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Working with Images in SharePoint 2010

Insert an Image

You can insert images into several different locations on the pages of your web site. Different templates and page layouts use different size pictures; there are style guides available to help you determine what size pictures go in which places.

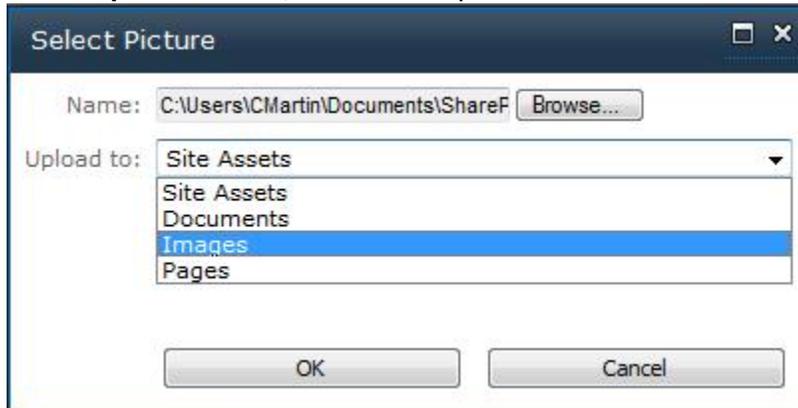To insert an image in the content of your web site:

1. Navigate to the page where you want to insert the image
2. In the **Page** tab, **Edit** group, click **Edit**
3. Place your cursor at the location in which you want to insert an image
4. In the **Editing Tools**, **Insert** tab, click the drop-down arrow below **Picture**
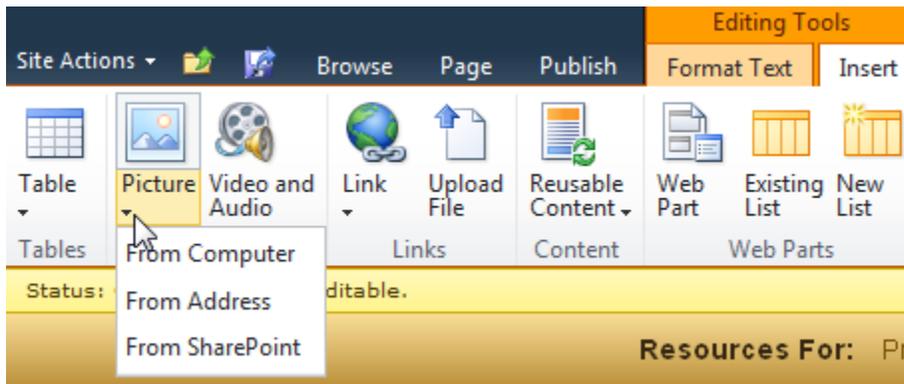
5. From the **Picture** menu, select one of the following:
   a. **From Computer** to upload and insert a picture from your computer
      Go to step 6 to insert a picture **From Computer**
   b. **From Address** to link to an image on an external web site
      Go to step 11 to insert a picture **From Address**
   c. **From SharePoint** to browse to an existing image in the SharePoint site files.
      Go to step 13 to insert a picture **From SharePoint**

6. When **From Computer** is clicked, the **Select Picture** opens. Click **Browse** to locate the image you want to insert.
   The **Choose File to Upload** window opens
7. Click on the picture you want to insert, and then click **Open**

8. In the **Upload to** field, click the drop-down arrow and then click **Images**

Select Picture

Name: C:\Users\CMartin\Documents\ShareP [Browse...]

Upload to: Site Assets ▼
Site Assets
Documents
Images
Pages

[OK] [Cancel]

9. Click **OK**

The **Documents** window opens

10. Type a title for the image in the **Title** field, and then click **Save**. The title can be the same as the **Name**

The image is inserted on the page in the location of your cursor

Go to step 15

11. When **From Address** is clicked, the **Select Picture** window opens. Type or copy and paste the web address of the external image into the **Address** field.
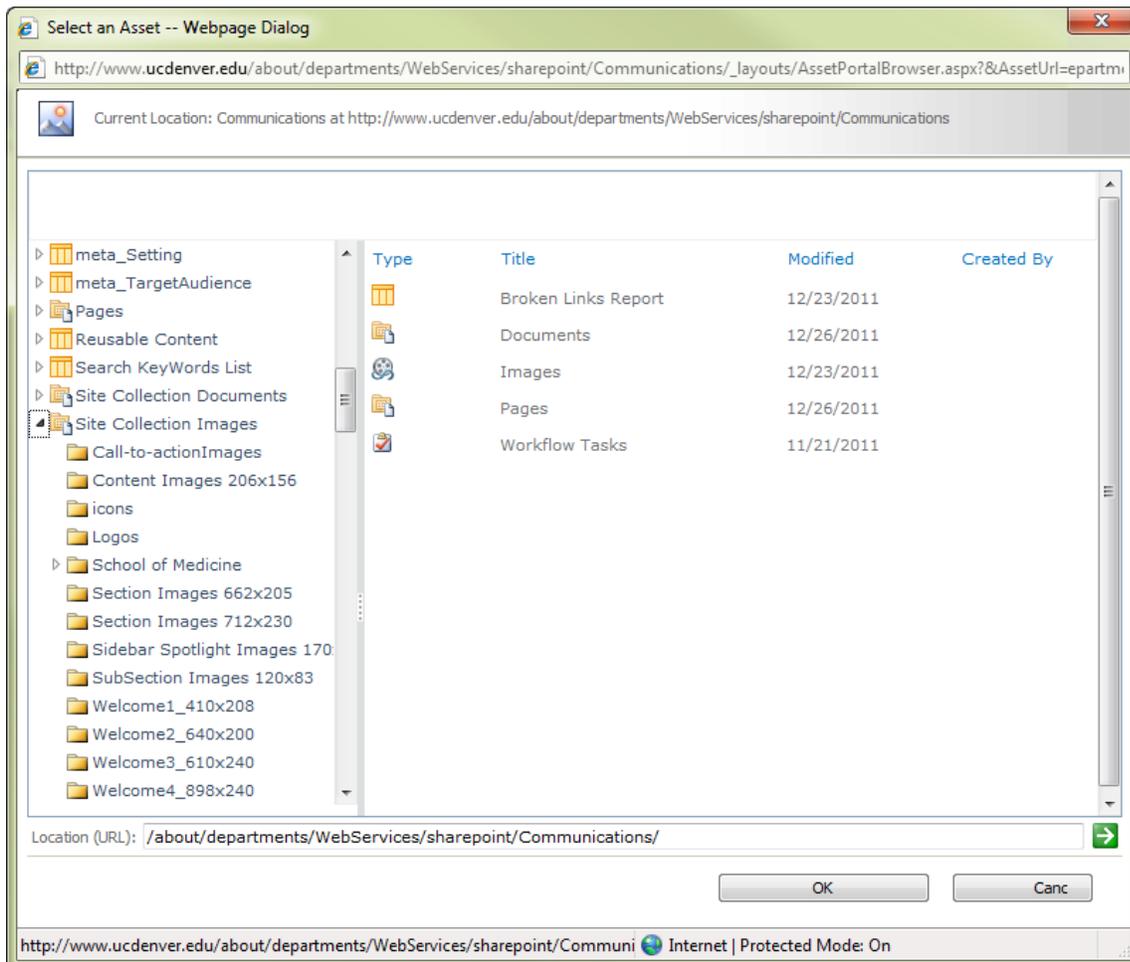12. In the **Alternative text** field, type a short description of the image

NOTE: Adding text in the **Alternative text** field not only enable SharePoint to display pop-up text when users hover over your image, but it is also essential to describe the image to users with disabilities. Make it a habit to fill out the **Alternative text** field for every image you insert.

The image is inserted on the page in the location of your cursor

Go to step 17

13. When **From SharePoint** is clicked, the **Select an Asset** window opens. Navigate to the file location for the image you want to insert.

You can select an image from your own site images folder (if you have images specific to your site), or you can use the university's image library. The university's image library is in a folder named **Site Collection Images**, and can be found in the windows folder view of the **Select an Asset** window.

Images are organized by size in the **Site Collection Images** folder. You can determine which size image you need by referring to the style guide for your school or department, if available.

    14. Click on the picture you want to insert, and then click **OK**

The image is inserted on the page in the location of your cursor

    15. Put your cursor on the inserted picture to enable the **Picture Tools** tab

    16. In the **Properties** group, **Alt Text** field, type a short description of the image

NOTE: Adding text in the **Alternative Text** field is intended to describe the picture to the blind; it is essential to enable users with disabilities to understand the image on your page. Make it a habit to fill out the **Alternative Text** field for every image you insert.

    17. In **Picture Tools**, **Design** tab, click the drop-down arrow under **Image Styles**, and then
        click **Float Left** or **Float Right** to move your image left or right.

TIPS: You can make small adjustments to the size of your image by dragging the boxes that appear at the corners of your image. Use this functionality with caution, however, because the more you adjust the size of an image by dragging, the less clear it becomes.

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If you create images in a graphics software application outside SharePoint, like Adobe Photoshop, Fireworks, SnagIt, follow the style guide for your web pages and crop the image to the correct pixel size for the image container on the respective page layout.

You can also adjust the location of your image by dragging and dropping it to a different location on the page

18. In the **Page** tab, **Edit** group, click **Check In** to create a permanent version of your changes.

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How to add alternate text to an image
1. Locate the image you want to add **Alternative Text** (Alt Text) to
2. Sign in to the site, and in **Site Actions**, select **Edit Page**
3. Select the image you'd like to add Alternate Text to by clicking on it.
   NOTE: Notice the image should have a black line around the outside with white boxes (handles).
4. In the **Ribbon**, under **Picture Tools**, click the **Design** tab
5. Locate the **Alt Text** box and add the **Alternate Text** description.
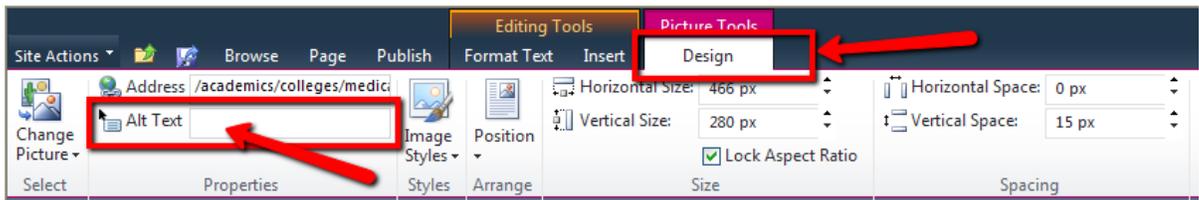
How to wrap text around an image
1. Locate the image you want to align
2. Sign into the site, and in **Site Actions**, click **Edit Page**
3. Select the image you'd like to resize to by clicking on it.
   NOTE: Notice the image should have a black line around the outside with white boxes (handles).
4. In the **Ribbon**, under **Picture Tools**, click the **Design** tab
5. Click the **Image Style** button in the **Styles** group
6. Select **Float Left** or **Float Right** depending on your needs.
   NOTE: Float Left wraps the text around the left side of the image. Float Right wraps the text around the right side of the image.
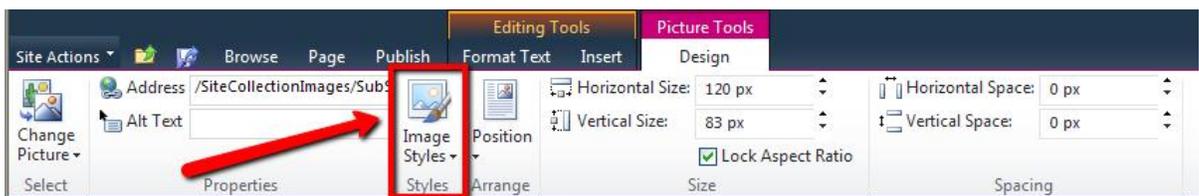
Note that Position > Float > Left or Position > Float > Right also achieve similar results.

Padding

Add padding (calculated in pixels) to either **Horizontal** or **Vertical** space as needed.

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How to upload an image or document

Upload image

Navigate and open the default Images or documents folder in the Manage Content and Structure view.

Manage Content and Structure view

1. Click **Site Actions**, and then click **Manage Content and Structure**
2. Select the **Images** folder or the **Documents** folder in the appropriate site location (left navigation pane).
3. Click the **New** button in the top menu bar (right navigation pane).
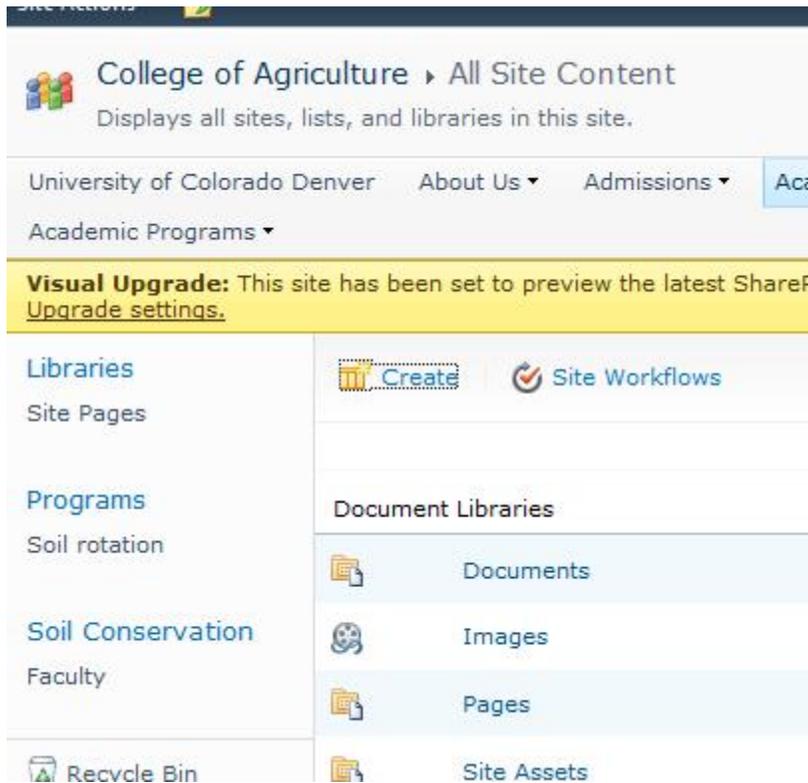4. Select **Item** from the drop-down list.
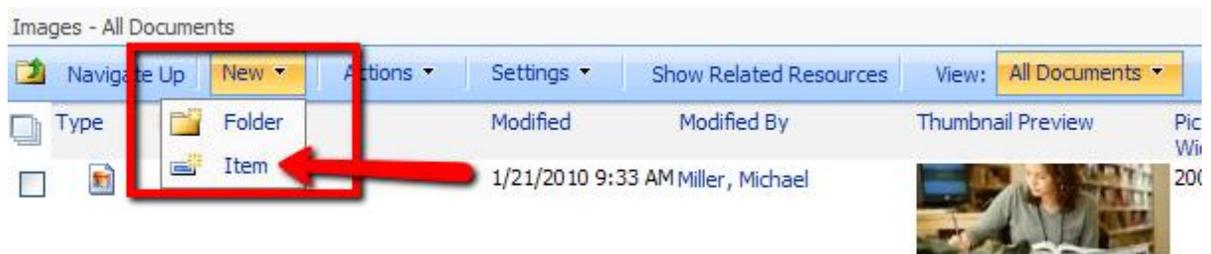
5. Click the **Browse** button and locate the image to upload.
6. The image will be placed within the default Images folder if the "/" is listed in the input field.
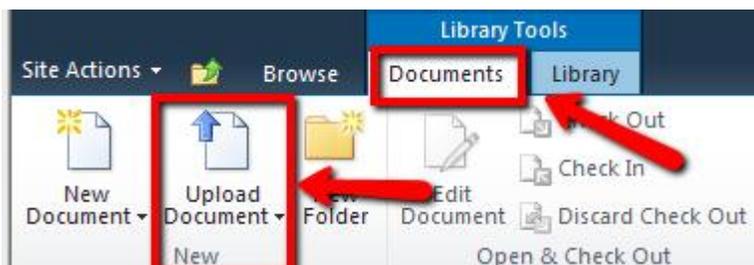7. Add **Version** comments.
8. Click **OK**.

Be sure to **Check-In** and **Publish** the uploaded file

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Design view

1. Click **Site Actions**, and then click **View All Site Content**
2. Select the **Images** document library

3. In the **Ribbon**, under **Library Tools**, click **Documents**

4. Click the **Upload Document** button
   NOTE: Select **Upload Document** if uploading one file and select **Upload Multiple Documents** if uploading more than one file
5. Click the **Browse** button and locate the image to upload.
6. The image will be placed within the default Images folder if the "/" is listed in the input field.
7. Add version comments.
8. Click **OK**.

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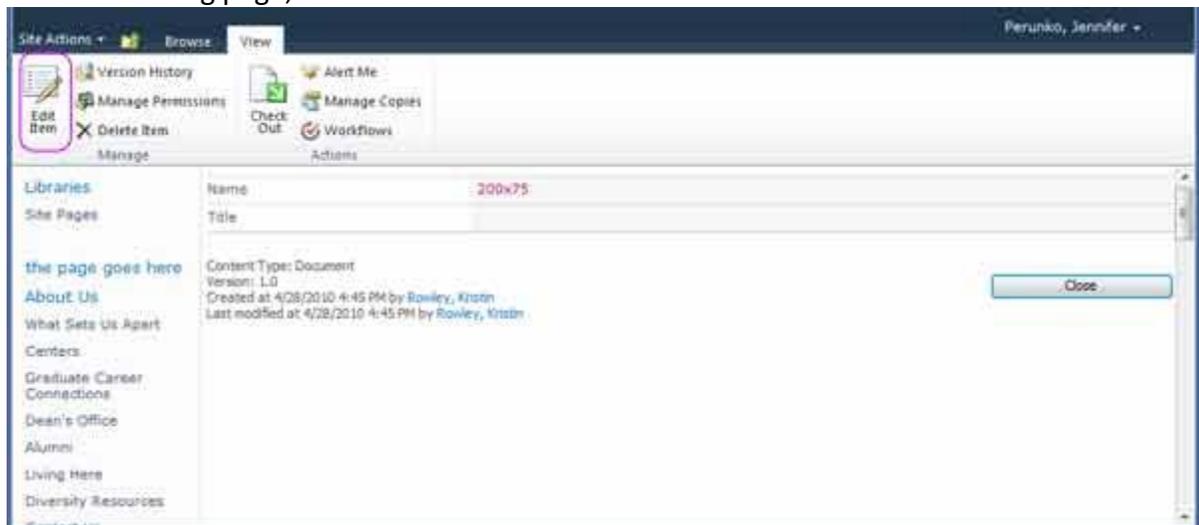DENVER | ANSCHUTZ MEDICAL CAMPUS

How to manage image metadata

Another powerful, new SharePoint 2010 feature is metadata. Since not all people search for data in the same way, this feature will ultimately improve the user experience.

You can edit the metadata form an image by viewing the image properties and editing them.

Manage Content and Structure

1. Go to the **Images** folder
2. Hover your mouse pointer over the name of the image
3. Click the downward arrow
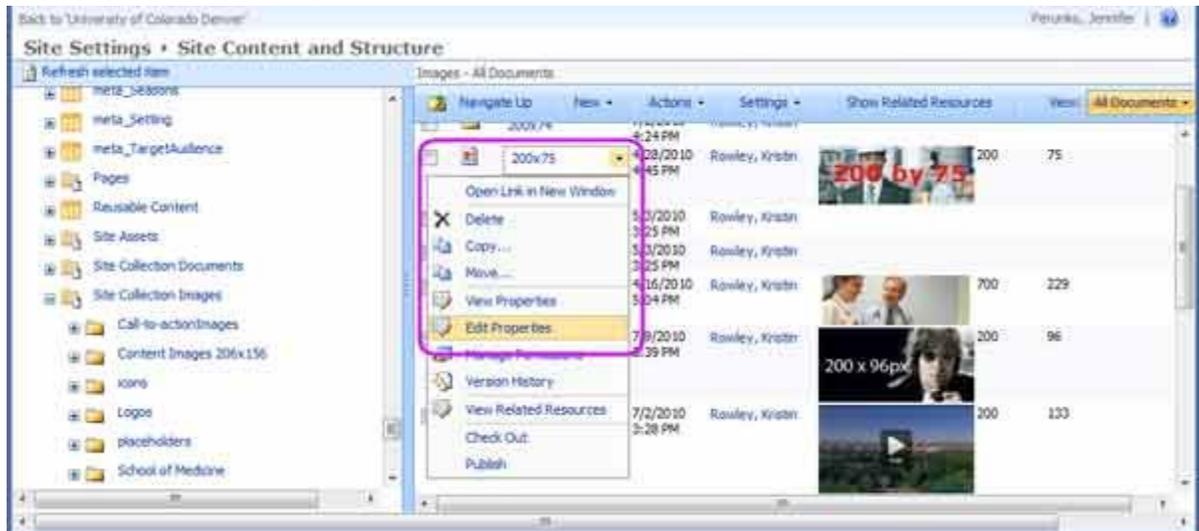
4. Click **View Properties** or if you have the image checked out, click **Edit Properties**.
5. On the resulting page, click **Edit Item**

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6. Fill out the desired fields on the resulting page
   NOTE: Available fields may vary by website.

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How to publish an image
All files must be published before anonymous uses can view content. This law pertains to image, document and page files.
From SharePoint (image file has already been uploaded)
1. Select **From SharePoint** from the **Picture** drop-down menu
2. The asset picker dialog box opens
3. Navigate to the appropriate site/folder within SharePoint. Use the hierarchical tree on the left window of the file tree. See the **Locate the Default Image Folder** on page 2 for more information.
4. Click on image file to select
5. Click **Open** in the bottom right-hand side of the **Choose File** dialog box.

   Note: A double-click on file name will select and choose image.

View Site Images
Navigate and login to your site.
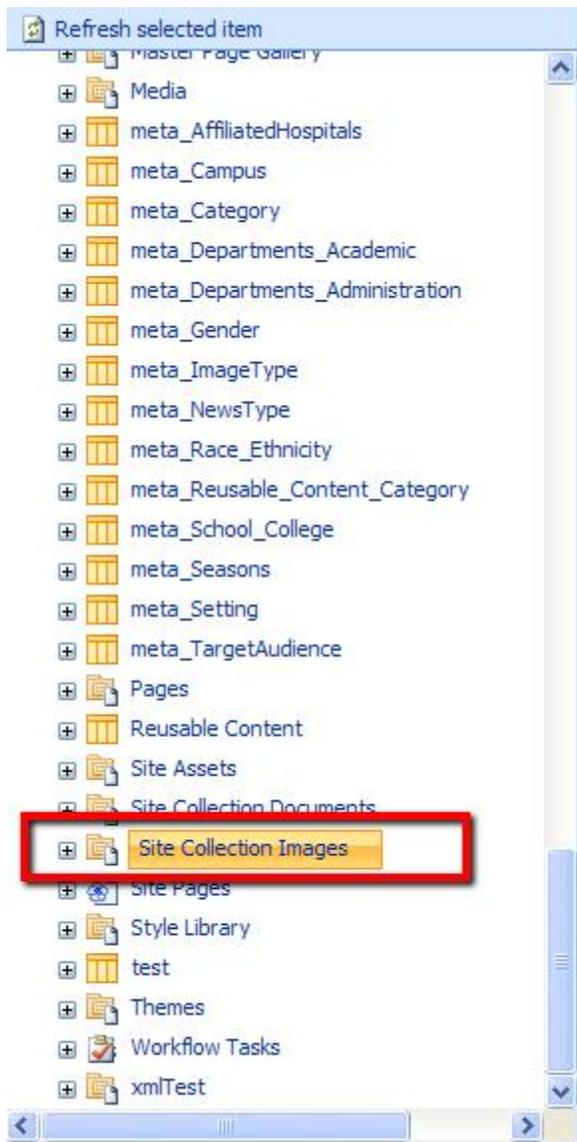Manage Content and Structure View
1. Click **Site Actions**, and then click **Manage Content and Structure**
2. Locate your site by scrolling down on left window until you see the gold highlight
3. Select the Images folder by clicking on the text **Images** on the right-hand window
4. The images stored in the images folder will now be listed on the right-hand window
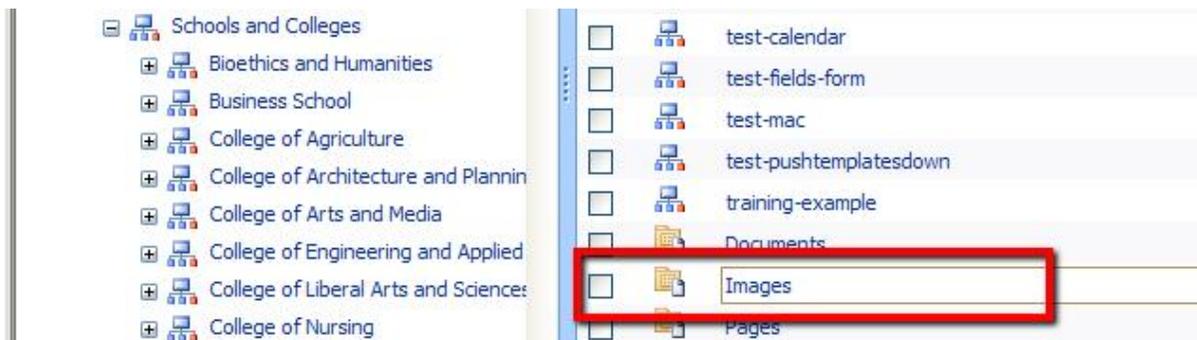
5. One the images are visible on the right side of the window, use the checkboxes to select the desired image or document.
6. Use the Actions button to publish the images or documents.

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How to view the Site Collection Images gallery

1. Navigate and **Login** to your site.
2. Click **Site Actions**, and then click **Manage Content and Structure**
3. In the left window of the **Manage Content and Structure** view, scroll all the way down to the bottom of the site tree
4. Locate the **Site Collection Images** folder.
5. Click on the **Site Collection Images** folder text name from the left-hand window
6. Navigate to the desired folder within the **Site Collection Images** folder. You'll notice that the content is organized by school, college or department—similar to the university organizational structure.

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How to resize an image

It is best to use an external tool to resize your images like Adobe Photoshop. Resizing with in SharePoint only changes the appearance of the image, not the actual image.

1. Locate the image you want to resize
2. Sign in to the site, click **Site Actions**, and then click **Edit Page**
   NOTE: Best practice for web design is to resize photos outside of SharePoint. If you resize a large image in SharePoint it will look smaller, but the computer will still need to load the entire large image file and then resize it. It might impact the response time of your page and will definitely increase the amount of storage space your site takes up on the server.
3. Select the image you'd like to resize to by clicking on it.
   NOTE: Notice the image should have a black line around the outside with white boxes (handles).
4. In the **Ribbon**, under **Picture Tools**, click **Design**
5. Locate the **Size** section
6. Set the desired **Horizontal Size** and **Vertical Size**.
   NOTE: Check the **Lock Aspect Ratio** option if you want SharePoint to automatically resize the image based on one size (i.e., select a horizontal size and the system will calculate the correct vertical size so your image is not skewed).

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