

Add a Picture to an Article

Graphics must be uploaded to the server before you can display them on the page. You can upload them as part of adding the image. You can "**drag and drop**" an image to the HTML editor, it will added to cursor position of an editor.

- Add or edit the article you wish to add the picture to
- Place your cursor where you want to add the picture
- Click on the **Insert/Edit Image** icon in the **Article** edit box



- Click on **Upload**

The screenshot shows the 'Image Properties' dialog box with the 'Upload' tab selected. The 'URL' field is empty, and the 'Browse Server' button is visible. Other options include 'Alternative Text', 'Width', 'Height', 'Alignment' (None, Left, Center, Right), and 'Captioned image'.

- Click **Choose File** to find the file you want to upload, click on file this brings you back to the upload screen.
- Click **Send it to the Server**.

The screenshot shows the 'Image Properties' dialog box with the 'Upload' tab selected. The 'Send it to the Server' section is visible, showing a 'Choose File' button and 'no file selected' text. The 'Send it to the Server' button is highlighted with a red box.

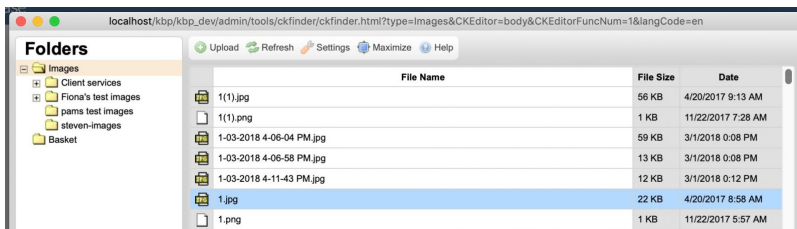
- This takes you back to the Image Properties box with the address of the file in the **URL** line.
- This is the minimum you need to do to add the picture. You can optimize it by adding alternative text, resizing it, adding borders or margins, adding links or modifying the style.
- Click **OK** to add the picture to the article.

If image already on server

- Click on the **Browse Server** button

The screenshot shows the 'Image Properties' dialog box with the 'Upload' tab selected. The 'Browse Server' button is highlighted with a red box. The 'URL' field is empty.

- Find file on server, double click on the name of the file you want to add



- This takes you back to the Image Properties box with the address of the file in the **URL** line.
- This is the minimum you need to do to add the picture. You can optimize it by adding alternative text, resizing it, adding borders or margins, adding links or modifying the style.
- Click **OK** to add the picture to the article.

Tip

- You can "**drag and drop**" an image to the HTML editor, it will added to cursor position of an editor.

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