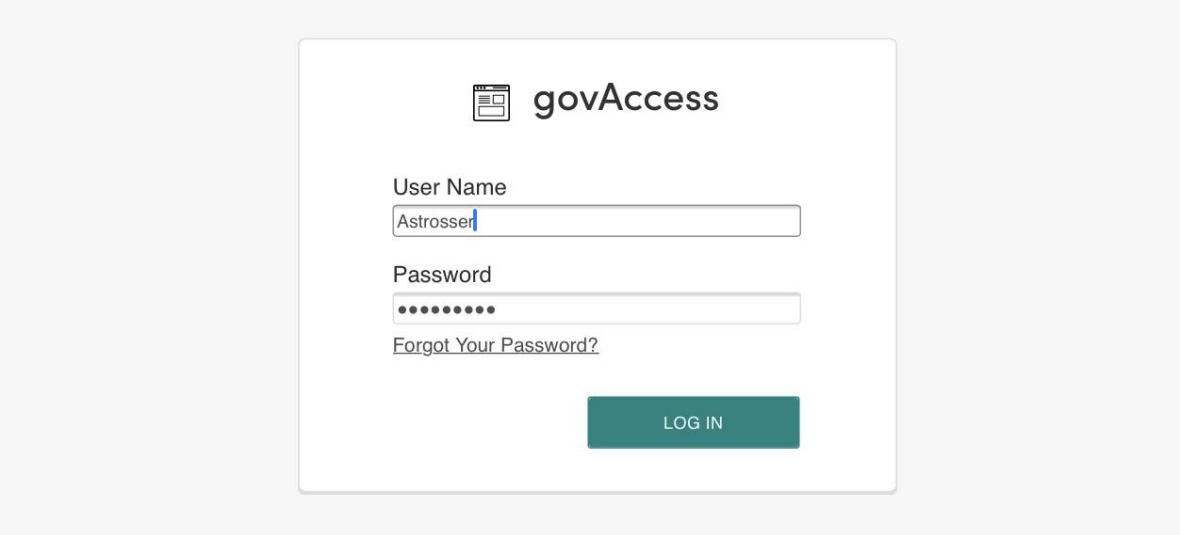
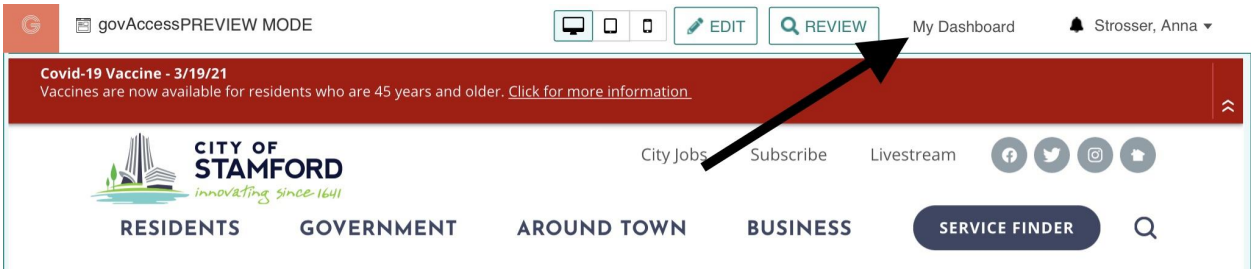
How to Add an Image onto the City of Stamford Website.

Please use this guide to learn how to publish an image onto the city website.

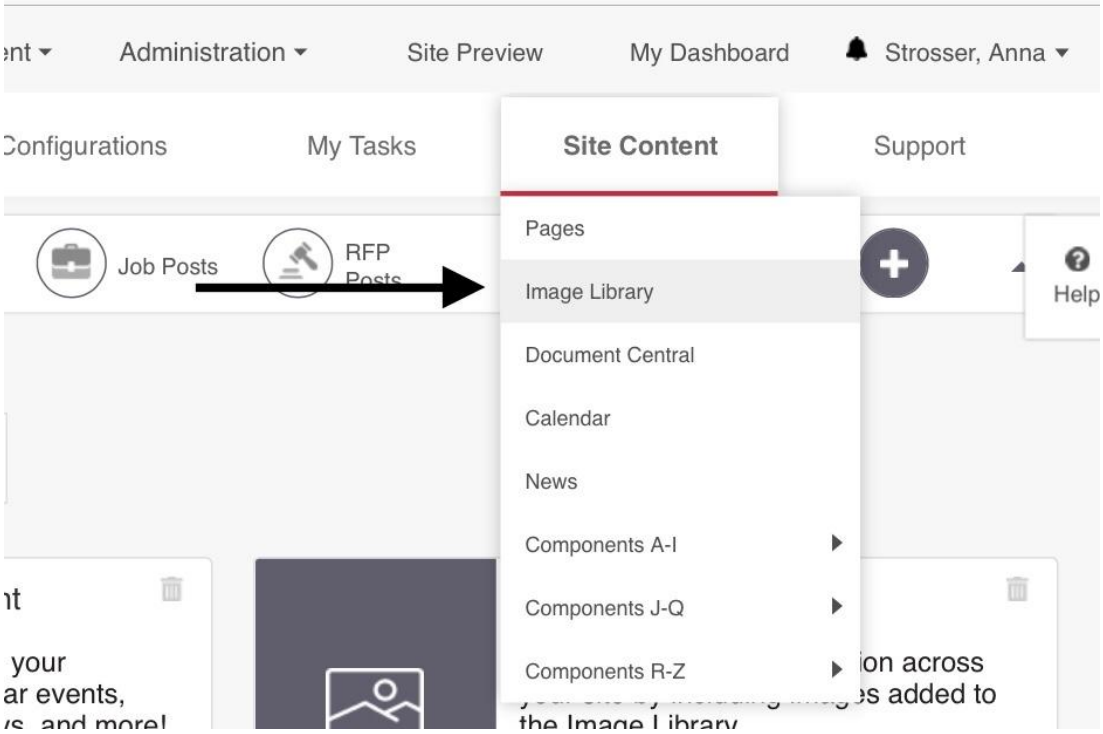
1) Log into the website.



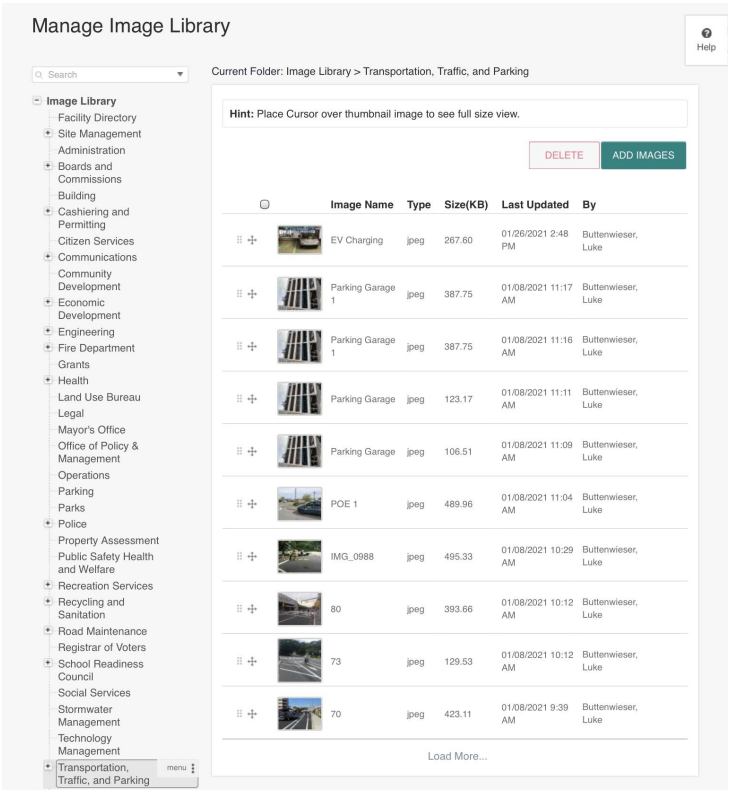
2) Click “My Dashboard.”



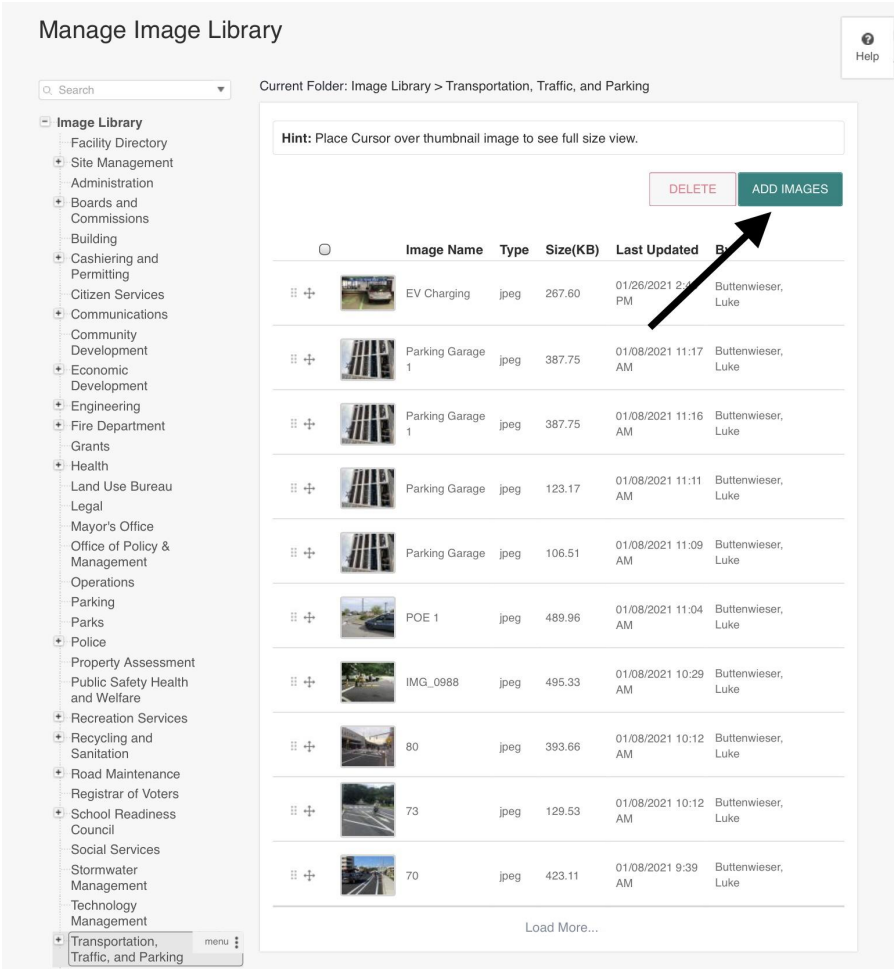
3) Highlight Site Content > Image Library



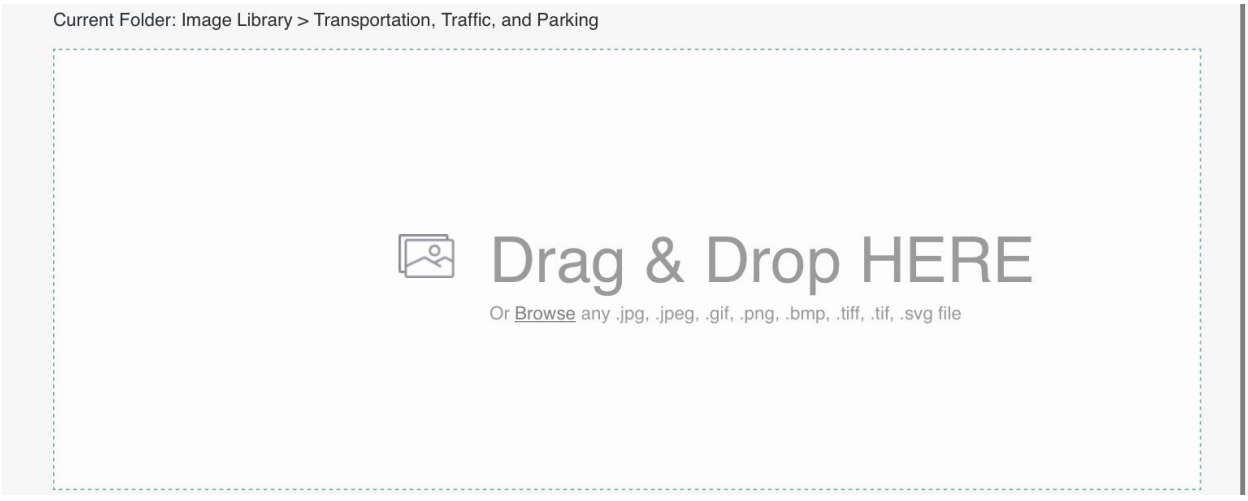
4) Navigate the image library and select the appropriate folder. For this example, we will be using Transportation, Traffic & Parking.



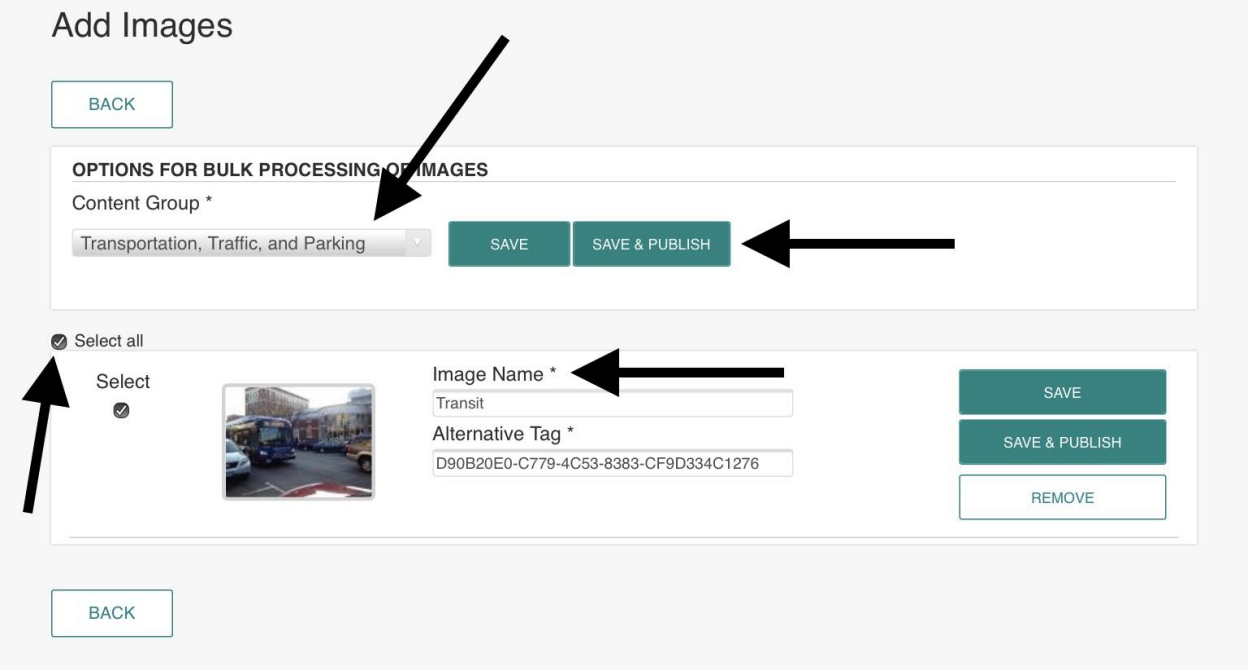
5) Click “Add Images.”



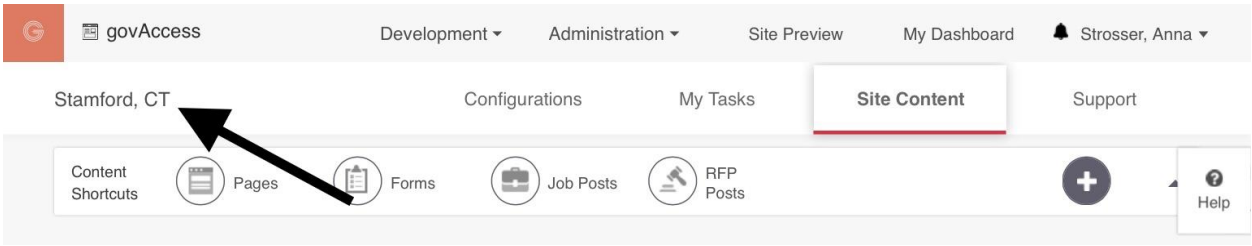
6) Drag the image into the space titled “Drag & Drop HERE” or press the space and find the image in your folders.



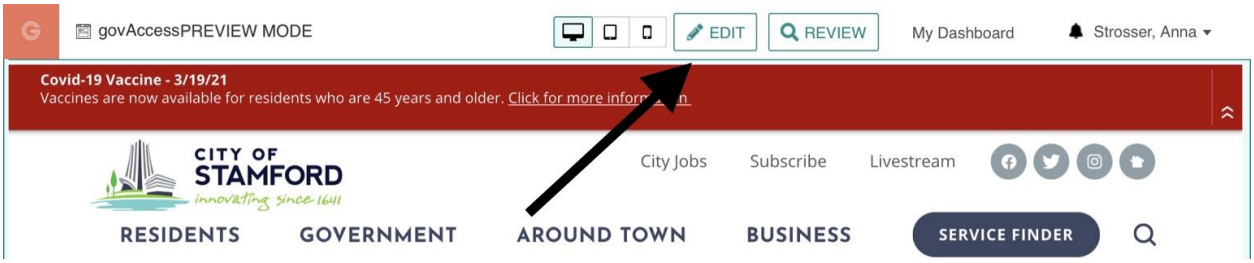
7) Select the appropriate content group, type the desired name for your image, select the image, then click “Save & Publish.”



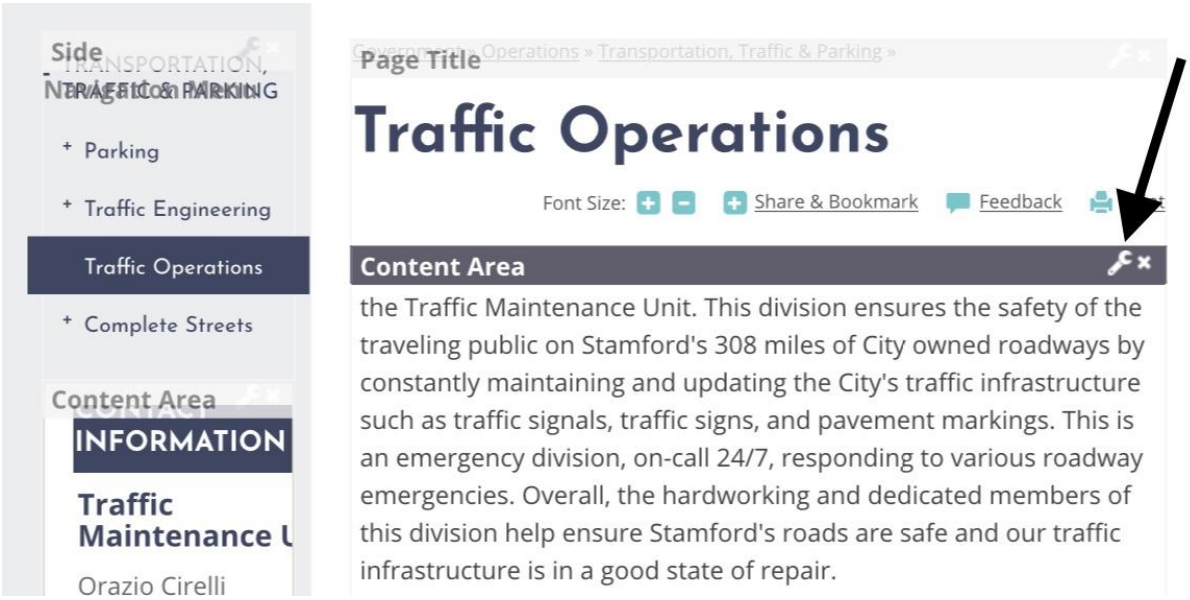
8) Click “Stamford, CT” to return to the site’s front end and navigate to the page where you’d like to upload an image.



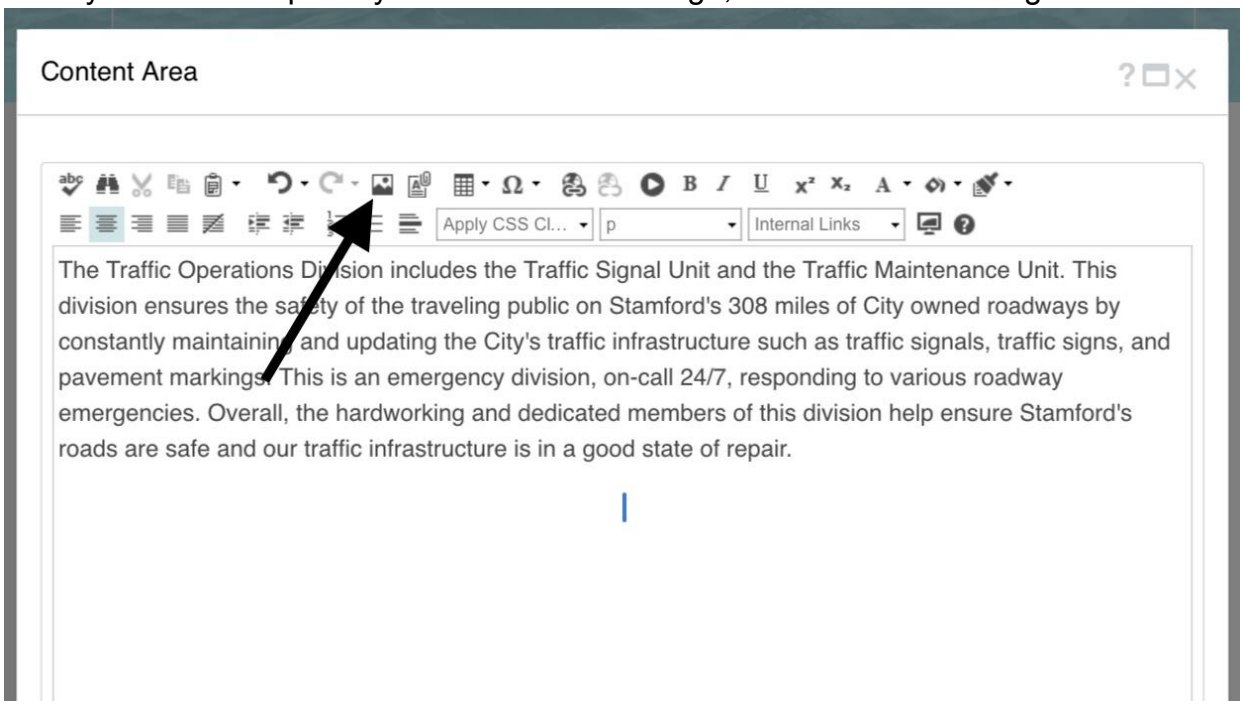
9) Click “Edit.”



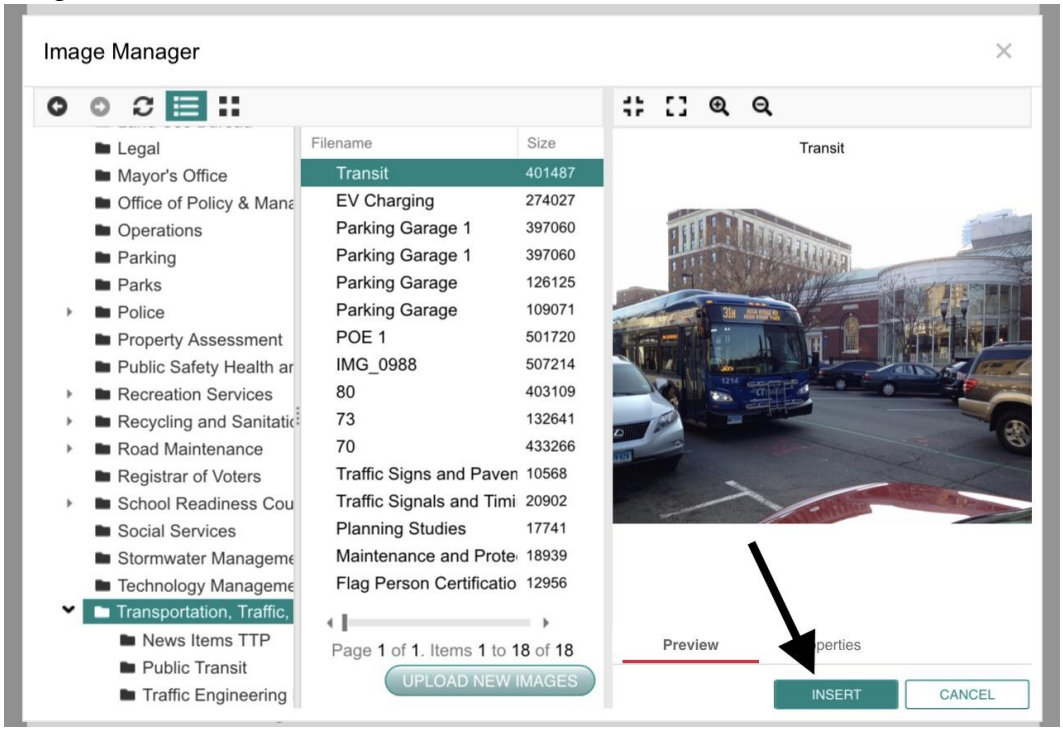
10) Click on the content area where you'd like to upload the image and click on the wrench tool in the upper right.



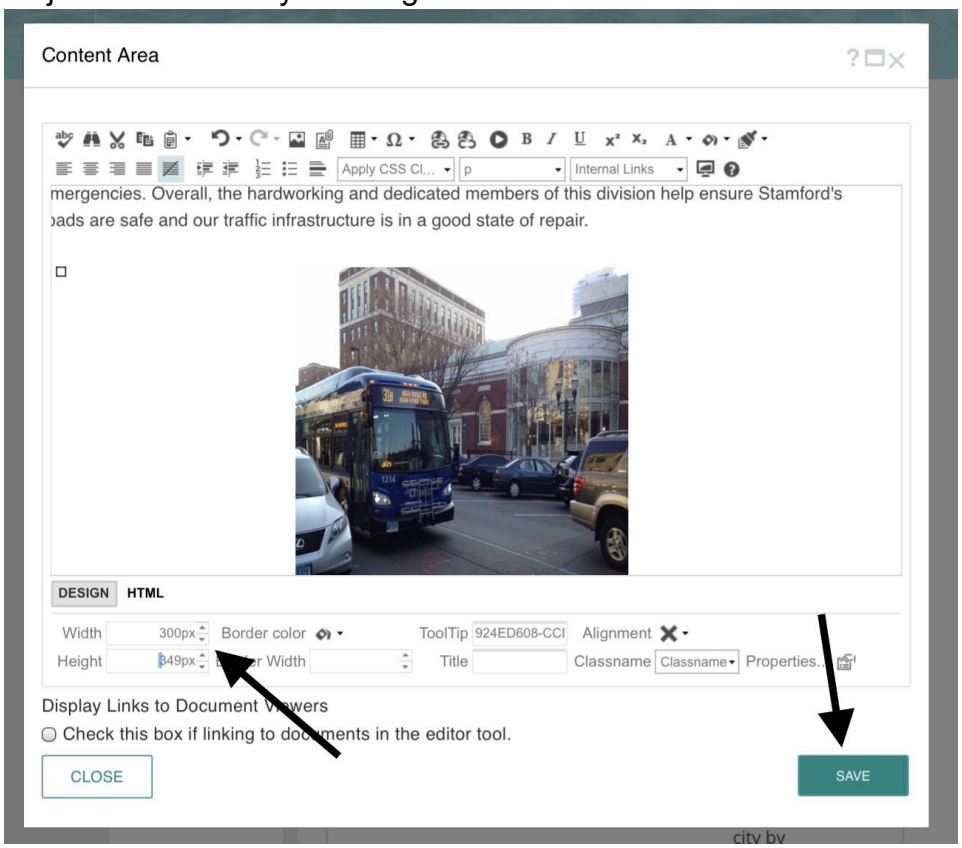
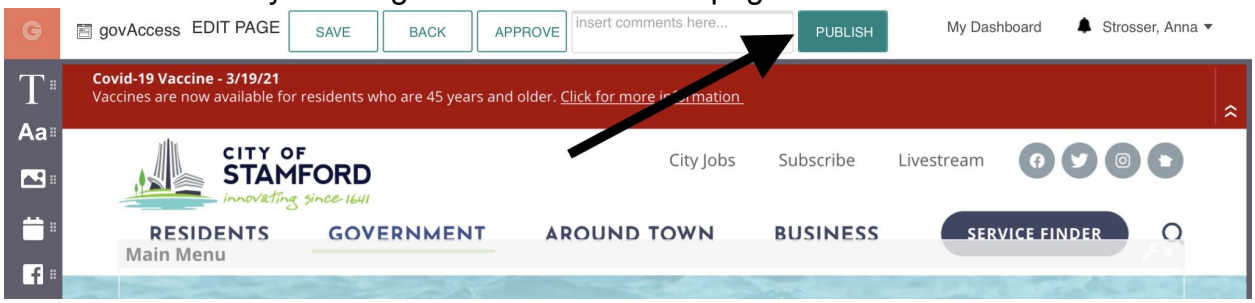
11) Once you are in the place you would like the image, click on the add image icon.



12) Click on the appropriate folder in the Image Manager, click on your uploaded image, then click “insert.”



13) Adjust the width of your image and click “Save.”



14) Click “Publish” for your image to be visible on the page.