


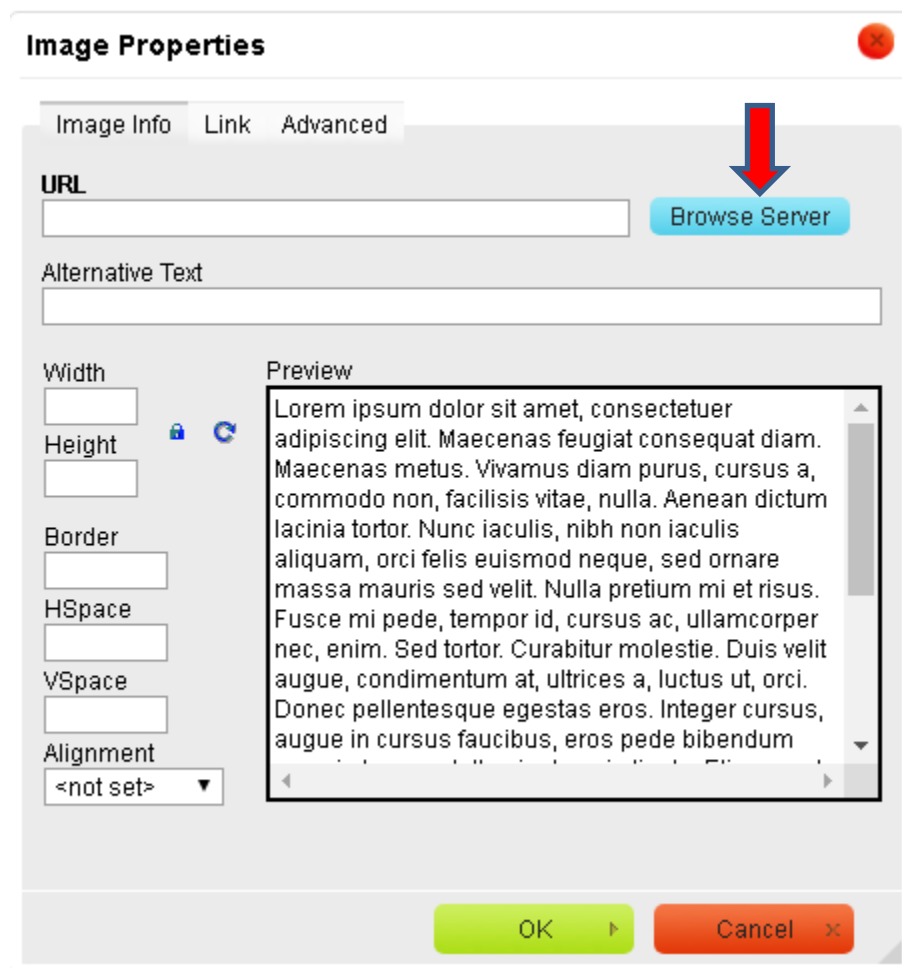
Adding Images to Web “Body Fields” (including Calendar Events)

Images can be easily entered in the text “**Body**” field item. The “*Image*” toolbar item assists with uploading, resizing (if necessary) and inserting the image.

On the *Image* button is located near the middle of the **Body** editing toolbar: 



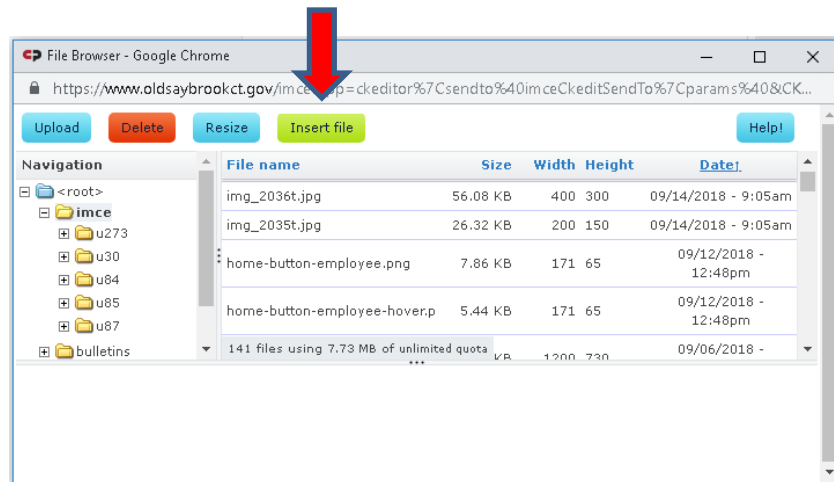
Pressing the *Image* button brings up the “*Image Properties*” window. To start the upload process hit the *Browse Server* button



The Browse Server button brings up the Drupal “**File Browser**” window which allows you to either select and existing image on the web server or upload a new image (see next page).

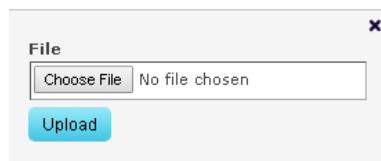
To choose a file that has been previously uploaded

Scroll to the file you wish to have included and hit the **Insert file** button.

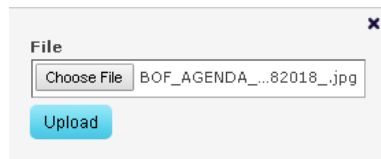


To upload a new image to be inserted

Hit the **Upload** button. This will bring up the *File Chooser* window below.



Hit the **Choose File** button. This will bring up a standard Windows file explorer window. Locate the file and “*Open*” in the Explorer window.



Finally, remember to hit the **Upload** button to upload the file to the web server.

You will see a message flash as the image is automatically resized to fit the standard 1200-pixel screen width of the web page.

The file will be automatically highlighted in the Drupal File Browser window. Simply hit the **Insert file** button to insert the image.

To ensure the **Body** document, including the image, is displayed uncheck

☐ Launch uploaded file without description page

Note: This disables the immediate view of related PDF documents and will cause the full revision history to be displayed.

(Additional notes on next page.)

Additional Notes on Included Images

- **Please use JPEG images only.**

There have been reports from Apple Macintosh, iPad, iPhone and some Android device users that images included as PNG files in previous web postings do not display on their devices.

- **Windows Snipping Tool.**

Older versions (Windows 7 and earlier) of the Windows Snipping Tool defaulted to all screen snips which were captured, copied and pasted being in PNG format. Over time, this has generated many irate calls from residents because they were unreadable as noted above.

The newer versions of the snipping tool allow you to change the default format to JPEG by doing a **File... Save As...** and selecting **Save as type** to JPEG. This is “Sticky” and will also change the copy/paste image type.

- **Using Adobe Acrobat to convert documents (e.g. Agendas and Minutes) to JPEG.**

You can use **Adobe Acrobat** to output documents to JPEG files.

Multiple page documents will create multiple JPG files, one for each page.

File... Export to... Image... JPEG

