

IMAGE EDITOR INSTRUCTIONS

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GETTING STARTED

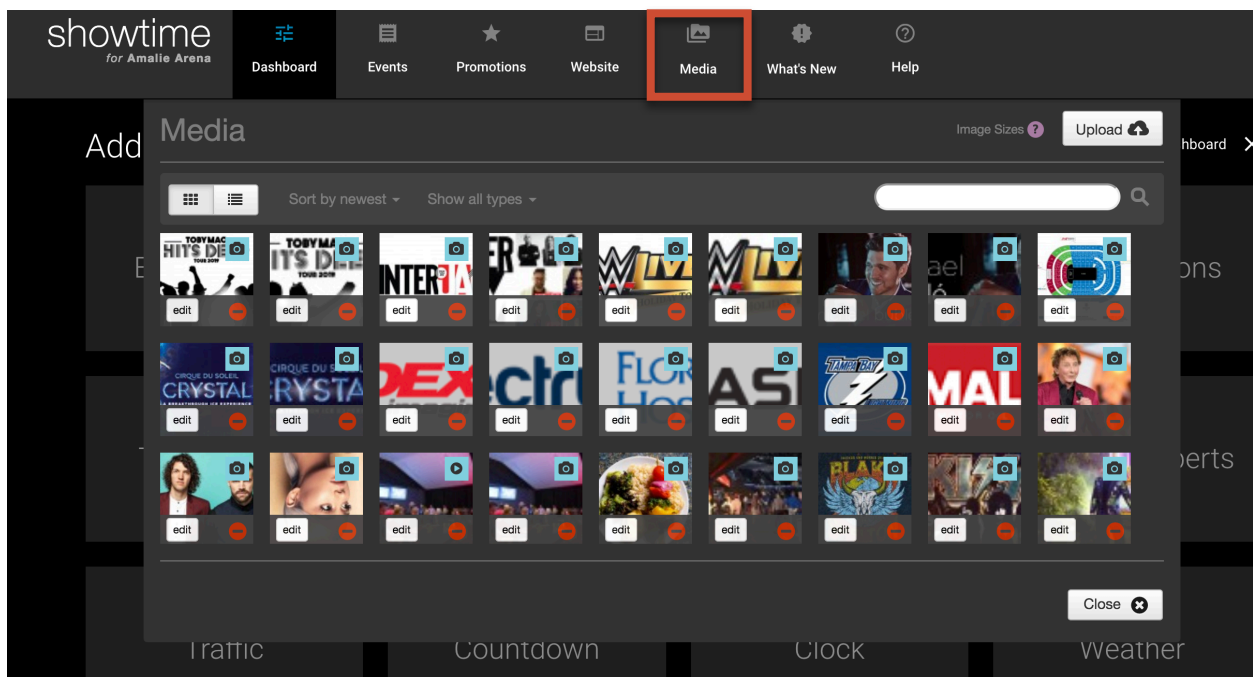
What is the Image Editor?

The Image Editor is a tool in Showtime that allows you to do basic image editing, like resizing, cropping, and even adding simple filters to enhance your image. The Image Editor in no way replaces professional photo editing programs, but it's a quick fix to make sure all of your images are sized properly.

Remember: The bigger your images, the longer your site will take to load. It is important to size your images correctly and optimize them for the web.

Location

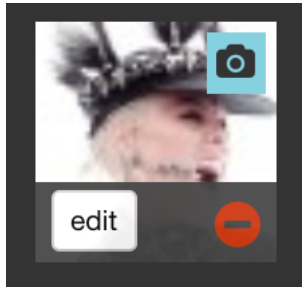
Select “Media” in the Showtime header to view/upload assets. Once you have uploaded your image(s), they will display under this Media tab.



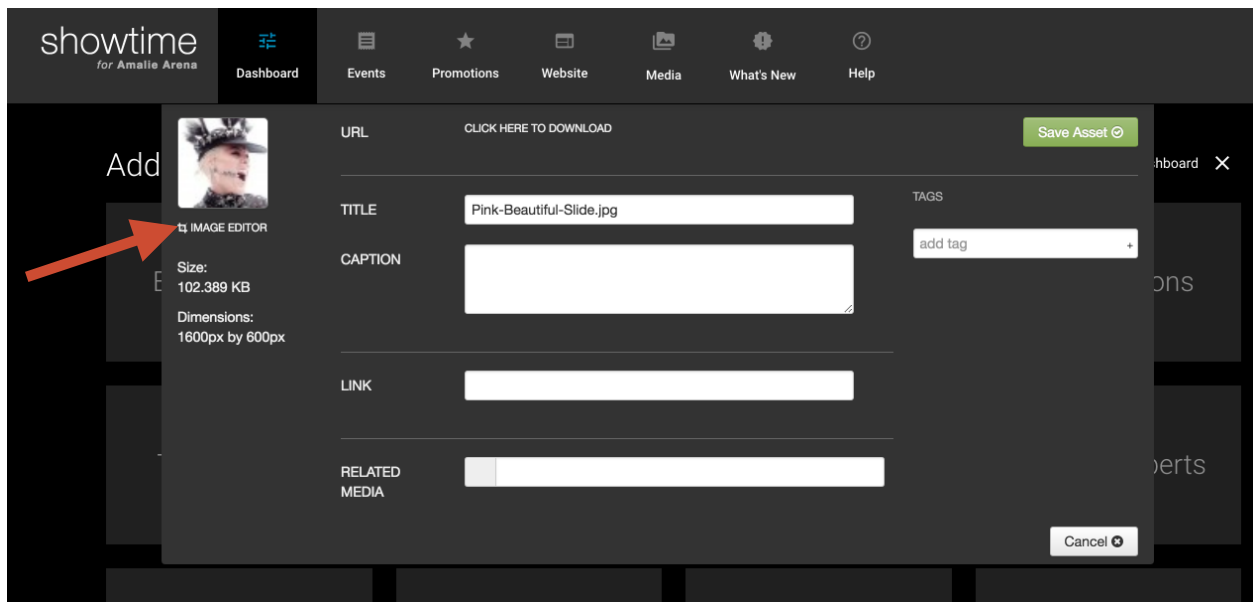
GETTING STARTED

Location

Click on the Edit button to be taken to the image settings.



When viewing the image settings you'll see at the top left directly below the preview thumbnail "Image Editor".



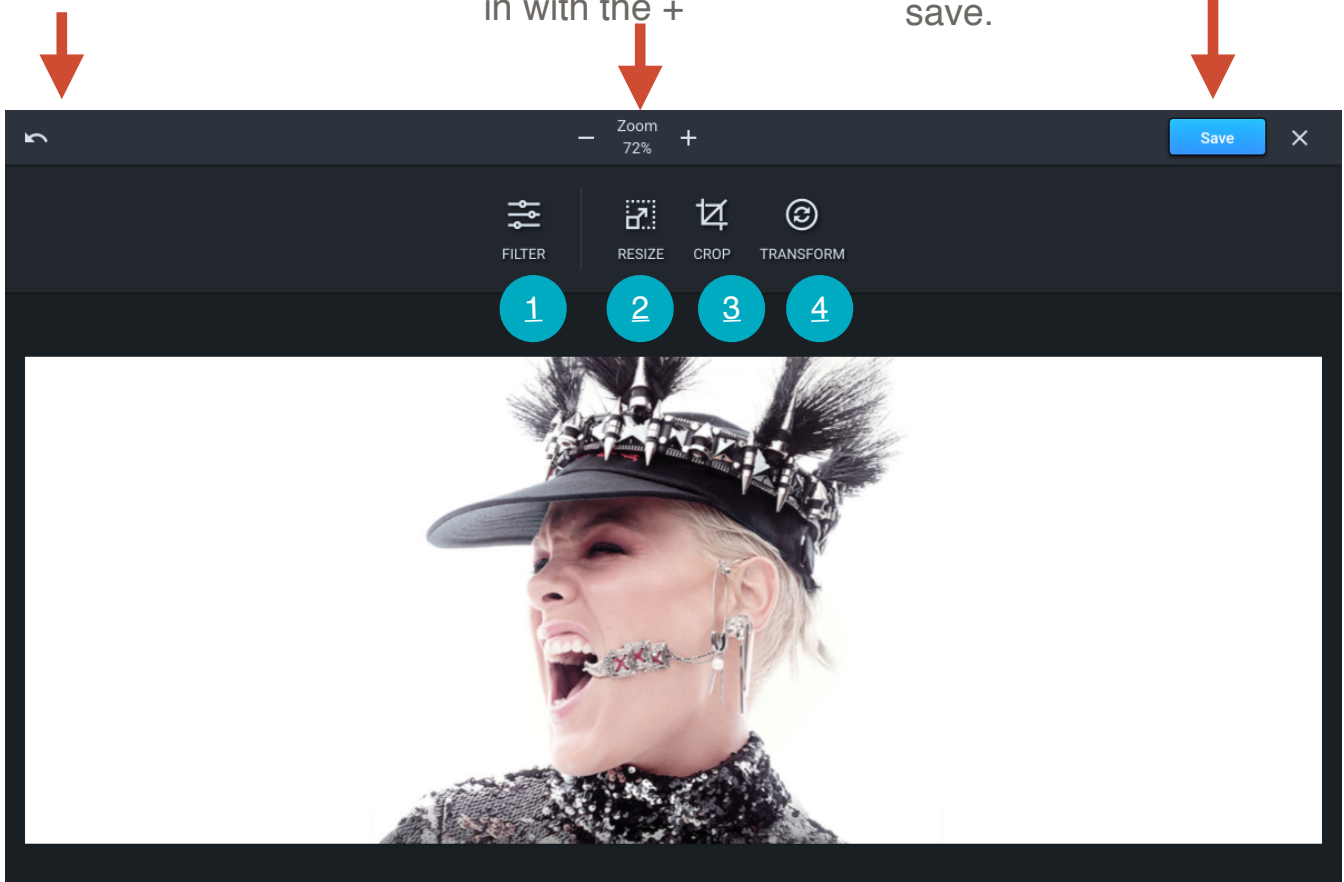
EDITING OPTIONS

Settings

Save: If you make changes using the image editor, the system will not override the original image. A new image will be created when you hit save.

Undo Button

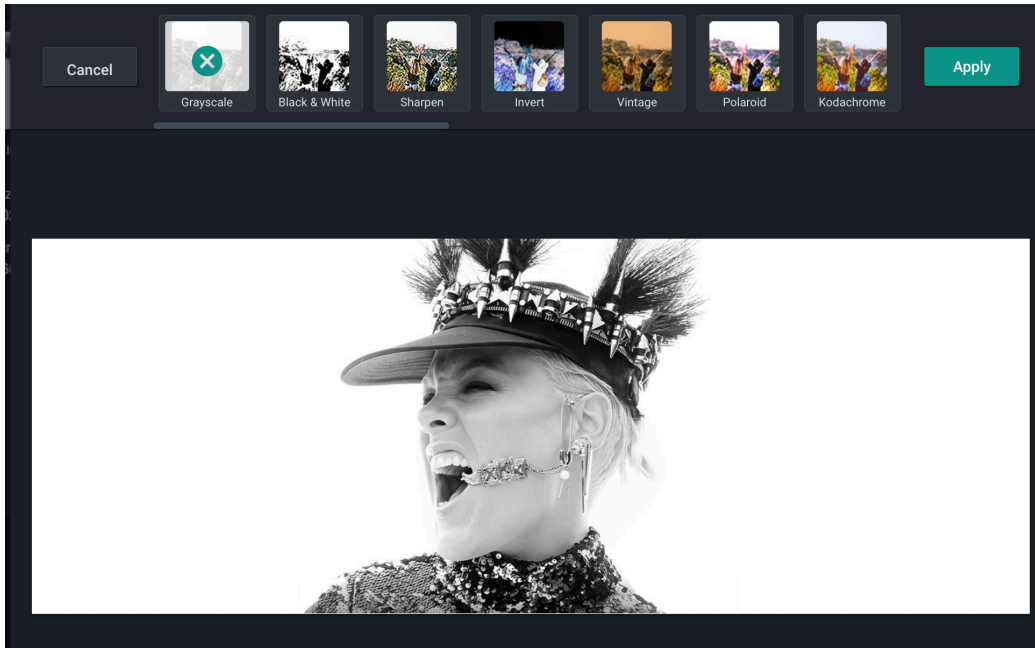
Zoom: Zoom out by hitting the - or zoom in with the +



EDITING OPTIONS

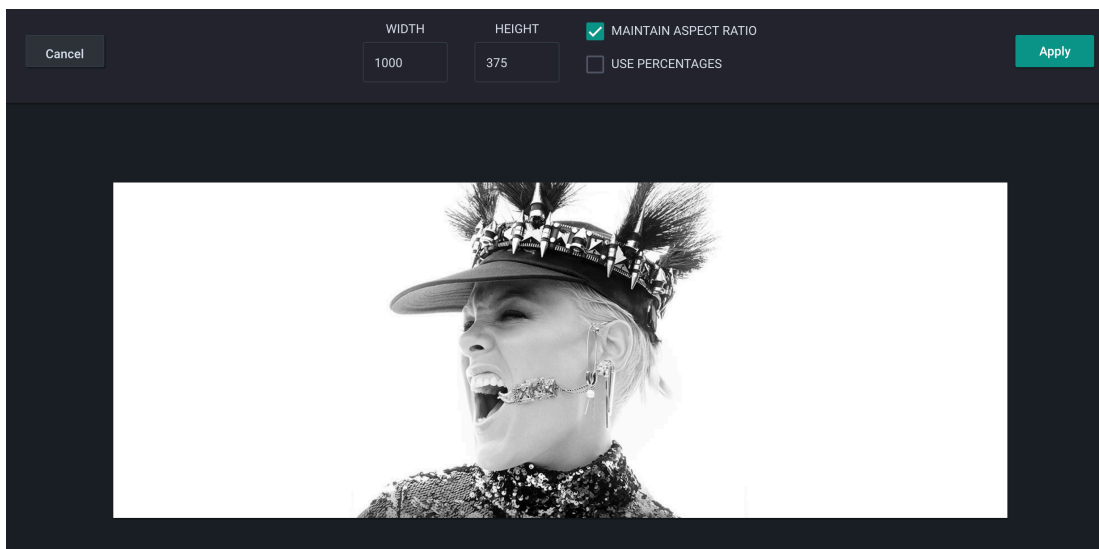
Filter

Add just one or multiple filters. Once you're done click apply.



Resize

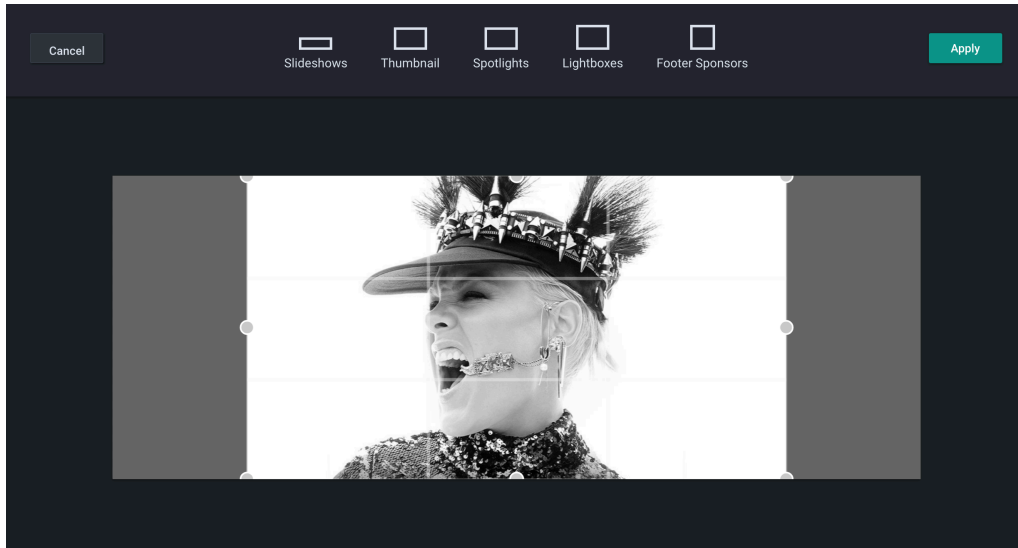
You can resize by adjusting the pixel width and height or by using percentages. **NOTE:** *Keep the maintain aspect ratio box checked to ensure your image doesn't become distorted when resizing.*



EDITING OPTIONS

Crop

Use the crop tool to quickly size your images for your site. If you're missing an image size or have any questions let us know.



Transform

You can rotate the image 90° counterclockwise or clockwise. You also have the option to flip the image horizontally or vertically.

