Snippets

Inserting a Callout Image on a Text Page

Prepare all images PRIOR to uploading in the USF CMS according to these specifications (if your image cannot be cropped to these exact sizes, then make sure they match the width measurement):

Callout – Large
- jpg file
- measure 720 pixels W x 405 pixels H
- 72 dpi
- when saving your photo from Photoshop, use "save for web" option

Callout – Medium
- jpg file
- measure 320 pixels W x 213 pixels H
- 72 dpi
- when saving your photo from Photoshop, use "save for web" option

Callout – Small
- jpg file
- measure 100 pixels W x 100 pixels H
- 72 dpi
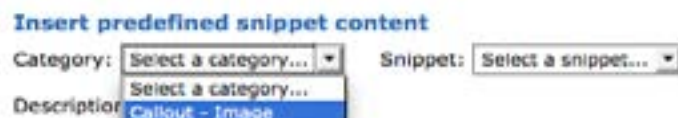- when saving your photo from Photoshop, use "save for web" option

To insert an image:

Use the return/enter key to create a new paragraph where you would like the image to be located.

1. Click on the Snippet icon in the WYSIWYG toolbar.

2. Select "Callout – Image" from the category dropdown.

3. Select the appropriate callout from the snippet dropdown.

Selecting a callout with a caption will allow you to edit text that appears beneath the callout image. This text will display in a pre-determined style once the page has been published and cannot be changed in the WYSIWYG editor. "Right" and "Left" indicate the placement of the callout in the text. Please do not try to move or manipulate the caption as the CMS will automatically style it when saved.

4. Click **Insert**.
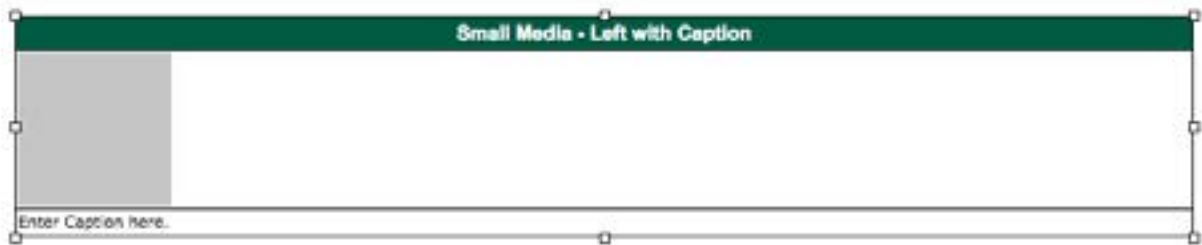
Note: The callout will appear in a table within the WYSIWYG Editor. This is for ease of editing and the table will not appear on your site. Please do not try to move or manipulate the table as the CMS will apply the correct styles when saved.

5. Click on the gray placeholder image within the table to replace it with your own photo (white boxes will appear around the image once it has been selected).
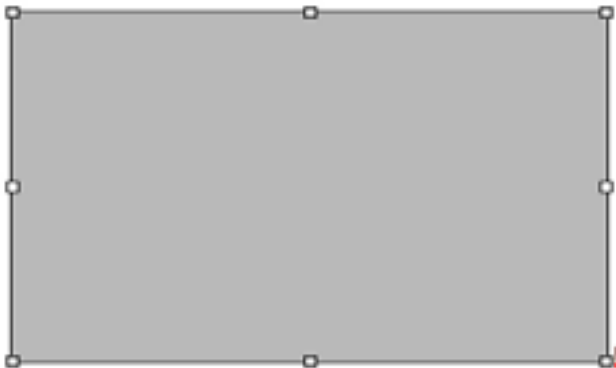
6. Click the Image icon in the WYSIWYG Editor.

7. Select the location of your image. Once your image is selected, fill out description text for the image. This description is required for accessibility compliance.

8. Click **Update**.

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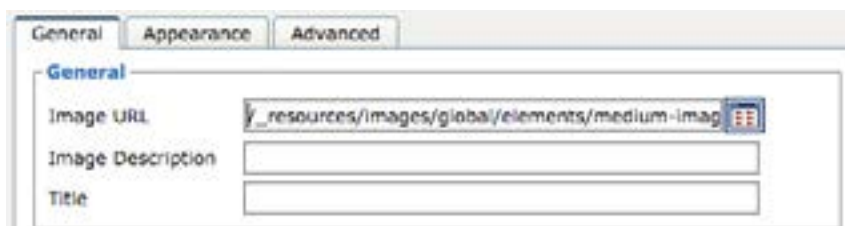
If you have selected a callout image with a caption, then edit that text as needed.

9. Click **Save** icon in WYSIWYG Editor.

10. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

To remove a callout image from the page:

1. Right click inside the table.

2. Select the "Delete Table" option from the menu.