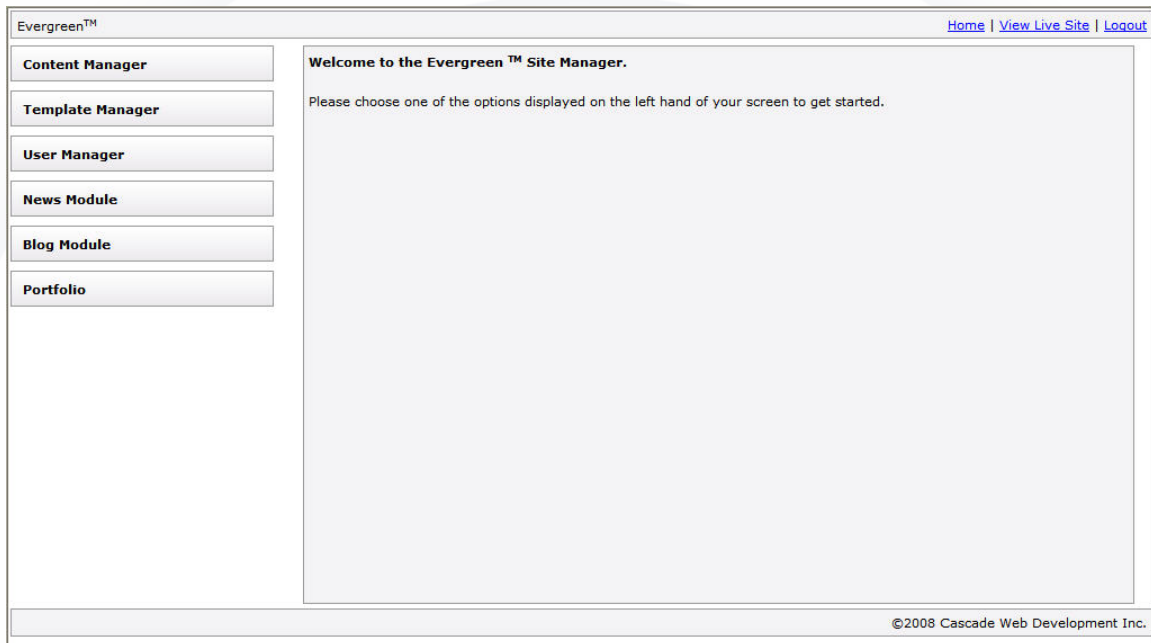
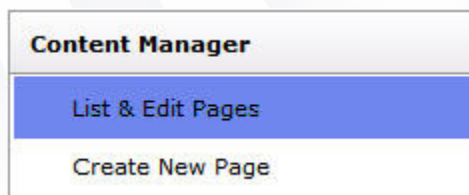


Image Insert

- 1) Once the user has logged into an admin account, he/she will be presented with the following default screen (note: the presence of certain 'Modules' may vary depending on company).

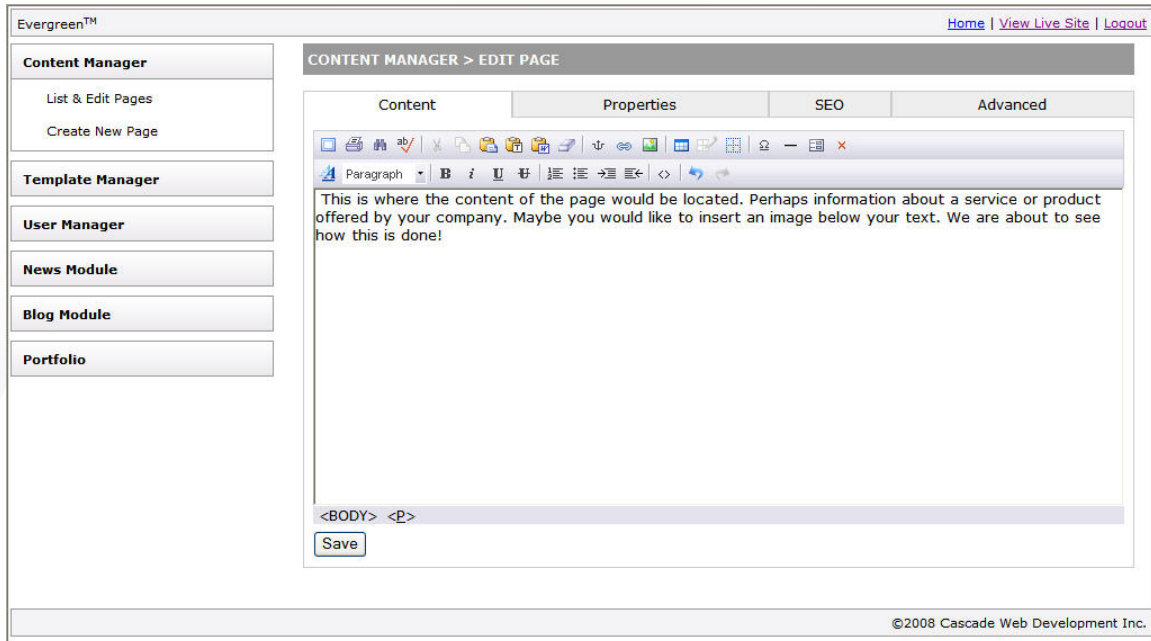


- 2) To insert an image into the content area of a preexisting page, first click **Content Manager** then select **List & Edit Pages**.




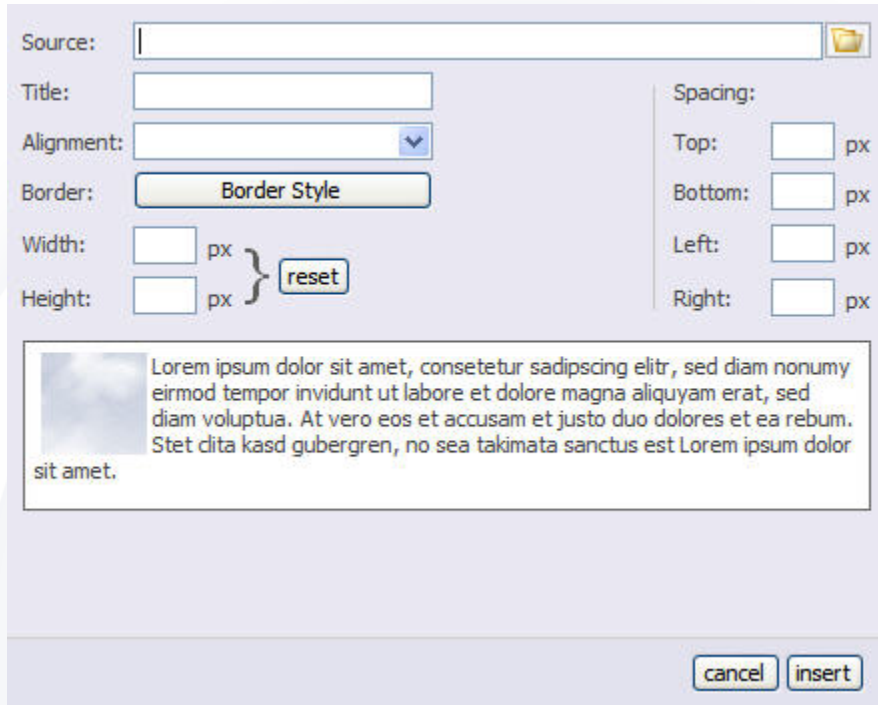
- 3) Once clicked, the user will be presented with the list of that site's webpages.

- 4) Find the webpage you intend to edit and click the View/Edit link. You will be presented with the following screen:




- 5) Next, place your blinking text cursor where you would like to insert your image. For the purposes of this tutorial, we are intending to place our image below our text, so that is where we are placing our blinking cursor.

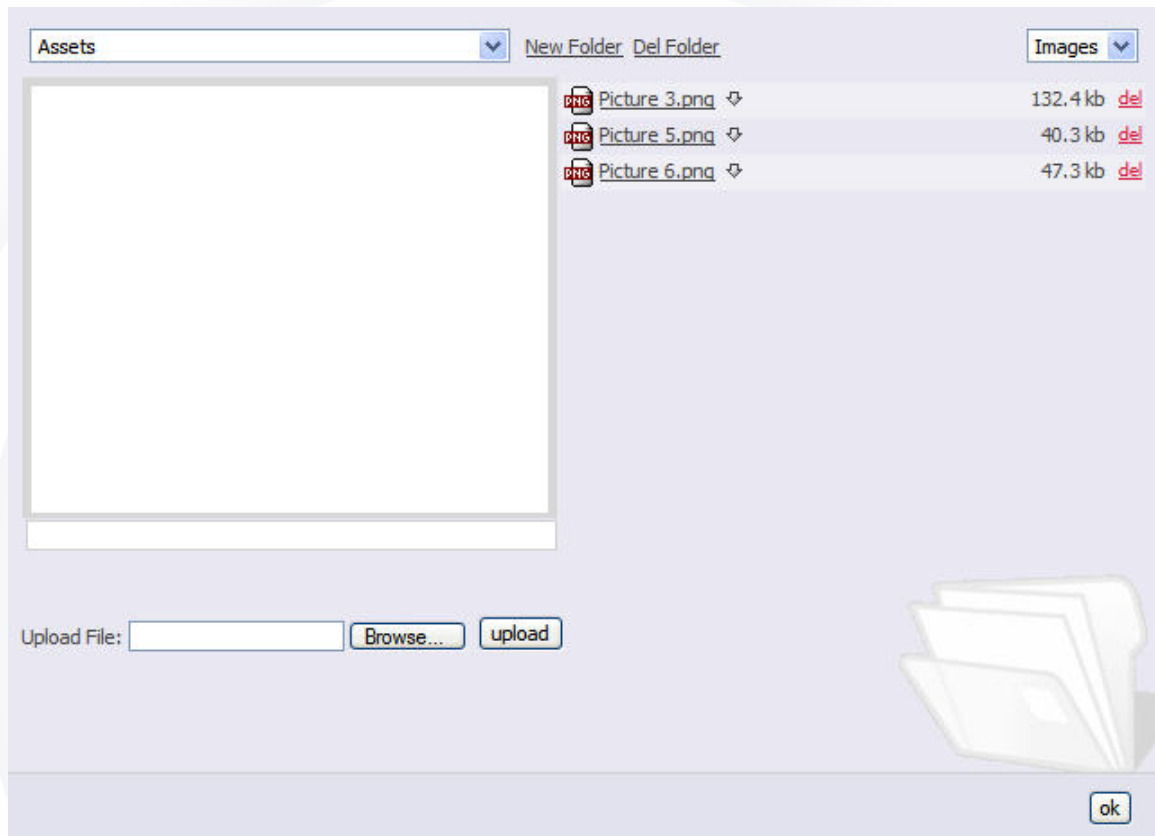
- 6) Click the **Image** button () on the tools strip. A popup will appear prompting you for the next step.



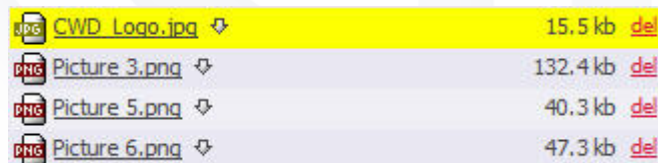
The dialog box is titled "Image" and contains the following fields and controls:

- Source:** A text input field with a folder icon on the right.
- Title:** A text input field.
- Alignment:** A dropdown menu.
- Border:** A button labeled "Border Style".
- Width:** A text input field followed by "px".
- Height:** A text input field followed by "px".
- Spacing:** A section containing four text input fields: "Top", "Bottom", "Left", and "Right", each followed by "px".
- reset:** A button located between the Width and Height fields.
- Preview:** A rectangular area containing a small image of a landscape and the text: "Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet dita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet."
- Buttons:** "cancel" and "insert" buttons at the bottom right.

- 7) For the purposes of this tutorial, advanced options will be skipped in favor of simplifying the process. For now, all we will concern ourselves with will be the basics. Click the () button to launch the image management tool.



- 8) Once loaded, click the Browse... button to locate your image file. Once you've selected it, hit the upload button. Your image should now appear in the list of images on the right-hand side of the image management window.



Note: Our newly added image is entitled CWD_Logo.jpg

- 9) Click the ok button in the lower right-hand corner of the window to confirm your selection and close the window.
- 10) Ignoring the advanced options as mentioned before, click the insert button of the **Image** window.

Your image should now be visible in the content field of your webpage. **Be sure to [Save](#) prior to exiting the editing pane.** Congratulations on successfully inserting your first image using the **Evergreen Content and Data Management** solution brought to you by **Cascade Web Development!**

For instructions on advanced image insert, please refer to the **Advanced Image Insert** tutorial in our **Tutorials Section**.

For additional assistance, feel free to contact us at sales@cascadewebdev.com.

Finish ||