

Editing an image

Image should be “ready to go” before being upload, using a tool like Photoshop Express to resize/crop the image and make other content adjustments.

If you don’t have access to Photoshop Express or just need to make a small change, the Image editor in dotCMS can help.

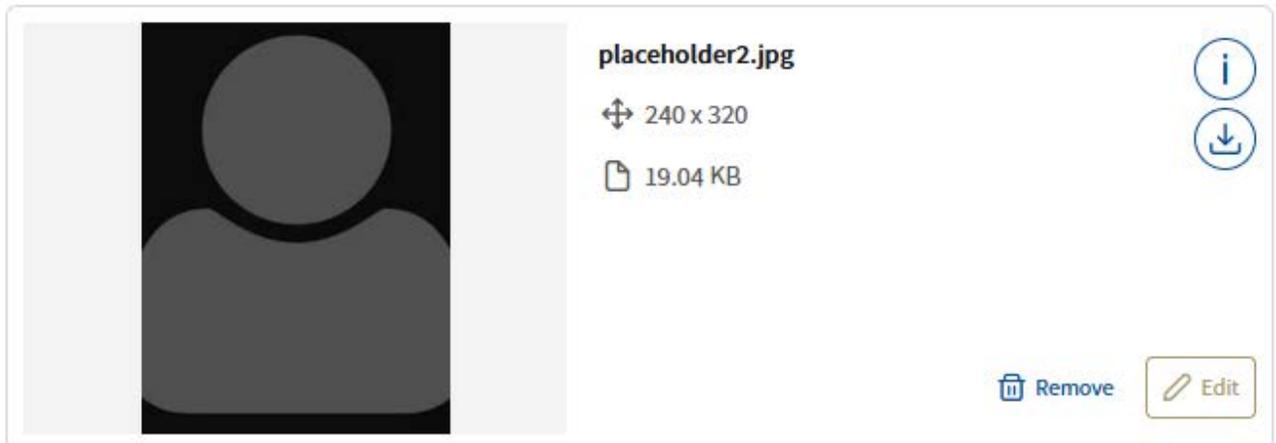
Start by logging into dotCMS and going to the Website | Browser and navigating to folder where your images are stored.

Right click on the image you want to modify, then choose Edit. A new window will pop up showing a preview of the image, as well as info about the image.

Host Or Folder *

www.uakron.edu/webteam/images/

File Asset *



The screenshot displays a file asset interface. On the left, there is a placeholder image of a person's head and shoulders. To the right of the image, the following information is shown: the filename "placeholder2.jpg", dimensions "240 x 320", and file size "19.04 KB". In the top right corner of the asset card, there are two circular icons: an information icon (i) and a download icon. At the bottom right of the asset card, there are two buttons: a "Remove" button with a trash can icon and an "Edit" button with a pencil icon.

You’ll see an semi-transparent button for Edit Image – click this to begin the edit process and open a new window.

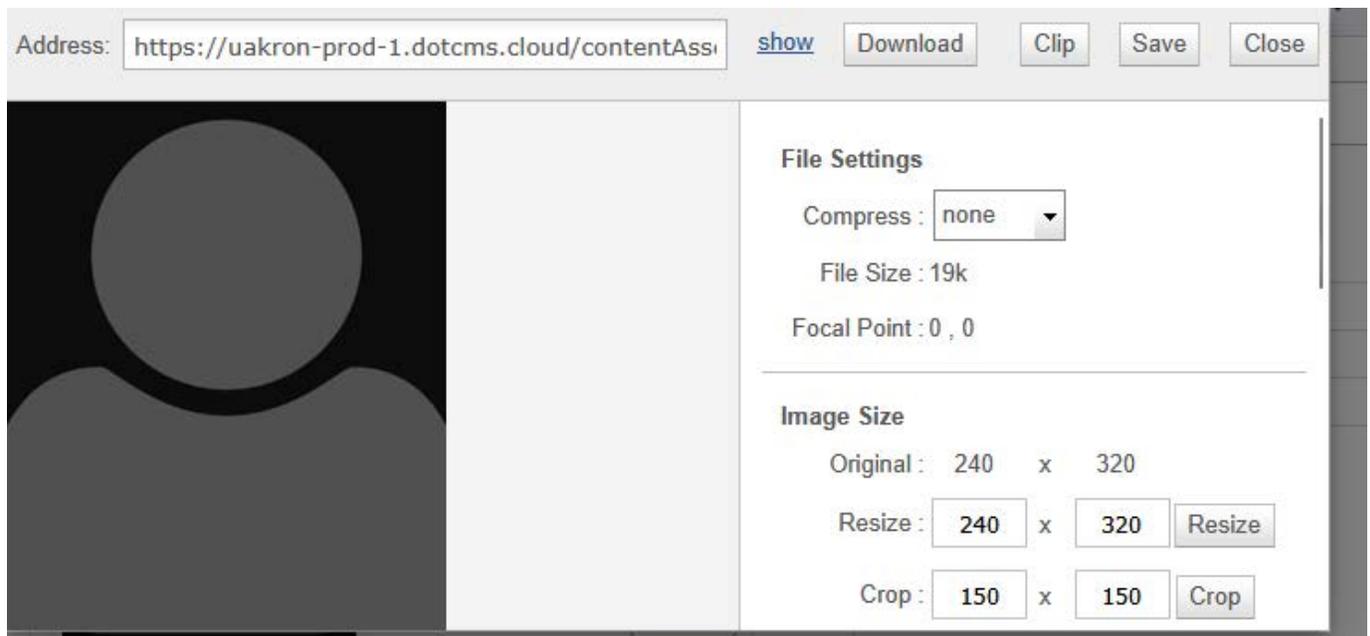
The full size image will load and you'll have a number of controls to modify this image:

File Settings – This dropdown will allow you to compress an image with a new format – including jpg and webp. Using these formats will produce a smaller file size, though some loss of image resolution can occur.

Image size – You can resize the image to better fit on your page and/or crop the image to better fit on the page. Resizing or cropping the image will update the scale so you can see how much this changed.

Transform – You can rotate your image (enter the degrees) or flip (mirror) the image left to right. You can also adjust the color by switching this to grayscale or adjusting the color values (bright, hue, sat).

There is no undo option, but if you make a mistake you can close the window without saving to reset your changes and try again. If you are satisfied with the changes, click on Save to apply them – then Save/Publish the image.



Note: It is helpful to download a copy of the image to your computer before starting – especially if you are new to image editing.