## **OmniUpdate Web Content Management**

## Upload and Insert Images into an Existing Web Page

- 1. Navigate to the web page where the image will be added.
- 2. Click on the © 2009 at the bottom left of the page to login.
- 3. Login with your ECom user name and password.
- 4. Click on the **edit button** (edit above the area the image will be added.
- 5. In the second row of formatting tools, choose the insert/edit image icon.
- 6. To select the Image URL, click on the square to the right of the text box to open the File Browser.

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2nsert Cancel		Select a page or file from the list above	Q. Select a sage or Ne from the list above, then clock the "Select Ne" output	

7. In the **File Browser**, click on the **select image button** and the photo will be visible in the image preview, click the **select file button**. Be sure to add an **Image description**. Click the **insert button**.





- 8. Users also have the option to click on the **upload image button** and choose an image from another source. Once an image is selected it will open in a window and give the user options to increase or decrease the size, crop, rotate, save as (saves the image to a specified area on the local computer), or upload as (saves the file to web page files). Once the file is selected, click the **select file button**. Click the **insert button**.
- 9. Right click on the image to change the alignment or edit the image.