



Managing Web images

You can upload images to the RescueGroups.org server and then insert them into your web pages and email marketing campaigns. The image is uploaded and stored on our server. There is no limit to the number of images or storage space you can use for these images.

**Where do I find it?**

The **Web Images** module is available with the **Website** service and **Email Marketing Campaigns** services. With the Website service, you can access **Images** from the **Website** menu, clicking **Images**. With the Email Marketing Campaigns service, you can access Images by going to **Services > Email Marketing: Campaigns** and clicking **Images**.

The **Web Images** module supports miscellaneous images but is not meant for animal pictures or pictures that you'd put into a photo gallery or animal description pages. For more information on uploading animal pictures, see the **Animals** section of this guide.

**Supported image formats**


We support only the following image formats for upload: GIF, JPG, PNG. If you have a file of a different format that you want to be available for download from your website (like a Word document or PDF file) you can use the **Files & Documents** module.

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- [Adding an image to a web page](#)

The following actions are available for the Web Images module with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view the list of web images.	Web Site Service Email Marketing	Image User
Add/Upload	Able to upload new web images.	Web Site Service Email Marketing	Image User
Edit	Able to edit the properties of a web image.	Web Site Service Email Marketing	Content Admin
Delete	Able to delete existing web images.	Web Site Service Email Marketing	Content Admin

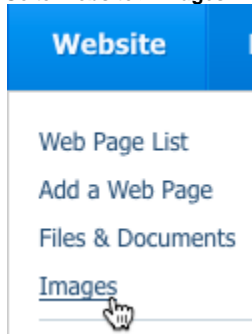
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Inserting an image on a web page

To insert an image on a web page, you must first upload the image to the server:

1. Go to **Website > Images**.



2. Click **Upload an Image**.



3. Click **Choose File** to select the image from your computer and name the image.

Upload a Web Image

« [Web Images](#)

A screenshot of the 'Upload a Web Image' form. A red rectangle highlights the 'File *' section, which contains a 'Choose File' button and the text 'No file chosen'. Below it, the 'Name *' field is also highlighted with a red rectangle. At the bottom left, the 'Save' button is highlighted with a red rectangle. To the right of the 'Save' button is an unchecked checkbox labeled 'Add Another'. A 'back to top' link is at the bottom right of the form.

4. Click **Save**. After the image is uploaded, it will be listed in the image drop-down list when you are editing a web page or email marketing campaign. For an example, see the **Adding an image to a web page** section below.

View an existing image

To view an image you have already uploaded, click the image/picture icon next to the image.

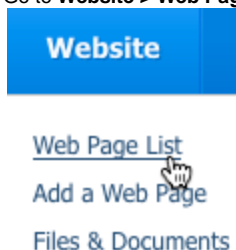
Delete an existing image

You can delete an existing image by selecting the checkbox next to the image(s) you want to delete and selecting Delete from the Action drop-down list.

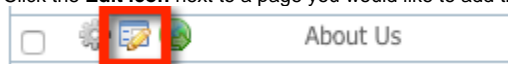
Adding an image to a web page

Once you've uploaded the image to the server, it's available for you to use on your web pages:

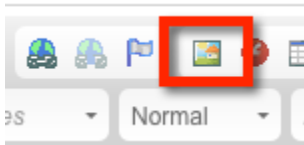
1. Go to **Website > Web Page List**.



2. Click the **Edit icon** next to a page you would like to add the image.



3. Click the **Image icon** in the page editor (*it looks like a little photograph*).



4. In the window that pops open, click the drop-down image list, "**Please select an image from your uploaded images...**" to select the image.



5. If you like, you can modify the size of the image displayed from the original image size. Change the Width or the Height as needed.

Image Properties

Image Info

Link

Advanced

URL

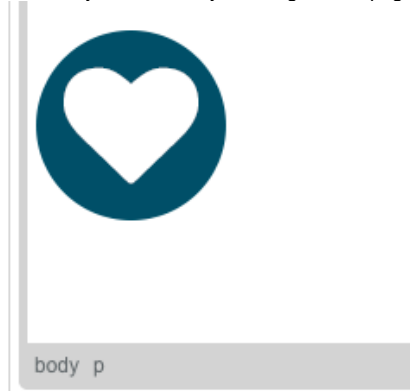
Alternative Text

Width

Height

Preview

6. Click **OK** to insert the image on your webpage.
7. Now that you've added your image to the page, click **Save Content** to save your web page



Popular Questions

Topics:

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Have a question about this topic?