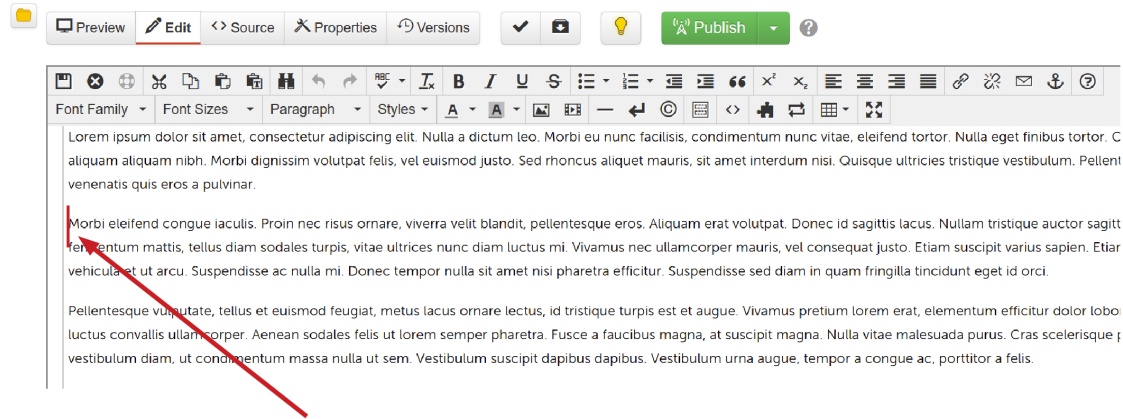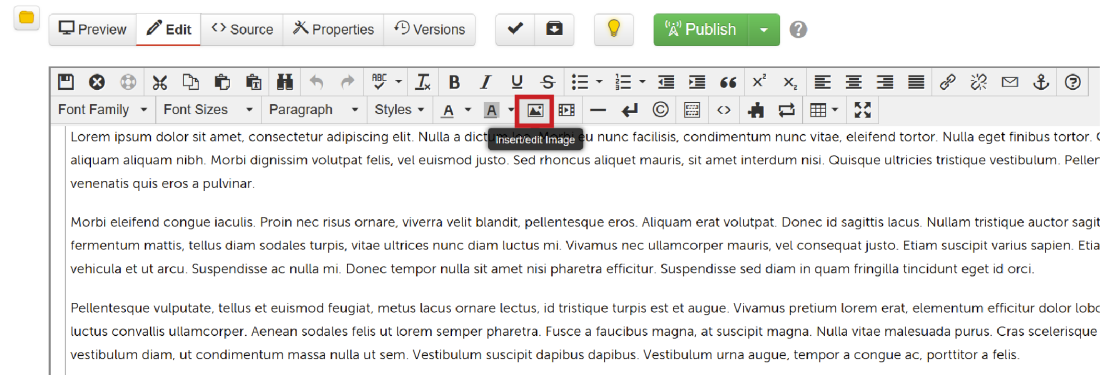# Adding Images to a Web Page

Revised 1/24/19
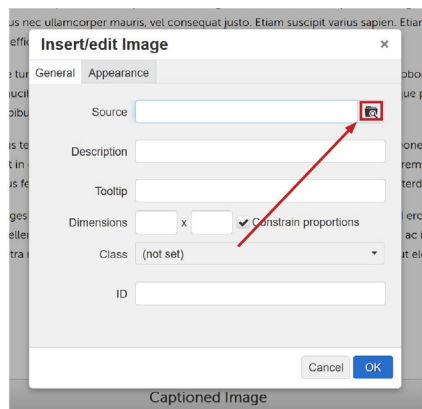
1. Place your cursor where you'd like the image to appear on the page you're adding it to.
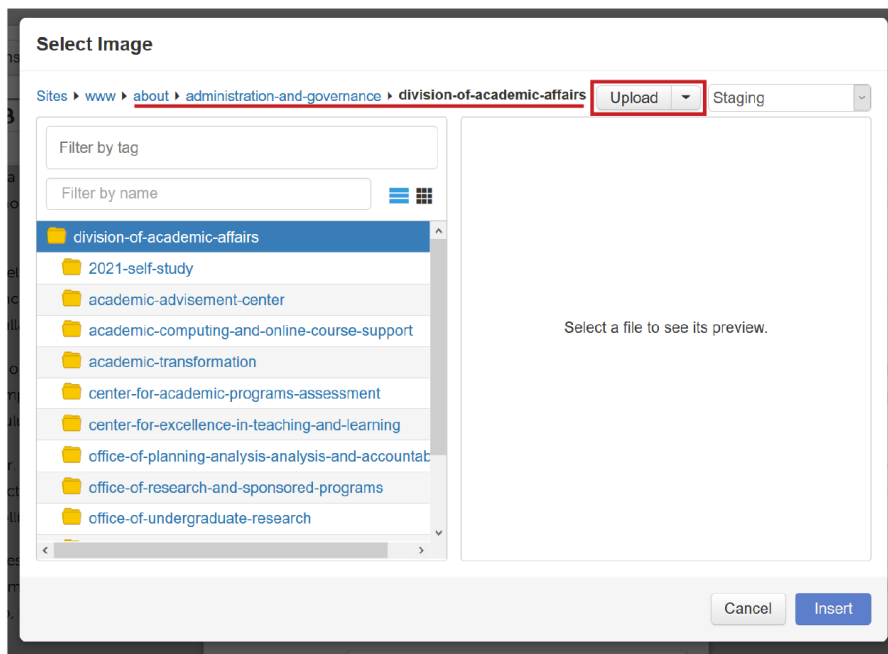

2. Click on the *Insert/edit Image* tool.

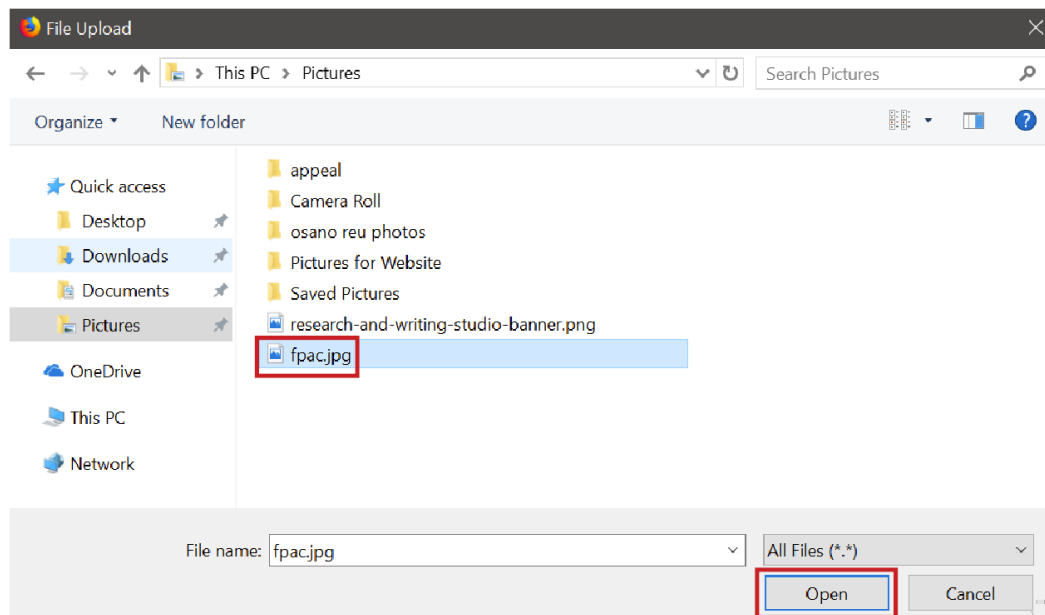## 3. Click the *Browse* icon in the dialog box that appears.

4. Make sure you're in the correct folder, then upload the image you wish to add.
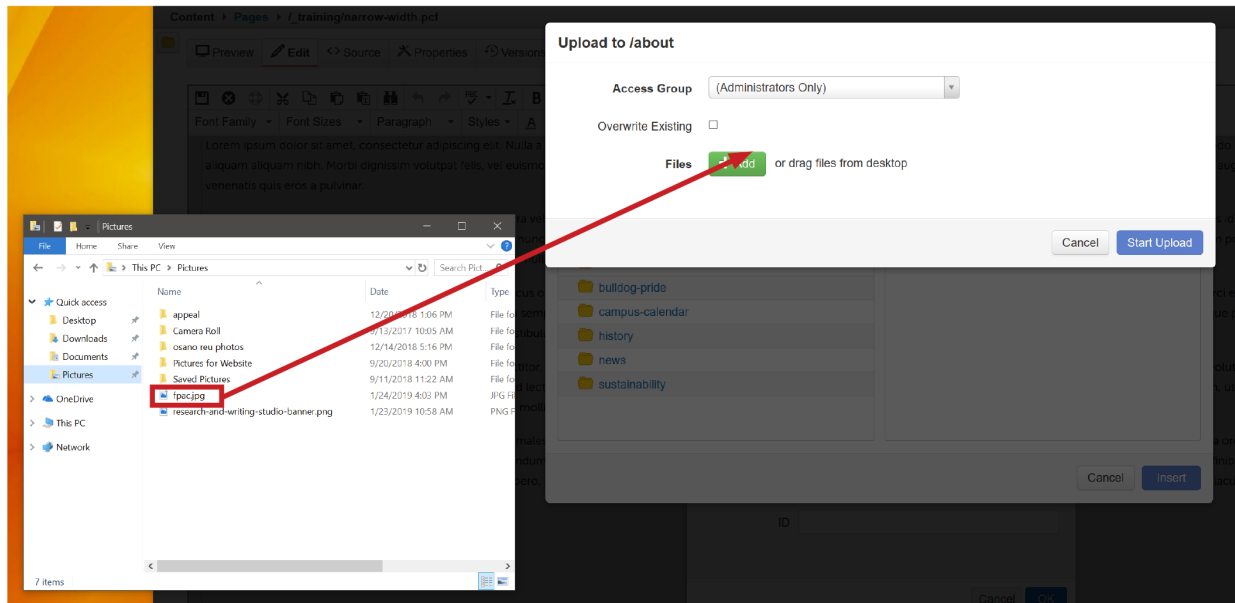

5. Select the image you want to upload by browsing to it, or dragging it in from a Windows Explorer window.

You may select multiple files for upload. **NOTE:** file names may contain lower-case letters, numbers, and dashes/hyphens only.

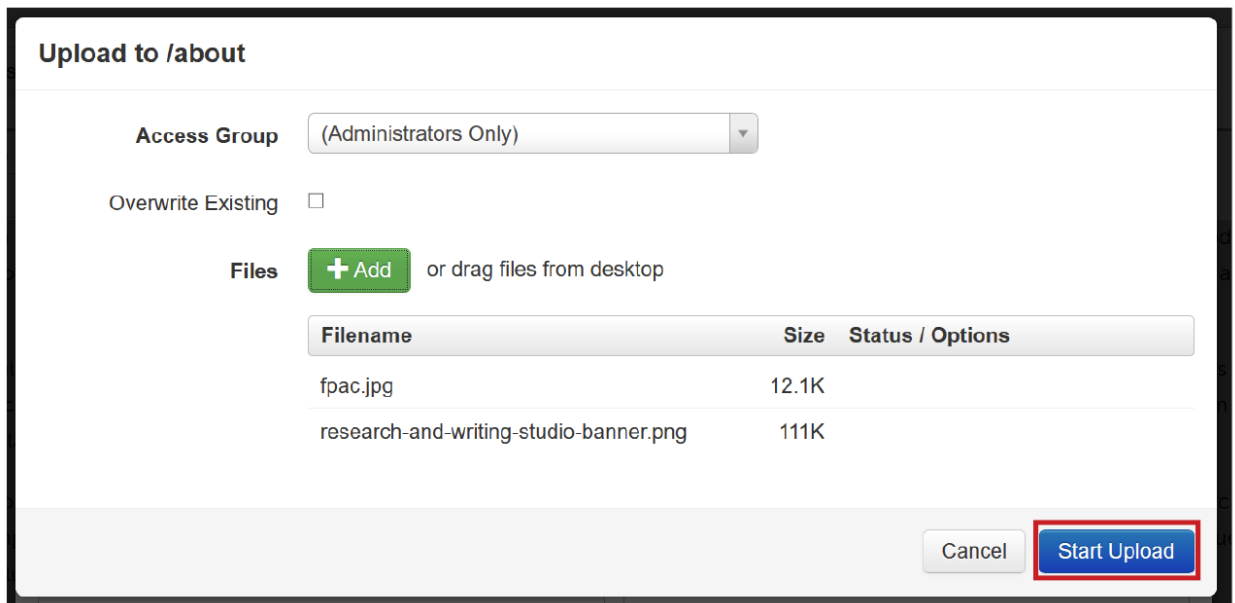Shown below: browsing to, then selecting the file

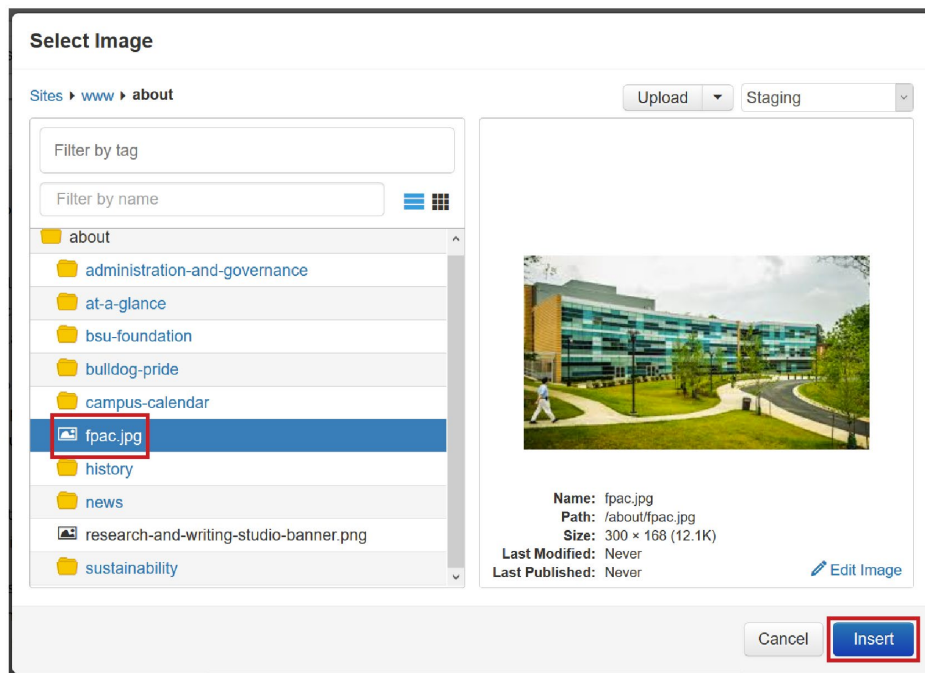Shown below: dragging the file into the upload window

6. Upload the files you've selected.
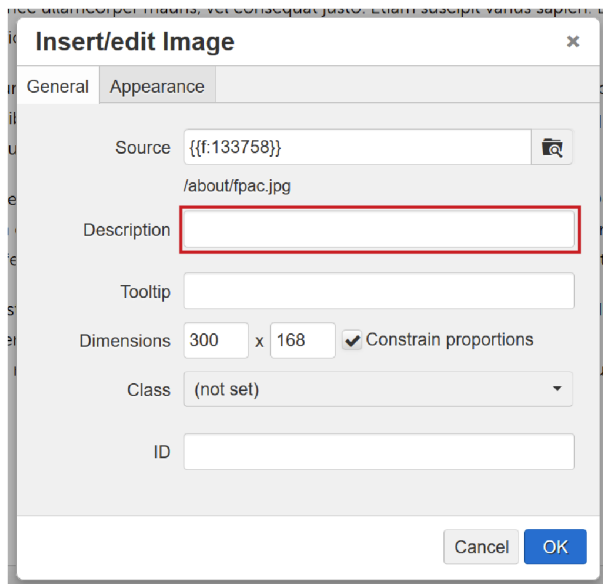
Click the *Start Upload* button.

7. Select the image file you want to place on the page.
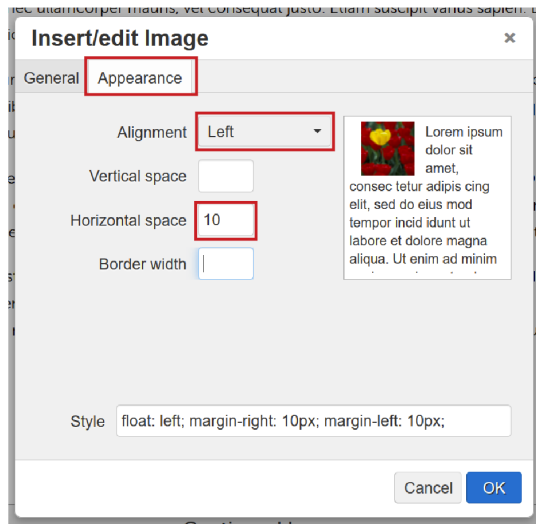
Click the filename, then the *Insert* button.

8. Add a description for the image, if needed.

If the content of the image clear from the surrounding text, the description may be blank – simply click in the description field and type a space with the space bar. For instance, a picture of George Washington next to a paragraph of text detailing his accomplishments may have a "blank" description. If the content of the image is not clear from the surrounding text, add a description.

9. Adjust the alignment and spacing around the image if desired.

10. Click the *Save* icon (upper left) when you're finished.