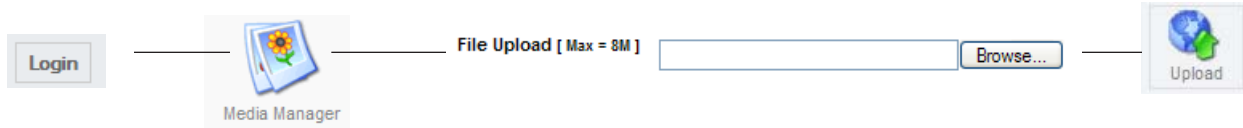


Uploading Images



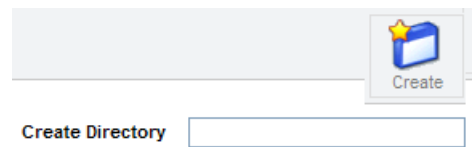
There are two ways to get images into your Joomla! site. FTP and the Media Manager. Perhaps in a future session we'll cover FTP, but for now, we'll stick to the Media Manager which is accessible only to back-end users. (Managers and above)

Images need to be transferred to your site if you want to display them in content items, section/category headers or banner ads. There's not much to it. As a Manager, here's the process:



Media Manager is only for content images. **You can't use this to customize a template** with this because by default, the root location is the /images directory. (you can't traverse out of the images directory with Media Manager)

Tip: When you are designing your site, create all the necessary directories first so it's clear where images are to be stored. e.g., /images/staff
To create a directory, just enter the name and click Create.



Using the Images You Just Uploaded



Back-end users are generally the image inserters. Technically editors and publishers could do this, but they normally wouldn't know what's been uploaded via the Media Manager. Here's what it looks like:

To add an image, click this

If you need to align the image left or right, click this before inserting

This is the only tricky part. The default editor in Joomla! will not show you a list of images so you need to remember where you put things. In this case, the image was stored in the root directory of images.

For the techno types...
If you prefer to work with HTML, the WYSIWYG editor can be turned off or you can click this to view the code.

For the non-propeller heads...
Enhanced editors can be installed into Joomla! to make this even easier. If you find it too difficult to remember URLs, that's another option for you.