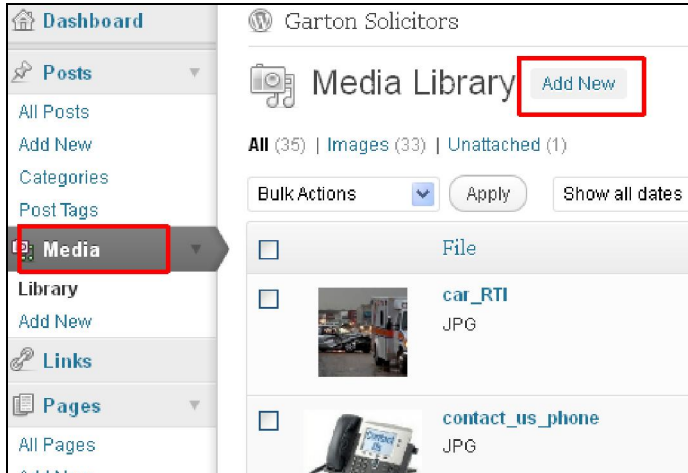


Using Secondary HTML content

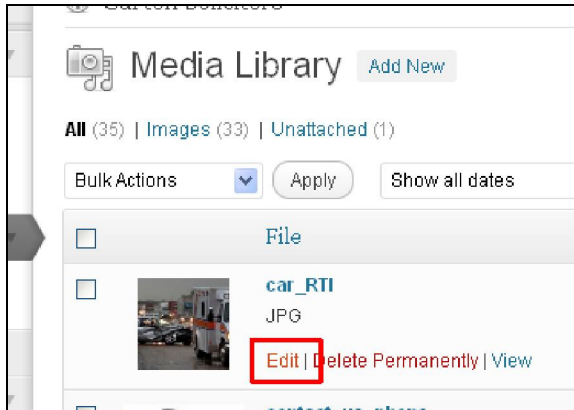
How to add images.

The image you want to add has to be in the media library before you can add it. If it's not in there then upload it into the media library first.

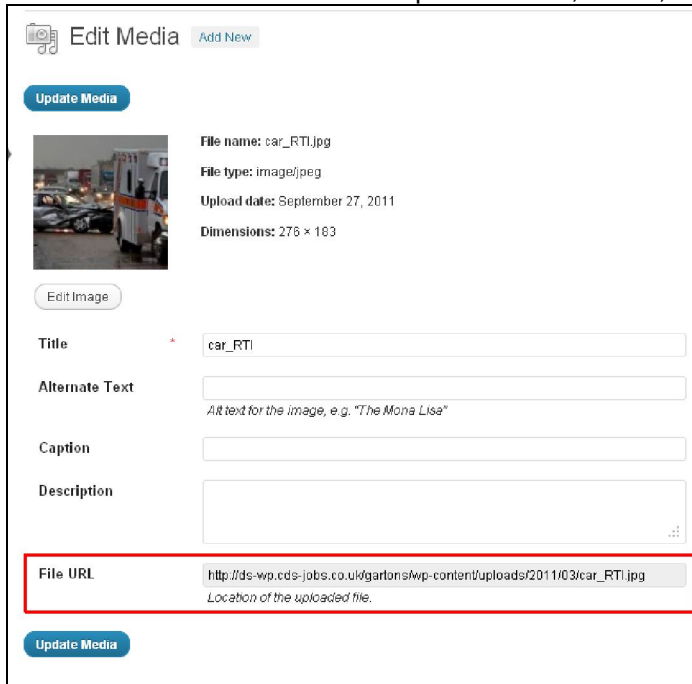


Once it is in the media library you will need the **file url**. You can get this two ways

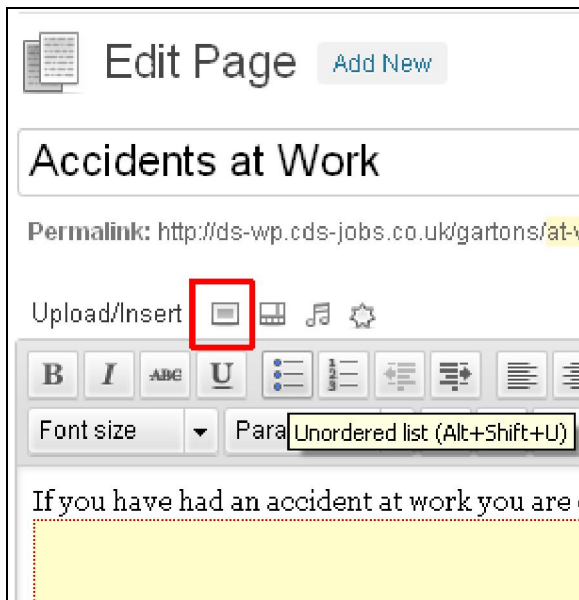
If you're in the **Media library** then mouse-over the file you want and click on the 'edit' link;



You'll get the screen below, copy the file url.



If you're in the **edit screen** for the secondary html content you want to edit then click on the insert image link at the top of the page;




Select 'media Library' tab, you'll get a list of images, click on the 'show' link for the image you want, you'll get the screen below.

You **must** click on the 'File URL' button that's immediately below the Link URL field. Once you've done that copy the link from the Link URL field.

All Types | Images (33) Search Media

Show all dates 1 2 3 4 »

car_RTI [Hide](#)



File name: car_RTI.jpg
File type: image/jpeg
Upload date: September 27, 2011
Dimensions: 276 × 183

Title *

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL

Enter a link URL or click above for presets.

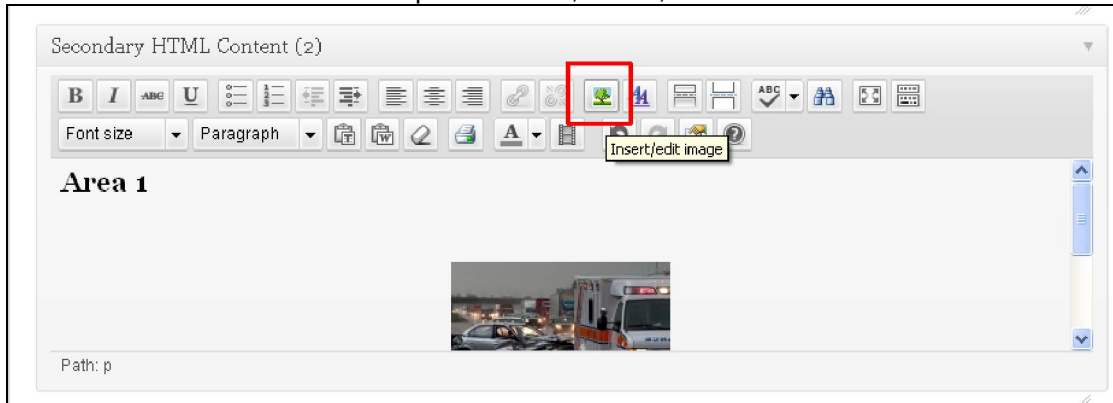
Alignment None Left Center Right

Size Thumbnail (150 × 150) Medium Large Full Size (276 × 183)

[Delete](#)

Now go to the Secondary HTML box you want to place the picture in, and put your cursor where you want the picture to appear.

Then click on the add picture button:



Paste the url into the image url field in the pop up box. Add your SEO key words to the Image description field.

That's it.

TIP your secondary HTML content areas are going to be narrower than your main content area, you may need to resize the image.

There are several ways to resize an image, this is just one;

Click on the image in the secondary HTML box. You'll get 6 'handles' on the borders of the image. Drag any one of the **corner handles** in towards the centre of the image, this will shrink the image proportionately.

OTHER TYPES OF FILES

Media and downloads are managed in the same way.