

How do I Add and Edit Images?

This FAQ describes how to use the Internet Marketing Company's new Website Management system named "QuickEdit" to Edit and Add Images. "QuickEdit" mode, is where one simple click allows you to easily and directly edit the text, images and links on any page in your website.

How to Login to QuickEdit

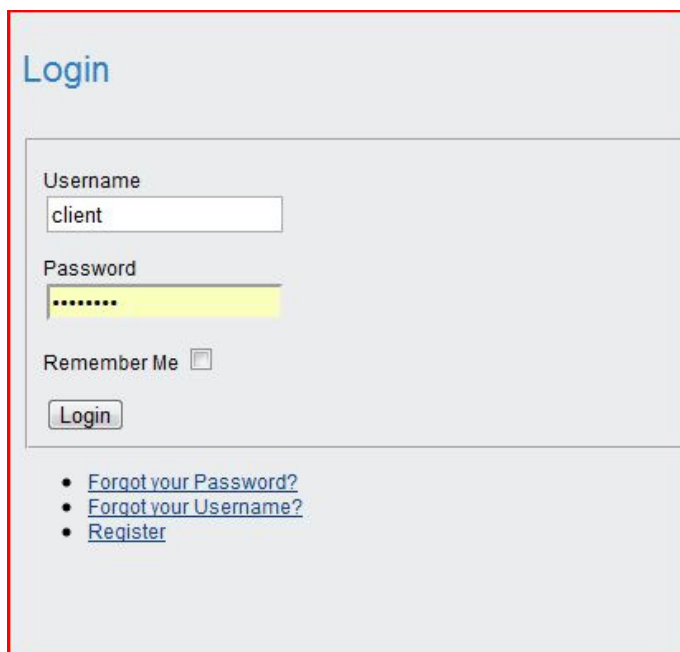
In the new tIMC website management system, you can add and edit images on your existing web pages using the "QuickEdit" facility.

To do this, you first click on the "Login" link at the bottom of any page on your website, and login.... this is the Login dialogue box. Your username is now set to "client" and we have added a robust password which was emailed to you.

If you cannot remember your Username and / or Password, click the "forgot" section and an automatic email will be sent to your email address on file.

Note that you must type in your primary email address when requested. If you do not have this then email us at info@theinternetmarketingco.com

THE LOGIN DIALOGUE BOX

A screenshot of a web login form titled "Login". The form has a light gray background and is enclosed in a red border. It contains the following elements: a "Username" label above a text input field containing "client"; a "Password" label above a text input field containing seven asterisks; a "Remember Me" label next to an unchecked checkbox; a "Login" button; and a list of three links: "Forgot your Password?", "Forgot your Username?", and "Register".

Login

Username
client

Password

Remember Me

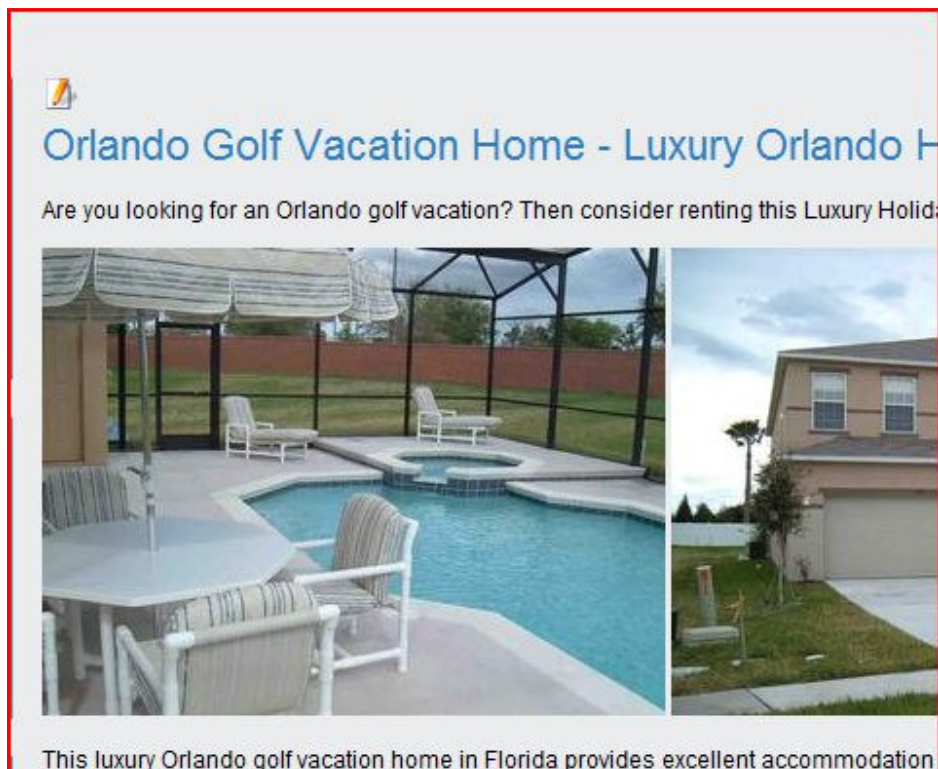
Login

- [Forgot your Password?](#)
- [Forgot your Username?](#)
- [Register](#)

Once you have typed in your username and password click on the Login button to enter your website. The page that you were on as you logged in will appear.

Look closely and you will spot the pencil logo near the top of the screen. Click on this logo and the page will enter "QuickEdit" mode.

PENCIL LOGO SCREEN



In QuickEdit mode you can edit the textual content on this page as described in the QuickEdit FAQ. We can also upload single or multiple images. Once you have completed editing then click on the SAVE button to exit the editor and save your work.

SNAPSHOT OF THE QUICKEDIT MODE SCREEN

Submit an Article

Editor

Title:



Orlando Golf Vacation Home - Luxury Orlando Holiday Villa

Are you looking for an Orlando golf vacation? Then consider renting this Luxury Holiday Home



Path:

[Image](#)

[Pagebreak](#)

[Read more](#)

Note that you can navigate around your website as normal. every page will include a pencil QuickEdit logo, and you can make edits and save them on any page in your website.

There are a number of icons to help improve the web-page content. These are very similar to the icons used by Microsoft word, and other familiar text editors. They have been summarised as follows:

- Help - bring up our help window with help information.
- Bold, Italic, Underline - tools exactly like in word for emphasizing words, tilting words, and putting a line underneath selected words.
- Format - selected from a range of formats for the text to make it all similar.
- Alignment - Position the text either on right, centre or to the left.
- Paste from Word - paste text straight from a word document including the word formatting.
- Paste as plain text - paste text and remove and formatting (similar to pure text)
- Text colour - Change the colour of your text.

- Highlight - Highlight areas of text.
- Unlink - If you have created a hyperlink this will remove it.
- Indent - Move your text in by sections.
- Outdent - Move your text out by sections.
- Undo - Undo last bit of editing.
- Redo - Redo a bit of editing you have done.
- Number - Create a a numbered list.
- Bullet point - Create a bullet point list.
- Add Image - Select an image which you have uploaded.
- Link - Create a hyperlink or a link to a document or picture
- Edit Code - View and edit the html, php, javascript code for the website.

In addition to editing the text content of the page, you may also wish to enter information into the lower section of the page in the boxes for Meta Data and Keywords. The “category” should be set to “Uncategorized”.

Published Information

Below the QuickEdit screen you will see an area named “Publishing” as below. Do NOT make changes to this area.

Publishing

Section:

Category:

Show on Front Page: No Yes

Author Alias:

Start Publishing:

Finish Publishing:

Access Level:
Registered
Special

Ordering:

Metadata and Keywords View

Below the “Publishing” area is an area for Metadata and Keywords. The Internet Marketing Company offers a Keyword Research service to examine and find the best keywords for your business and in your specific geographic territory. Contact us for more information.

Metadata	
Description:	book this fabulous vacation home in orlando and get a free golf lessong
Keywords:	orlando golf vacation home

How to Add (Upload then Insert) and Edit an Image

RECOMMENDATION 1. We strongly recommend that before you begin adding and editing images on your website, you first creat a folder of images that you intend to upload. It is important to reduce the size of these images to between 20 and 100K.

Many images are very large, and will take up to 30 seconds to load when a visitor browses your website.

If you do not have an image manager package such as Adobe, then we recommend that you use on of the free image re-sizing websites on the web. Try www.webresizer.com or www.picresize.com Alternatively Google offers a photo management application named Picasa, go to <http://picasa.google.com/>

RECOMMENDATION 2. We also recommend that before you begin adding and editing images that you setup a folder on your computer and name it "website Images". Collect and store your images in this folder after you have resized them. This will make the task of uploading and managing images much easier.

To add or edit an image, first login and enter "QuickEdit" mode. Click on the pencil edit button as before. Place your cursor in the location on the page you are editing where you want to insert an image.

Introduction.

The process of adding and editing images to your website can be tricky. The method to follow is to first upload images from your local computer system to your website image

library. Then from that library you can then select and insert images, as well as change their size.

To add images to your website image library, you first click on the picture icon on the editor toolbar. Each of the toolbar buttons are tagged for easy identification as you hover over them. See a close up of the toolbar below.

INSERT TOOLBAR HERE

This brings up the "Insert/Edit Image" dialogue box.

INSERT/EDIT IMAGE DIALOGUE BOX

NEED IMAGE HERE JUST OF DIALOGUE BOX

To find your image, click on the "Browse" symbol to the right hand side of the Image URL line.

This brings up the "Browser" dialogue box.

Browser Dialogue Box

NEED IMAGE HERE JUST OF DIALOGUE BOX

This dialogue box is in three sections. The left hand section is named "Folders" and it lists the root and sub-folders. Clicking on any folder in the left hand section brings the contents of that folder into the centre section. This centre section lists all the folders and files selected. Click on any image and the right hand section (named "Details") will show a thumbnail of the image and its details.

NEED IMAGE HERE JUST OF DIALOGUE BOX SHOWING IMAGE

Go to the symbols on the right hand side, the first icon on the left is labelled "Folder" and the middle icon is labelled "Upload".

To add a new folder simply click on "Folder" icon, and name a new folder.

If you wish to upload new images then click on "Upload" and this brings up the Upload dialogue box.

ADD IMAGE (UPLOAD) DIALOGUE BOX

In the "browse" portion of the dialogue box, click on the green "Add" symbol and this will then show you the folders on your hard drive.

Open the folder in which your images are stored and select the image file that you wish to upload, and click on OPEN.

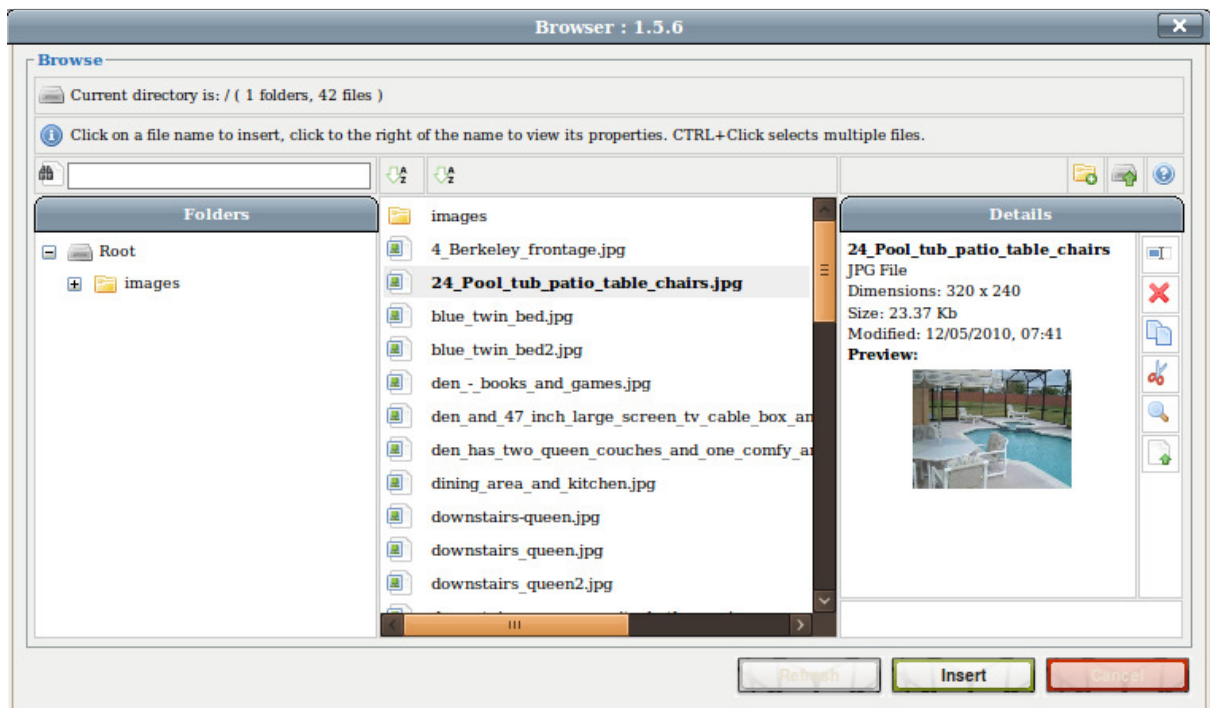
The name of the file appears in the "Queue" portion of the dialogue box.

To add more images simply click the "Add" symbol again and browse your computer for the image to be uploaded. The image name will appear in the "Queue" portion of the "upload" dialogue box.

Once you have founded and listed all the images you wish to upload

Add all the images you require and then click on 'Upload'".

Once the images have been uploaded, click on CANCEL to dismiss the "Upload" dialogue box. You will note that the name of the image is now in the drop down list in the centre dialogue box. You are back in the browser dialogue box, and when you click on any image in your library, that image will appear in the "Details" section.



Once you have completed uploading your images, click on Cancel to exit the image library manager, and Cancel again to exit the "Insert/Edit Image" dialogue box.

This will take you back to the QuickEdit editor screen. This is important as you now need to place your cursor in the correct location for inserting an image.

Inserting and Image into your Website

Once you have created the image folder in your website, then first - place your cursor in the position on your website page where you want the image to appear.

To insert an image you first click on the picture icon on the editor toolbar. Each of the toolbar buttons are tagged for easy identification as you hover over them. See a close up of the toolbar below.

INSERT TOOLBAR HERE

This brings up the "Insert/Edit Image" dialogue box.

INSERT/EDIT IMAGE DIALOGUE BOX

NEED IMAGE HERE JUST OF DIALOGUE BOX

To find your image, click on the "Browse" symbol to the right hand side of the Image URL line.

This brings up the "Browser" dialogue box.

Browser Dialogue Box

NEED IMAGE HERE JUST OF DIALOGUE BOX

This dialogue box is in three sections. The left hand section is named "Folders" and it lists the root and sub-folders. Clicking on any folder in the left hand section brings the contents of that folder into the centre section. This centre section lists all the folders and files selected. Click on any image and the right hand section (named "Details") will show a thumbnail of the image and its details.

NEED IMAGE HERE JUST OF DIALOGUE BOX SHOWING IMAGE

Once you have selected the image from your library from the drop down list in the centre box click "Insert" on the Browser dialogue box.

Before you insert the image into the website page you are editing, you should enter information in to the "Insert/Edit Image" dialogue box, for example name the image and if needed change the dimension, and set the alignment.

Once that is complete, click on Insert, and the image will appear in the location and on that specific page of your website.

You may find that the image is much larger than you wish. In this case click on the newly inserted image, and once again click on the add/edit image icon to return to the "Insert/Edit Image" dialogue box.

END OF FAQ