

Creative Circle Media Solutions CMS Support Guide

ADDING IN-STORY PHOTOS

• LOCATE THE ASSET URL

Instead of using the media manager to embed an image, you first need to locate the asset url for the image.

Search for the image in the media manager as you normally would. Click on the image, and **copy and paste the asset url** at the bottom of the image window **1**.

Close the media manager.

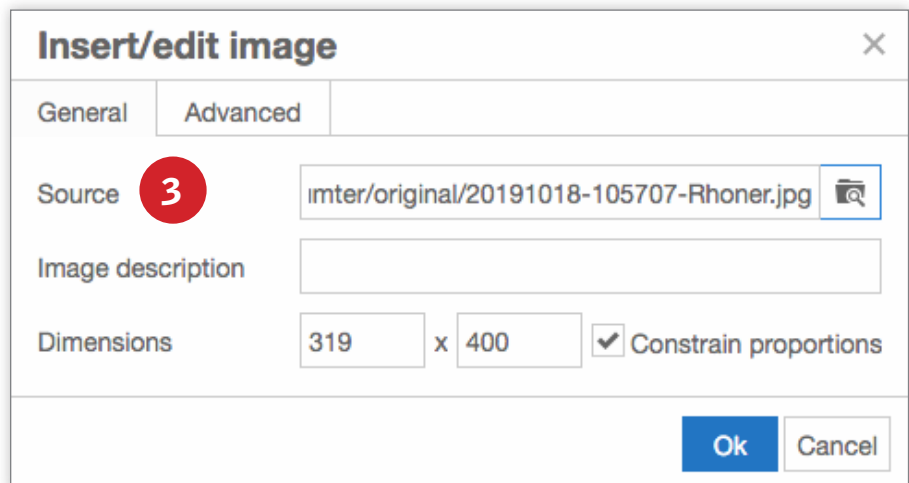
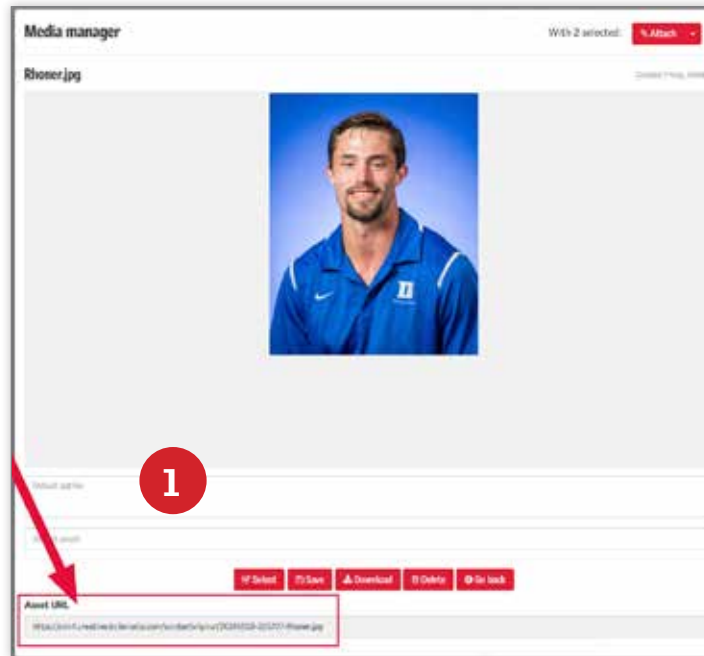
• PLACE THE IMAGE

In the graphical editor, place the cursor where you want the image to appear. Click the **Insert/edit Image** button **2**.

The **Insert/edit image** dialog window will open. Paste the asset url into the **Source** field **3**.

Since you want the text to wrap around the image, click the **Advanced** tab and enter the following code into the **Style** field: "**float: left; margin-right: 15px;**" **3**.

Click OK.



ADDING IN-STORY PHOTOS continued

Since you want the text to wrap around the image, click the **Advanced** tab and enter the following code into the **Style** field: "**float: left; margin-right: 15px;**" 4.

Click OK.

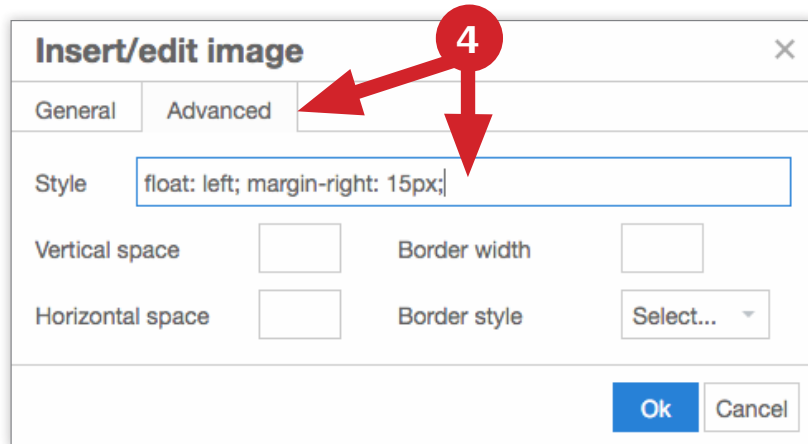
You will see the images in the graphical editor. Preview the page to see how it looks 5.

In this case, the image is too big. To make it smaller, go back in the graphical editor. Click on the image, then click the **Insert/edit image** button again.

In the **Dimensions** fields, set the height of the image to 200. With the **Constrain proportions** checkbox ticked on, it will automatically adjusted the image's width.

Click the **Ok** button to save the changes 6.

Now, when you look at the story, the image is smaller and the text wraps around it 7.



Insert/edit image [X]

General | **Advanced**

Style

Vertical space Border width

Horizontal space Border style

Ok **Cancel**

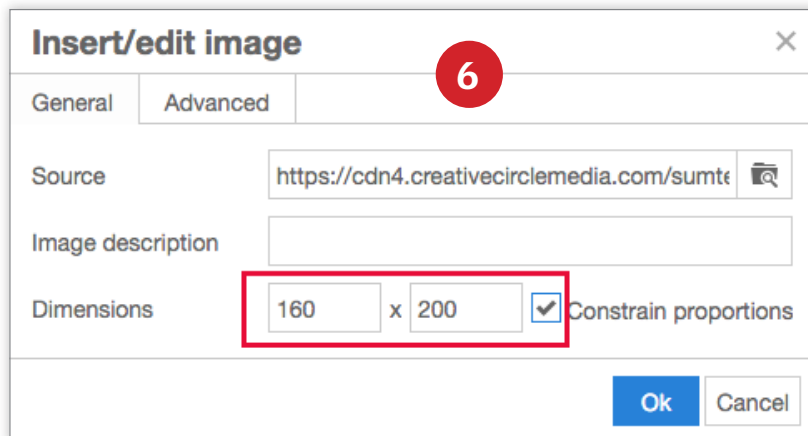


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121) **Robert Rohner** - Robert Rohner was a standout athlete in several sports at Wilson Hall, but he took it to a different level in college. During his sophomore season at Duke University in 2014, Rohner won the decathlon title in the Atlantic Coast Conference Outdoor Track & Field Championships.

120) **Austin Francis** - Austin Francis was one of the first promoters of both the swimming and the basketball programs with the Sumter Family YMCA, serving from 1930 to 1943. The YMCA's swimming facility is named the Austin Francis Aquatics Center.

119) **Jerrell Adams** - Jerrell Adams played tight end for the University of South Carolina from 2012-2015. He had 47 catches in his career for 977 yards and seven touchdowns. He was a sixth-round pick of the New York Giants in 2016 and is currently playing with the Houston Texans. He led Scott's Branch High School to a pair of 1A Division II state titles as well as quarterback.



Insert/edit image [X]

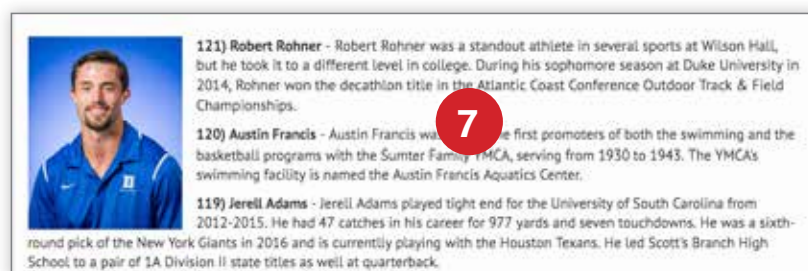
General | **Advanced**

Source [🔍]

Image description

Dimensions x **Constrain proportions**

Ok **Cancel**



7

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