**All about** manipulating an image

It's essential to use the **Image Properties** box to resize or position an image. Click on the image to view this box.

- **Width** and **height** are measured in pixels. You can experiment to find a suitable size for your purpose. 500 pixels is a large image with space for text at the side.
- Ensure the **padlock** is closed. This locks the aspect ratio (makes sure the image is properly in proportion).
- The **border** makes a black line around the image. This is also measured in pixels.
- **H (horizontal) space** and **V (vertical)** space creates a border of empty space so that the text does not squash right up to the image. This is measured in pixels. 12 pixels creates a suitable amount of space.
- **Align** positions the image to the right or left and allows text to flow around it.
- Don't forget to click OK ! **OK**

Image Properties ✕

| Image Info | Link | Upload | Advanced |

URL
AjaxRequestHandler.ashx?Function=GetSecuredIma   Browse Server

Alternative Text

Width 500
Height 701
Border 3
HSpace 12
VSpace 12
Align Left

Preview

OK Cancel

Troubleshooting: If you experience problems with an image, the most likely cause is that the image is too large or created in an unusual format.
You can resize an image on your computer.
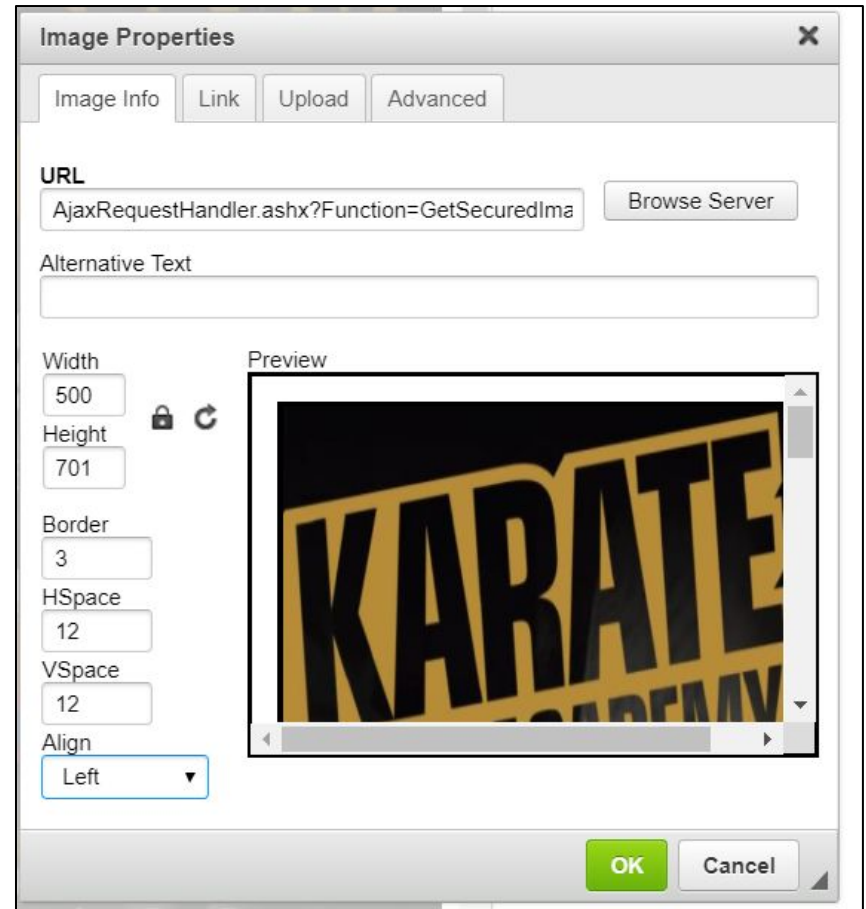The best formats are jpeg, png or gif.

You can use the **Alternative Text** box to give the image a brief title. This can then be read by screen readers (accessibility).