

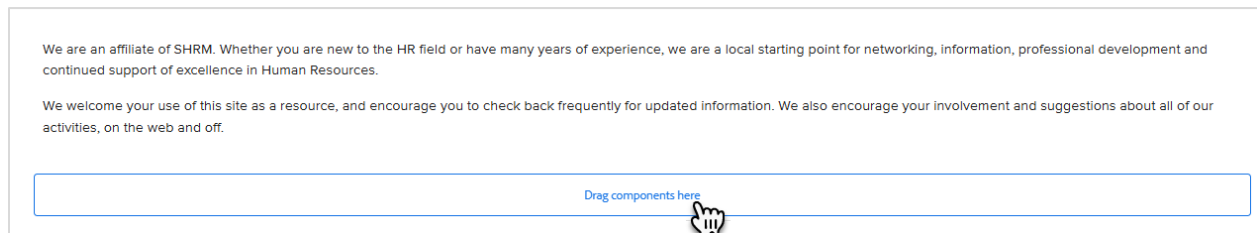
## Image Component

The Image component enables you to easily upload, display, and manage images across your website. With flexible placement and customization options, you can enhance your pages with visual content that supports your messaging and engages your audience. The component supports various image formats and provides tools for adjusting alignment, sizing, and accessibility attributes, ensuring your images are presented clearly and effectively.

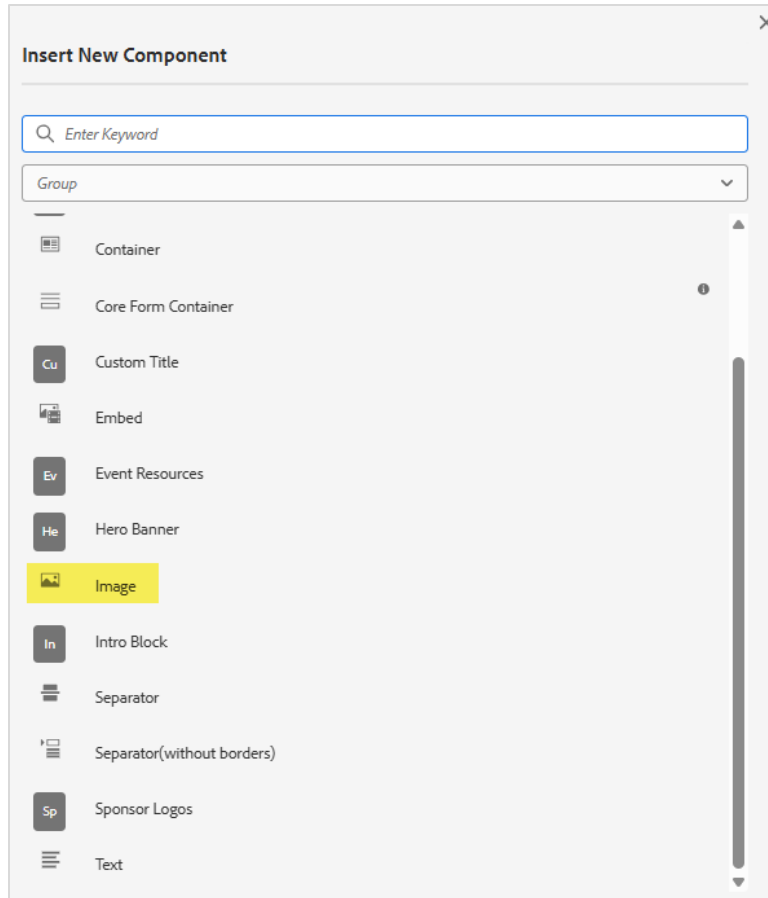
### Step-by-Step Configuration

#### Step 1: Add the Component to the Page

- **Select Component:** Click the **Drag Components here** bar and click the **plus sign (+)** to choose a component.



- Choose **Image component:** Select the **Image** component to add it to your page.



## Step 2: Configure the Component

- **Access Configuration:** Click the **Image component** you have added to the page.
- **Open Dialog:** Select the **Configure (wrench) icon** to open the dialog.

## Asset Tab

- **Add the Image:**
  - **Option 1:** Click the **drop an asset here** area to **locate the image within the Assets Folder** where it was saved.
  - **Option 2:** **Open the Side Panel**, click the **drop as asset here** area, and **drag the image from the side panel** directly into the component.

**Note:** All images must be uploaded to the Assets Folder before they can be used. You cannot drag a new image directly from your computer into the component; the image must first reside in the Assets Folder.

### Alternative Text for Accessibility:

When uploading images to the **Assets Folder**, ensure you add **alternative text**. If the field is blank when configuring your component, you must add the alternative text.

This provides a **textual alternative describing the meaning or function of the image** for visually impaired readers.

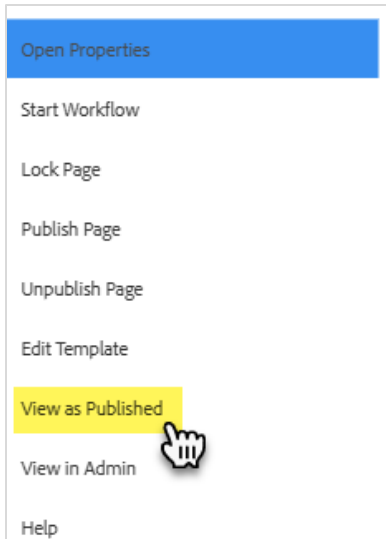
### Styles Tab

- **Aspect Ratio:** Select from:
  - None
  - 6:3 Rectangle
  - 1:1 Square
  - Circle
- **Icon Sizes:** Resize your image by selecting from:
  - None
  - Small (75px)
  - Medium (150px)
  - Large (250px)
  - X-Large (500px)
- **Alignment:** Select from:
  - None
  - Center
  - Right
- **Margins:** Select from:
  - None
  - Margin Small
  - Margin Large

### Step 3: Preview and Publish Page

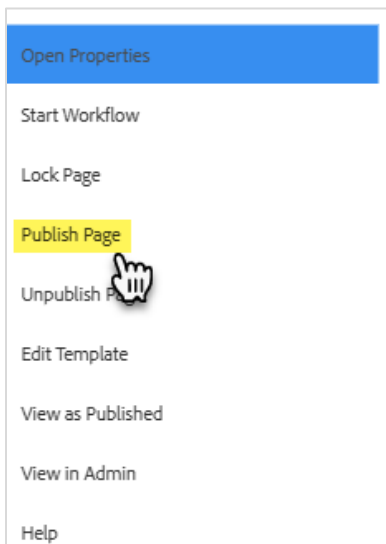
#### Preview the Page

- Click the **Page Information tool** at the top of the page to open the drop-down menu.
- Select **View as Published** to preview how your page will appear to users.
- The preview will open in a new browser window, allowing you to review the content and layout before publishing.



### Edit or Publish

- Review your page for accuracy, formatting, and completeness.
- If edits are needed, return to the editor and make necessary changes.
- When ready, click the **Page Information tool** again and select **Publish Page**.



### Confirmation and Publishing

- After selecting **Publish Page**, a **blue pop-up** will appear at the bottom of your screen indicating the page has been submitted for publishing.
- Your page and any changes will be live on the site within an hour after publishing.

