Contribute Documentation:
Replace an Image

**Note:** Before working in Contribute, you will want to resize your images. Based on our templates, the image size for an internal page will be either 180px by 180px or 128px by 128px. If you need to resize your image, you can use a photo editor, such as Adobe Photoshop. As for photo resolution, the best Web practice for photo resolution is either 72px or 96px.

**Step 1:** Open Contribute and navigate to the page you want to replace the image. Click the “Connect” button and then click “Edit Page”.

**Step 2:** Click on the image you want to replace. A blue box will appear around it.

**Step 3:** The width and height of your image will appear. You will also see an icon with a tool above an image. This is your image properties button. Click the image properties button.

**Step 4:** In your image properties window, click “Choose” → “Images on my Computer” or “Image on Website”. Navigate to the image you want to use. Images on your computer may be located on your desktop, my documents, or a folder you previously specified. If the image is already on your Web site, navigate to the “image” folder in your directory and choose the image you want to use. Click “Choose” or “Open”. Ensure the rest of your property window has the display width and height correct for your image. Also ensure there is a “Description” for the image. Click “OK”, verify the image change and publish your document.
Image Properties

- Image file: images/campus.jpg
- Display width: 180 Pixels
- Display height: 180 Pixels
- Constrain proportions
- Horizontal padding: 0 pixels
- Vertical padding: 0 pixels
- Alignment: Default
- Border: 0 pixels
- Border Color: None
- Pattern: None

Title

This text will come as a tooltip to the image

Description (ALT text):

Campus

This description is used by tools that read web pages to people with visual disabilities.