# Step 11 - Part 1a – Edit Image

- **First I am going to show you Caption. It is small, but you can change size, etc. using the Change Font under the Theme Tab as I showed you in Step 6. I will show Change Font again with the Image Caption.**

- **After that is add Text on the Image. I like the Text better then Caption. You can remove the Caption and I will show you how to do that after adding Caption.**

- **After I show you to add Text, I will show you how to Edit the Image with Crop, Effects and Rotate. Note – when you add Text on the Image and/or Edit Image, you can save it to your Computer. Page 44 starts how to do that.**

- **Next explains about the pages on this PDF file.**

- As I mentioned in the Course, there are 75 pages on this PDF file with a lot of details, and it may be too much for you. But, you should do some of them to learn how to Edit.

- First make sure you are on the Build Tab and the page that you added the Image Element with a picture.

- Next is what happens when you click on a Picture you added. After that is how to add Caption. If you just want Text on the Image vs. Caption, go to the 12th page on this PDF file.
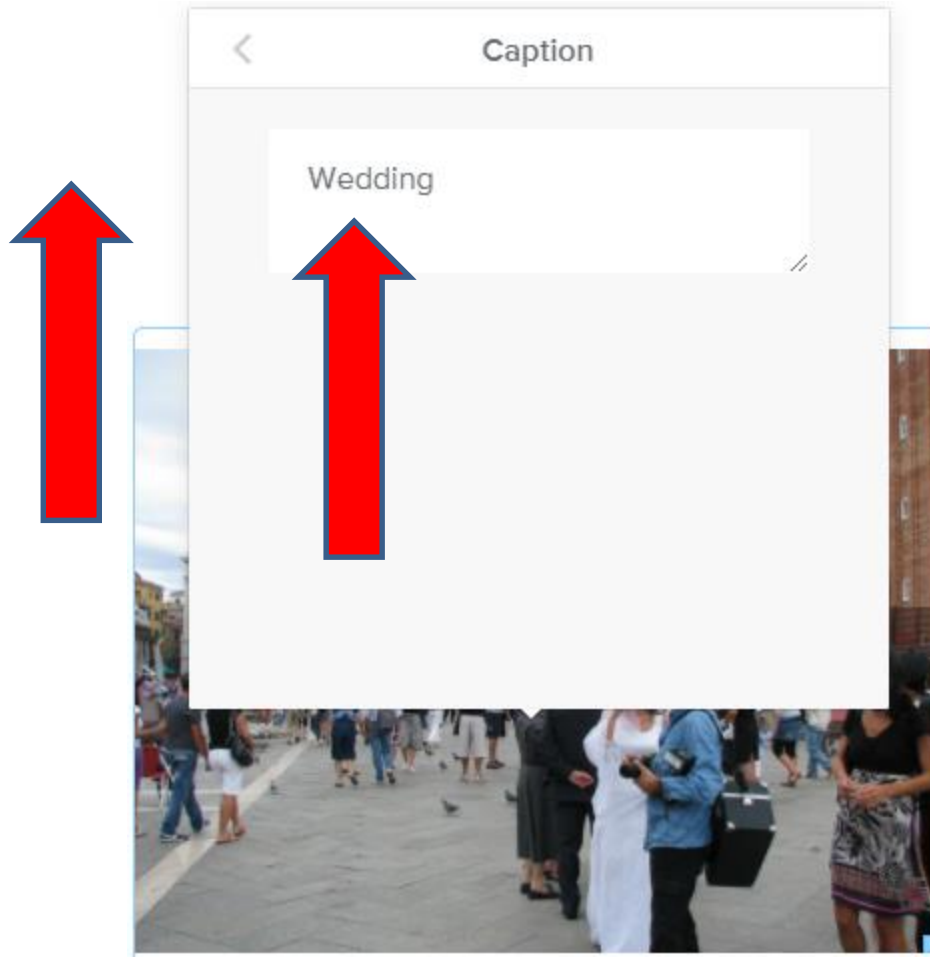
- **When you click on the Photo a New Window opens.**
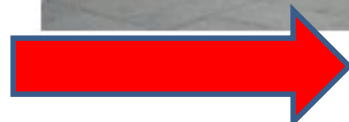- **Scroll down and next is what happens.**
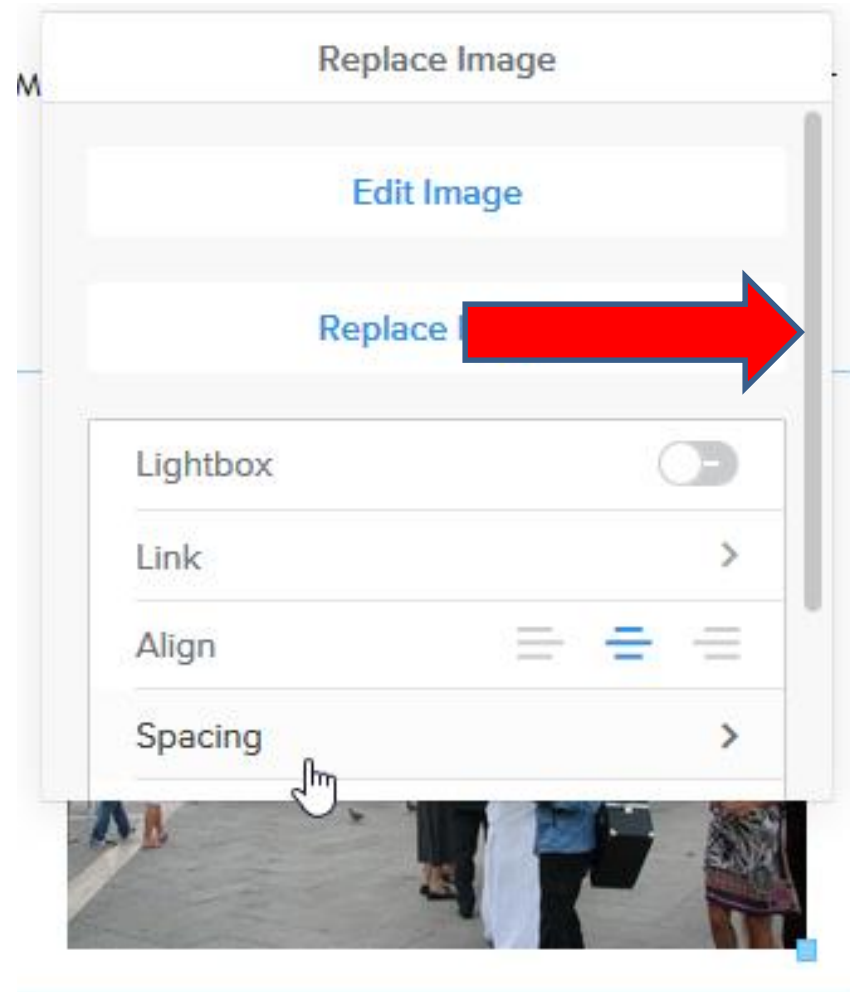
- **When you scroll down, you see Caption and click on it.**

- **Next is what happens.**
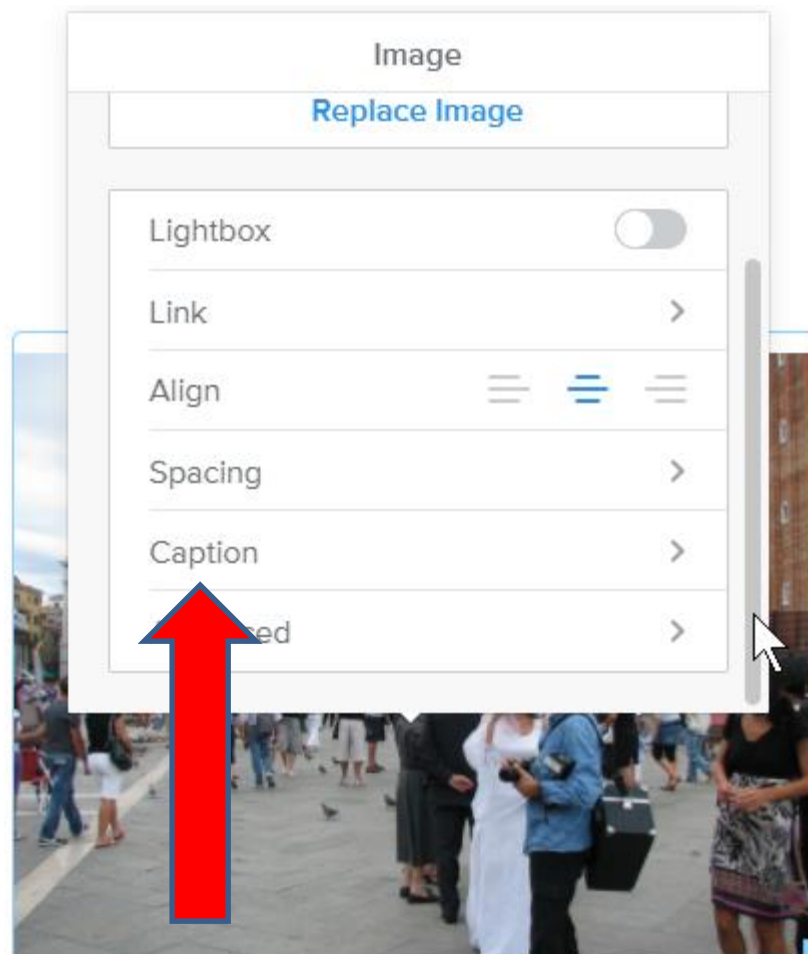
- **Window changes and type in Text for Caption. I typed in Wedding.**
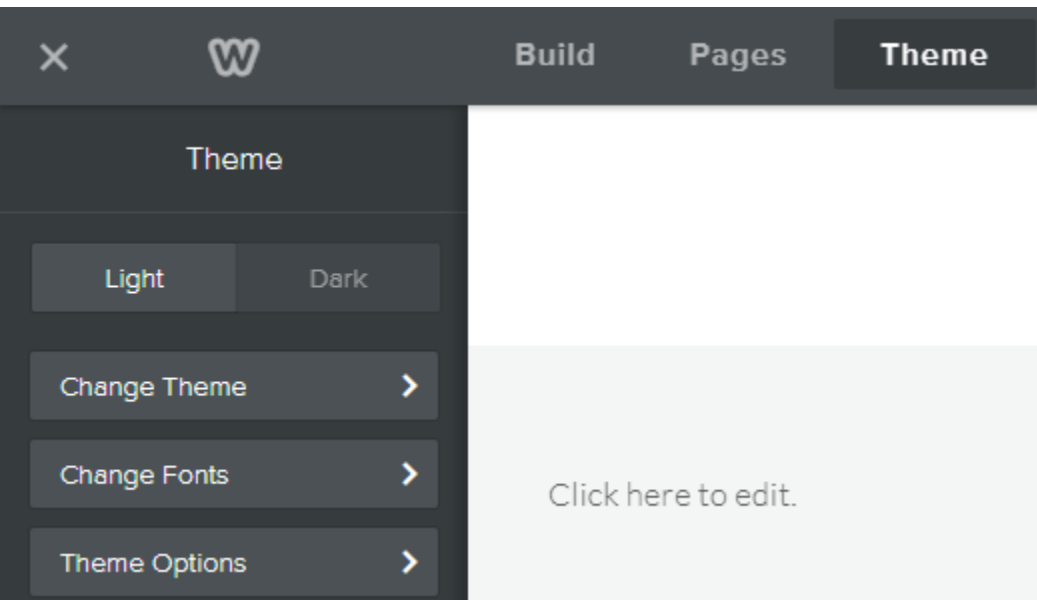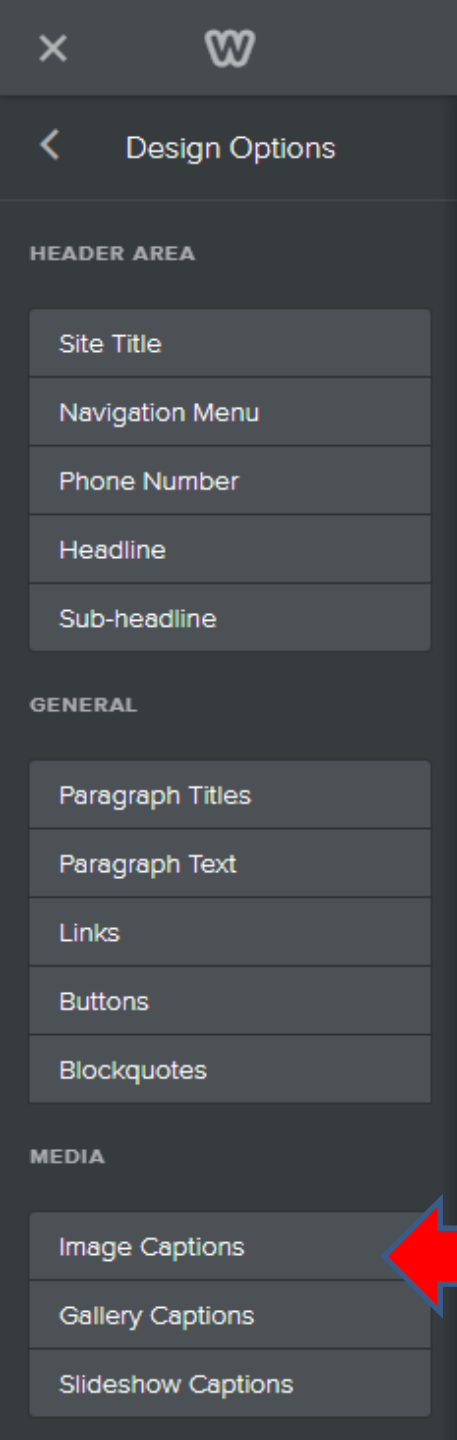- **Next is what happens when you click outside the Window.**

- **You see Wedding at the bottom and it is small.**
- **You then click on Theme, like we did before.**
- **Next is what happens again when you click on Theme.**

Wedding

- **When you click on Theme, you then click on Change Fonts.**

- **Next is what happens, like we did in Step 6.**

Design Options

HEADER AREA

Site Title

Navigation Menu

Phone Number

Headline

Sub-headline

GENERAL

Paragraph Titles

Paragraph Text

Links

Buttons

Blockquotes

MEDIA

Image Captions

Gallery Captions

Slideshow Captions

- **You see a list and then click on Image Captions and the process is the same as Step 6.**

- **Next is a sample of making changes.**

- **Here is a sample of changing Font to Lemon, changing size to 40 and change to Italic, like I showed in Step 6.**
- **Next is how to remove it.**

- **You click on the image again and scroll down and click on Caption and you see Wedding. You highlight it, like I did.**
- **You then click on the Delete key and click outside the window and next is what happens.**
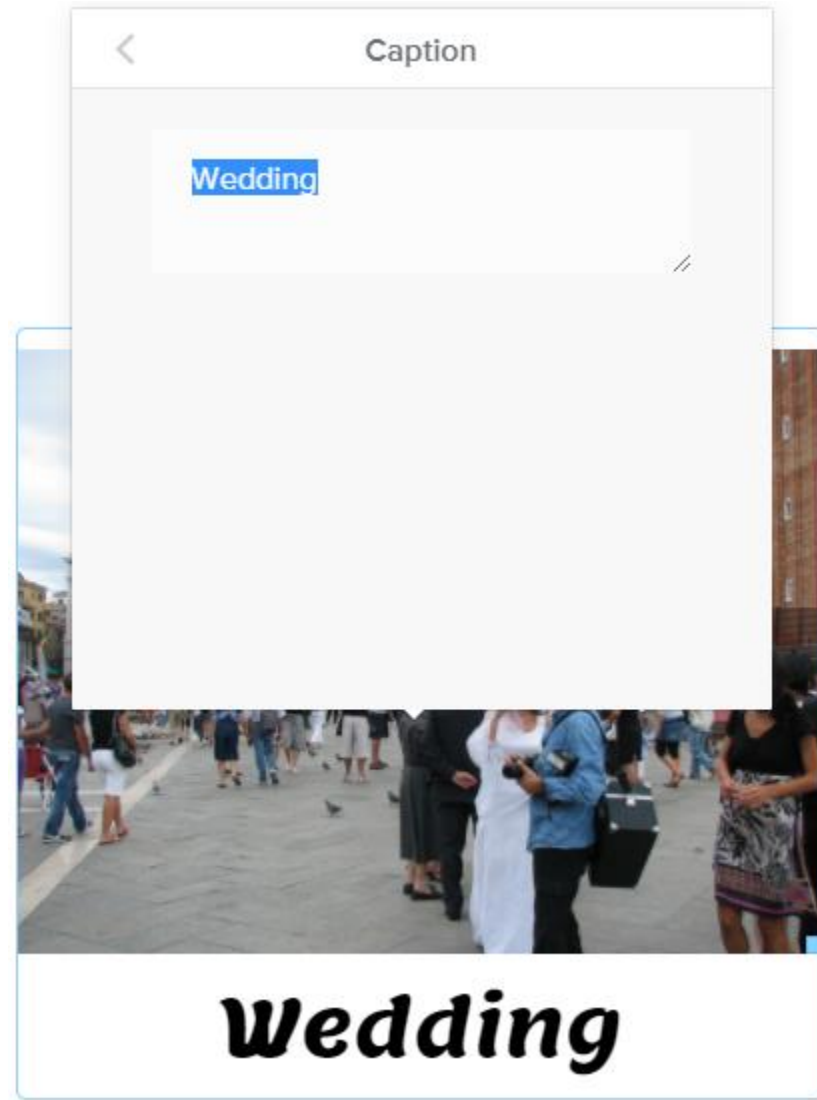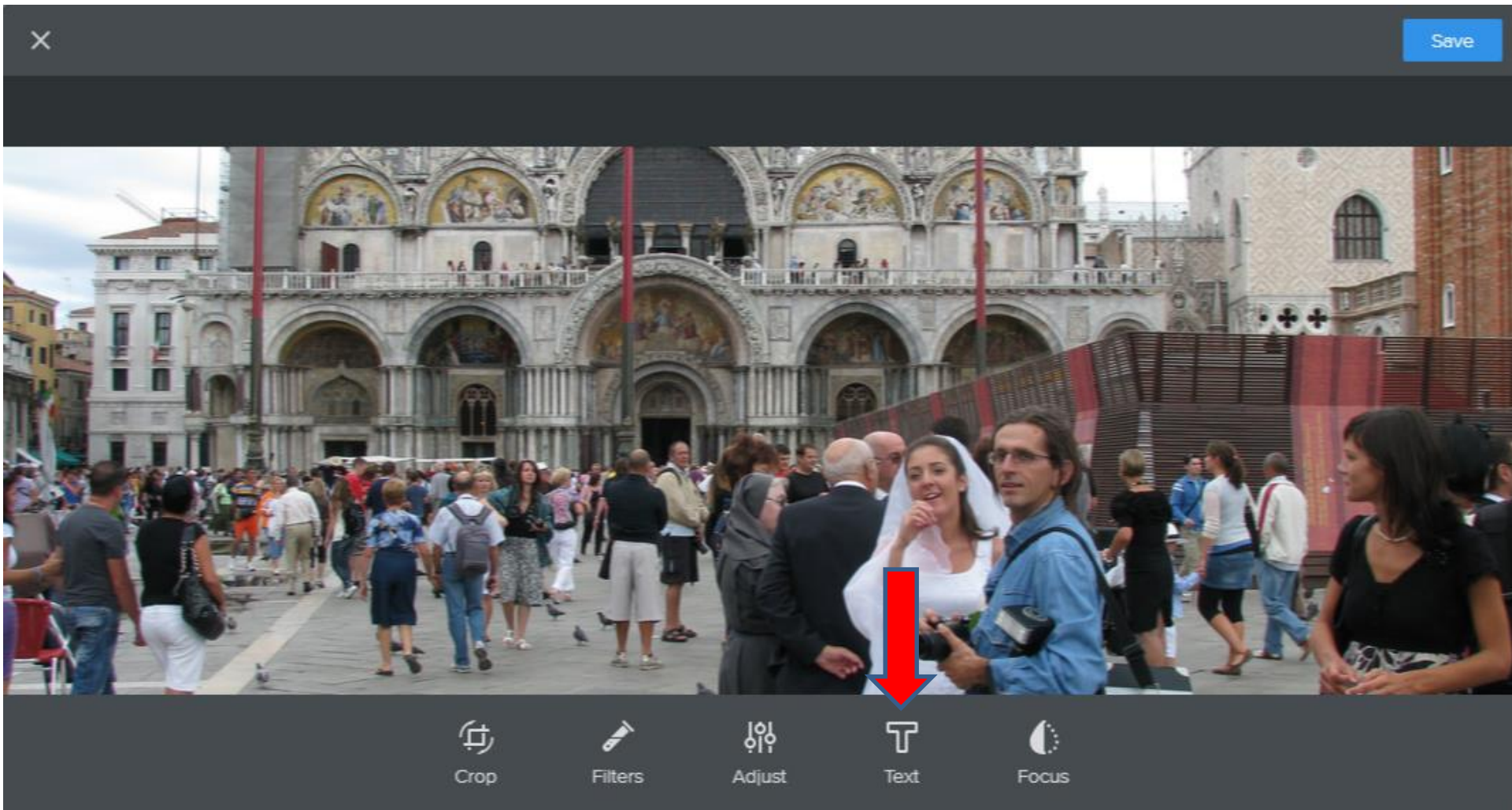
- **Window closes and you don't see the Caption.**
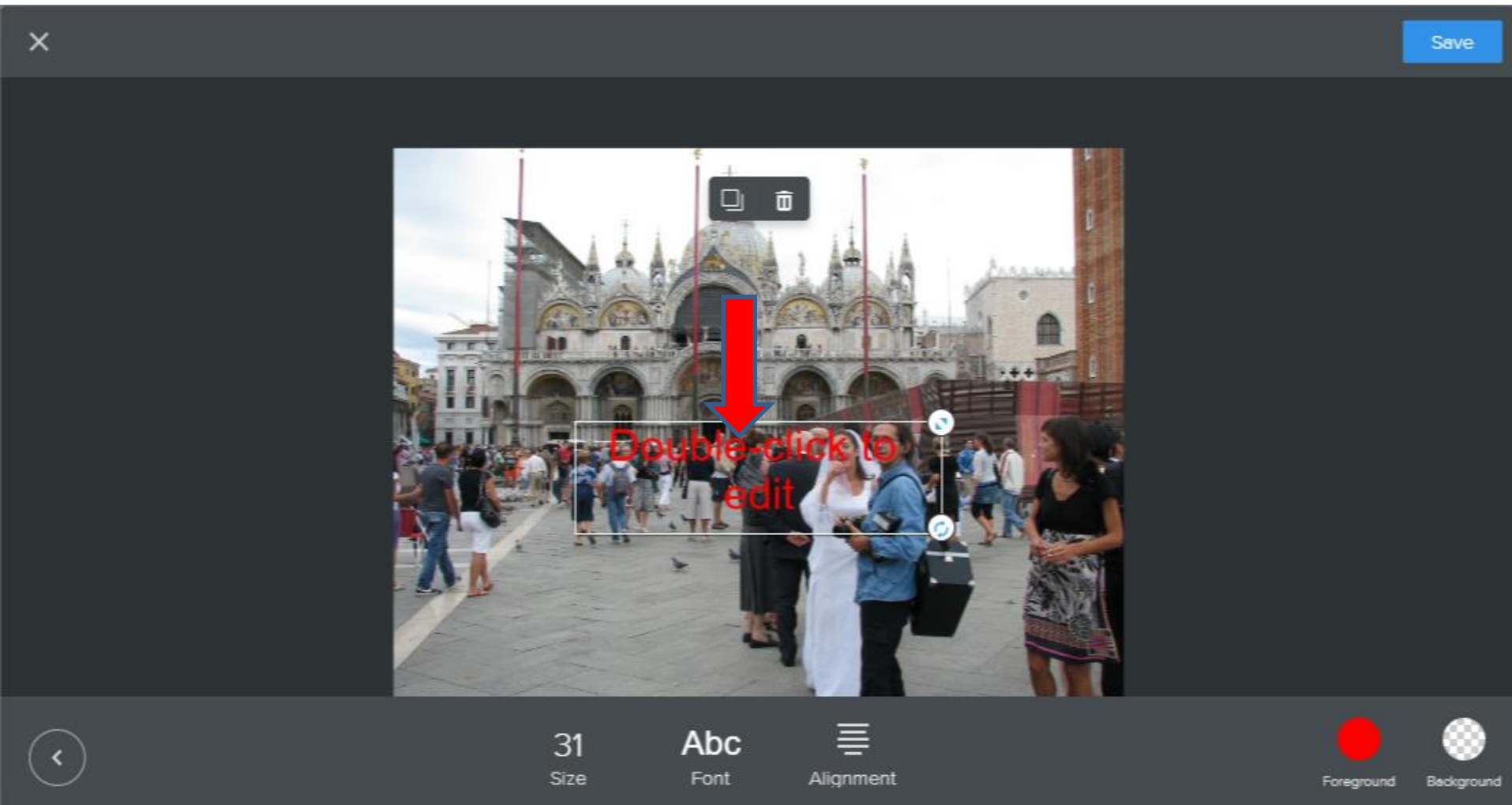- **You then click on image again and next is Edit Image and add Text.**

- **When you click on the Photo a New Window opens.**
- **Then click on Edit Image and next is what happens.**
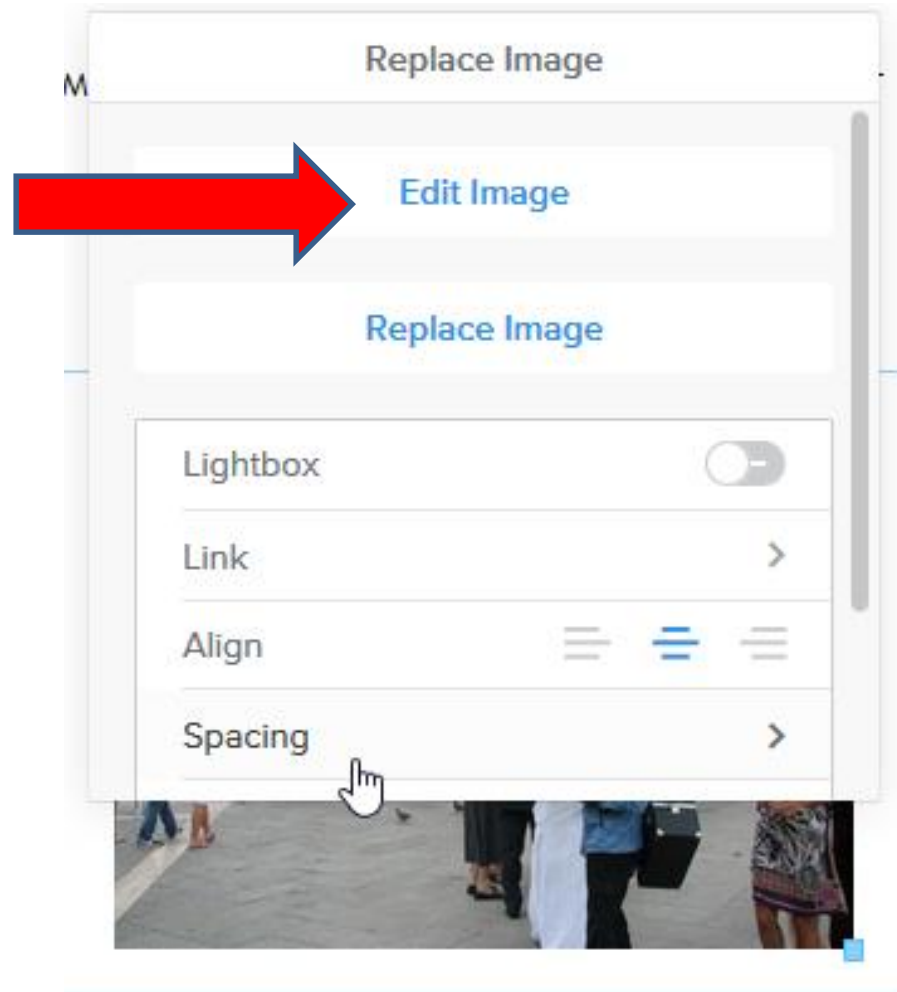
A new window opens. Click on Text and next is what happens.

You then see Text. You can left click on the line and hold it down to drag it to a different location. Next is a sample of dragging it to below and left.

Here is a sample of dragging to the bottom and left. You then double click on the text, like it shows Double-click to edit. Once you do that you can type in text, like Wedding, which is next.
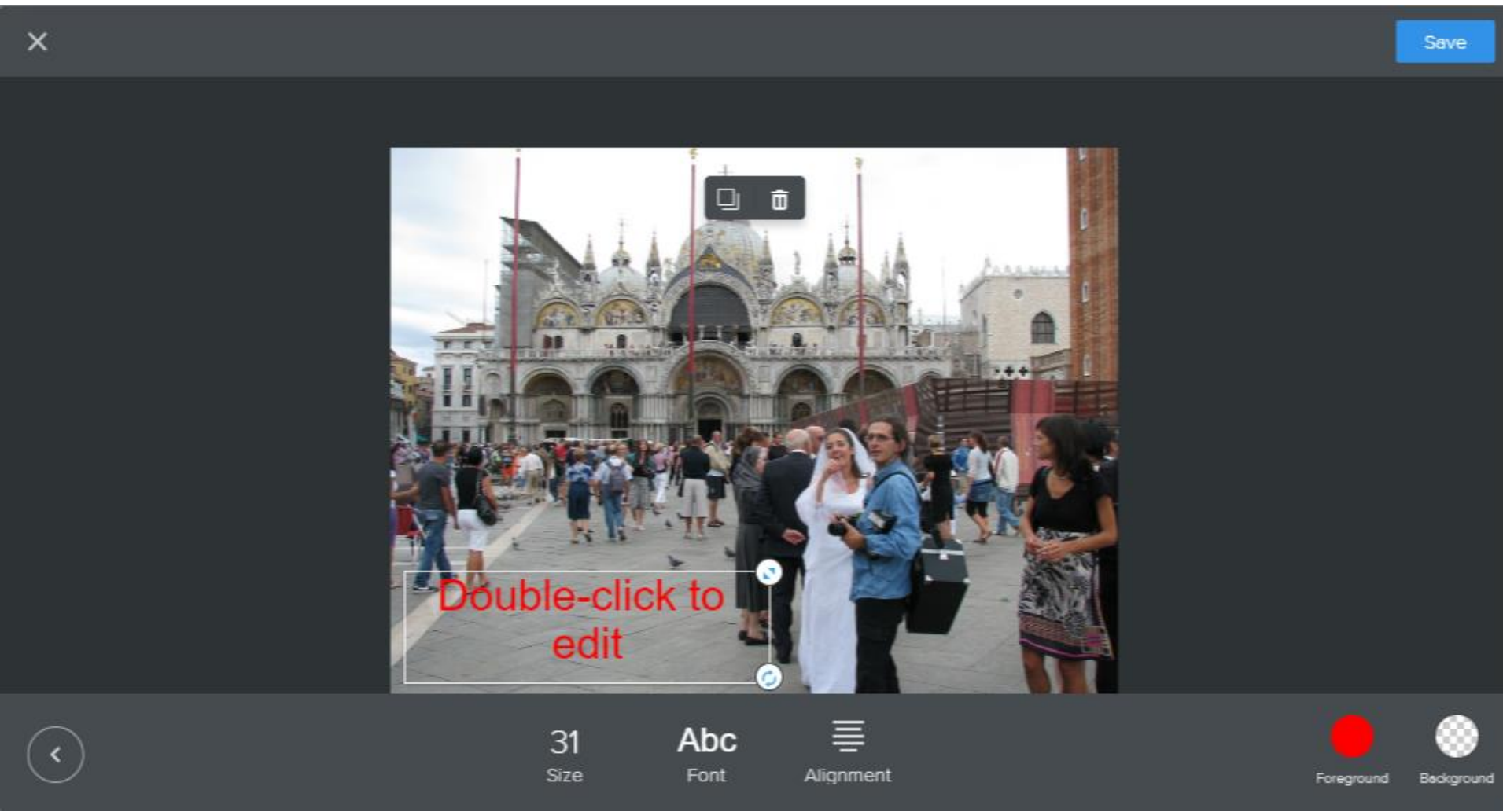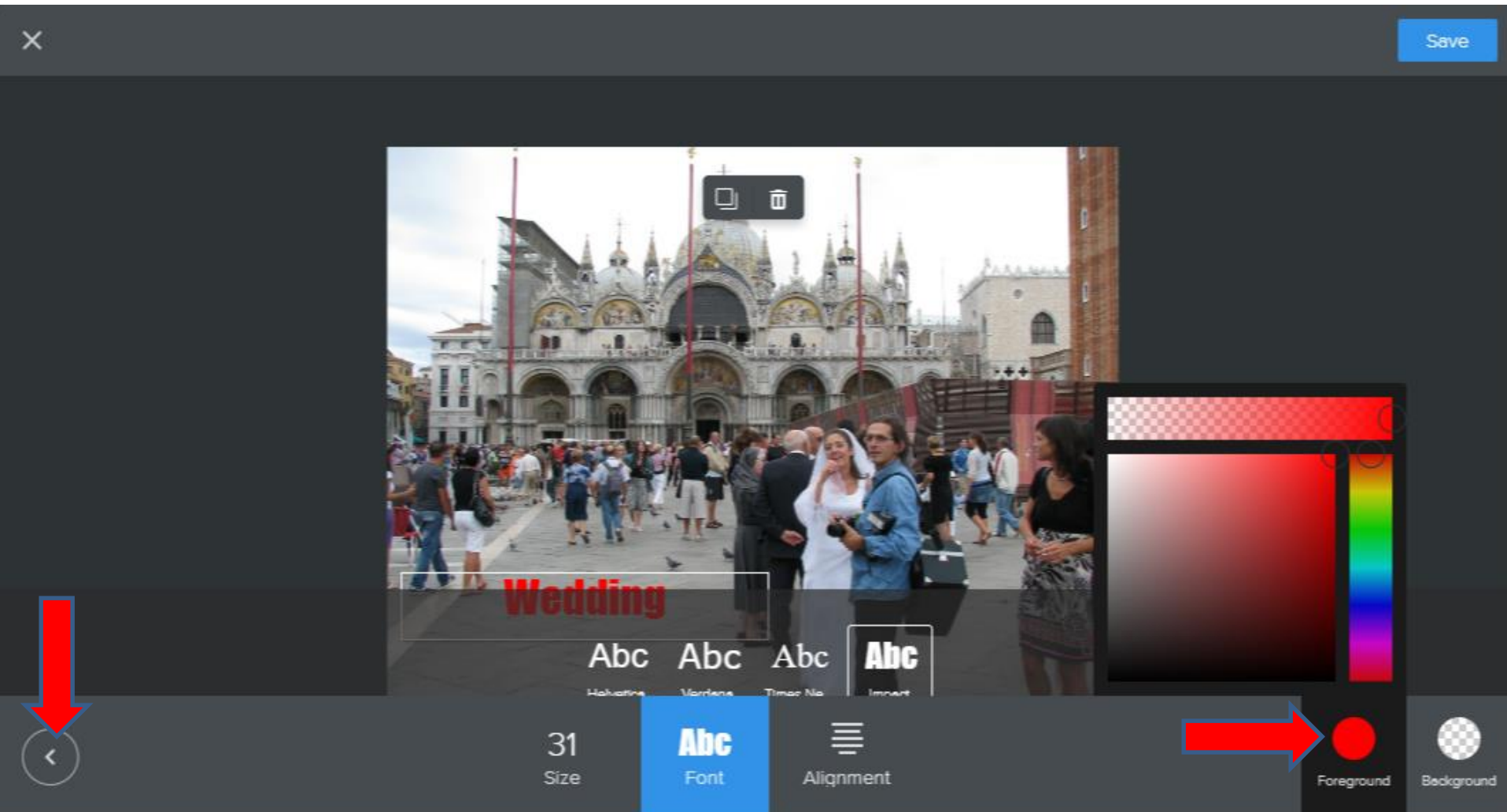
Here is a sample of typing it Wedding and click on Abc Font and clicking on Abc above on the right. I tried Alignment and I didn't need it. Next is Foreground.
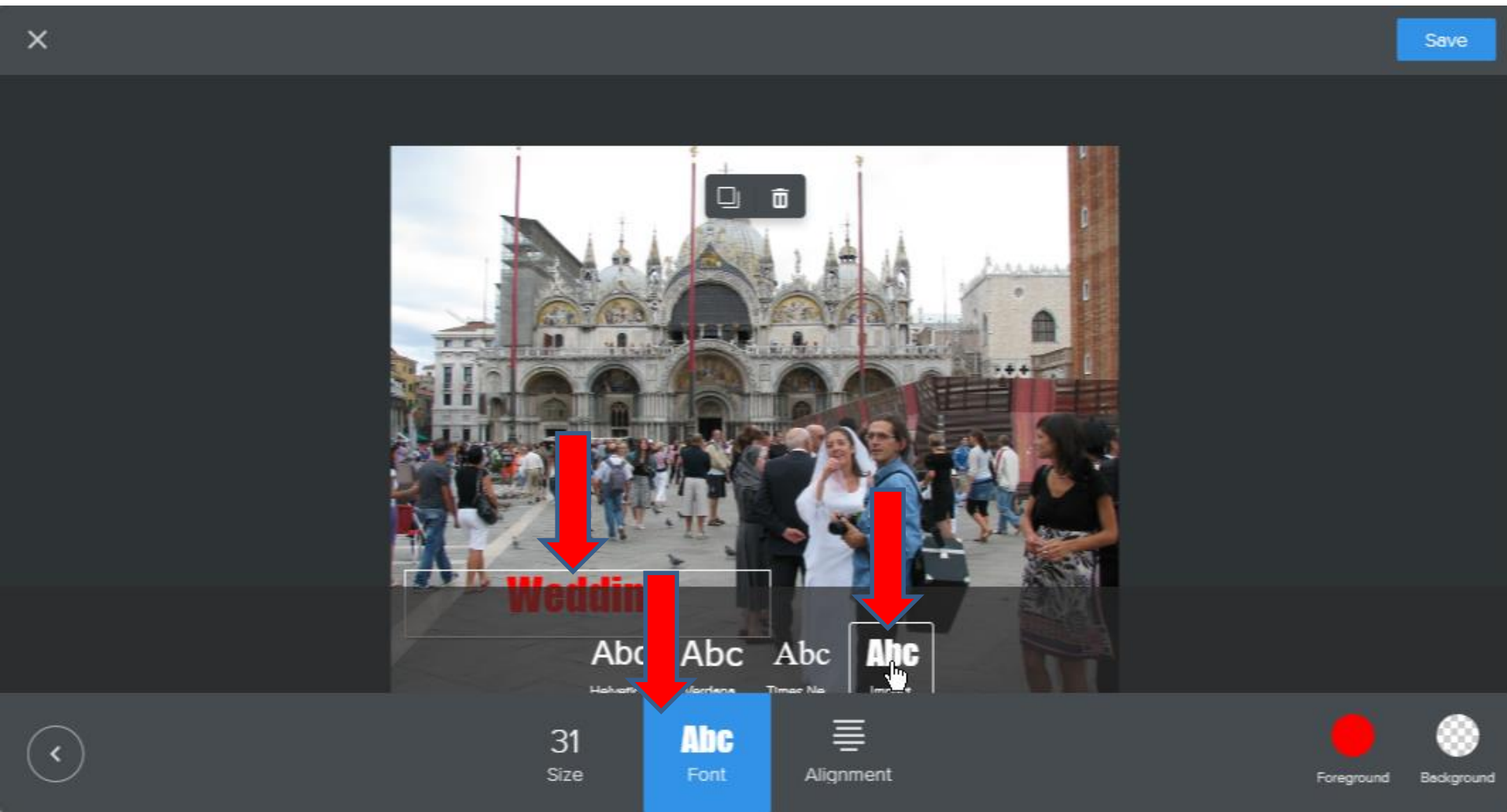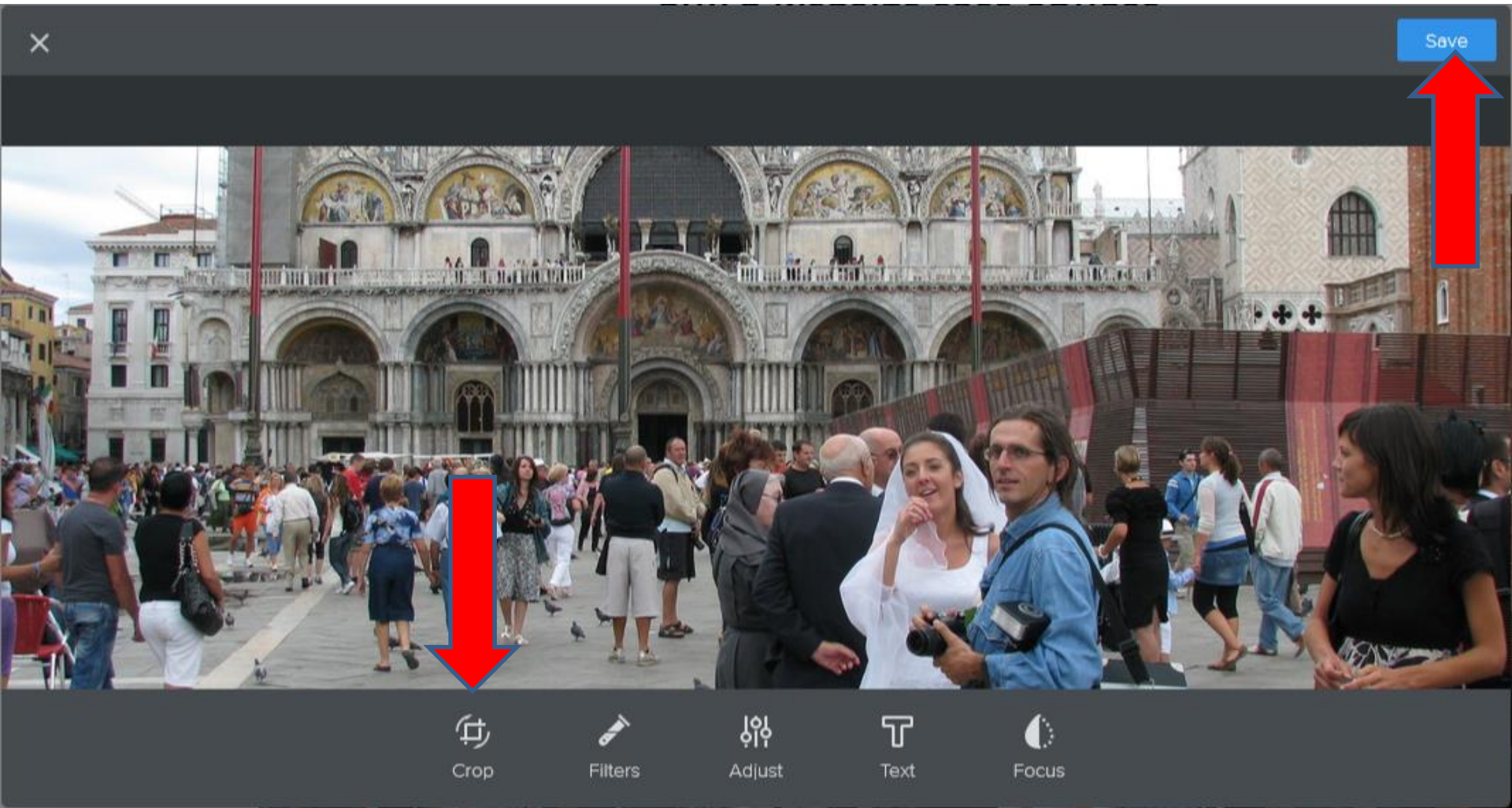
When you click on Foreground, it shows you color options. I recommend keeping the Red one. If you want to change color, try it. Once complete, click on the icon in the lower left. Next is what happens.

- **Window goes back to what I showed you before. If you don't to Edit, click on Save in the upper right. If you want to Edit or view them, first click on Crop and next is what happens.**

Page Changes. You can click on the upper left or the bottom right and drag them to change the crop. Or, you can click on Square or 16.9 to Crop. It also shows Rotation options. Next is Crop Square sample.
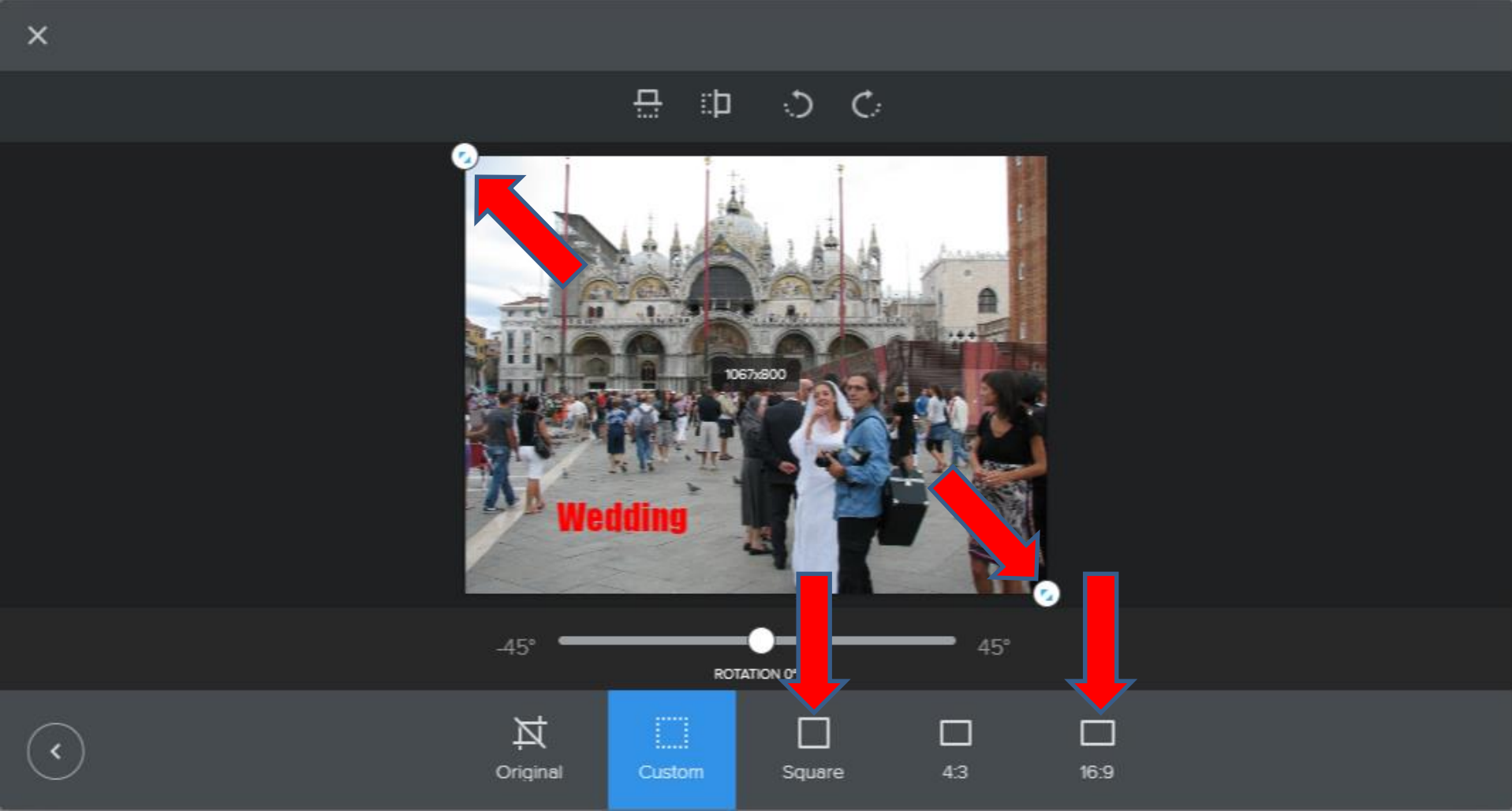
Here is a sample of clicking on Square. Next is what happens when you click on 16.9.
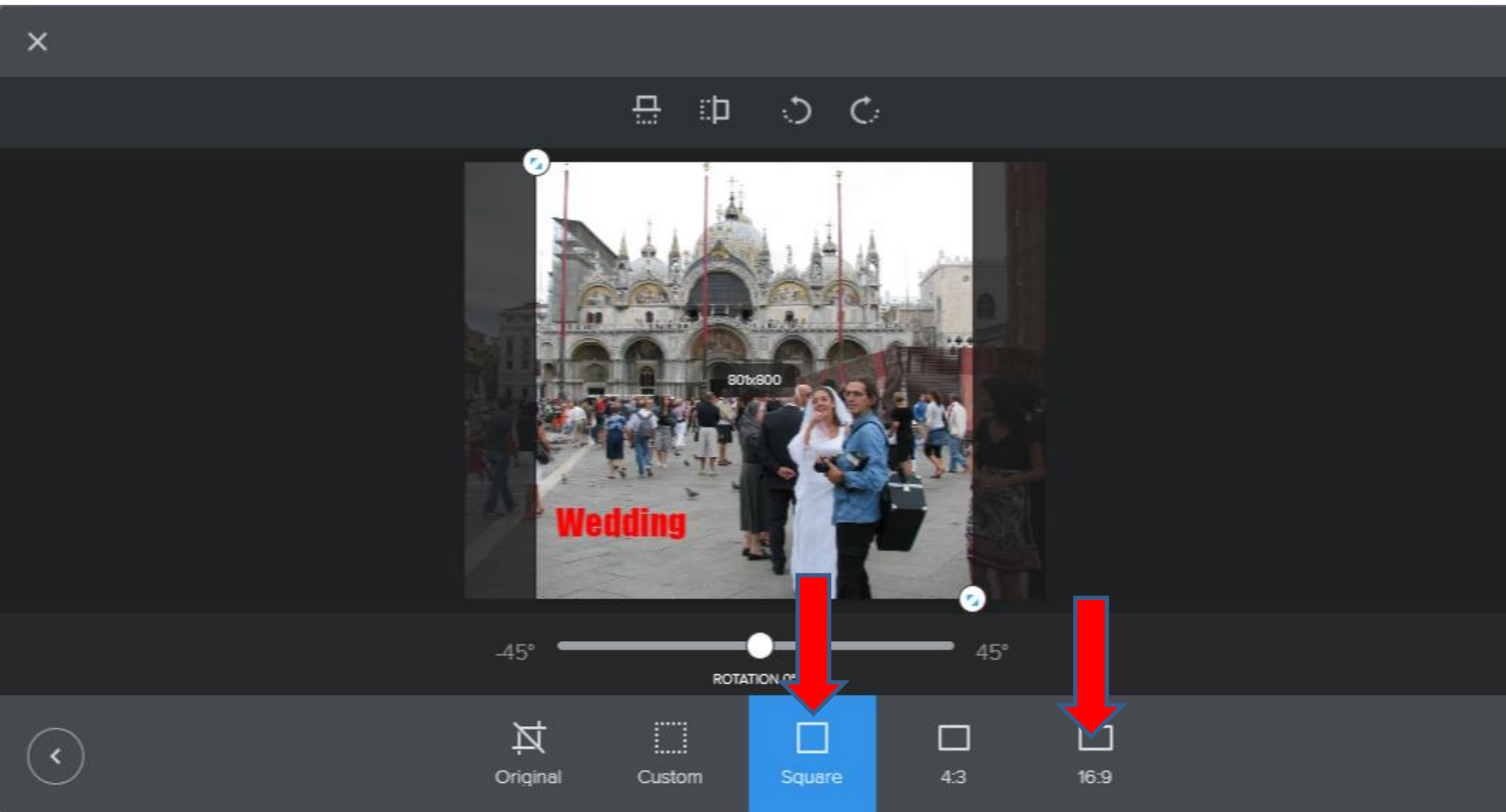
Here is a sample of clicking on 16.9. First click on Custom again and next is dragging the Upper Left and Bottom Right that I showed your before.
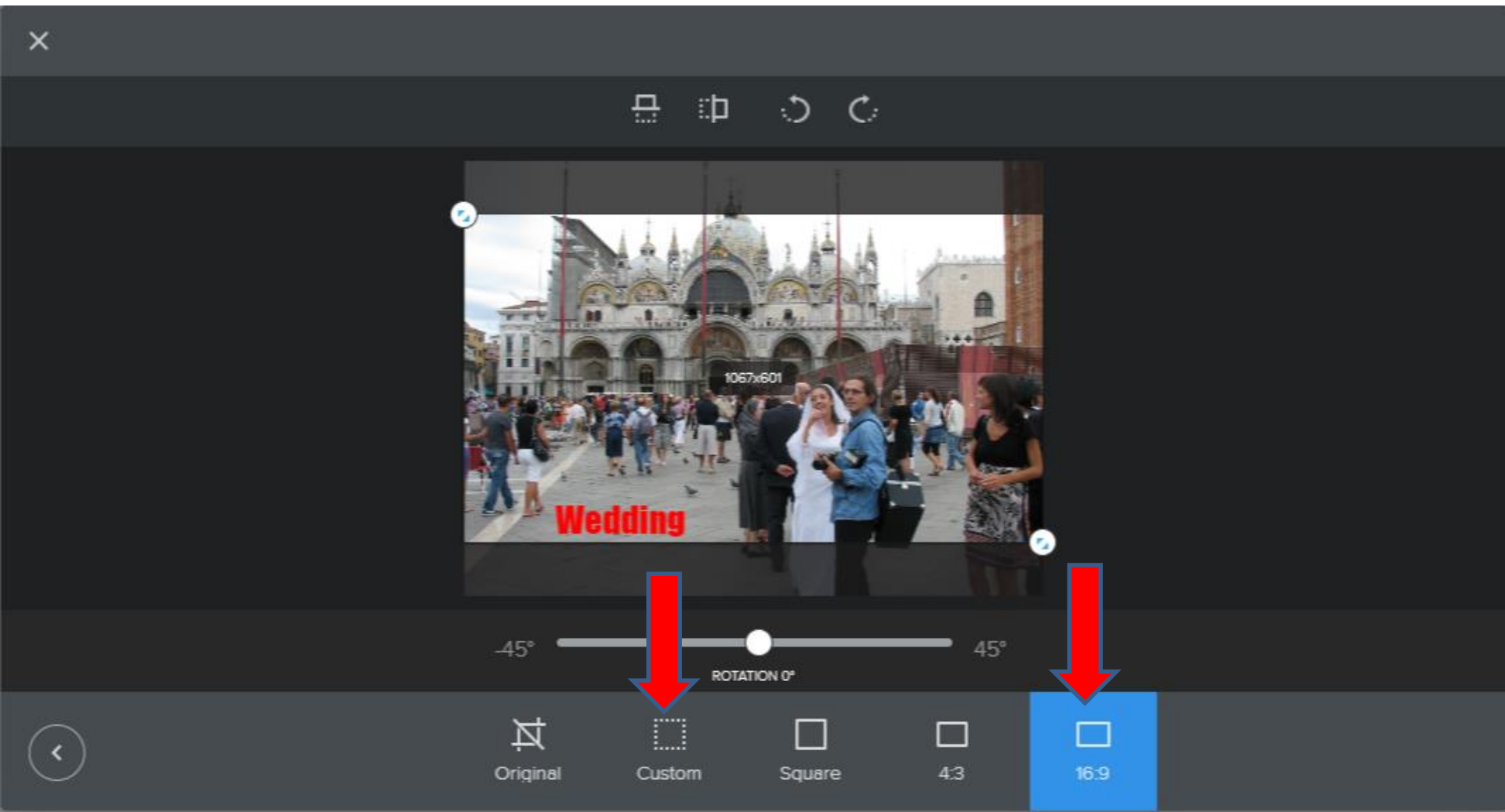
Here is a sample of dragging the Upper Left to the right and down. I recommend you click on Original before you rotate. Or, if you like the Crop. Next is the rotation options.
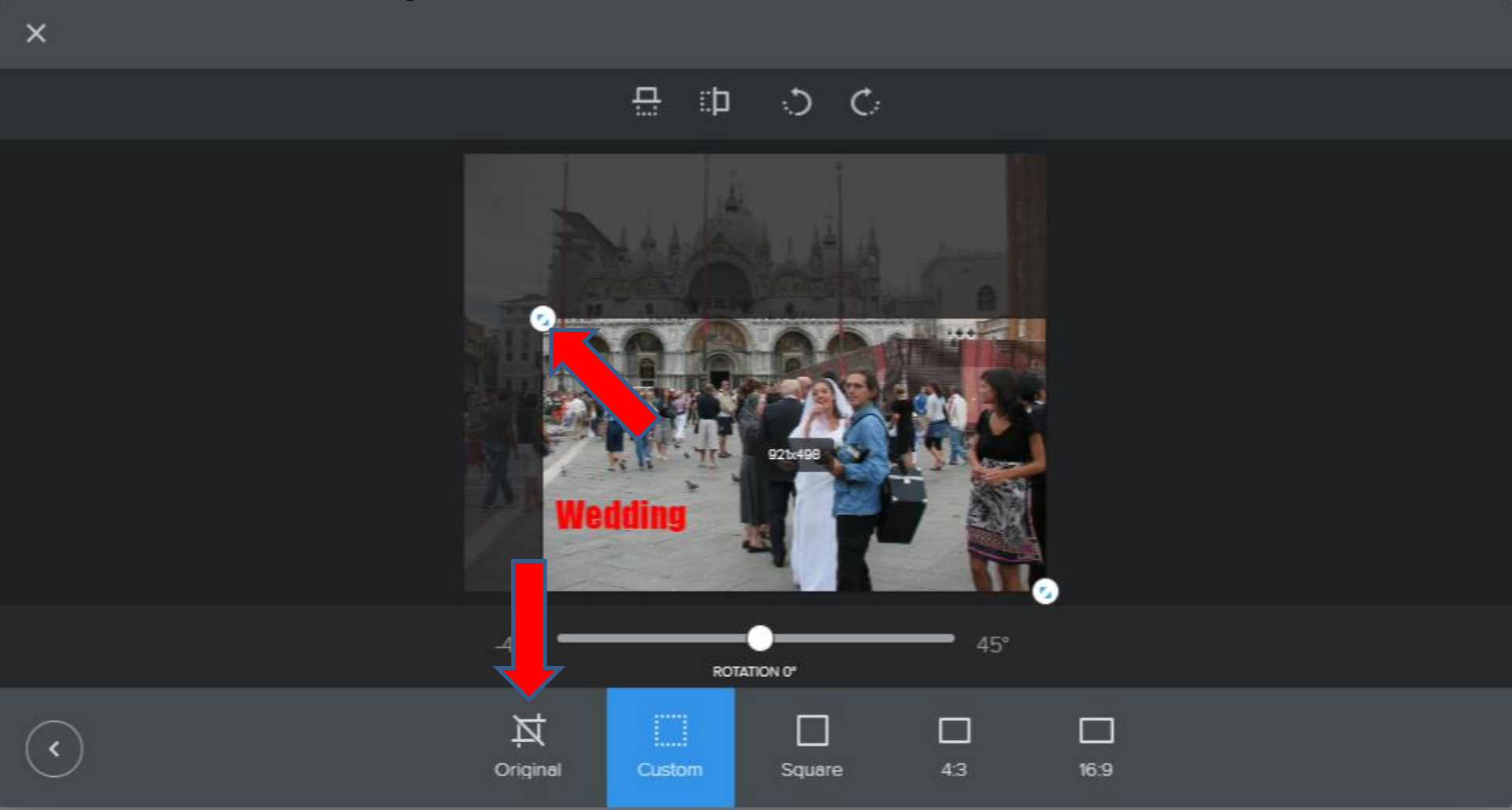
There is a lot of Rotation options that you see above and at the bottom of the image. I recommend you first click on Custom again. Next is a sample of the clicking on it and the first one on the top on the left.

Here is a sample of the clicking on Custom and the first one on the top on the left. I don't like it. You click on it again and goes back to original and next is what happens when you click on the second one.
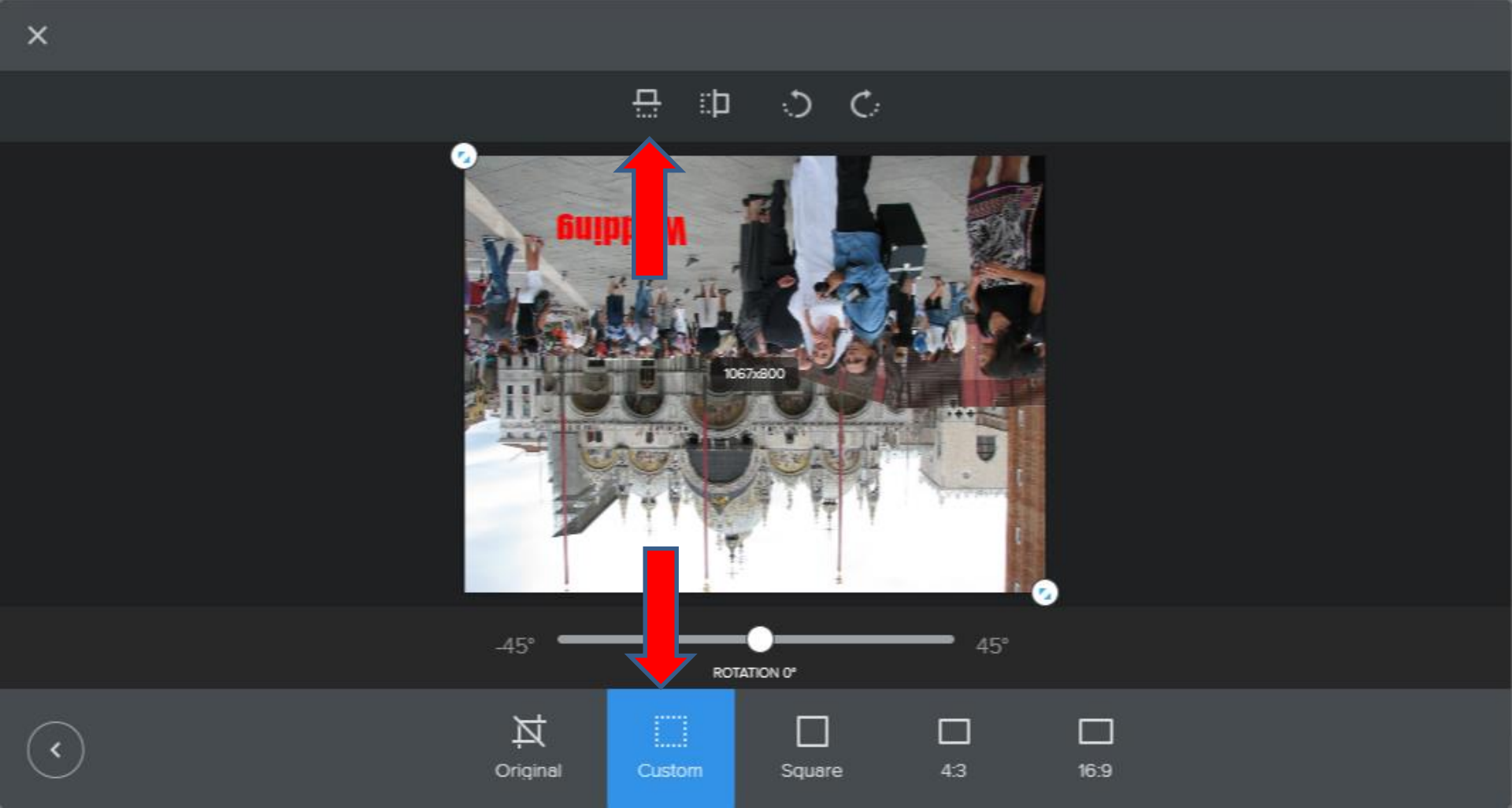
Here is a sample of the clicking on the second one and I liked it. I tried the other two ones and didn't like them. You can try if you want. Next is the last option.
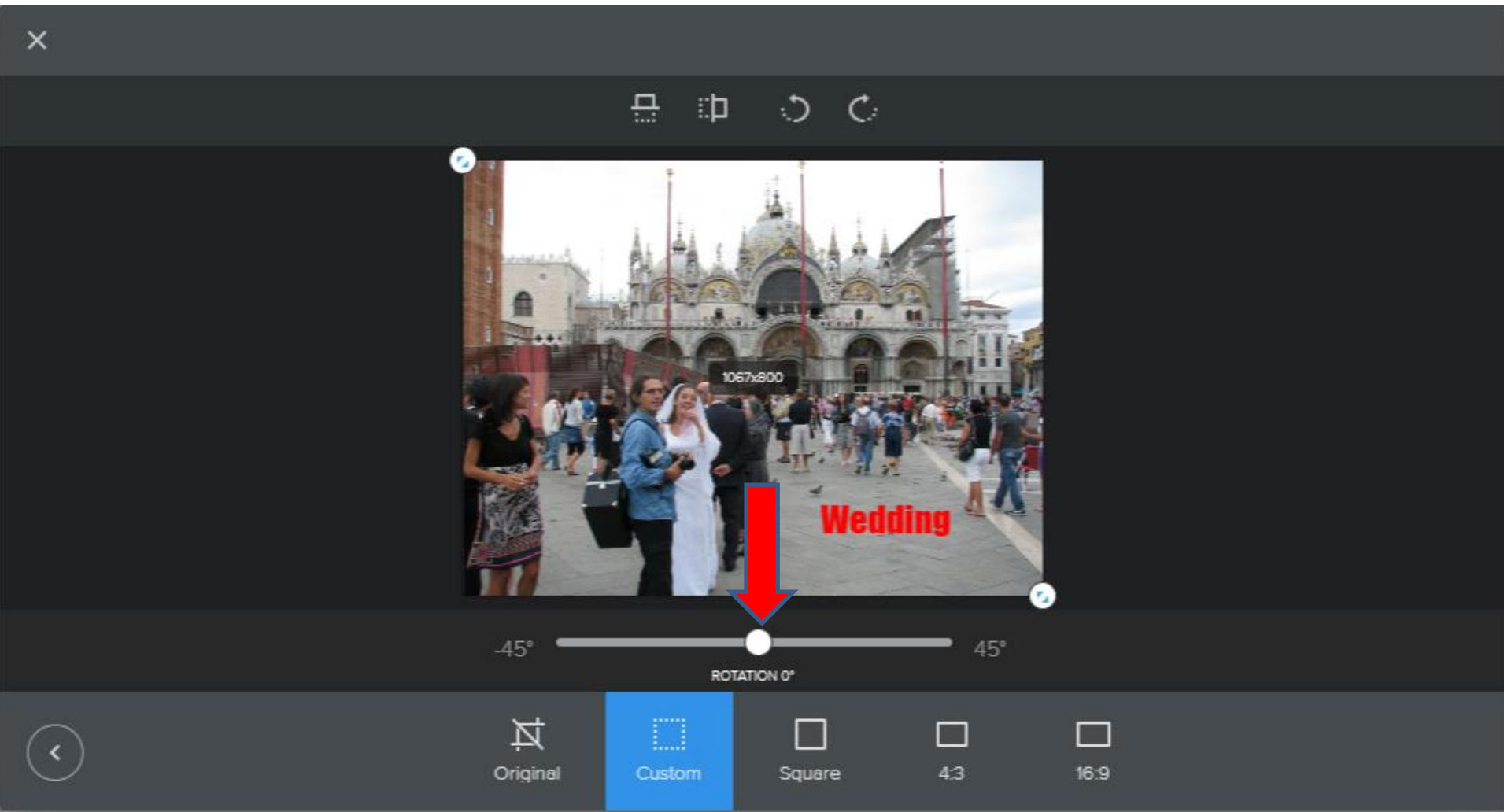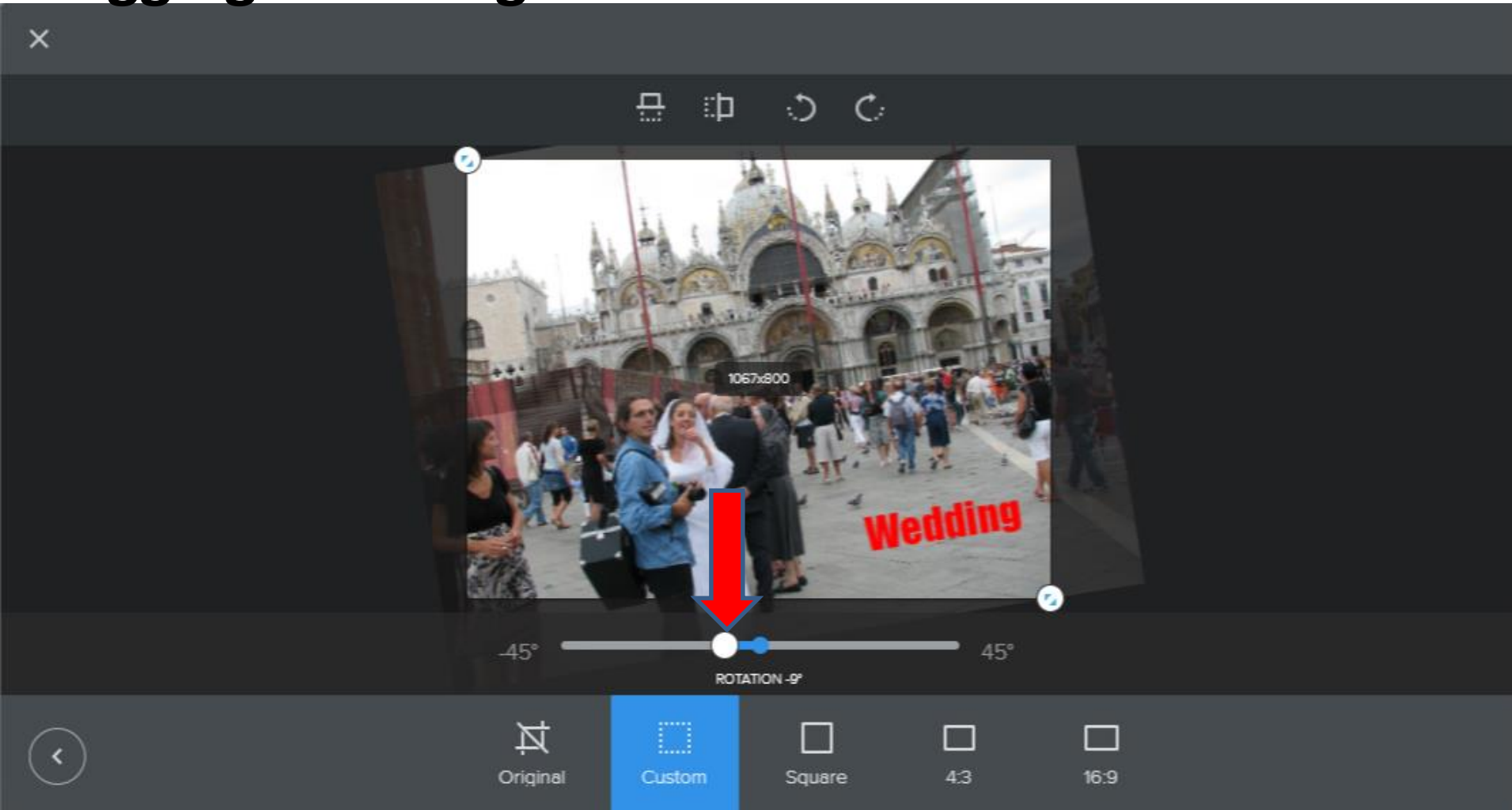
- **The last option is to left click on the ROTATION at the bottom and drag it to the left or right. Next is a sample.**

Here is a sample dragging it to the left. It is something to do if you add another Image and rotate the second one to the right. Next is a sample of dragging to the right.

Here is a sample dragging it to the right. You then can drag it to the middle to take it back to the original rotate, which is next.
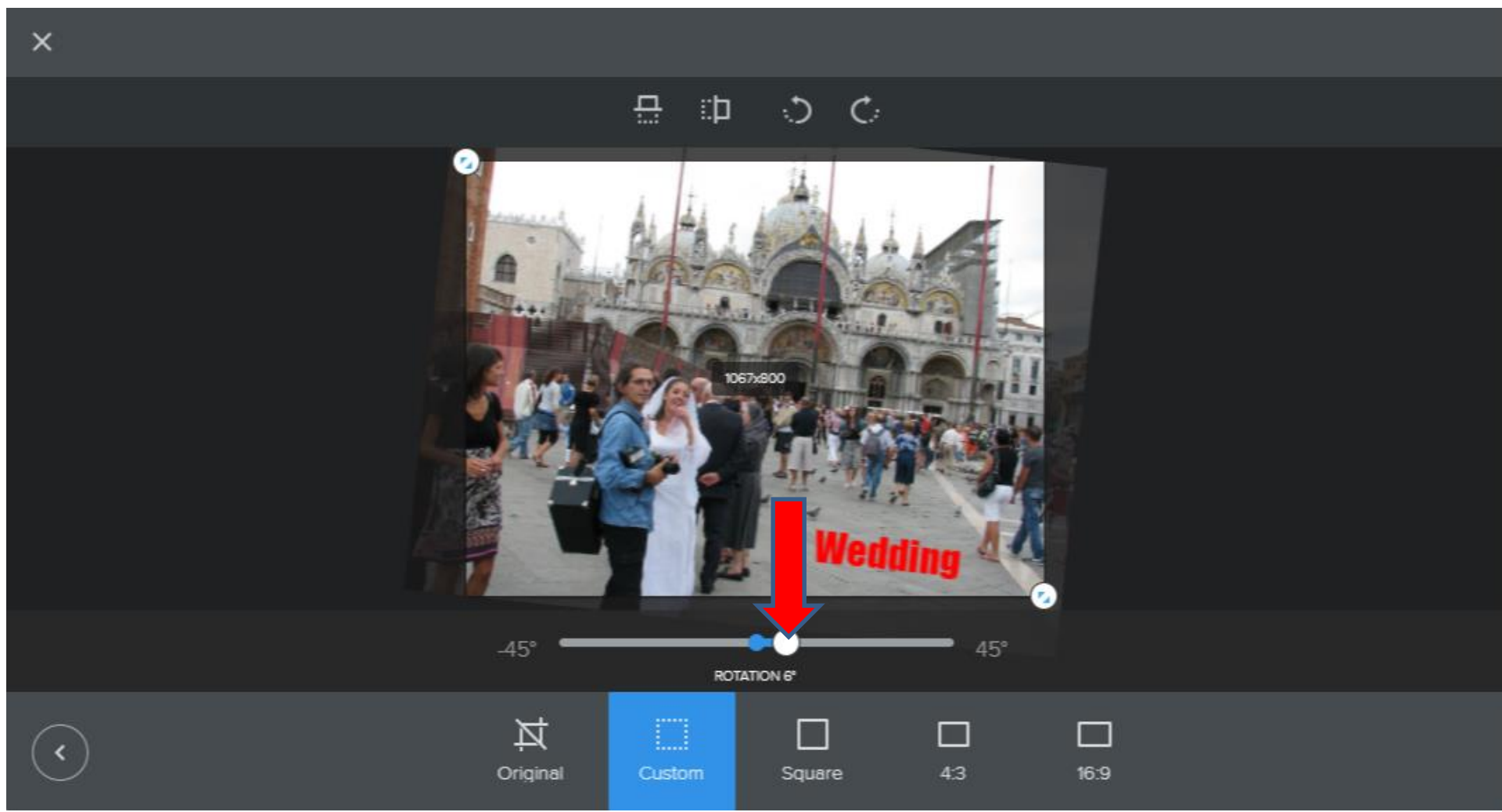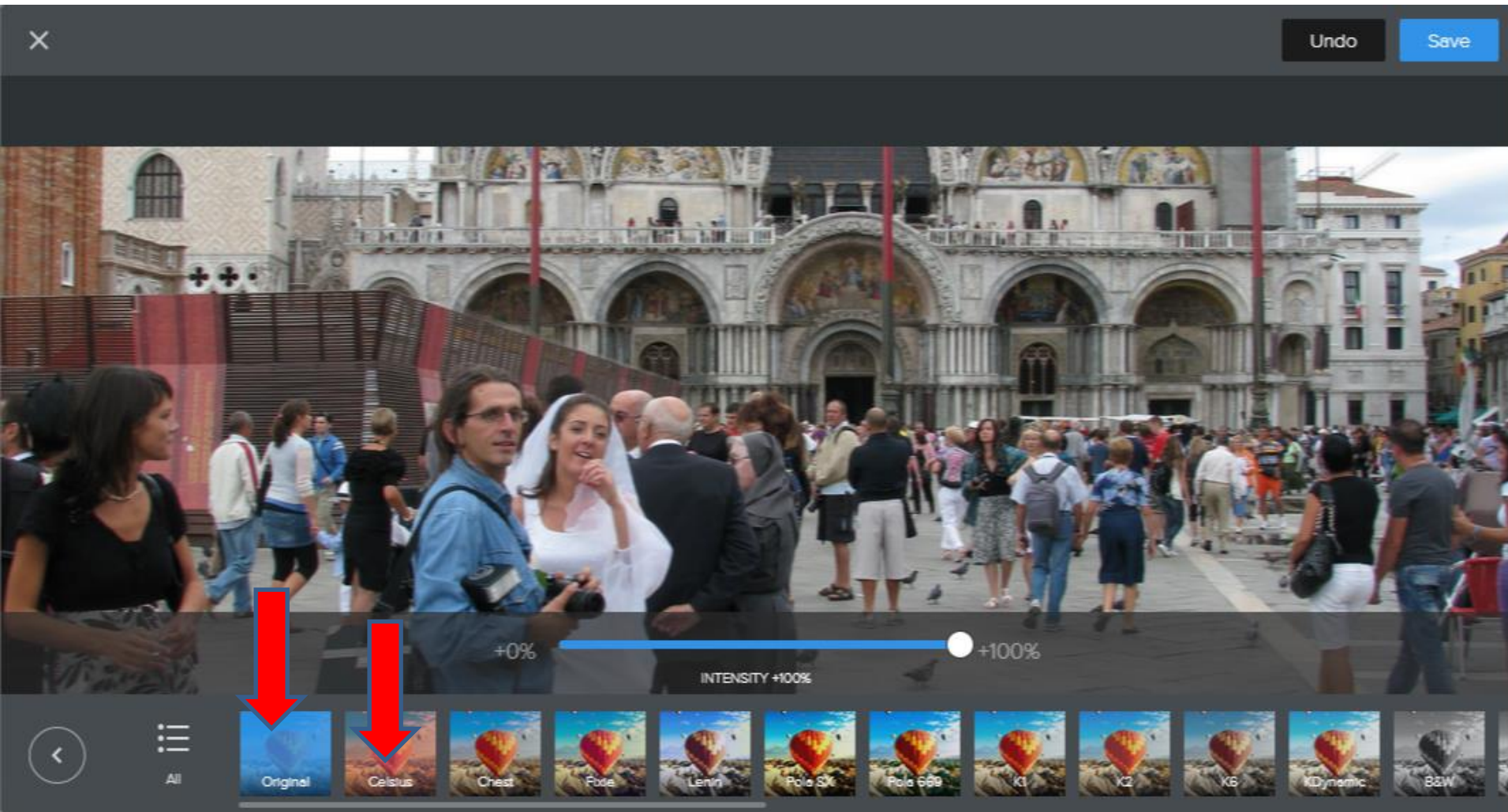
You see it back to the original rotate. Next click on the Icon in the lower left to go back to the other options, which is next.
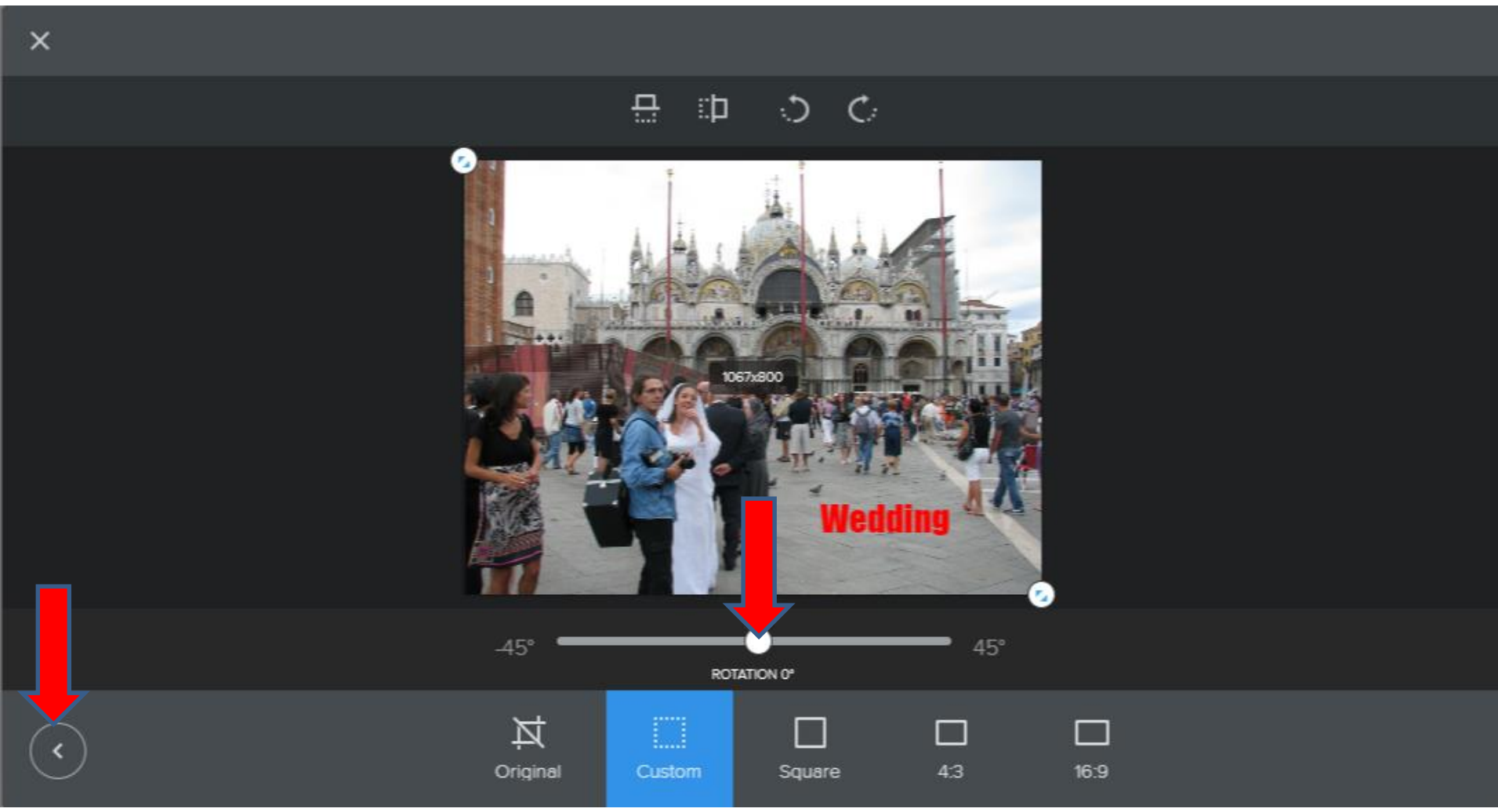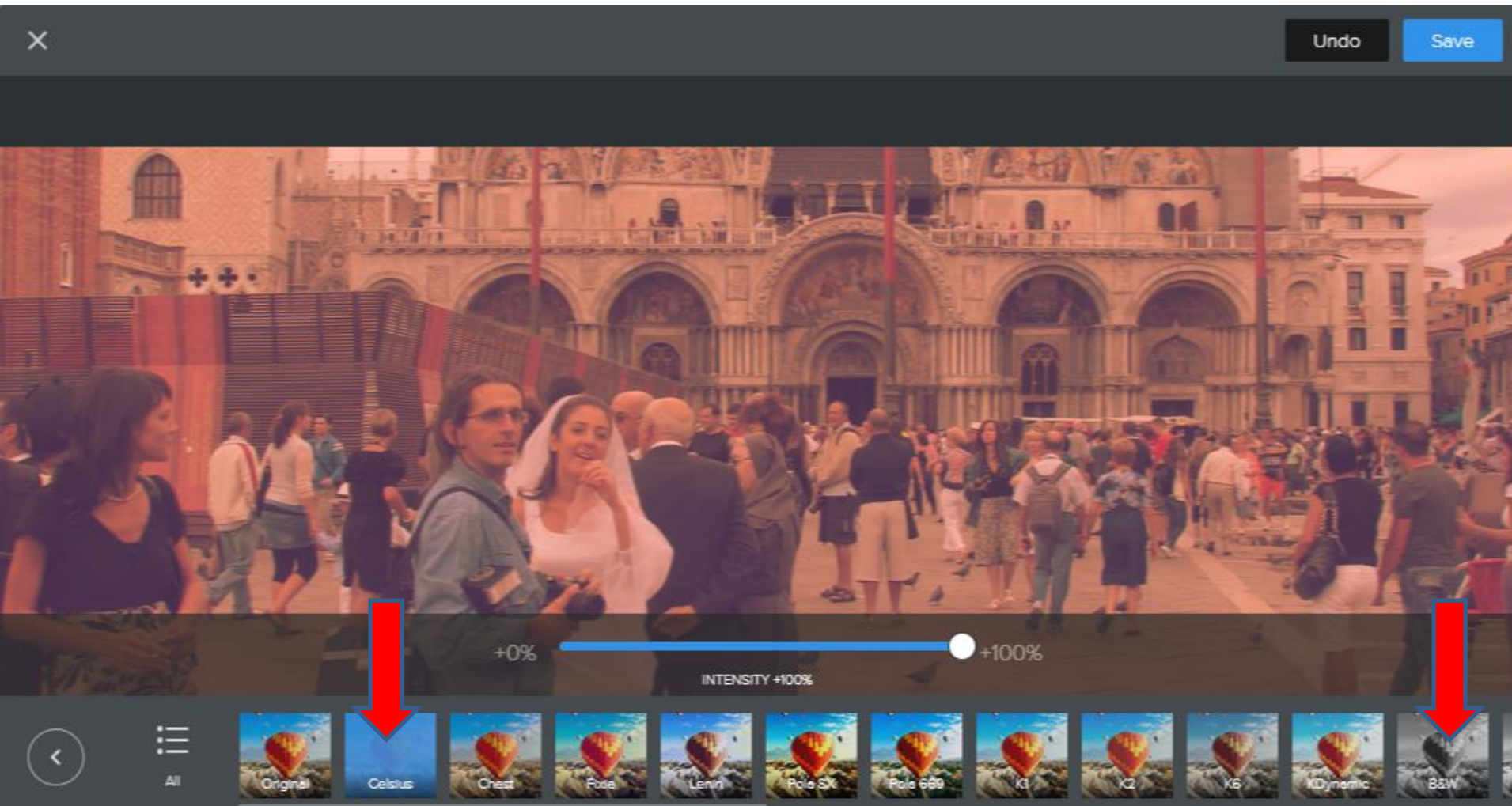
It goes back to the other options, and also you see Undo. If you click on it, it goes back to original, which I did not. Next is what happens when you click on Filters.
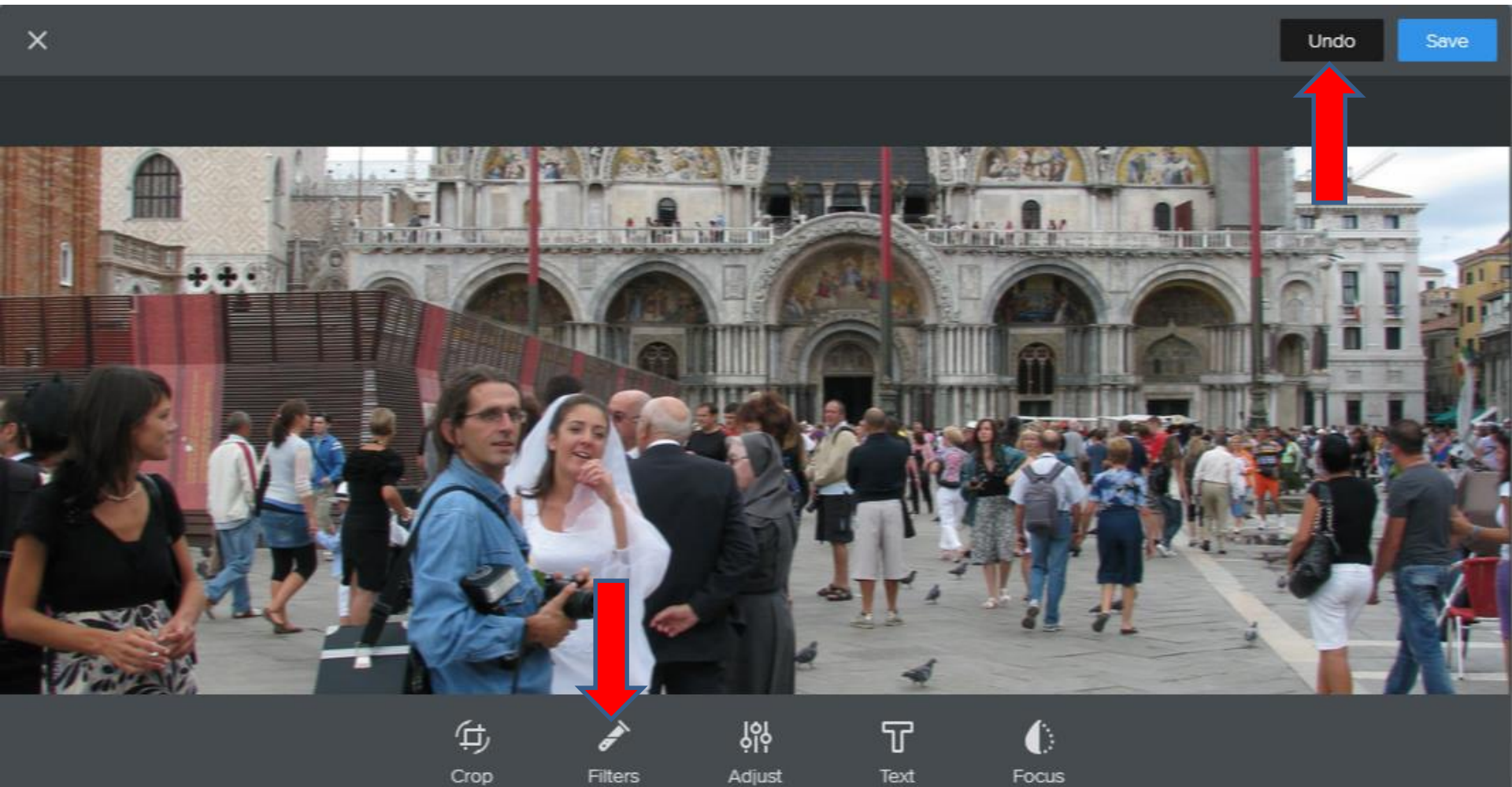
You see a lot of options to Filter. It shows Original first. Next is a sample of click on the second one called Celslus.
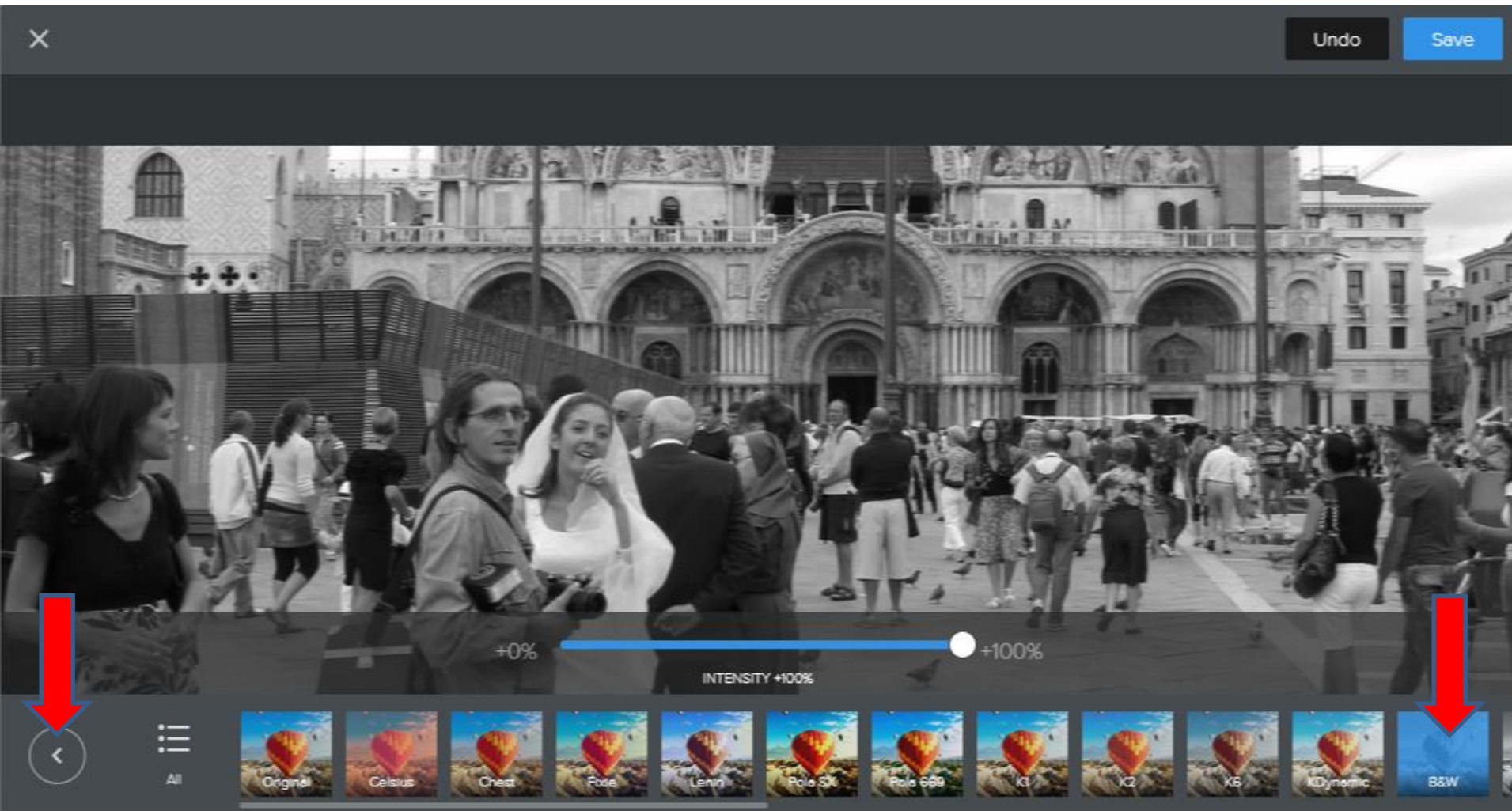
You see Celslus highlighted and the Picture color different. You can click on each one to test them. Next is a sample of clicking on BSW.
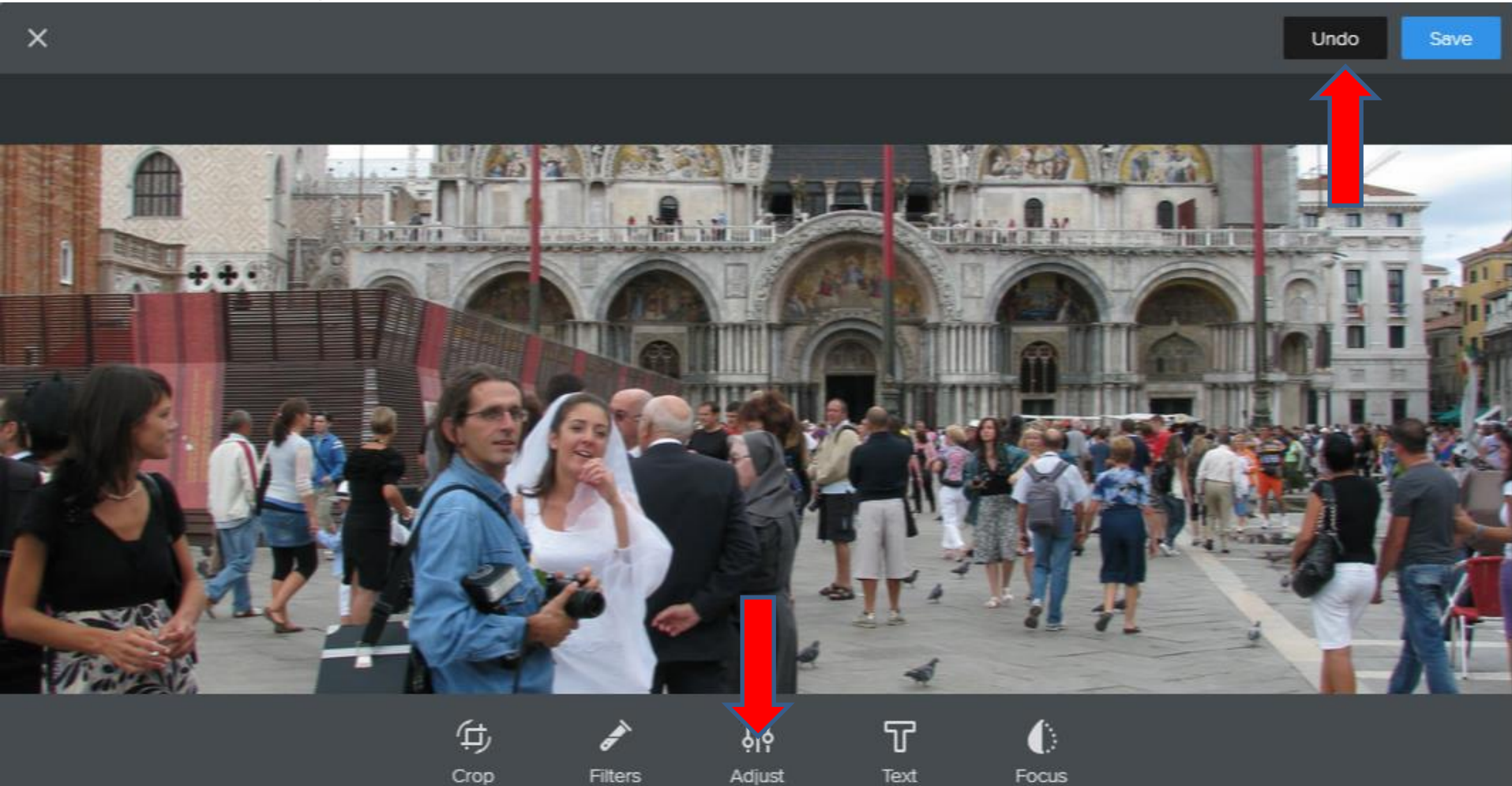
You see BSW highlighted and the Picture color is black and white. You click the Icon on the lower left again to go back to the other options.

It goes back to the other options, and also you see Undo. If you click on it, which I did and it goes back to the original color. Next is what happens when you click on Adjust.
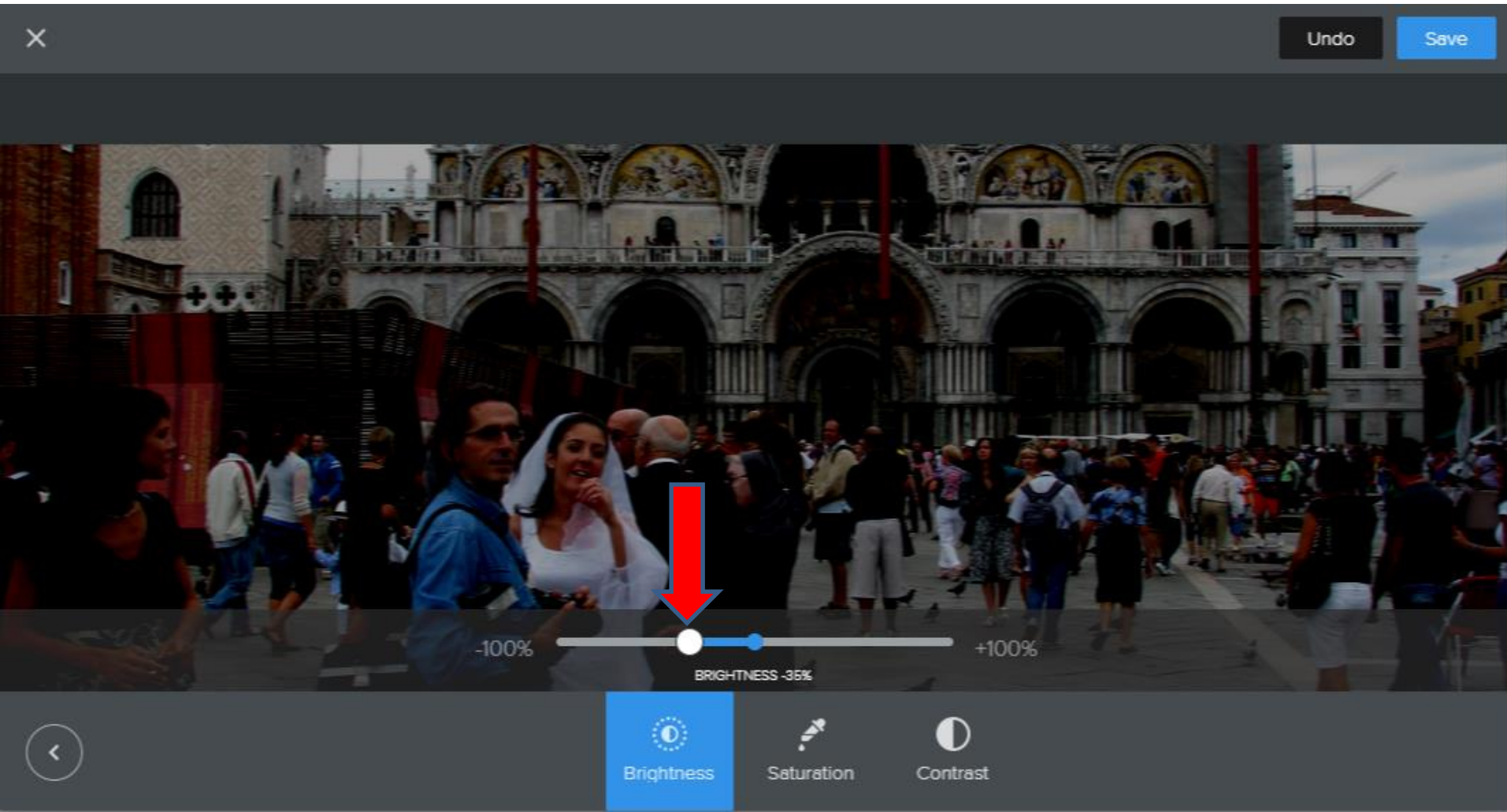
When you click on Adjust, you see 3 options. First click on Brightness and next is what happens.
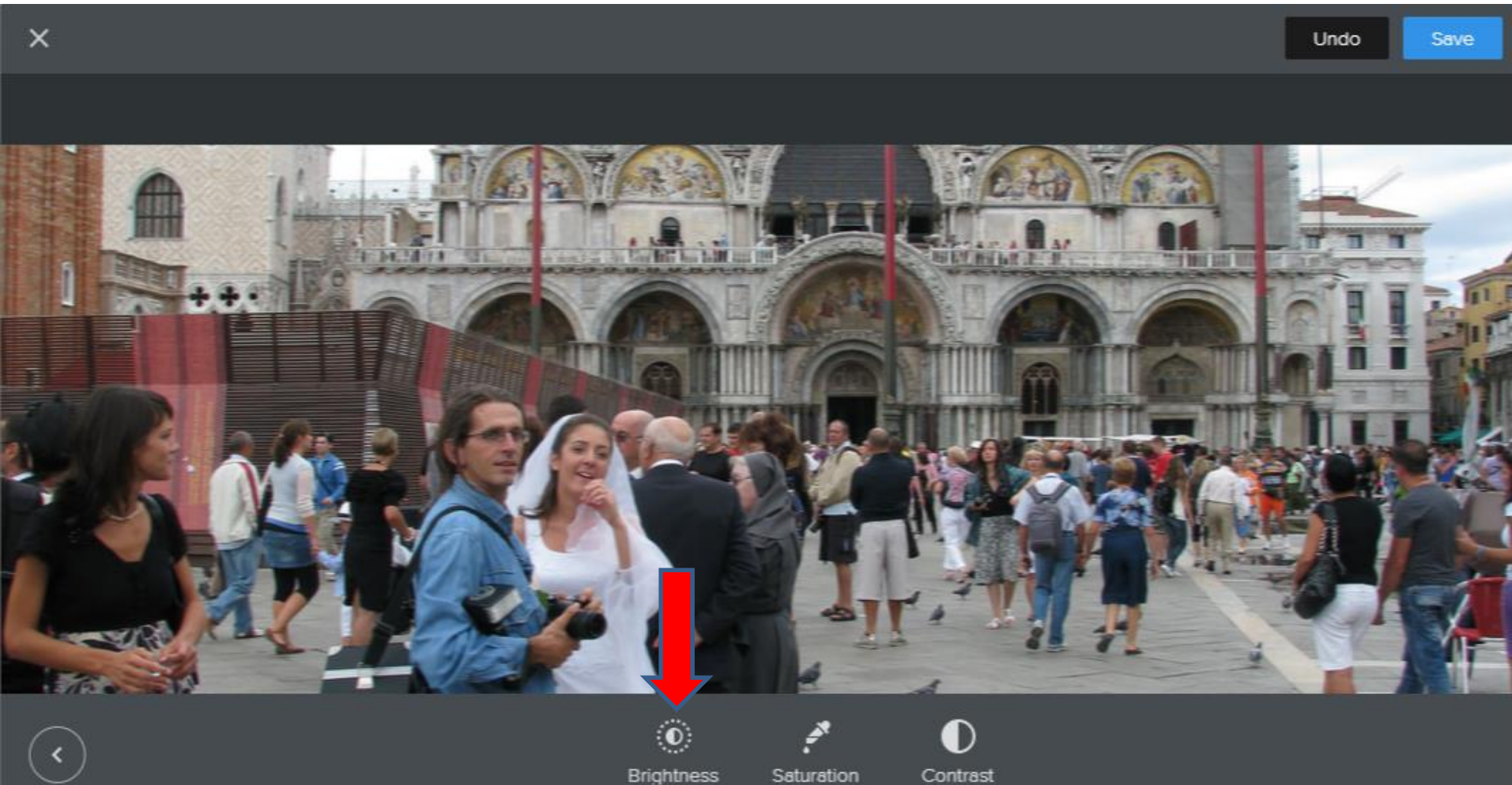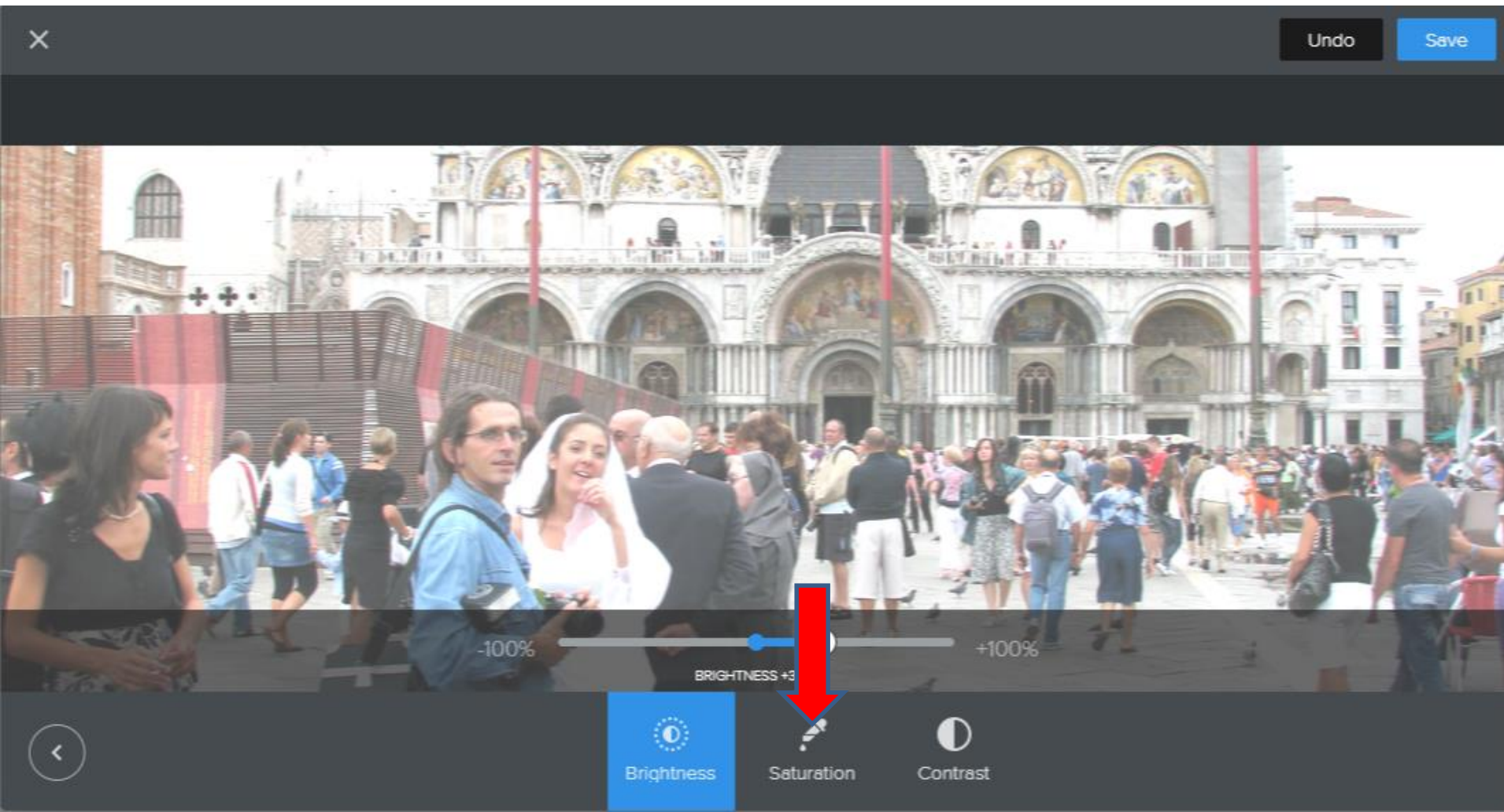
When you click on Brightness, you can left click on the Icon and hold it down and drag it to the left or right. Next is a sample of dragging it to the left.
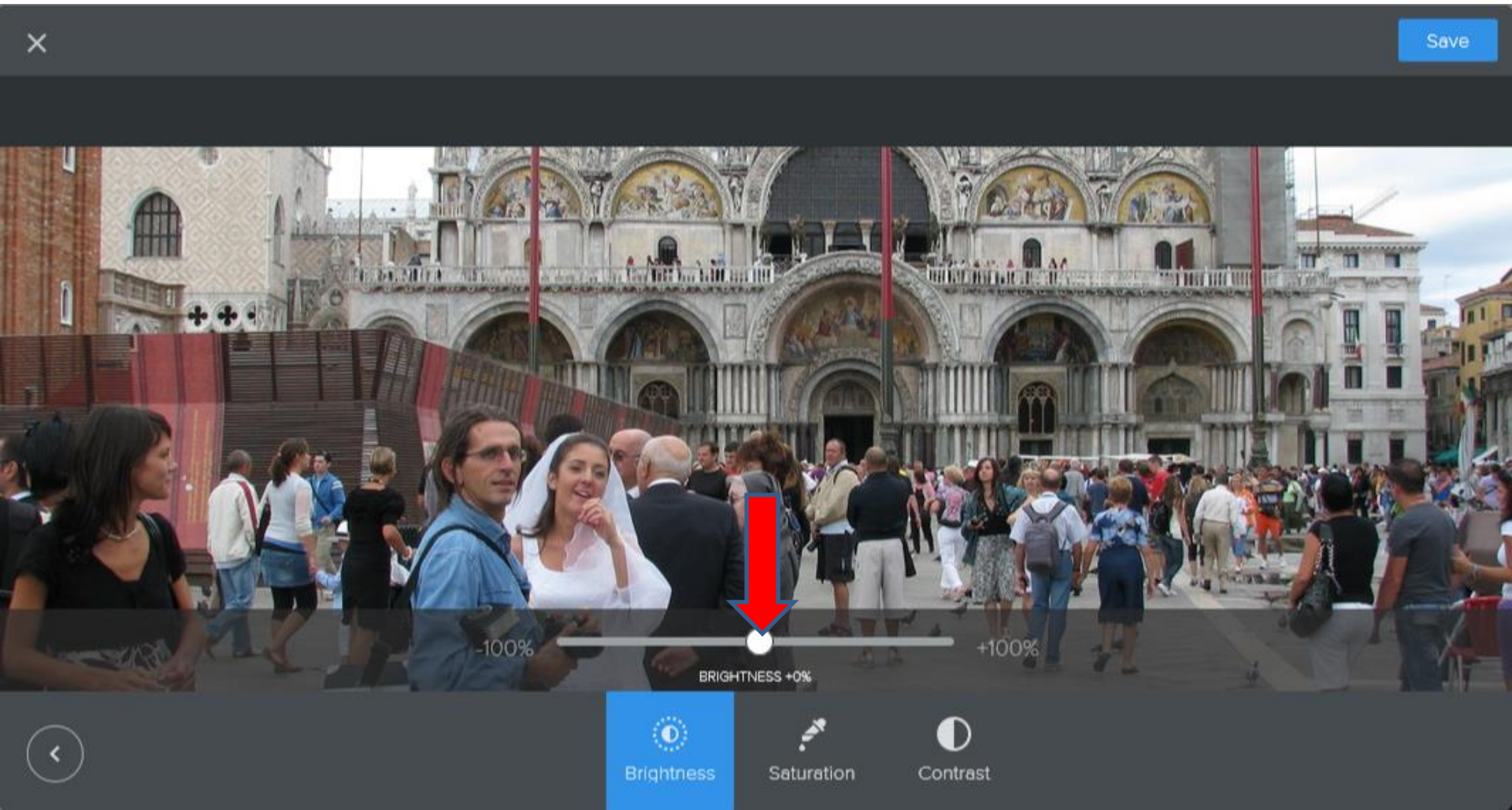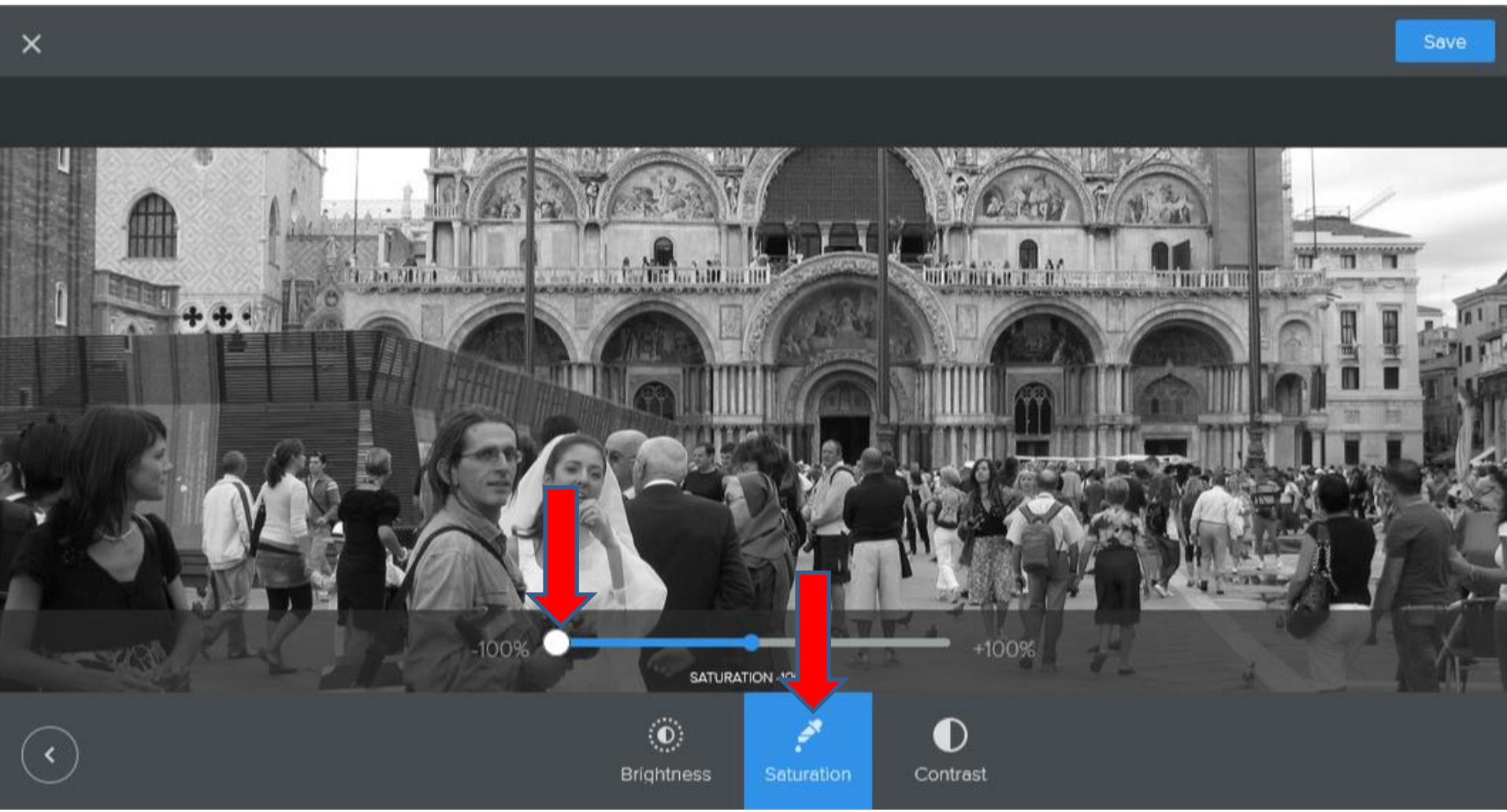
You see it darker. Next is a sample of dragging it to the right.

You see it brighter. You can drag it to the Middle to make it original. Next is what happens when you click on Saturation and drag the Icon to the left.

You see Saturation highlighted and I dragged the Icon to the end of the left and you see black and white. Next is a sample of dragging it to the end of the right.
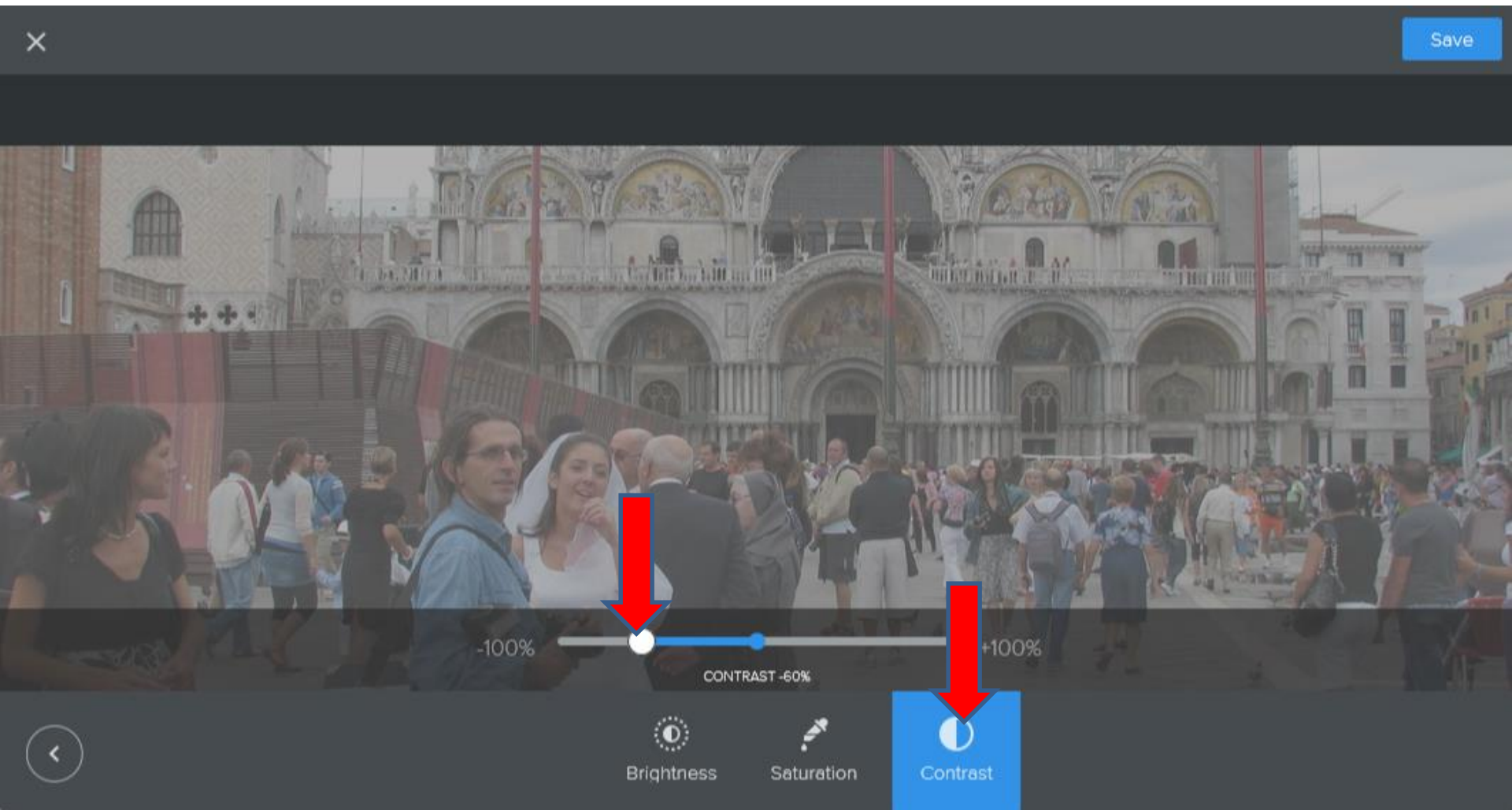
You then see it bright. As I mentioned before, you can drag it to the Middle to make it original, which I did. Next is what happens when you click on Contrast and drag the Icon to the left.
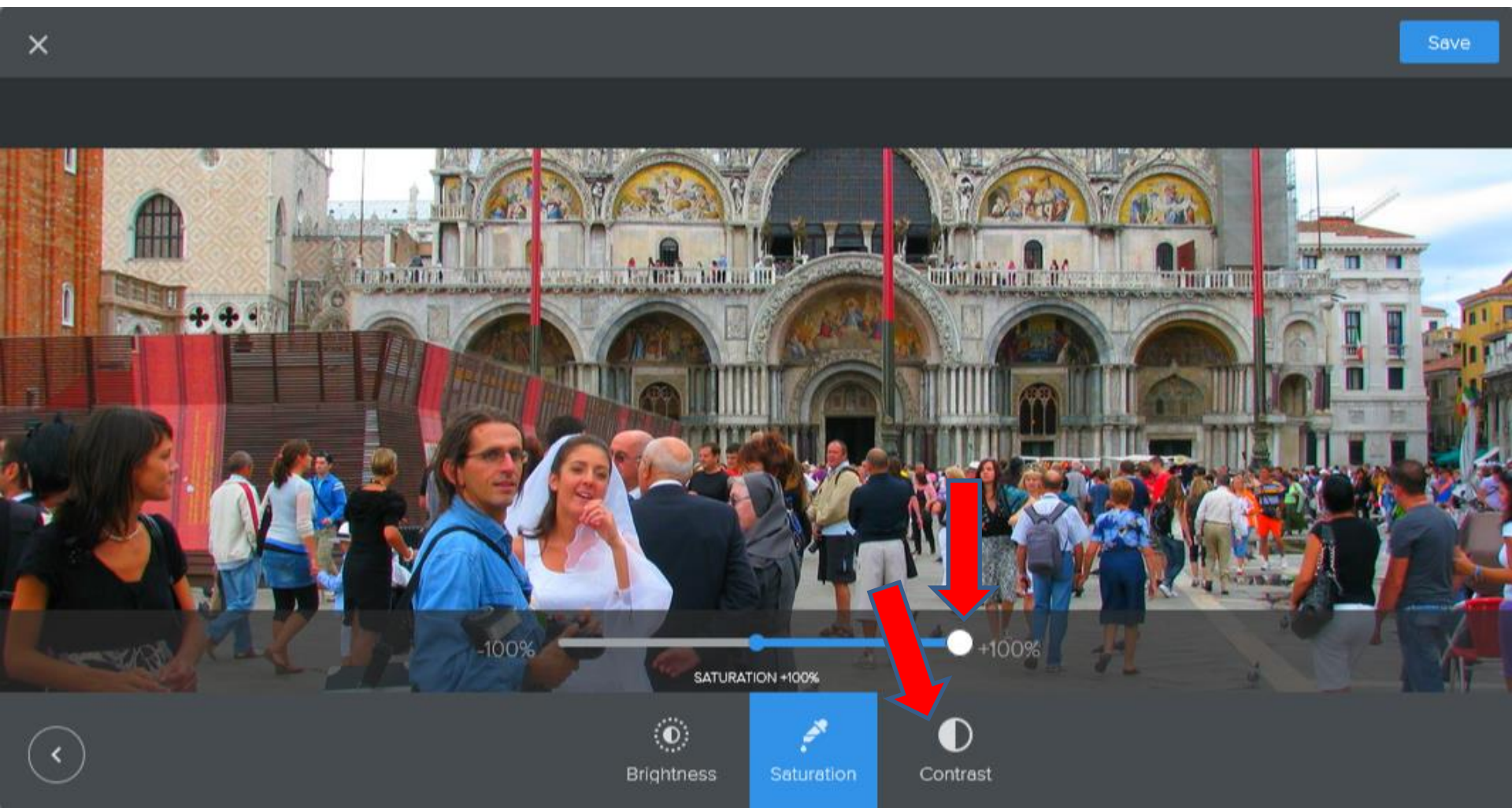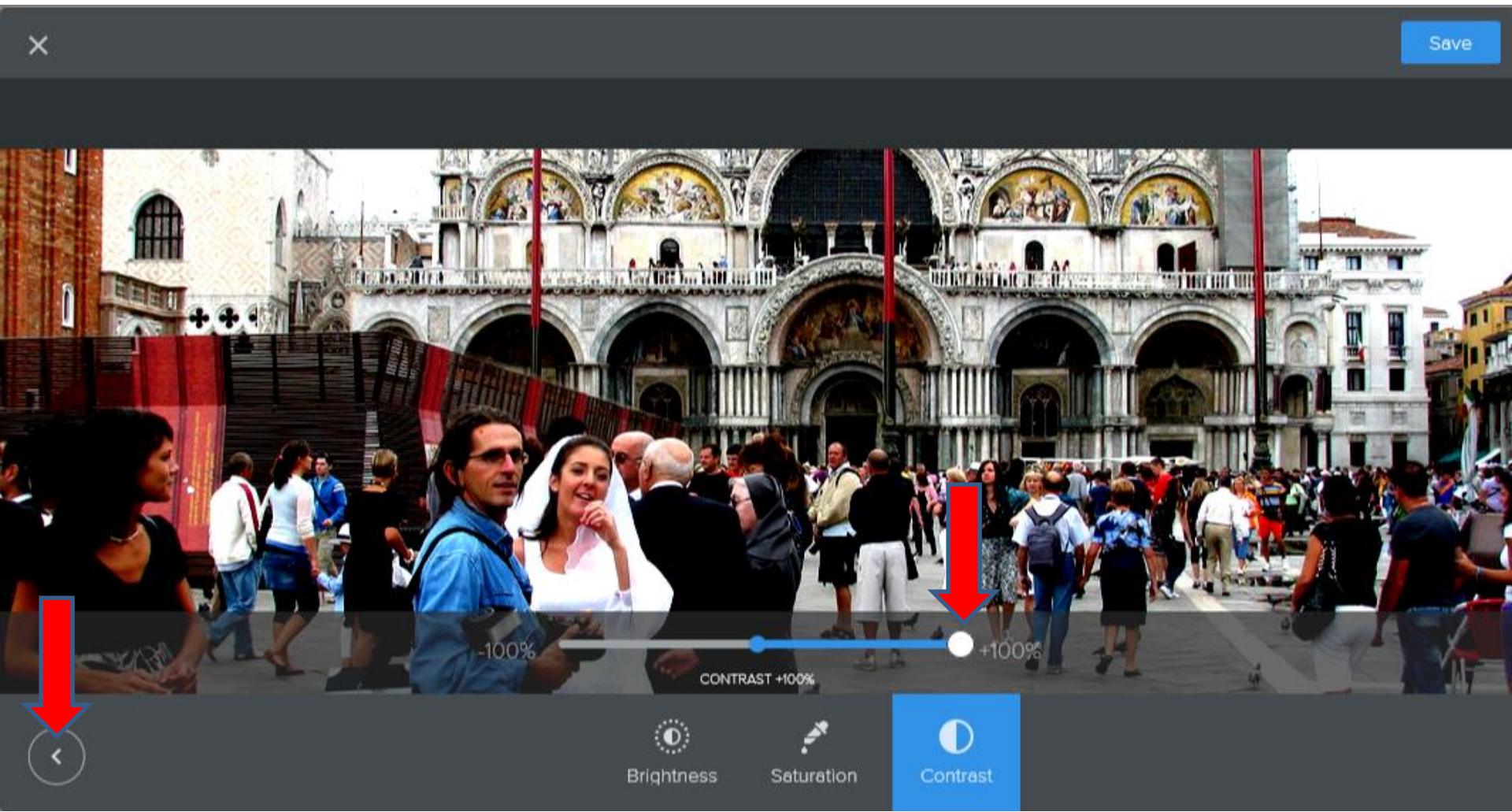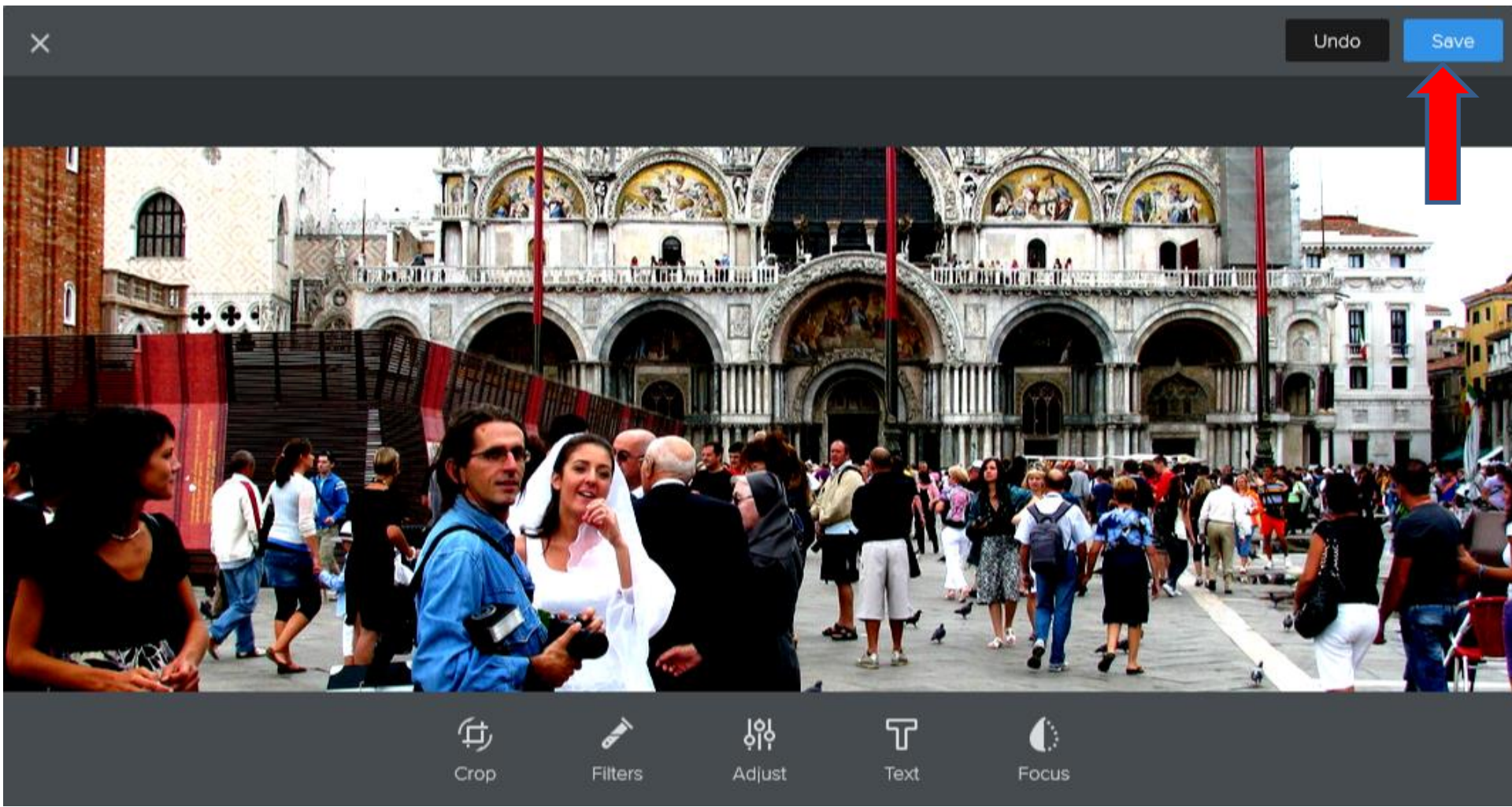
You see Contrast highlighted and you see it darker. Next is a sample of dragging the Icon to the end of the right.

You see it Bright similar to Saturation. You click on the Icon in the lower left to go back to the other options.

I decided to click on Undo to go back to the original color. Once complete, click on Save and next is what happens.

When you right click on the Picture, two windows open. The first window shows a list of options, like Copy Image and Save Image as. Next explains about Copy Image and Save Image as.

- **The good news about Copy Image is you can paste it on to your Computer, like File Explorer. Or, you can paste it on almost all software, like PowerPoint, Document, etc. To paste, you right click and click on paste or just click on the Ctrl Key and hold it and click on the V Key to paste.**

- **The Save as saves the Picture to your Computer in a folder you select, like the same one that the original Picture you uploaded to the Image Element.**

- **Next is what happens when you click on Save as.**

- **When you click on Save as, a new window opens, like File Explorer and you find the Folder you want to save the Picture. Next is a sample.**
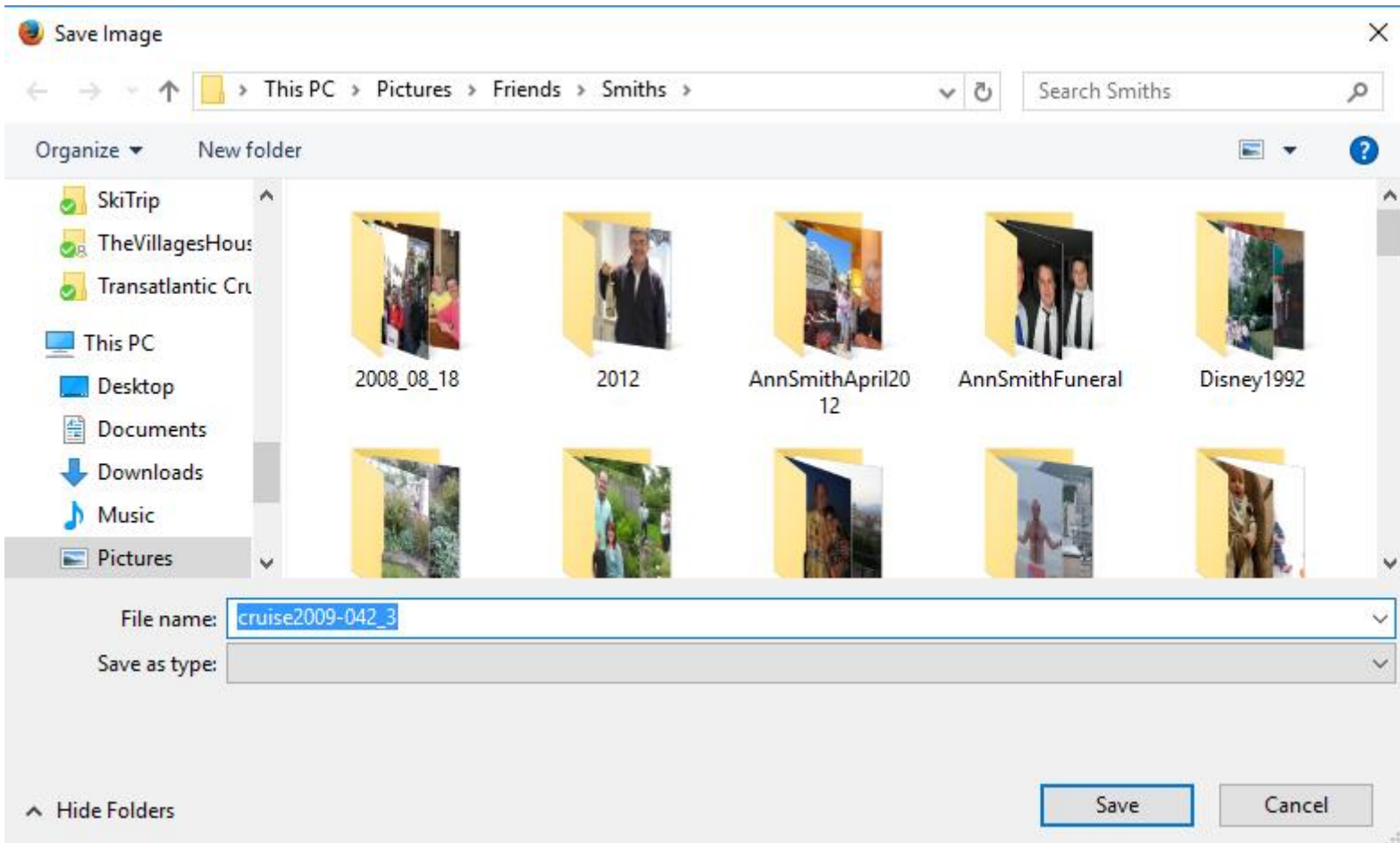
- **Here is a sample of finding the folder that had the original picture. Once you find the folder you want, click on Save.**

- **Next is what happens.**
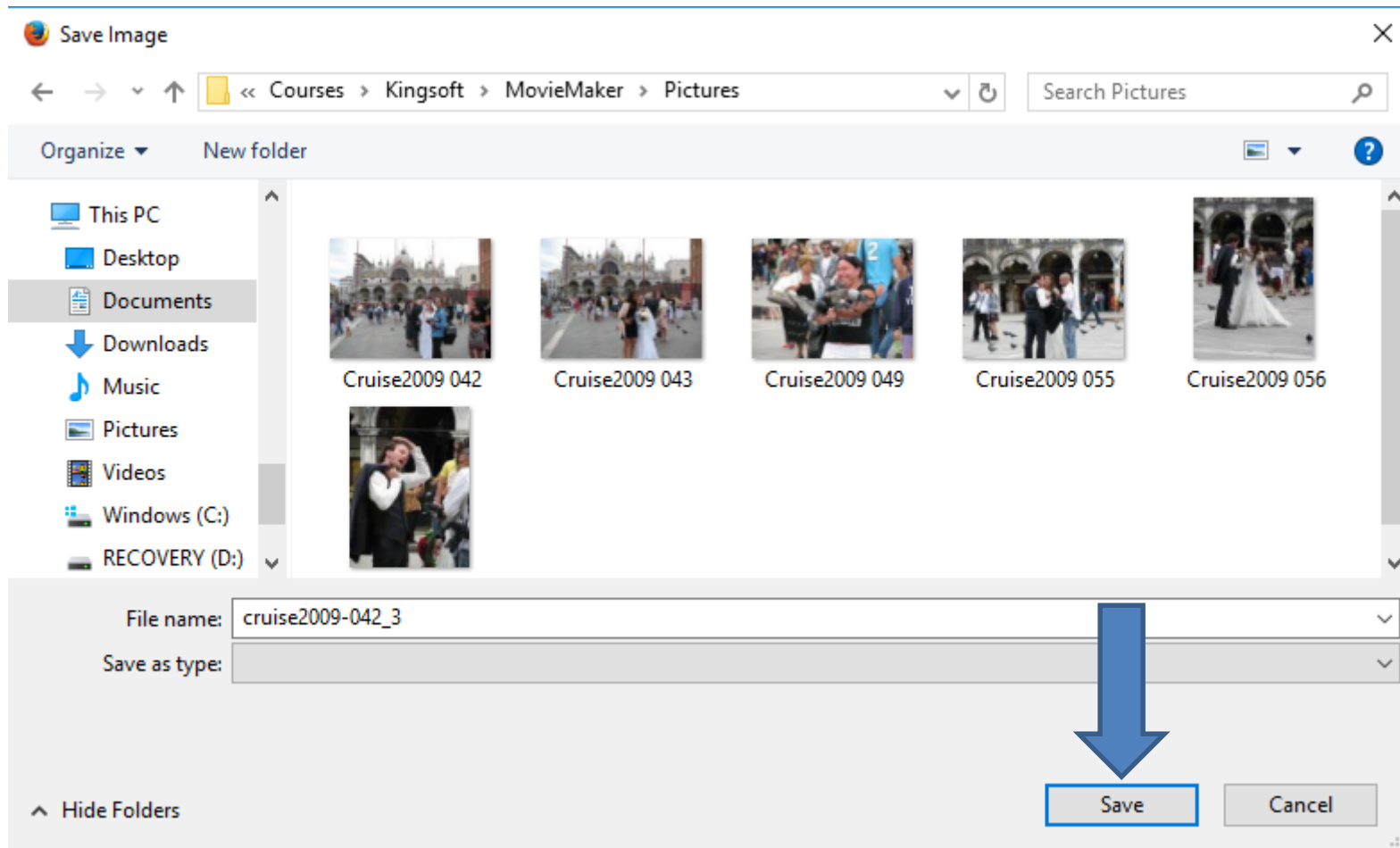
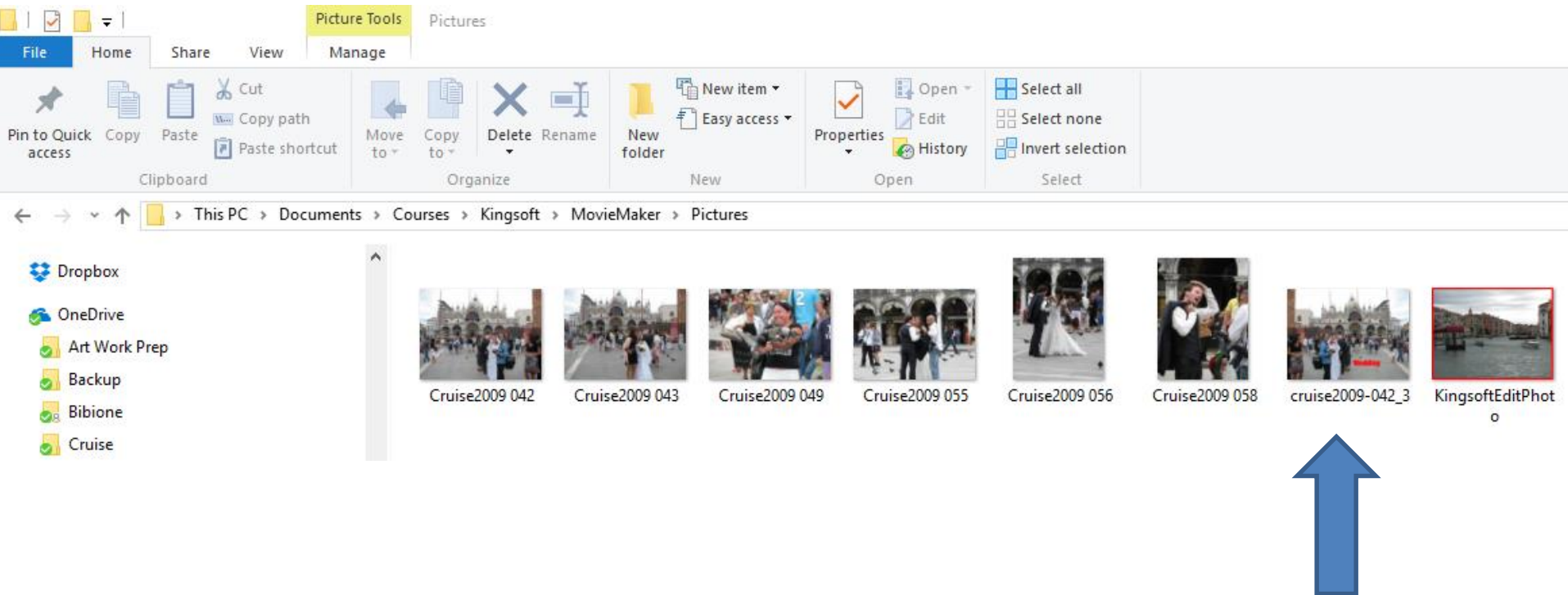- **Window closes and it saves the Picture to that folder. You then have to open File Explorer and find the Folder and you see the new picture.**
- **Next is a sample.**
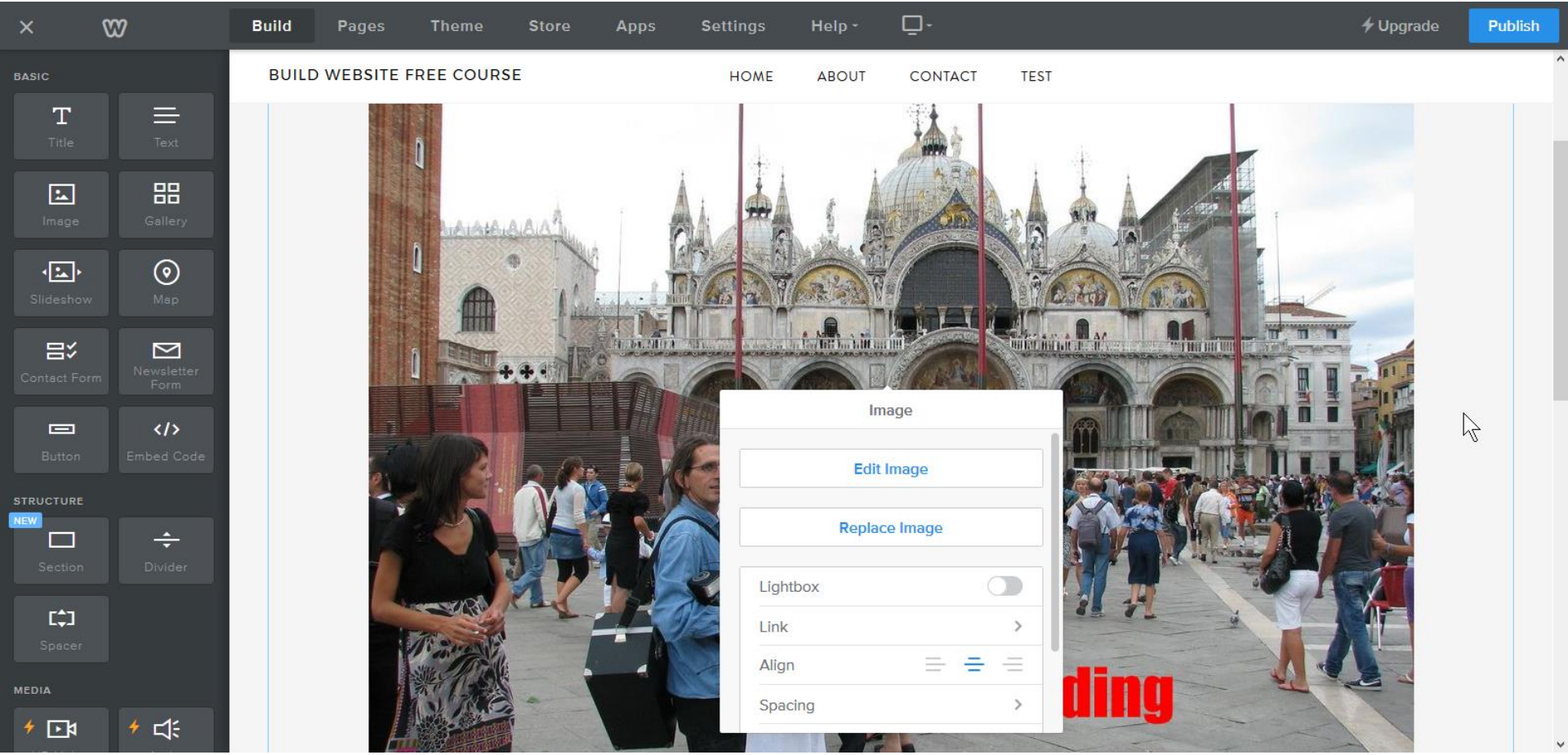
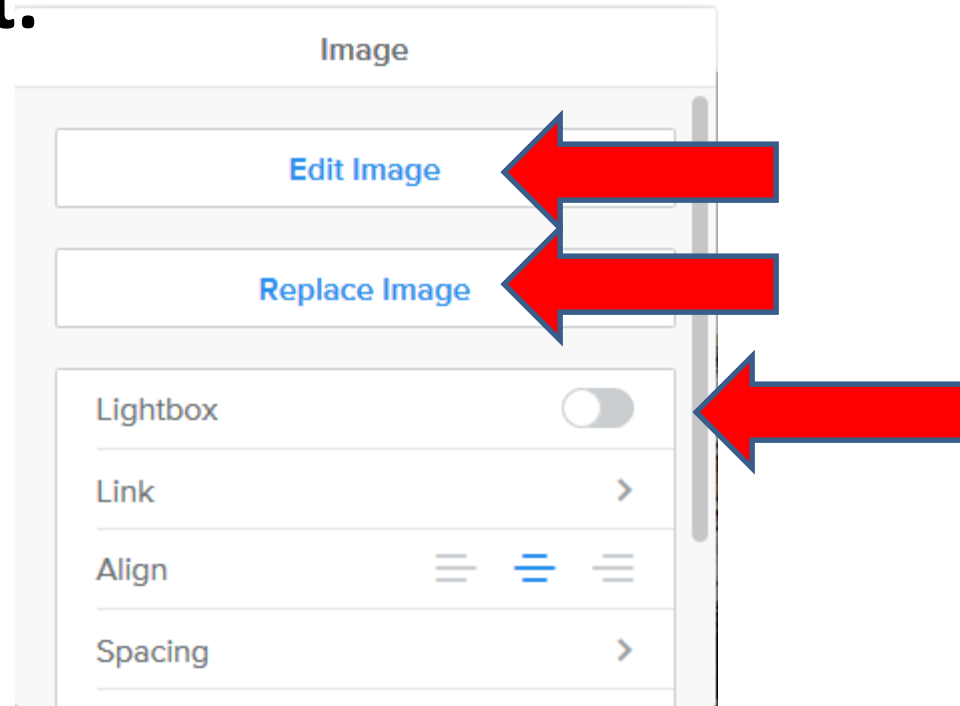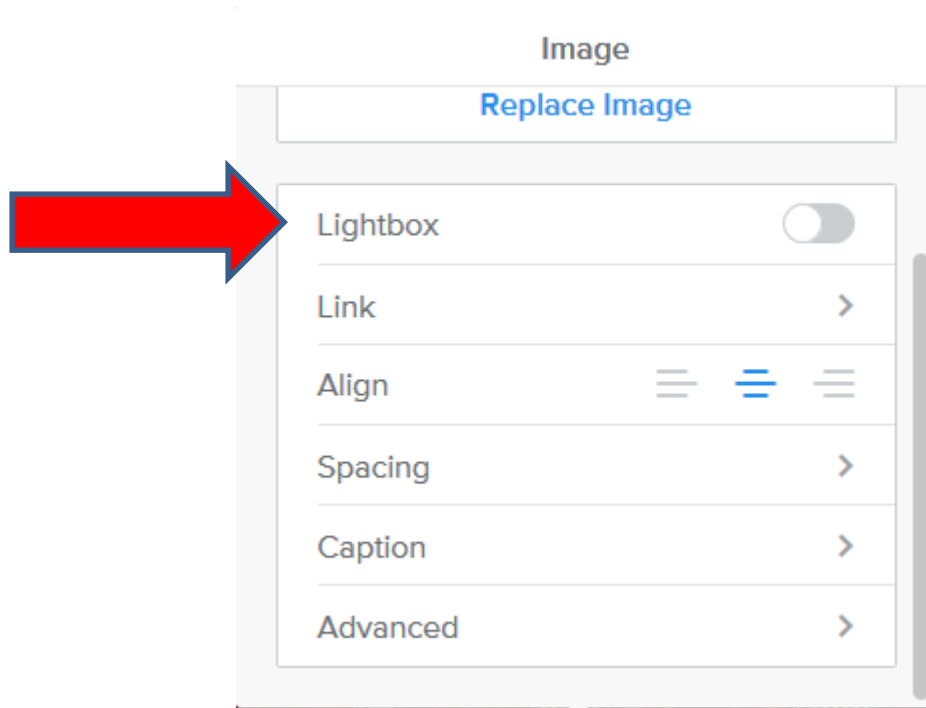- **Here is a sample and you see it and the file name is different.**

- **Next is the other options on the Picture in Weebly.**
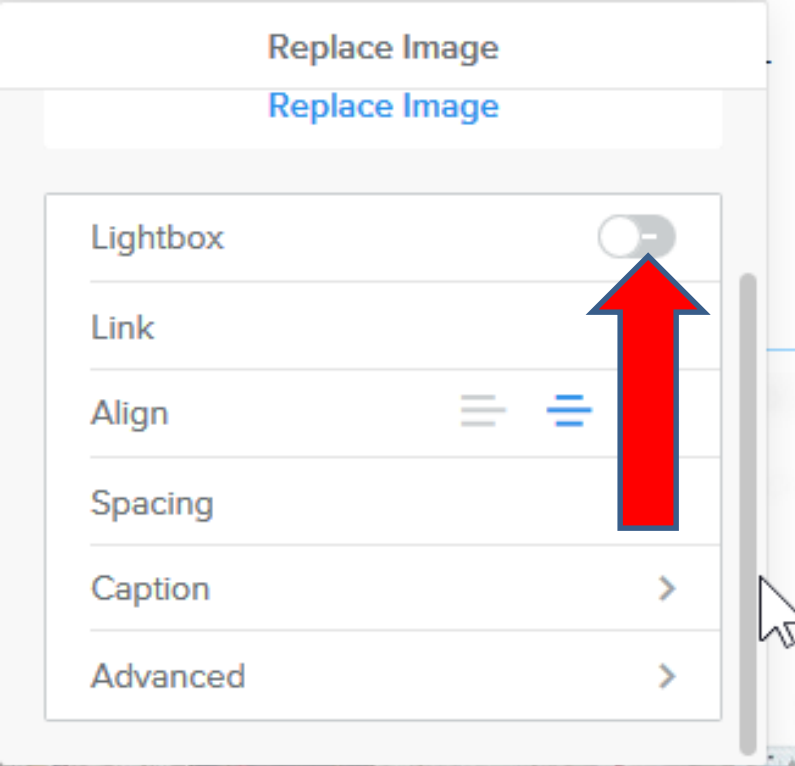
- **Once you click on the picture, like we did before, the same window opens. You can Edit Image again or Replace Image.**
- **You can scroll down to see the other options, which is next.**

- **Once you scroll down, you see the all the options.**
- **Next is about Lightbox.**

- **Once you click on the right of Lightbox it turns ON?**

- **Once you publish, and someone clicks on the Picture, it makes it larger. It is good to use in the Gallery, or if you made a picture small.**

- **Next is what happens when you click on right of Lightbox .**

- **You see it turned ON?**
- **Next is what happens when you publish.**
- **Note – I resized the Picture, like I showed you before.**

- **Here is a sample of Publish and go to the site with the resized the Picture. Next is what happens when you click on it.**

Welcome to our Build Website Course

The purpose of Build Website Free is to use Weebly.com. I use to teach at The Villages Lifelong Learning College. But it will be closed in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They call it Enrichment Academy. I know teach at Enrichment Academy. Click Here to see more details about the courses. I use to work and teach computer software, but I am now retired. Click Here to learn more about me. Links page provides links to Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. Note - if something happens to me, this website will not be available. Hopefully, it will be a number of years.

- Here is a sample of clicking on it and you see it much larger.
- Next is about Link.

- **Link is to add a link on the Picture, like a book.**
- **When you click on Link, the window changes and it shows Link options that we did before.**
- **If you want a link, you can do it.**
- **Next is Align.**

Replace Image

Replace Image

Lightbox

Link   >

Align   ☰   ☰   ☰

Spacing

Caption

Advanced
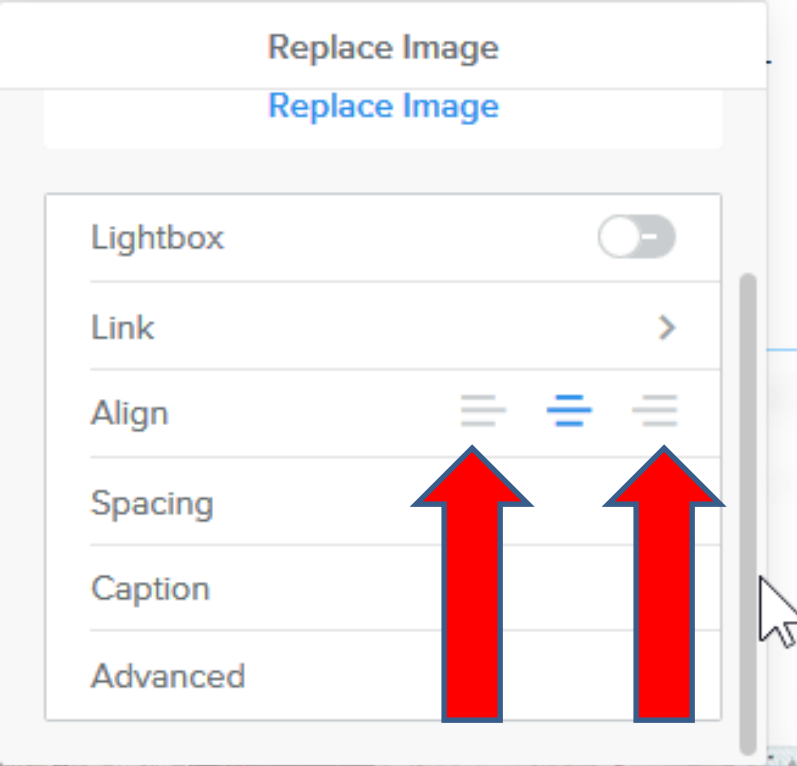
- **The default of the Align is in the middle.**

- **When you can click on the left, it shows the picture more on the left, when it is smaller.**

- **When click on the one on the right, it shows the picture more on the right, when it is smaller.**

- **Next is a sample of clicking on the left.**

- **Here is a sample and you see it on the left. Next is what happens when you click on the right.**

- **Here is a sample and you see it on the right.**
- **Next is about Spacing.**

Image

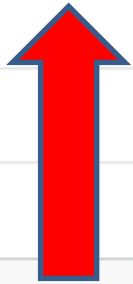Replace Image
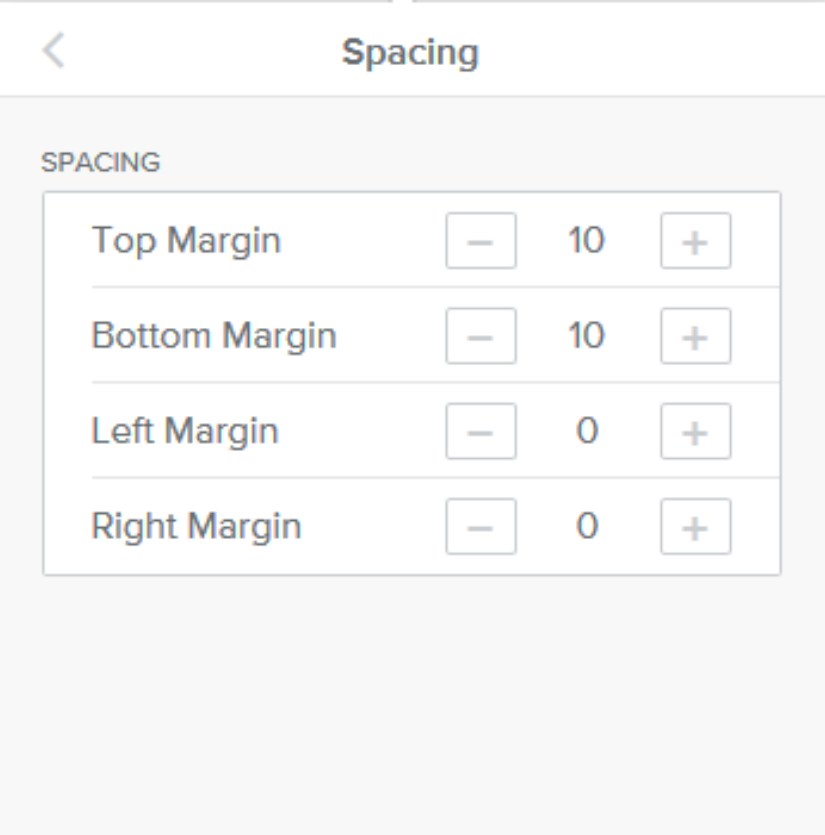
Lightbox

Link >

Align ≡ ≡ ≡

Spacing >

Caption >

Advanced >

- **When you click on Spacing, the window changes with options.**

- **You can change on the Spacing on Top Margin, Bottom Margin, Left Margin or Right Margin.**

- **Next is what happens when you click on Spacing.**

SPACING

Top Margin	−	10	+
Bottom Margin	−	10	+
Left Margin	−	0	+
Right Margin	−	0	+

- **Page changes and you see Top Margin, Bottom Margin, Left Margin and Right Margin. You click on – to reduce the Spacing and when click on + it increases the Spacing.**

- **Next is a sample of increase the Top & Bottom Margin.**

- **Note – I changed the Align to the Middle, so you can do Left Margin and Right Margin.**
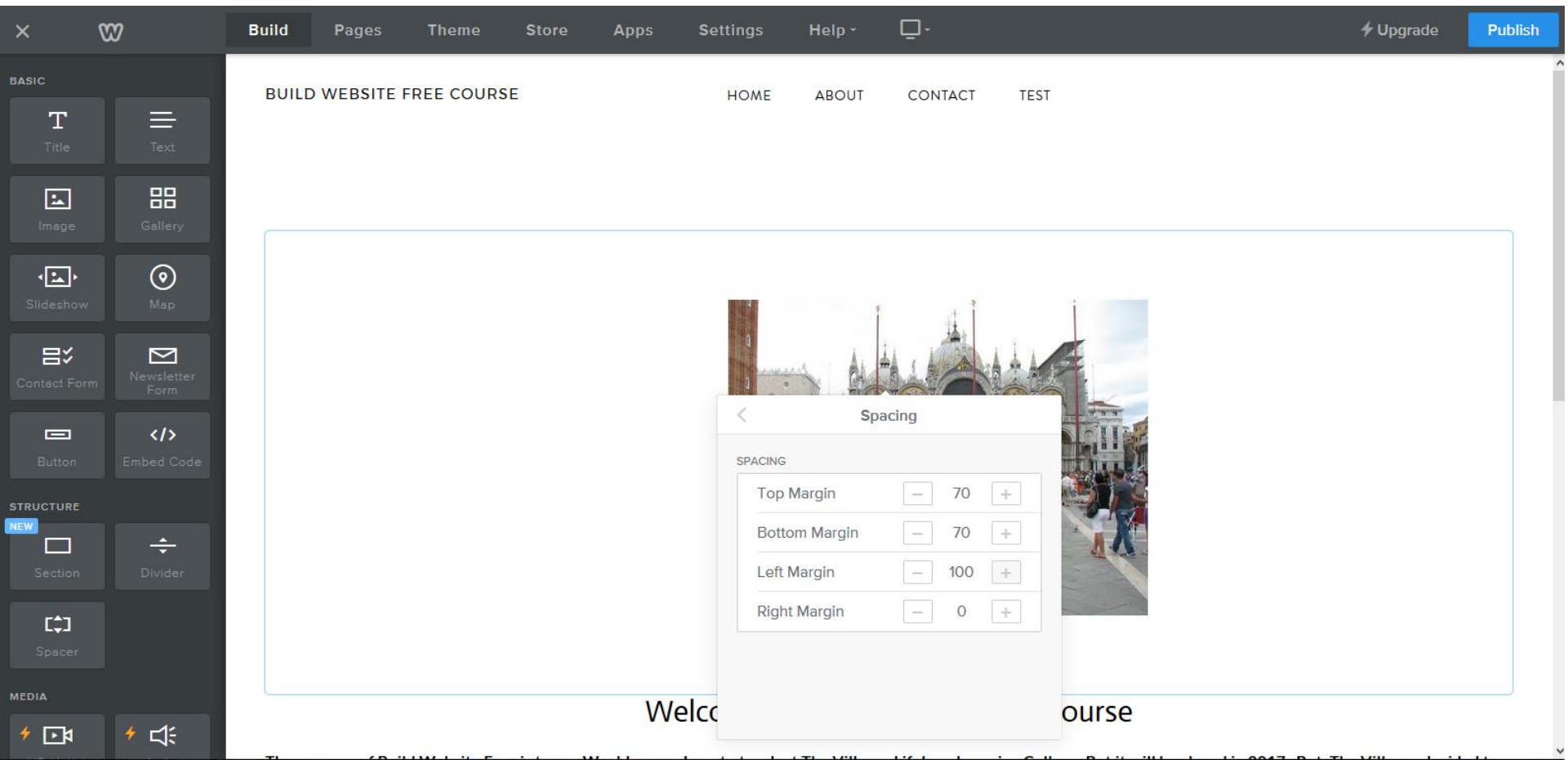
- **Here is a sample of increase the Top & Bottom Margin to 70 vs. 10.**
- **Next is a sample of Left Margin.**

- **Here is a sample of changing Left Margin to 100 vs. 0. It shows it more on the right. When you change Right Margin, it shows it more on the left, which is next.**

- **Here is a sample of changing Left Margin from 100 to 0 and changing Right Margin from 0 to 100, and you see it more on the left. You click on < in the upper left and next is Advanced because I showed Caption before.**
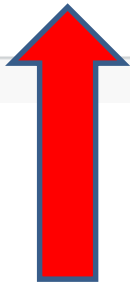
Image

Replace Image

Lightbox

Link

Align

Spacing

Caption

Advanced

- **When you click on Advanced, the window changes.**
- **You can change the Border, Border Color, or change Alt Text.**
- **Border is like a Frame.**
- **Border Color changes the "Frame" color.**
- **Next is what happens when you click on Advanced.**

ADVANCED

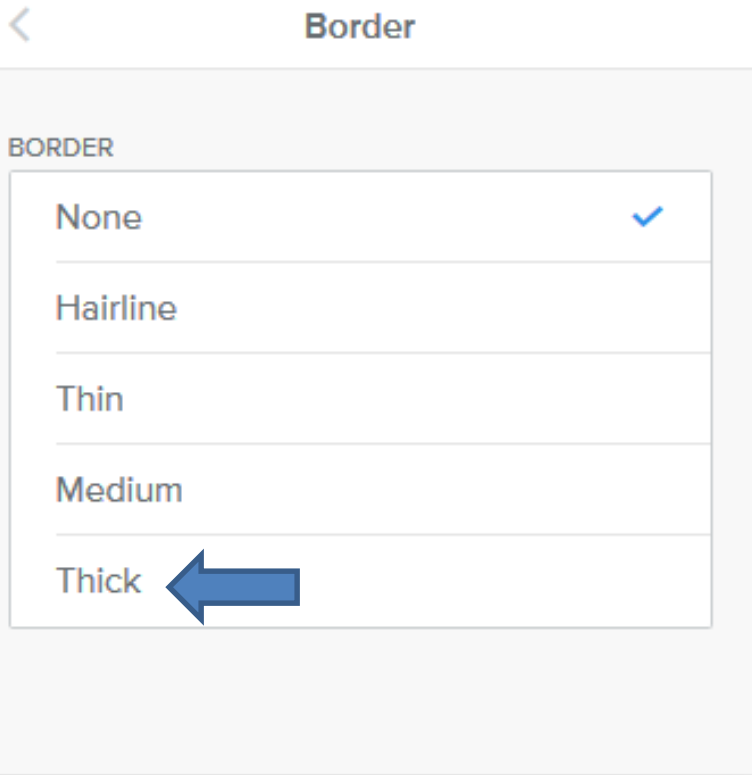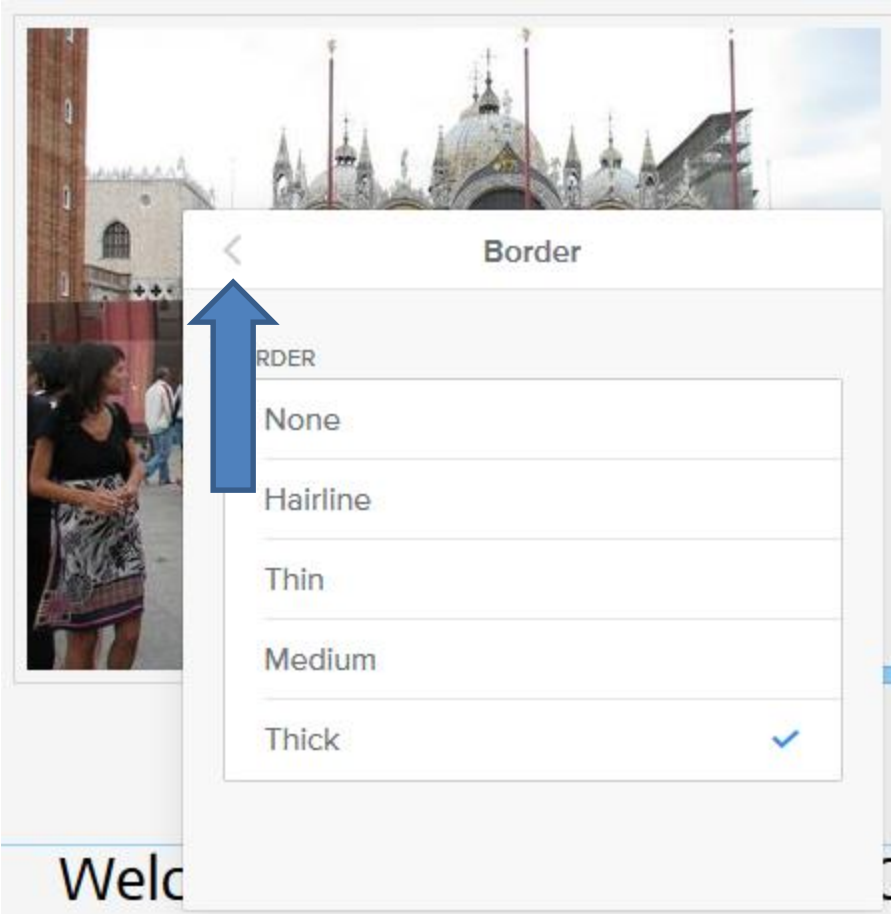| Border	None >
Border Color	Gray >
Picture	Alt Text

- **You then see Border is None, Border Color is Gray, and Picture is Alt Text.**

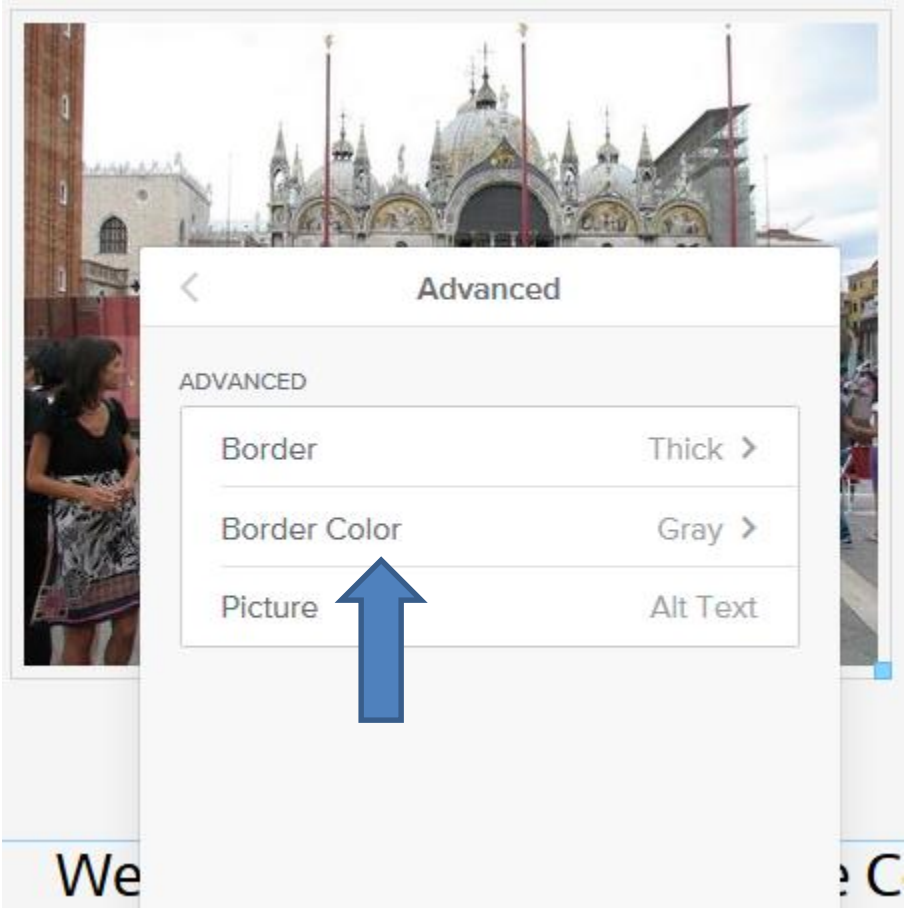- **Next is what happens when you click on Border None.**

- **Window changes will a list of Border options.**

- **Next is what happens when you click on Thick.**

- **When you click on Thick you see a Frame. Click on < again to go back to change the Border Color.**

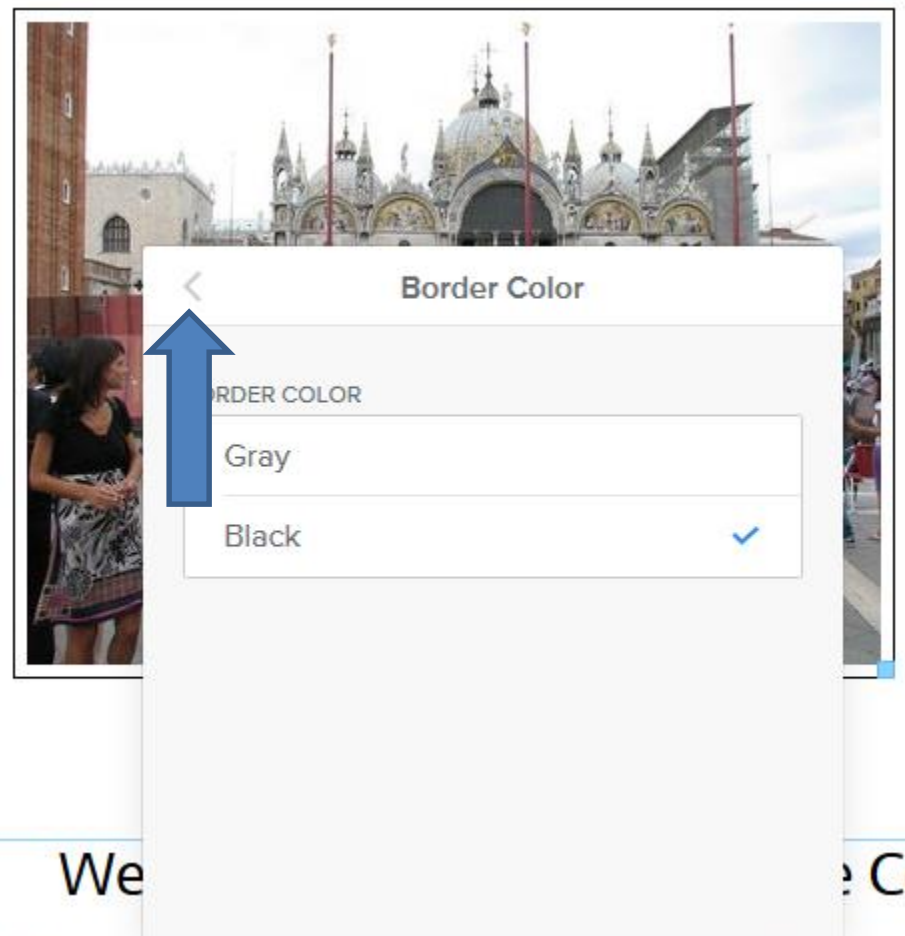- **It goes back to Advanced and click on Border Color and next is what happens.**

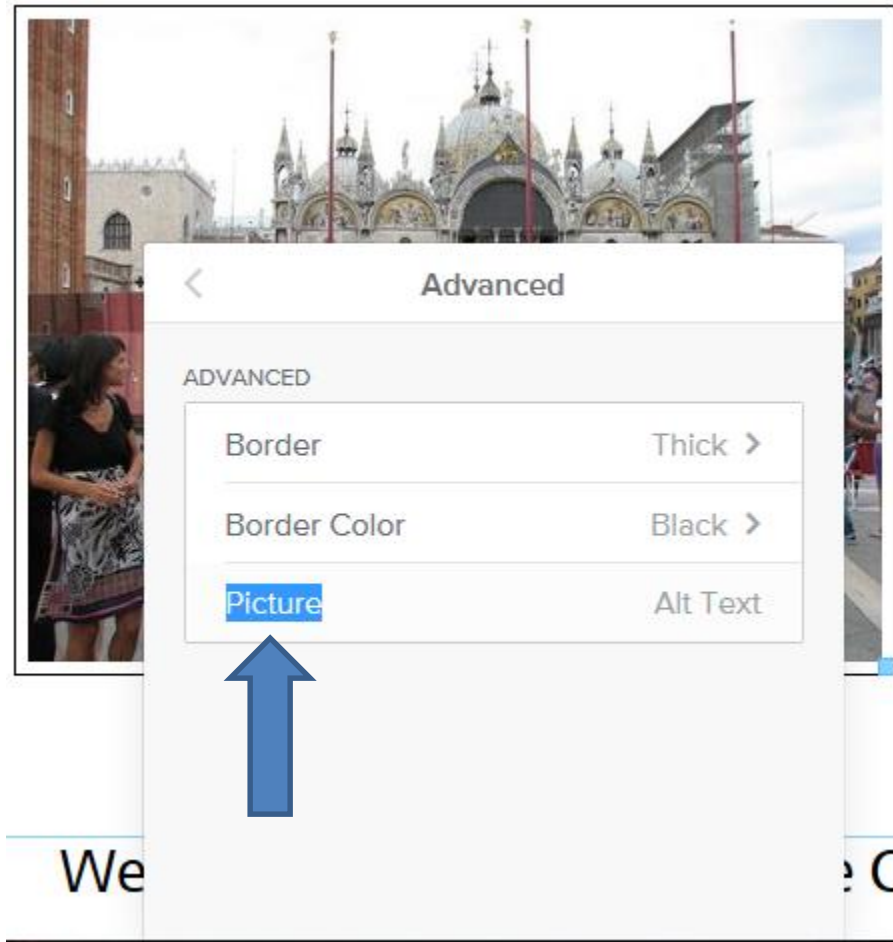- **Window changes and you see the other option is Black. Next is what happens when you click on it.**
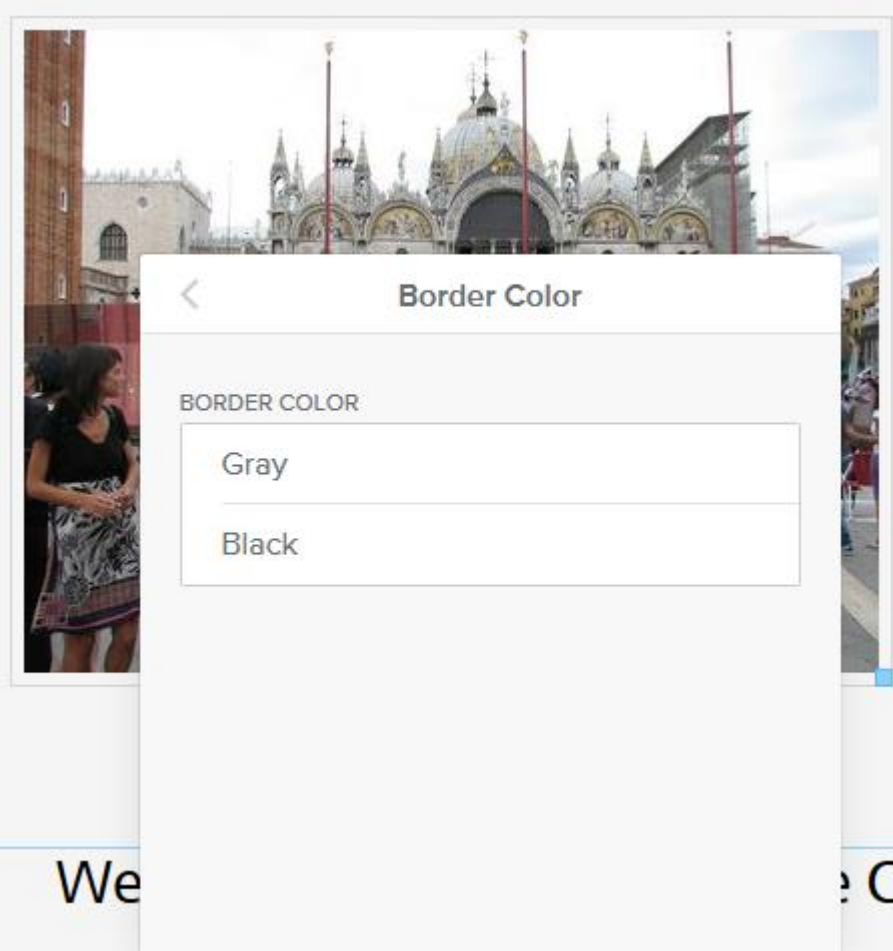
- **You see the Frame is Black, which I like. Click on < again to go back to Picture Alt Text.**
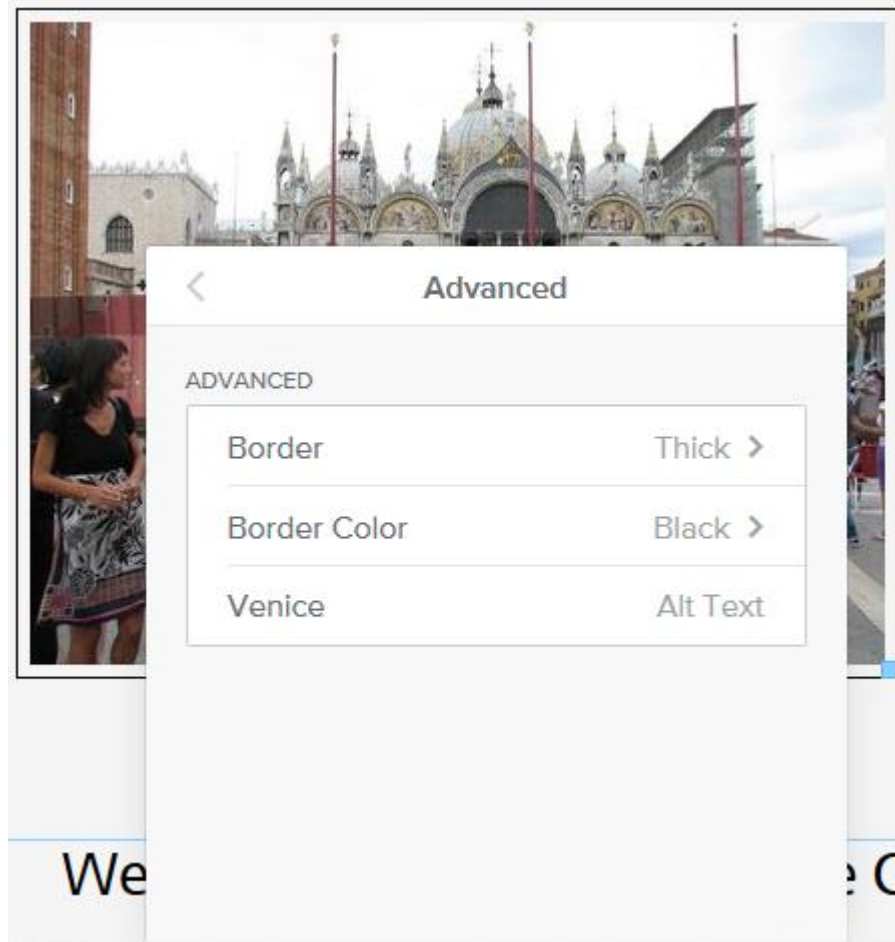
- **Window changes again to Advanced. You highlight Picture and then type in another Text, like Venice.**
- **Next is a sample.**

- **Here is a sample of Venice.**
- **Next is what happens when you publish and go to the site.**

- **When you publish and right click on the picture, you see a list and click on View Image Info. Next is what happens.**

Open Link in New Tab
Open Link in New Window
Open Link in New Private Window

Bookmark This Link
Save Link As...
Save Link to Pocket
Copy Link Location

View Image
Copy Image
Copy Image Location

Save Image As...
Email Image...
Set As Desktop Background...
View Image Info

Inspect Element (Q)

Welcome to our Build Website Course

- **A new window opens and you see Associated Text is Venice. This is the End of Step 11 – Part 1a**