Add or edit an image

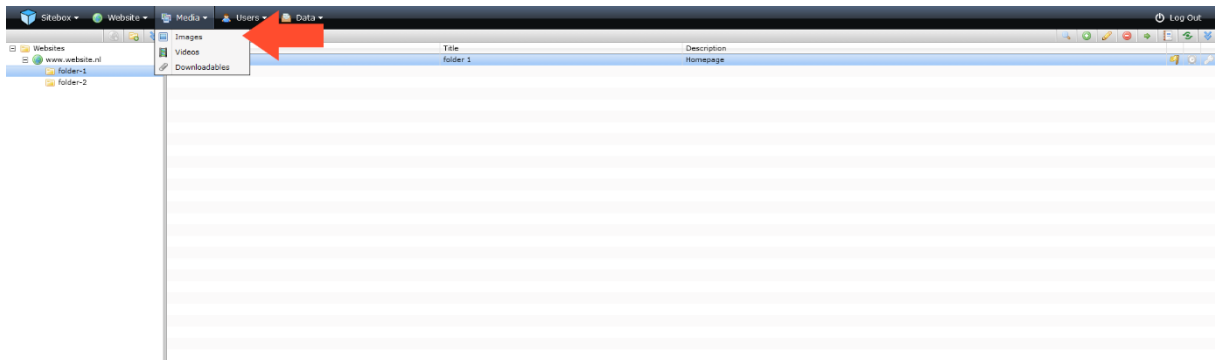## On this page:

> **Add an image**
> **Rescale an image**
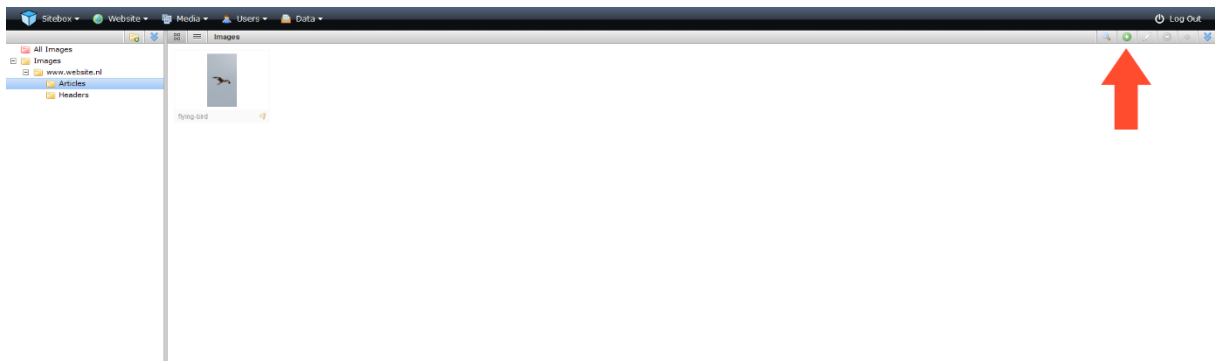> **Crop an image**
> **Rotate or mirror an image**
> **Add an image with the content bar**

You can add images in the 'Images' module. You will find the module under the heading 'Media':

Add an image

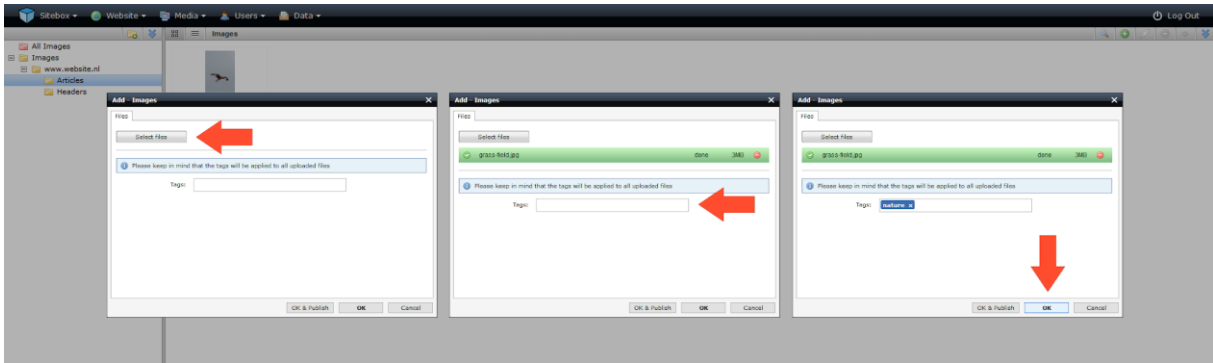Click on the folder in which you want to add a new image and click the action button ⊕ 'Add':

In the pop-up screen, click on 'select files'. Select one or more images and click 'OK' to upload the images.
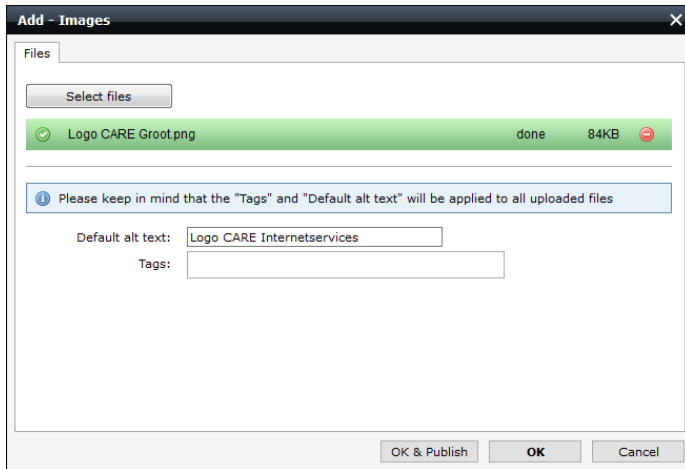
When the images are uploaded you can add tags. When you upload multiple images at the same time, the tags are added to all images.
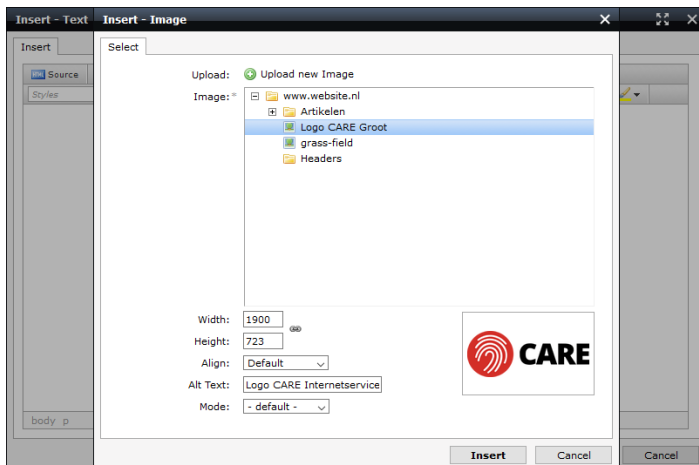Click on 'OK'. You have now added (a) new image(s). The image has not yet been published.

If you want to publish the image immediately, click on 'OK & Publish'. You can always adjust the image later or take it offline.

New! It is now possible to add a standard alt text to an image in the images module.

When you then place the image on a page or elsewhere, this alt text is automatically filled in. However, you can choose to enter a different alt text when posting.

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Rescale an image

Select the image you wish to rescale and click the action button 🖊 'edit':

In the pop-up window the image is loaded in the image editor.

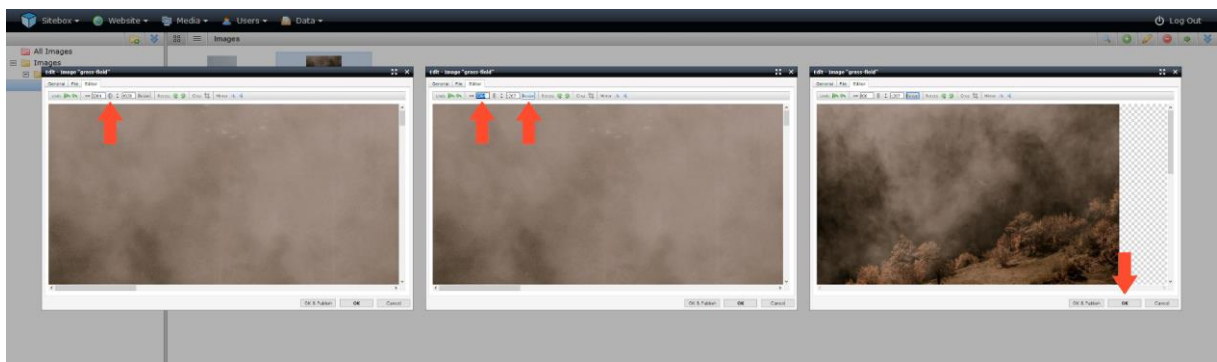When resizing, you can choose to rescale only the length or width, or to rescale the entire image:

When the link is open 🐜, you can scale the length and width independently of each other.
When the link is closed 🔗 , the length and width are rescaled in the same proportions.

Adjust the number of pixels and click on 'rescale'. The image is reloaded into the new scale.

If you are not satisfied, you can always undo the change by clicking on the action buttons ⬅️ 'undo all changes' or ⬅ 'undo last change'.

It's not smart to scale images bigger than they were. This reduces the quality of the image.

Click on 'OK'. If you want to publish the image immediately, click on 'OK & Publish'. You can always adjust the image later or take it offline.

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Crop an image

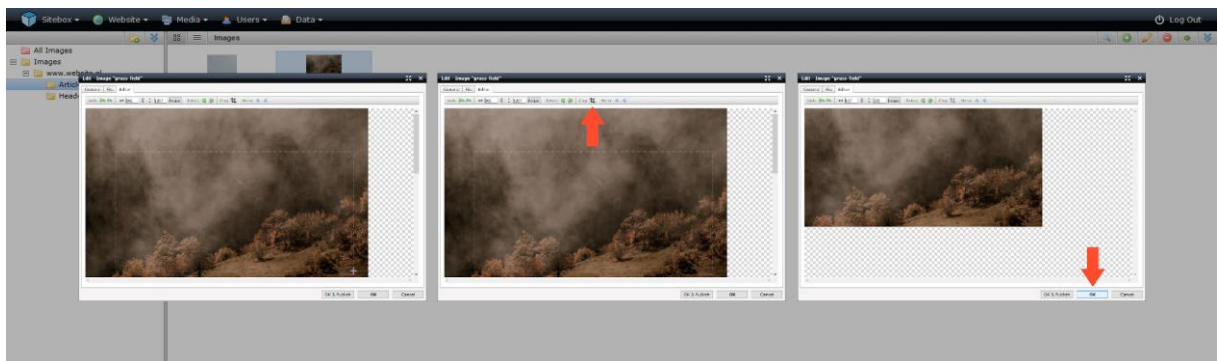Select the image you wish to cut and click the action button 🖋 'edit':

In the pop-up window the image is loaded in the image editor.

To crop an image, select the desired range of the cropped image. You do this by clicking on your image and dragging the frame to the correct size while holding down the mouse button.

Then click on the action button 🔲 'crop'. The image is reloaded in cropped dimensions.

If you are not satisfied, you can always undo the change by clicking on the action buttons ⬅ 'undo all changes' or ⬅ 'undo last change'.

Click on 'OK'. If you want to publish the image immediately, click on 'OK & Publish'. You can always adjust the image later or take it offline.

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Rotate or mirror an image

Select the image you want to rotate or flip and click on the icon for 🖉 'edit':

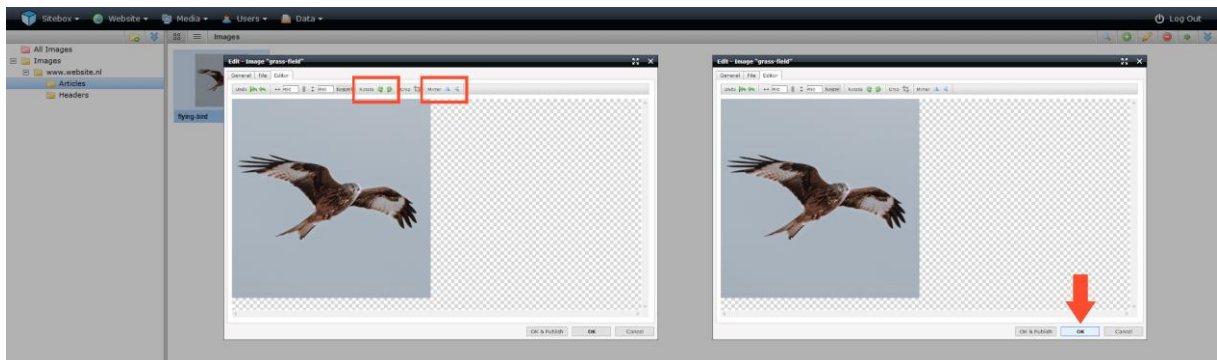In the pop-up window the image is loaded in the image editor.

To rotate the image, click on the 🔄 'rotate left' or 🔄 'rotate right' action buttons until you are satisfied.

To flip the image, click on the action buttons 🔺 'flip horizontally' or 🔻 'flip vertically'.

The image must reload with every change.

If you are not satisfied, you can always undo the change by clicking the action buttons ↩ 'undo all changes' or ↩ 'undo last change'.
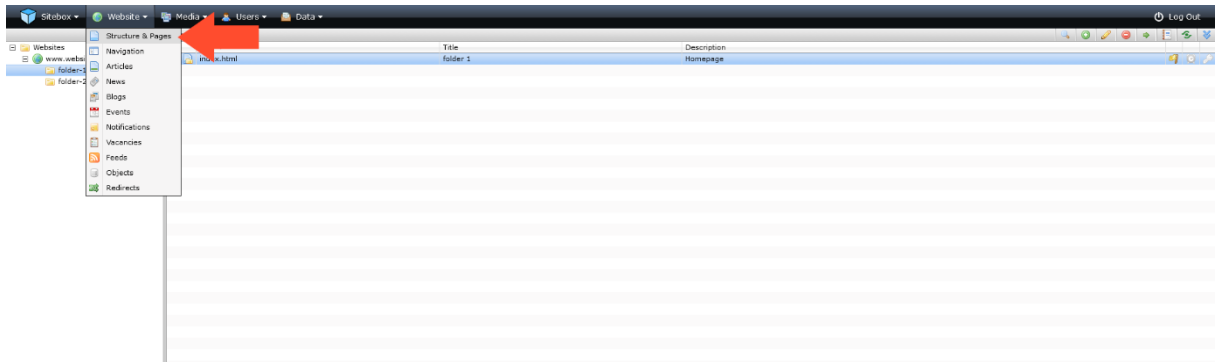
Click on 'OK'. If you want to publish the image immediately, click on 'OK & Publish'. You can always adjust the image later or take it offline.
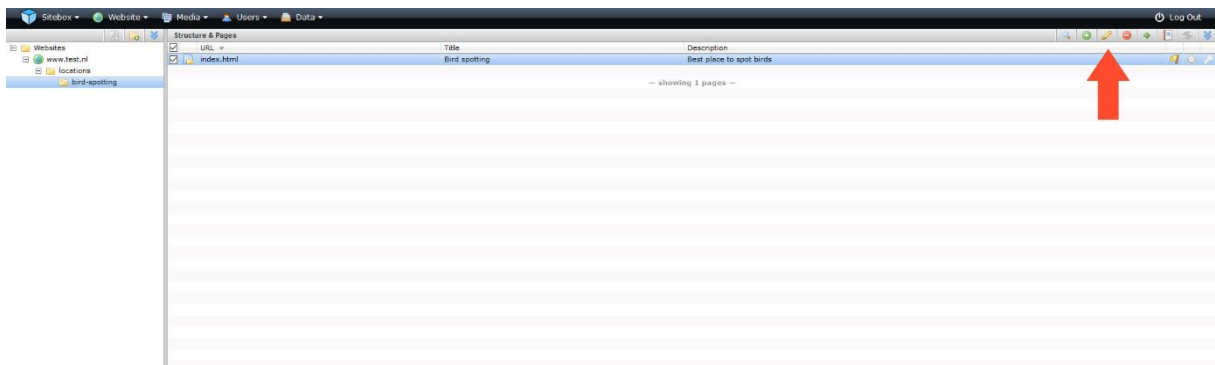

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Add an image with the content bar

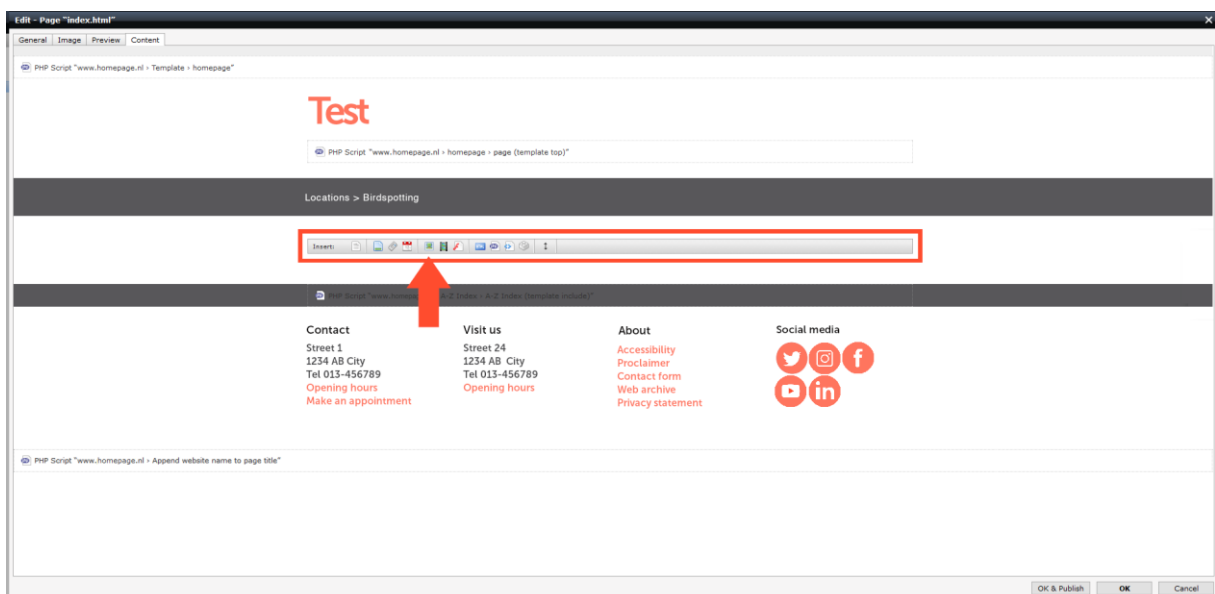Go to the "Structure & Pages" module. You will find the module under the heading "Website":

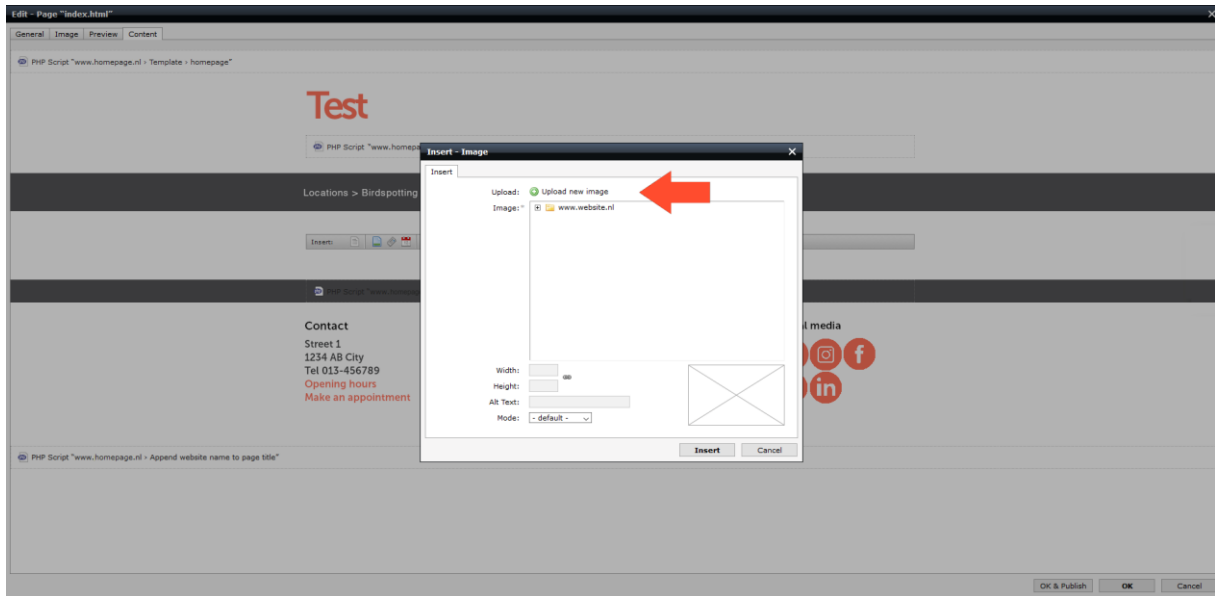Select the webpage to which you want to add an image and click on the 🖉 'edit' icon:

The web page will be loaded in the pop-up window.

To add an image, click on the action button 🖼 'add image'.

In the pop-up screen you can choose from an already uploaded image or upload a new image.
When you choose 🟢 'Upload new image', a new pop-up screen will appear to add an image.
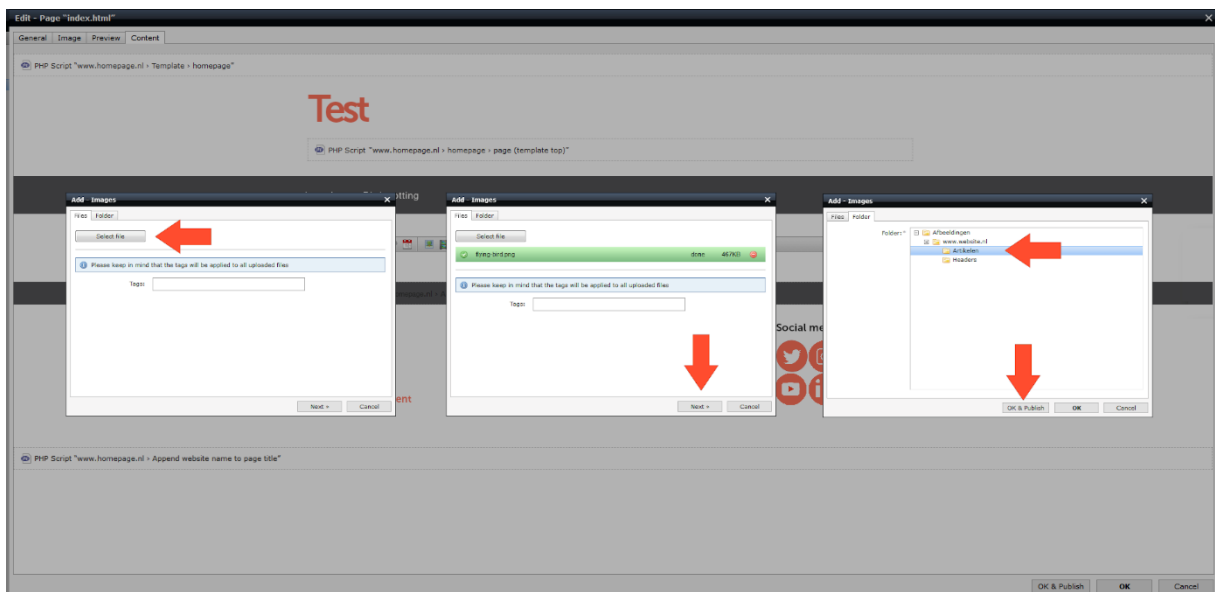

Click on 'select files'. Select one or more images and click 'OK' to upload the images.
When the images are uploaded you can add tags.

When you upload multiple images at the same time, the tags are added to all images.

Click on 'Next'.

Select the folder you want to add the image (s) to and click "OK & Publish".

If you don't do this, the image itself will not be published. This is visible on the website in Sitebox,
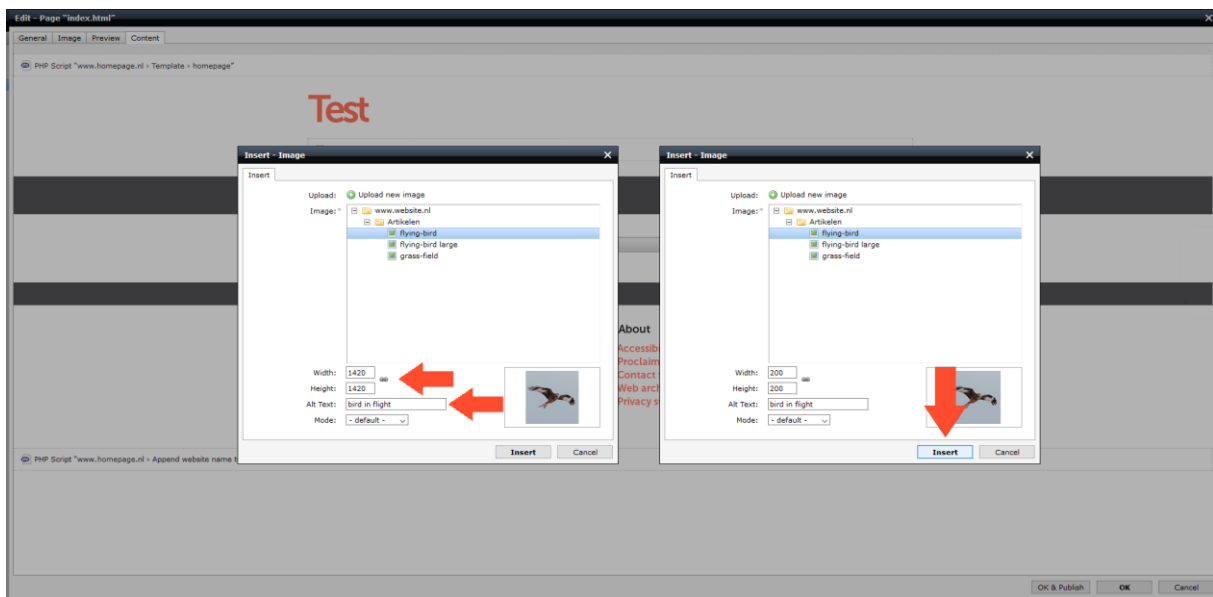but not on the web page itself.

If you want to rescale the image immediately, you can now do so by changing the number of pixels at "width" and "height". This change only applies to the web page. The image is not resized in the 'Pictures' module.
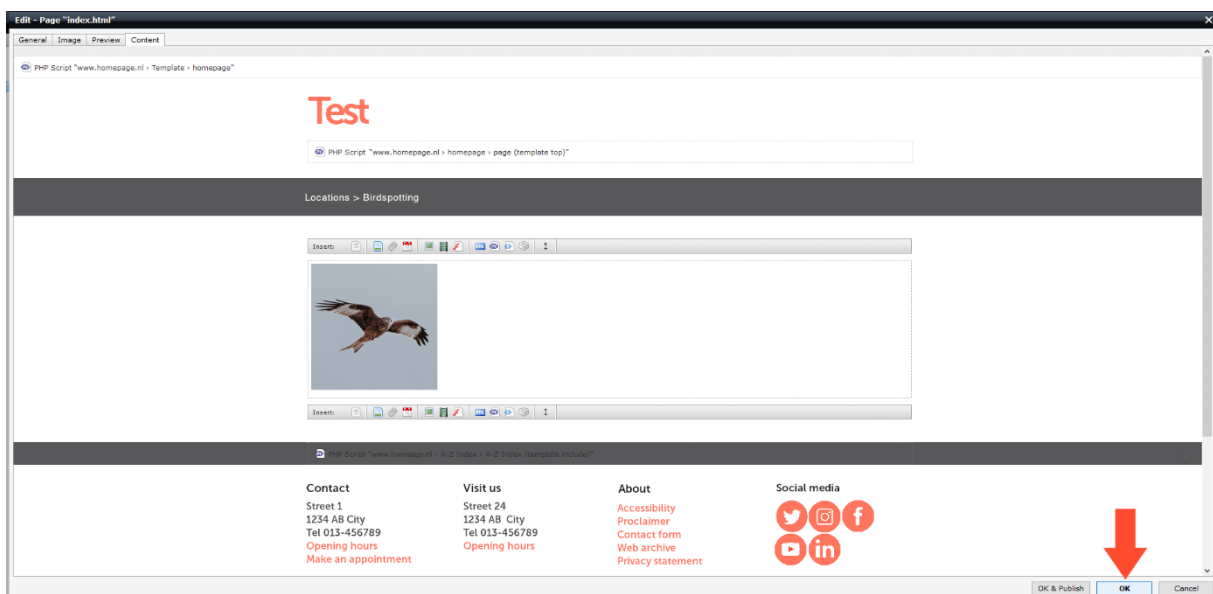
When the link is open 🔀, you can scale the length and width independently of each other. When the link is closed 🔗, the length and width are rescaled in the same proportions.

At Alt text you put a description of the image. This description is used by aids for people with visual impairments. To make your website as accessible as possible, it is important to enter the Alt text.

Click on 'Insert'. You can always adjust the image later or take it offline in the "Images" module.

If you don't want to add anything else to the page, click 'OK'. If you want to publish the page immediately, click on 'OK & Publish'. You can always adjust the page later or take it offline.

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