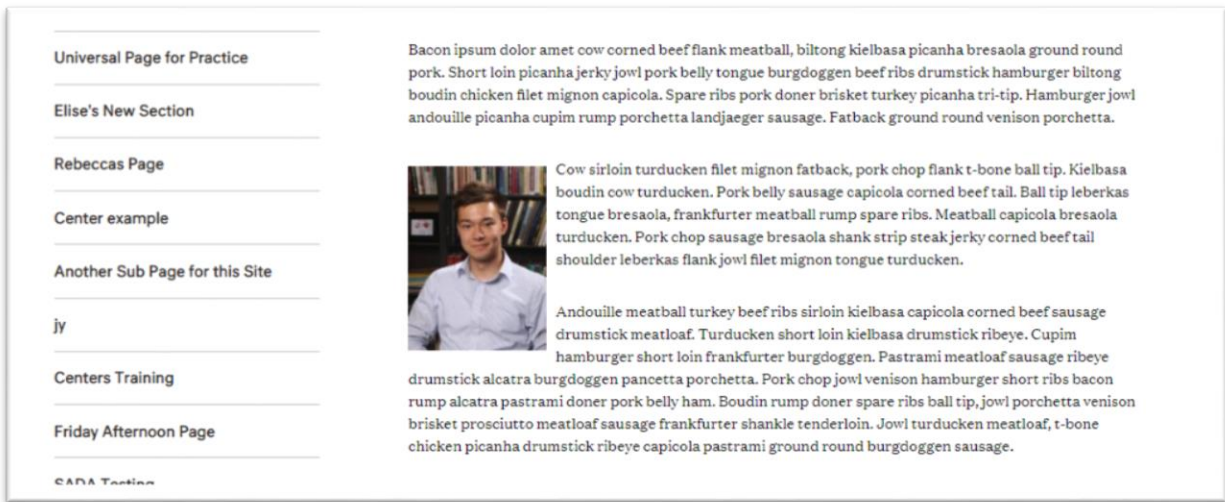


Placing an Image on a Page

There are times when you want to place an image on the page and have the text flow around it, such as in the example below:



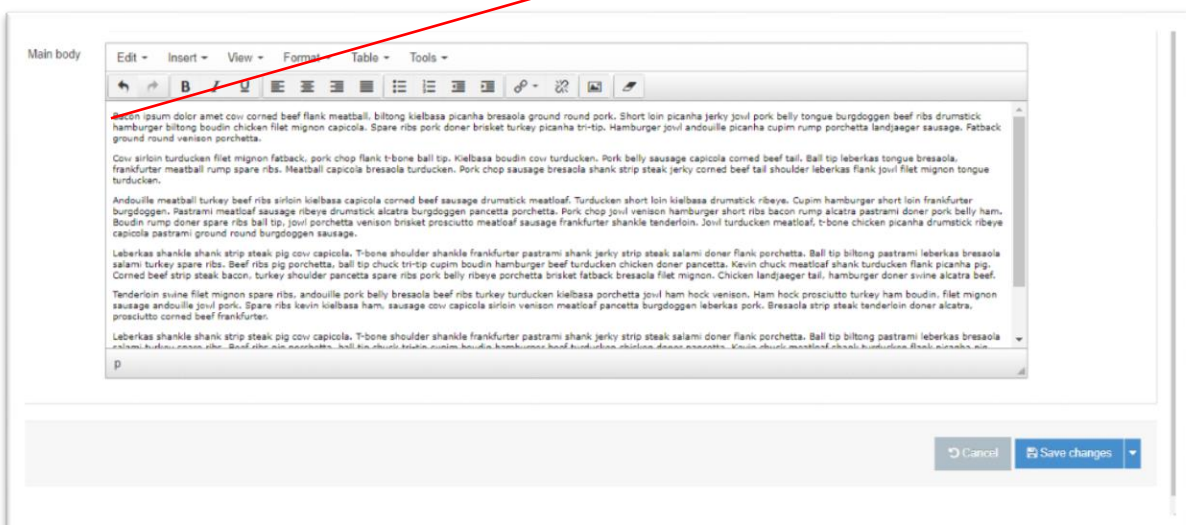
This tutorial assumes that you have:

- [already uploaded the image](#) that you want into the Media
- and that [you have created a variant](#)
- that is [the correct size for use in that place](#) on that page.

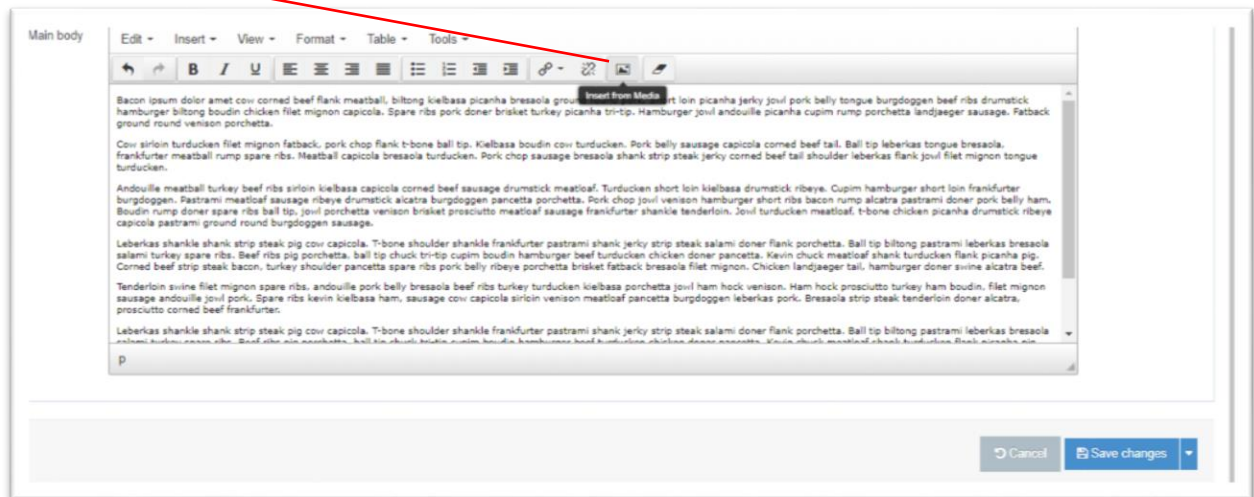
If you have done the above then in TerminalFour, go to the page on which you want to place the photo.

Open the content module for that part of the site.

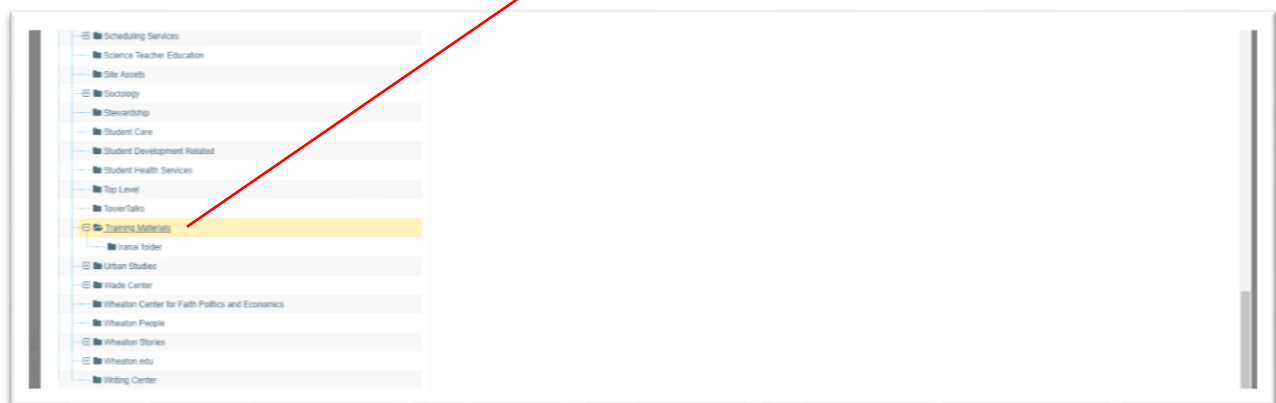
In most cases, such as with the General Content type, you would go to the beginning of the paragraph where you want the photo to appear and click your cursor at that place.



Then go to the icon for the Media Library



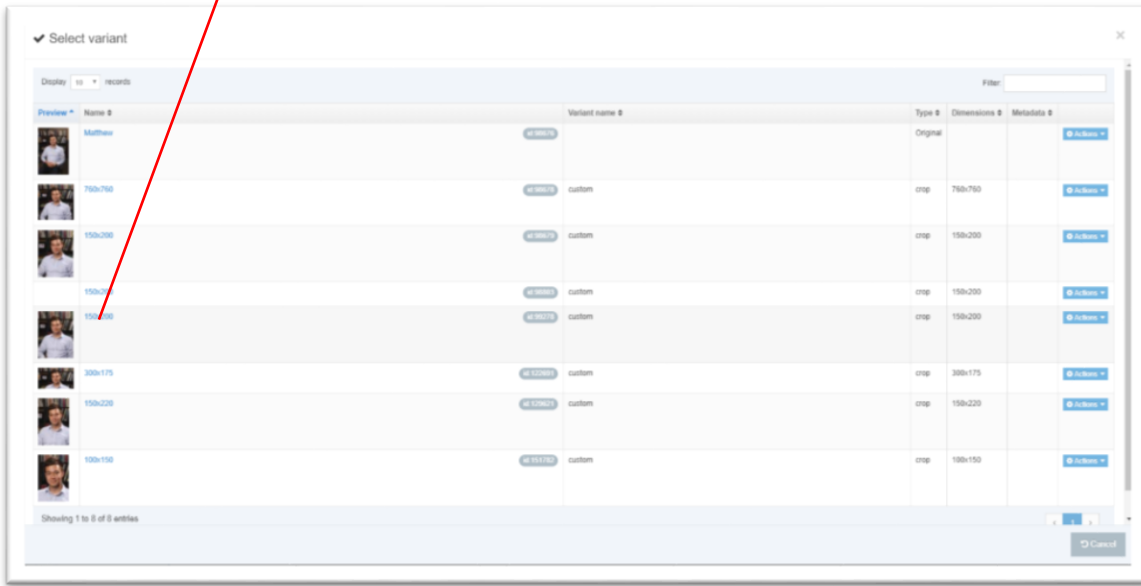
and navigate to your folder there, which is Training Area for me.



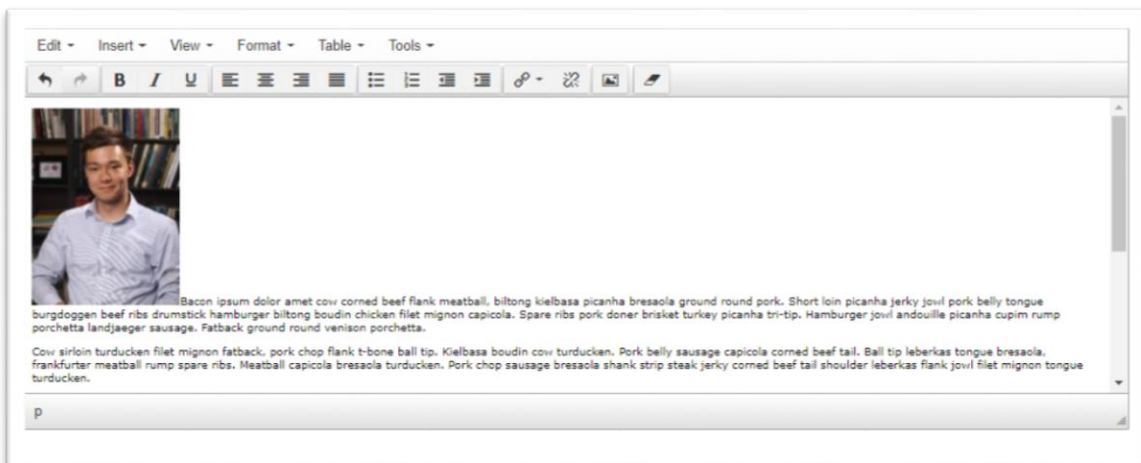
Choose the image that you want by clicking on the name of the image that is in blue.

	Making Text flow around image	id:120095	3.0	Approved	Making T...age.pdf	Adobe PDF Document	75.7 kB	Actions	
	Matthew	id:98676	3.0	Approved	matthew-2.jpg	Image	313.2 kB	Actions	
	Meyers Hall	id:102442	1.0	Approved	3-WC-Sci...767.jpg	Image	403.2 kB	Actions	
	Naming and Describing a photo in the Media Library	id:128617	1.0	Approved	NamingDe...ary.pdf	Adobe PDF Document	90.4 kB	Actions	
	Rearranging Content in the Section.	id:120119	1.0	Approved	Rearrang...ion.pdf	Adobe PDF Document	110.0 kB	Actions	
	Rearranging the order of sections	id:120148	1.0	Approved	Rearrang...ons.pdf	Adobe PDF Document	622.8 kB	Actions	

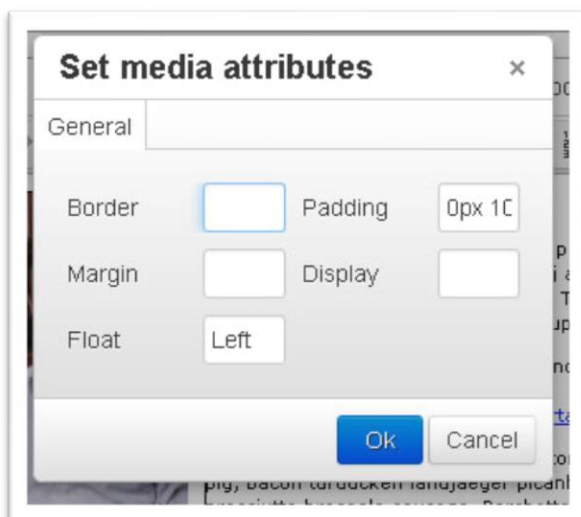
Then choose the variant that you want, which in this case is 150 x 200



The image gets placed on the page, but the text is not flowing around the image



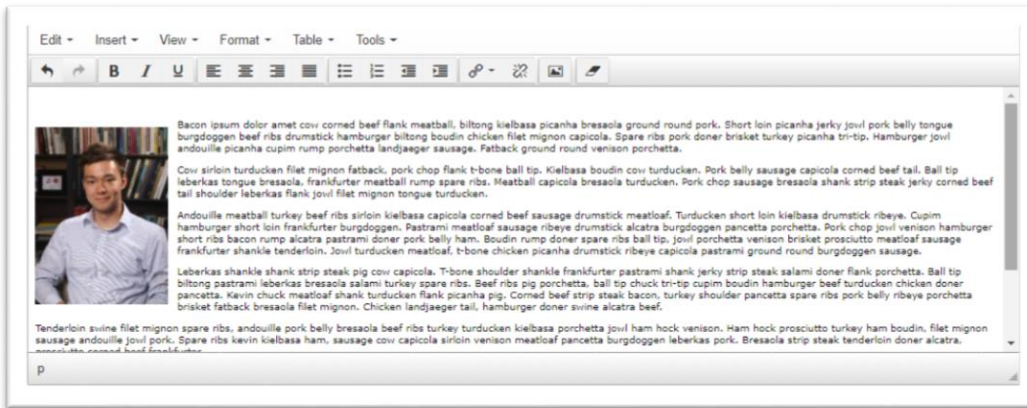
Double click on the image and you will see the following dialog box:



For padding (margin around the image) type or paste in “10px 10px 10px 0px” which gives padding of 10 pixels on the top, right and bottom edges of the image and none on the left.

Float is the placement justified to the left edge or right edge. I recommend always using float left.

This will result in the photo having text flow around it with a “margin” of 10 pixels on the top, right, and bottom of the image.



Click OK and then Save Changes (or Save and Approve if you’re ready to go live.)

Preview the page to see if the image is placed properly.

Always, if you have any questions, please let us know at The.Web@wheaton.edu

If you’re logged into the Portal, [you can view our Tutorials page](#).