How to rotate, crop, resize, and sharpen photos in the Ektron CMS:

1) After an image is uploaded to the CMS Library, it can be added to a content block. Within the editor, right click on the image and choose “Image Modification Tool.”
2) To rotate the image, click the “Rotate” button in the toolbar. Click the arrows to rotate the image. After rotating the image, click “Done”.

3) To crop the image, click the “Crop” button. Next, click and drag the mouse to make the cropped selection. Use the handles on the box to make a more accurate selection. After making the selection, click “Done.” The cropped image will appear in the “Edit Image” box.

4) Next, resize the photograph to fit on a Web page. Generally, feature photos (such as the one use in this tutorial) are approximately 500 pixels wide by 300 pixels high. Click the “Resize” icon. Indicate the appropriate width and height. Make sure the box is checked next to “Keep Ratio.” After resizing the photo, click “Done.” NOTE: It is better to resize images in Adobe Photoshop before uploading images to the CMS library.
5) Finally, let’s **sharpen** the photo. Click the “Adjust Brightness of the Image” icon. Move the red dot up and down the continuum by clicking the tick marks. When the brightness has been adjusted, click Done.

**IMPORTANT:** Don’t forget to publish the content block and check it on the Internet to ensure it is displaying properly.