

Upload and Edit Image

Upload and Edit Image Overview

An image can be edited and uploaded from the Upload To dialog within the Pages list view of OU Campus.

Selecting and Uploading the Image

1. From the **Pages** list view, click the **Upload** button.
2. For **Upload Type**, choose **Upload** and **Edit Image**.
3. Select the image file from the local computer for uploading and editing.
4. This displays the **Edit Image** panel with the image.
5. After utilizing any necessary editing functionality, click **Upload** to upload the image.

Editing the Image

The following functionality is available on the Tools menu:

- Resize
- Crop
- Rotate
- Zoom
- Undo
- Redo

Resize

The Resize tool includes the ability to specify a new width and height for an image to upload. The original ratio for the dimensions of the width and height for can be kept intact by selecting the Preserver Ratio checkbox.

Tools

Resize

Width

Height

Preserve Ratio

Crop

Rotate

zoom

Undo

Redo

Edit Image

Crop (Custom)

The Crop tool can be used to reduce the dimensions of the image by either selecting a ratio or by determining a custom crop size by manipulating the crop box by dragging the crop handles located on the edges of the crop box.

Tools

Resize

Crop

Custom

1:1

4:3

3:4

16:9

Rotate

zoom







Undo

Redo

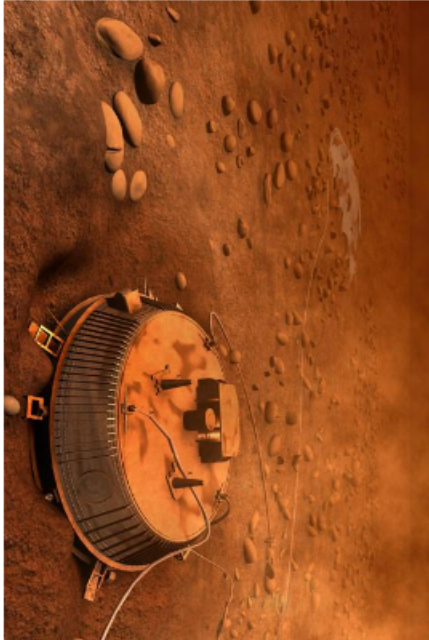
Edit Image

Rotate

The Rotate tool rotates the image (edited and unedited) 45 degrees in a clockwise direction with each click.

Tools	
 Resize	▼
 Crop	▼
 Rotate	
 zoom	▼
 Undo	
 Redo	

Edit Image



Zoom

The Zoom tool can be used to manually enter a percentage of the original image size to be displayed in the Edit Image panel for editing. The plus and minus magnifying glass buttons may also be used to increase or decrease the viewing size.

The Original button reverts the image to the original size.

The Zoom to Fit button resizes the image to fit into the panel for viewing.

Tools

- ↔ Resize ▾
- ✂ Crop ▾
- ↻ Rotate
- 🔍 zoom ▲

🔍 100% 🔍

Original

Zoom to fit

↶ Undo

↷ Redo

Edit Image

Undo/Redo

The Undo and Redo functionality is available after performing another editing function.