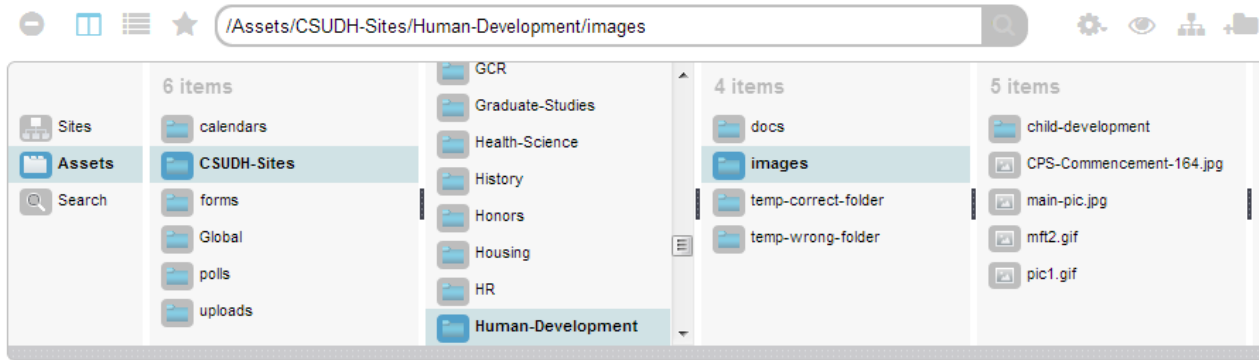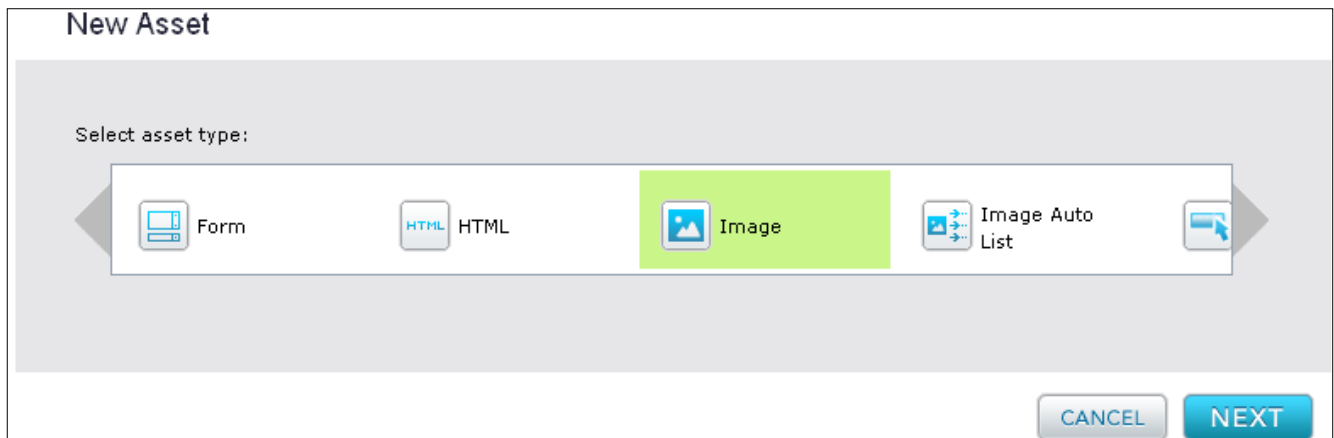1. Under Finder, click on Assets, CSUDH-Sites, your department site folder, and images.

2. Once the images folder was highlighted, click on the "Click to Create New Assets" button ( ) to open the New Asset window.

3. Highlight Image and click Next.

4. In the section below Finder, enter the Title Text, Alt text, and click on the Browse... button to locate the image file on your local drive. Please make sure to enter the Alt Text. This field is required for ADA compliance. (Alt Text length should be over 7 characters and not more than 80 characters without containing the word "image".)

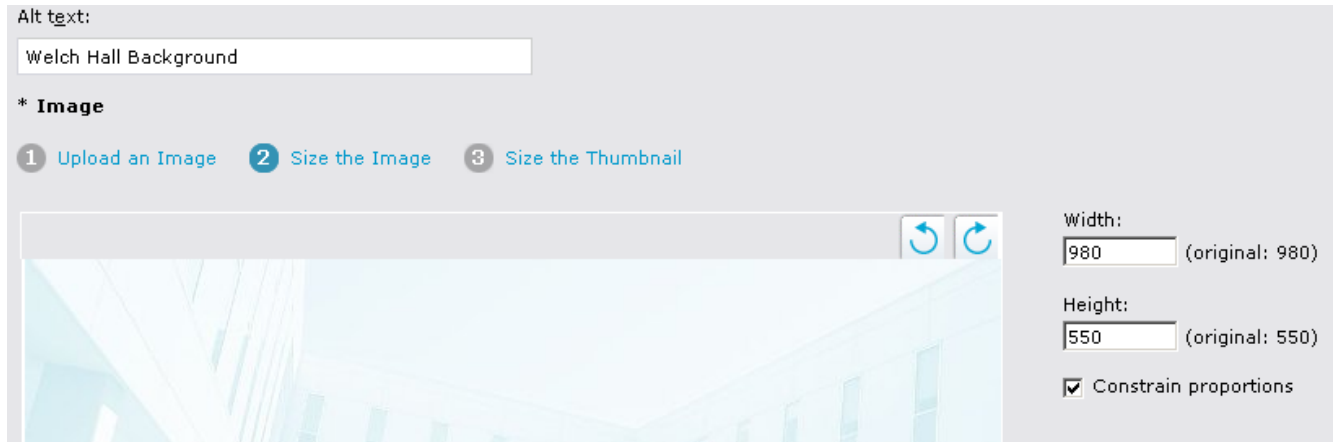5. Once selected the image file, the image will be shown. Adjust the image orientation as needed.

Alt text:

Welch Hall Background

* Image

① Upload an Image   ② Size the Image   ③ Size the Thumbnail

Width:
980   (original: 980)

Height:
550   (original: 550)

☑ Constrain proportions

6. If this image is only available on a certain date and time, hover over Publishing and click Schedule

Publishing ▼

Publish

Schedule...
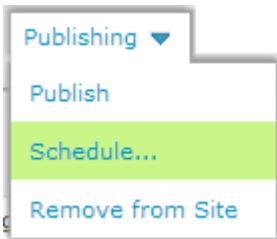
Remove from Site   to set it under Post Date. Leave it blank if the image is available any time.

Post Date:

2013-02-20 12:00 am

| ◀ | Feb ▼ | 2013 | ▶ | 12:00 am |

Su	Mo	Tu	We	Th	Fr	Sa		Hour	Minute
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28					

Today   Done
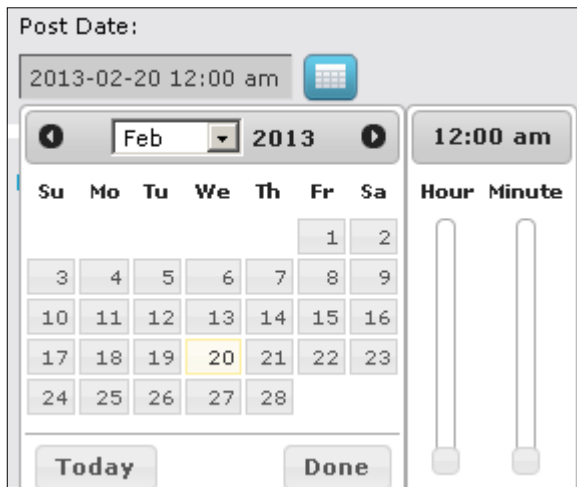
7. Click the Save button (SAVE) to upload the file and save the image information.