3. Images: Basics and Tips

Use When	You want to prepare, upload, edit, or replace Images for your site.
Updated	04/17/20
More Help	**See Section 15. Image Component** for details on how to add Image Content Blocks to your pages once you have prepared and uploaded your images as outlined below.

Chances are, almost all the content blocks you'll be creating in the *Documents* section will contain images. Here you'll find a few tips to make sure your images are the right size and format for uploading into the CMS. Plus, what you need to know, and do, BEFORE deleting an image from your library.

Featured Customer:
Sagittis Orci, Pharetra Vel Turpis

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3.1 Before you upload: Sizing and optimizing images

Here are some tips for making sure your images are optimized for web viewing. Making sure your image file sizes are not larger than they need to be will help your pages to load more quickly for your users.

√ Image mode: RGB
√ Resolution: 72 pixels/inch
√ Image formats that can be uploaded: .jpg, .jpeg, .gif, .png, and .svg

Note: This information is more of a "guideline" than a rule. *Always check how your pages will look on different devices by using the **Device Preview Dropdown**, and then make your image size modifications as needed.* Several elements in the CMS, such as backend coding and CSS, work together to make your images size-appropriate for the page.

For example, The CMS creates size renditions, based on the image's size when it's first uploaded. The content block container will scale the graphic image down, and the image picker will try to choose the best rendition (from thumbnail to extra-large).

Also, margins and padding between the content blocks will be taken care of by the CMS. These will also affect the image's size when uploaded into a content *Document* and page. The example below shows how the CMS will try to uniformly size and align content blocks inserted into a page, using size constraints, margins and padding.

The more images in a row, the smaller each image will be (above). Here are some suggested image sizes, based on how many columns in a row they will occupy, and shown on a large monitor:

Single column:
- If you want a single graphic image, or an end-to-end banner that will take up the whole row, the image should be around 1110 px wide.

Two columns:
- If the image will be in a container that takes up half a row, such as a promotion with an image on the left and a text banner on the right, the image should be at about 555 px wide
- Each half-row image will resize to approx 540 px wide

Three or four columns:
- If there will be a sequence of images in a 3-container or 4-container row, they should each be about 400 px wide
- Row of three graphic images - Each will resize to approx 350 px wide
- Row of four graphic images - Each will resize to approx 236 px wide

The CMS will mainly focus on the graphic images' widths, in trying to make them fit uniformly in a row. For a consistent appearance, you will have to manually make sure graphic images used in a row are all the same height.

After this chapter, if you're still unsure about sizing or formatting your images for the CMS, please email the CMS team at the corporate office.