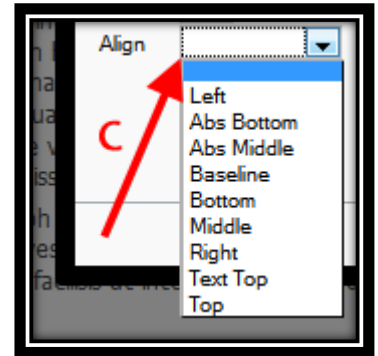


Figure 4

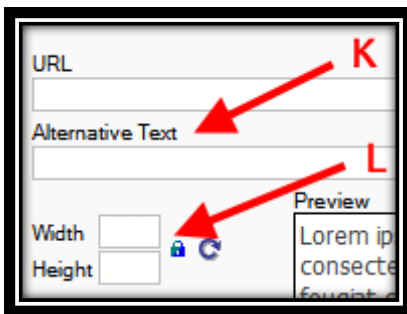


Figure 5

Step 5: Add the "Alternative Text" for the image in the box shown (Figure 5, "K"). This is the text which will appear in a case where the image cannot be displayed, and it has some benefit for SEO as well.

Step 6: If you need to change the display size of the image, you can enter the size values in the "Width" and "Height" boxes (Figure 5, "L") **Keep in mind that simply changing the display dimensions of the image, will not make it load any faster.

Step 7: Click the OK button, and ensure that your image looks as it should.

Editing an Existing image in an Article

To edit an existing image in an article:

Step 1: While editing an article, double click on the image you would like to edit. This will bring up the "Image Manager" dialog (Figure 6). Alternatively, you can click the image once and then click on the Image Manager icon (Figure 1, "A") above.

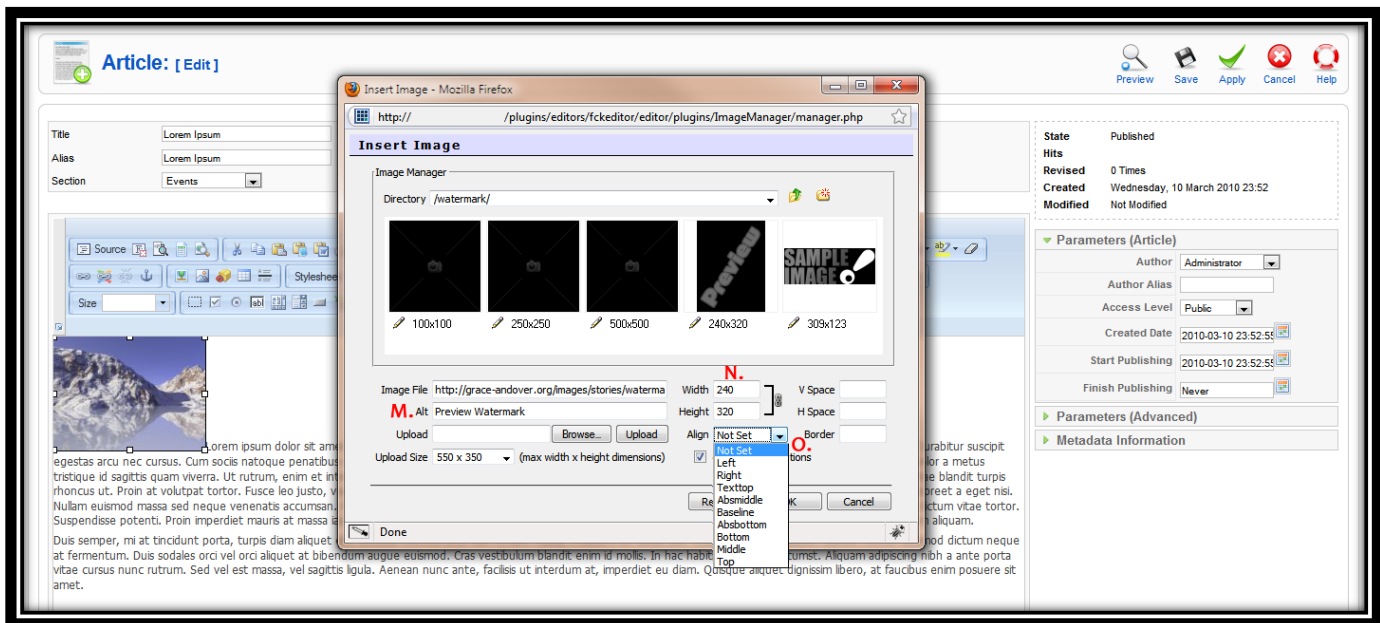


Figure 6

From this dialog you can change:

- The Alternate Text (Figure 6, "M")
- The Width and Height (Figure 6, "N")
- The Image Alignment (Figure 6, "O")

You can also play around with the other image settings or even choose a new image from the server or upload a new image altogether. The only drawback of this dialog is that there is not an image preview.

Once you are satisfied that the image is as you think it should be, simply click ok and you should see your new image in your article.

A few notes about Image on the Internet:

Most websites have a wide variety of images. They come in three main formats online:

- .jpg
- .gif
- .png

There are certain advantages and disadvantages to each. Probably the most common format out there is a jpg, because of the high degree of compressibility in that format. You can use whichever format you would like, or that you can make. Other formats such as .bmp (Microsoft Paint format) can be displayed by most browsers, but typically have a large file size.

By using photo editing tools out there such as Adobe Photoshop, or some open source tools such as Gimp, or Paint.NET you can create these types of images for your website.

There are two main things to remember when getting an image to be ready for the web.

- Make sure the file size (in kb) is relatively small. Most images should be under about 30-40kb. If they are larger than that, they will start to slow down how long it takes for your website to load, which creates a poor user experience.
- Make sure that the image still looks good when you publish it. By increasing the compression level, or decreasing the number of colors used, the quality of the image (how it looks) gets worse.

The idea is to find a balance between file size and image quality. Another thing to keep in mind, is the actual dimension of the image (its height and width). If the image is 3000 pixels wide and 2000 pixels high, it's probably too big for your website, even though you might manually scale it down to 300x200 pixels. The actual size of the file will still be huge. Make sure to use your Graphics editor to scale down the dimensions of the image.

One last thing to consider is the resolution of the image. Many print documents have a much higher resolution, 600 dpi or dots per inch. No web browser will display anything higher than 72 dpi, so really, there is no need to ever save anything with a higher resolution higher than that, unless you are providing hi-res images for download.

Lastly, make sure you have the rights to use an image you have. If you "borrow" it from another website, you should make sure you have permission to use it from the owner of the site you got it from. If you upload it from your computer, make sure you have the rights to do so from the photographer or artist. This can save you a potential legal hassle down the road.