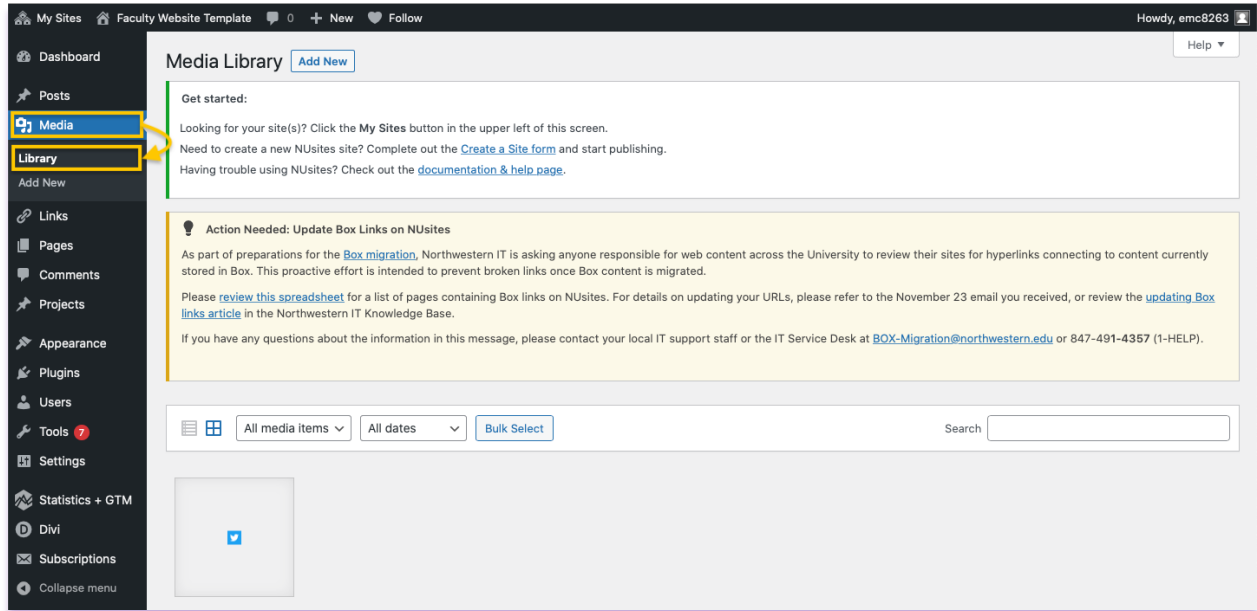


Images

The Northwestern templates come with placeholder images that tell you exactly what the dimensions should be for every image within the modules.

All the images on your new website are hosted in the WordPress “**Media**” library which can be found by selecting the “**Media**” menu item from the dashboard.



Uploading New Images

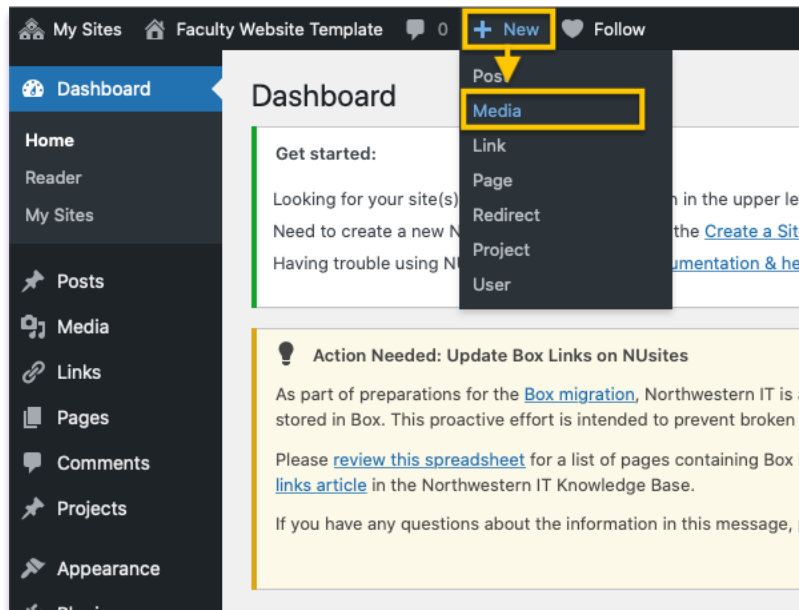
Northwestern templates come with placeholder images that tell you what the dimensions should be for every image within a module.

Step-by-Step Guide

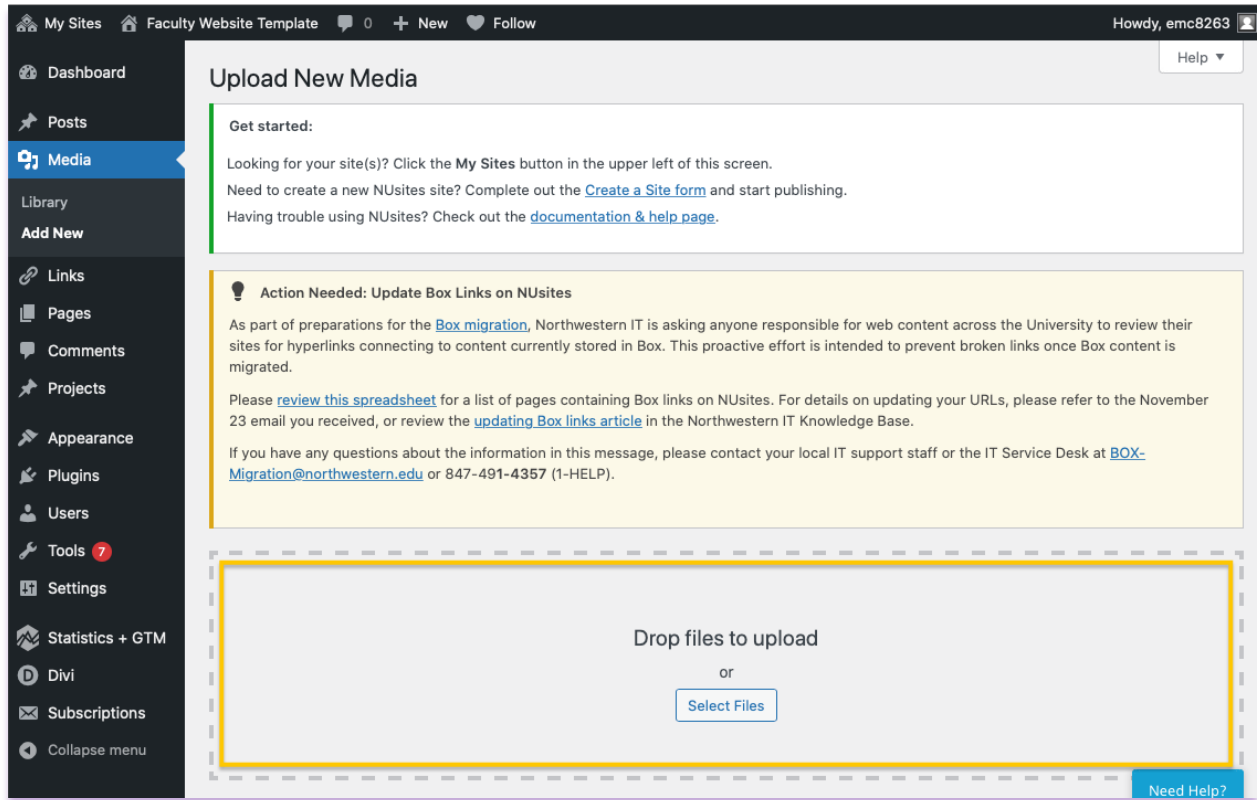
1. Determine what image you are going to use
2. Crop your image to the placeholder image size
3. Upload your image
4. Place your image in the desired location
5. Save your image
6. Save the page you are working on (Hit the blue “**Update**” button)

Option 1: Add Media – Direct Link

The quickest way to add images is to simply hover over the “+ New” option at the top of the page then scroll down and select “Media”.

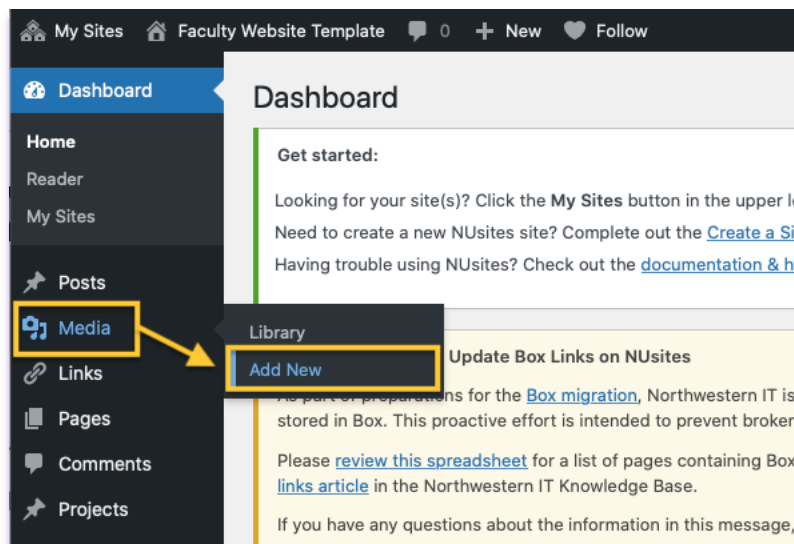


You will be directed to the following screen where you can drag and drop your **cropped image(s)** into your media library, or you can select files from the folder you saved them from.



Option 2 “Add New” Menu Item

If you hover over the “**media**” tab in the left navigation, you will have the option to “**Add New**” media items.



If you select the “**Add New**” screen, you will be taken to the same screen, which allows you to drag and drop your cropped image(s) into your media library, or you can select files from the folder you saved them from.

