Inserting Images Using Image Manager

Following recent work to the Image Manager function we believe the previously encountered issues have now been resolved and **this is now the recommended method for inserting images** into the following:

- Group descriptions
- Event descriptions
- Emails to group members
- Emails to event attendees

Important – When you copy and paste an image into the above areas, a representation of the image file is inserted into the text box. This is very large and can also cause issues when viewing the text. These issues show up as a long (long) string of random characters. When you use Image Manager the function simply adds a link to the image, which causes the image to be shown when the item is viewed. That is why it is the recommended method.

Below is a brief guide to using the Image Manager.

When you are ready to insert an image into your description or email, position the cursor where you want the image to be inserted and then press the Image Manager icon:

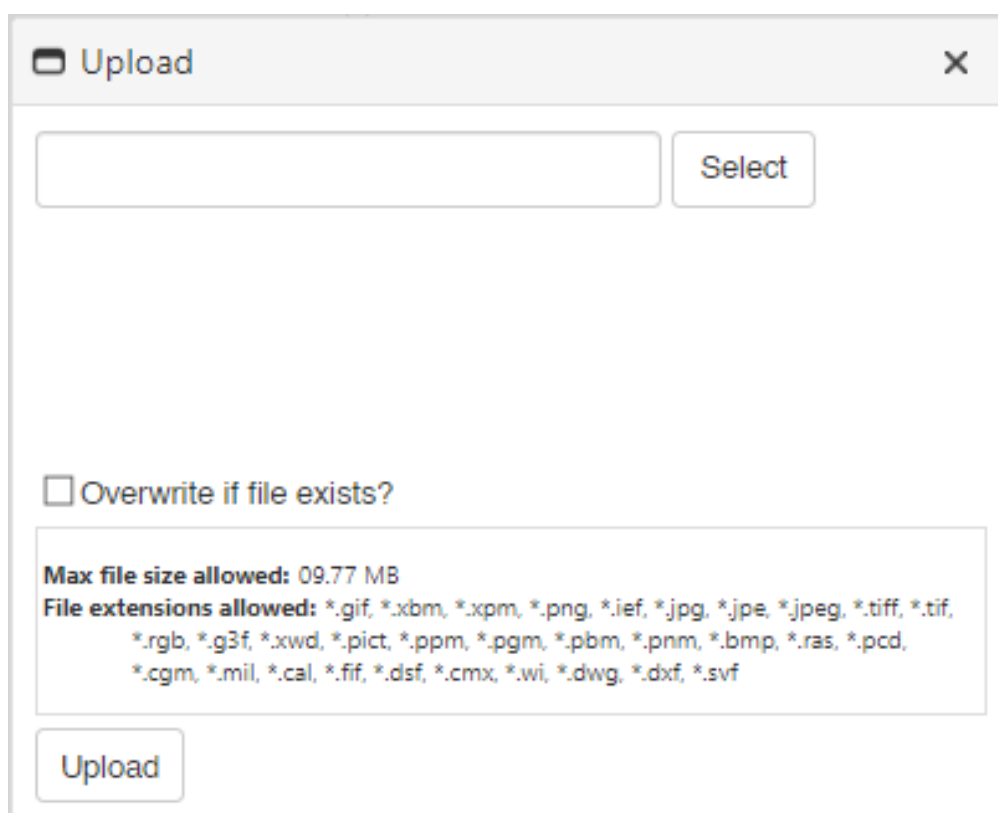
A screen resembling the one below will appear:
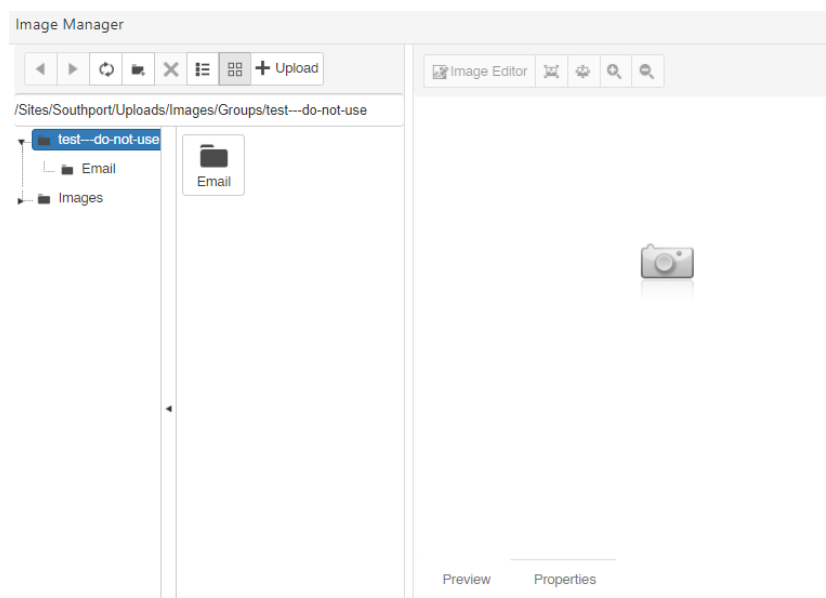
Note: If you are unable to see 'Insert' and 'Cancel' buttons at the bottom of this screen, you need to close it down, reduce the zoom size of your browser and then go back in to the Image Manager.

If you have not previously uploaded your image to this area, you need to upload it now so press the 'Upload' button:

**+ Upload**

The following screen will appear:

Press the Select button and your standard file selection screen will appear. Find your file and double click it. If you want to upload multiple files you an either use the 'Select' button for each one individually, or use the standard multi-select functionality on your device.

Once you have selected all of the required files, press the 'Upload' button at the bottom of the window. Your file(s) will now be uploaded to the membership system database and your screen will look something like the one below (note the buttons at the bottom):
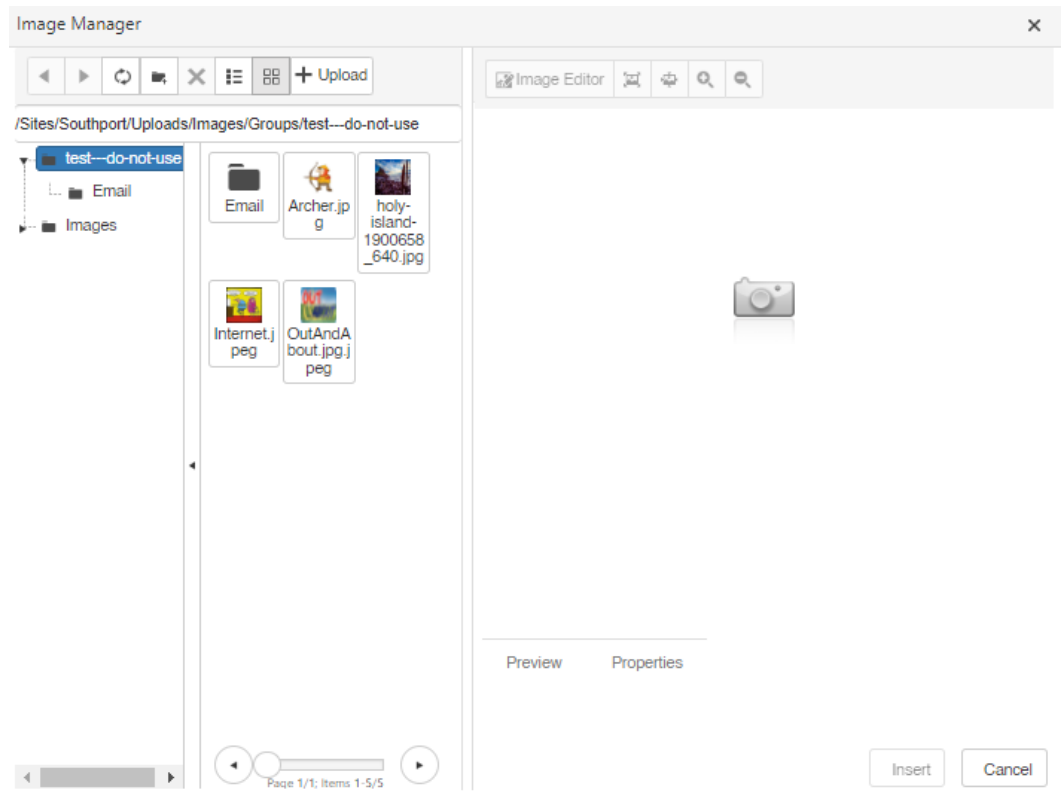
At this point you have a number of options:

- Highlight an image and click Properties, to change its size, etc
- Highlight an image and click Insert, to place it into your selected location
- Double click the image to place it into your selected location

Once inserted, you will see the image as below:

Using Image Manager

Note, the image is selected and, if you need to make changes, you can right click on it and select the properties. Clicking off it will show the image properly:

Using Image Manager

Now that you have uploaded images, any time you go into Image Manager from this item you will be able to see those images, plus any others relating to the item (e.g. group and group emails).