

General: How do I add an image to one of my Joomla articles?

Joomla 1.5

Note that if you want to add an image to a product in your shop, or to your gallery (if you have one setup), then these instructions do not apply. To do add an image to a component other than a standard article, you will need to use that components interface (usually under COMPONENTS in the top menu, in your Joomla administration panel).

THERE IS AN EASIER WAY TO ADD AN IMAGE, if you have the right editor installed in your admin panel. [See this article](#) for instructions on how to upload and add an image directly from the article itself.

If you want to add an image to an article, and that image is not already uploaded to the webserver, then you will need to add it via the file manager.

1. Login to the administration panel for your website. This will usually be <http://yourdomain.com/administrator>

2. From the top menu, select SITE -> MEDIA MANAGER [Fig 1]

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Fig 1

3. Once opened, you will be presented with a list of files and folders (the media manager points to a default location in your Joomla site already). Here you can select a file to view or a folder to enter.

4. To upload a file, look for the Upload File form at the bottom left of the page [Fig 2]

Fig 2

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5. Click the Browse button to select the image file you want to upload from your local computer.

6. Press the Start Upload button to begin uploading. Be patient.... depending on the file size, it could take a few minutes to upload. See the tips section below if you are experiencing a long delay in uploading images - your images may be too large (if your images are unnecessarily large, this will affect the overall performance of your pages when viewed in your website as well).

7. If you want to upload the image to a particular folder, select it from the list before you begin your upload. Note that the media manager only allows you to place images under the Media folder in your site, and any of its subfolders.

You can create a subfolder by using the Create folder button to the right of the Media Manager page [Fig 3]

Fig 3

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8. Once the image is uploaded, you should see it appear in the list in the Media Manager. To find the full internet path to the image, hold your mouse over its name - right click on its name in the list, and select COPY or COPY LINK LOCATION (this will depend on what browser you are using).

9. You can now paste this link into Notepad, or go and edit the article you want to add it to right away. Once you have your article open, in the editor toolbar, click on the Insert/Add Image icon [Fig 4]

Fig 4

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10. In the dialogue which opens, paste your image URL into the Image URL field. You can simply use the full path which you copied from the media manager (which will be something like <http://yourdomain.com/images/yourfolder/yourimage.gif>).

Or you can also use a relative path by removing the domain name - for the above example, `"/images/yourfolder/yourimage.gif"` should work on most article pages. [Fig 5]

Click on the INSERT button to save your image to the article. Be sure to also click on the SAVE/APPLY button to save the actual article as well.

Fig 5

TIPS:

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Large Images will take a long time to upload and are usually not necessary. They will also slow your site down and potentially drive users away from your site.

When we refer to 'large', there are actually 2 components to this, when referring to digital images:

a. The resolution of the image is too big. That is, the actual pixel width and height are too big and will probably destroy the layout of your site when viewed. Depending on the layout of your site, and where you are placing the image, you will generally want an image to be between 50 and 550 pixels wide. The length is up to you, but you obviously want to keep the image's original aspect ratio. You can use an image editing program to change the image resolution.

b. The image has hardly been compressed (e.g. file is directly from a digital camera) and so the file size of the image is unnecessarily large. Image file sizes for inline images in a website should be between 20kb and 200kb (although this relies heavily on the pixel dimensions and the content of the image). You can compress your image further in an image editing program - you can even use MSPAINT in Windows (START -> RUN -> Type 'mspaint' and press OK - open the image and SAVE AS and select JPEG from the drop down menu).

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