

## Inserting an Image Grid on a Text Page

Prepare all images PRIOR to uploading in the USF CMS according to these specifications if you would like the image to fill the maximum space (the width is required, the height should scale proportionally).

### Two-column Grid

- jpg file
- measure 355 pixels wide
- 72 dpi
- when saving your photo from Photoshop, use “save for web” option

### Three-column Grid (Default)

- jpg file
- measure 230 pixels wide
- 72 dpi
- when saving your photo from Photoshop, use “save for web” option

### Four-column Grid

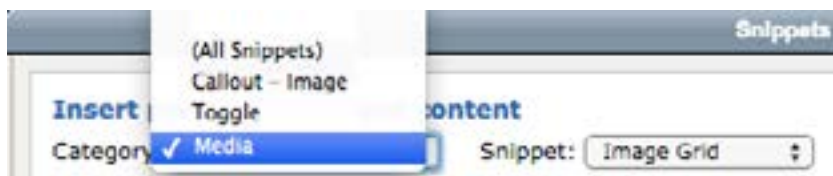
- jpg file
- measure 170 pixels wide
- 72 dpi
- when saving your photo from Photoshop, use “save for web” option

**To insert an image grid** (deviation from these instructions may break the responsive design of the templates):

1. Place the cursor within the WYSIWYG on an empty line where the grid should go.
2. Click the Snippets icon in the toolbar.



3. Select “Media” from the Category drop down menu. Then select “Image Grid” from the Snippet drop down menu.



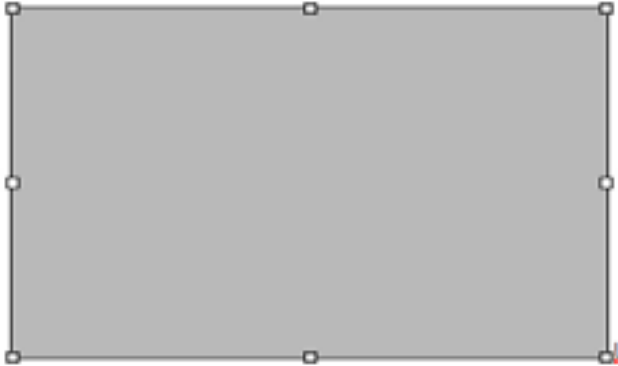
4. Click **Insert**.

Number of Images in Row Options: 2, 3, or 4		3
Image	Caption	
		Caption Goes Here
		Caption Goes Here

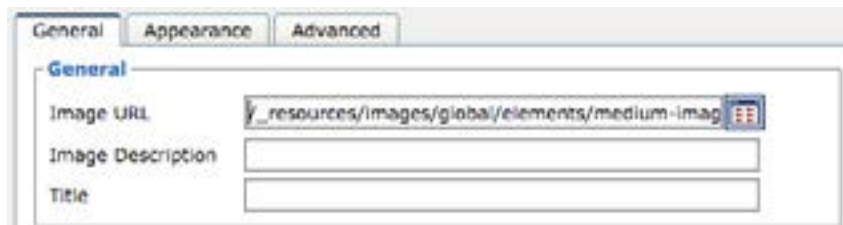
*Note: The image grid will appear in a table within the WYSIWYG Editor. This is for ease of editing and the table will not appear on your site. Please do not try to move or manipulate the table as the CMS will apply the correct styles when saved.*

- Indicate how many images you would to display within a row, the options being 2, 3, or 4. The CMS will automatically create additional rows of images on your published page if the number of images you add exceeds the "images per row" that you've chosen (for example, if you choose 3 images per row, and add 4 images to the snippet, your published page will show one row of 3 images, and a second row with 1 image). To add additional images, right-click within the table and select "Insert Row After." You'll only need to use one single image grid snippet.

- Click on the gray placeholder image within the table to replace it with your own photo (white boxes will appear around the image once it has been selected).



- Click the Image icon in the WYSIWYG Editor.
- Select the location of your image. Once your image is selected, fill out description text for the image. This description is required for accessibility compliance.



- Click **Update**.
- Edit captions, if applicable. You may delete the filler text if captions are not needed.
- Click **Save** icon in WYSIWYG Editor.
- From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

**To remove an image from the page:**

- Right click inside the table.
- Select "Delete Row" option from the menu.

**To remove an image grid from the page:**

- Right click inside the table.
- Select the "Delete Table" option from the menu.