Text & Image Component

Description of Component
The Text & Image component is used to display complimentary text and images together. The text can appear on the left or the right and the image sized to be a specific percentage of width in the component. You can drag an image from the Content Finder or upload one from your desktop. Rich text can be added through the built-in rich text editor in the component. Additionally, you can add a link field and link text to a full article or external source.

How to Use the Component
1. You can identify the Text & Image component in the Web Author toolkit as follows:

2. Drag the component onto the page in the place where you want the text and image to display.

3. Or, right click and select New.

The component displays the following:

Depending on the template used and where the component is placed (in columns or the size of the area) the image area size displayed above changes. The above dimensions are for the purposes of help in this document.
4. Double click or right click to open the component to edit it.
5. Drag an image from the Content Finder or upload from your PC. You can crop the image, rotate it, or clear the selection.

6. Add an image title (required) for accessibility and screen readers.
7. Enter text in the text box.
8. Click on the Options tab to add optional functionality.

9. Choose the image position and image width.

10. Choose a link to existing content on your website using the magnifying glass.
11. Select a path and click OK.

12. Type custom Link Text to display or leave blank.

13. Select an Icon from the dropdown to display with the Link Text.
14. Select the Position of the link.

15. Click OK to save the changes and to display on the web page.

You can also click on the Help button to view additional Help related materials.