

Inserting Images and linking Images

Steps to inserting images

1. Click the edit tab on the page you would like to add a file to.
2. Scroll down to the Body tool bar click on the  button
3. The Image properties window will appear click on the **Browse Sever** button located to the right of the URL field.
4. On the right side of the window you will see folders. Find the folder you would like to place your image in. click on this folder.
5. You will see a list of images in this folder. To add your images look to the bottom of this window you will see a field labeled "Upload a new image in this folder" click on the **Browse...** button
6. You can now select the image you would like uploaded from your computer's hard drive. After selecting the image you want to added click on the **Upload** button located on the bottom right side of the window. The URL property will be filled in. The alternative text field should be filled in with a short, descriptive blurb about the image. This is important as it is required for XHTML compliance and is used as a placeholder for browsers that do not render images as well as search engines and accessibility equipment. You can set the width and height for the image, but this can also be done inside the editor after the image has been inserted by clicking and dragging the corners. The remainder of the options are not generally used.

Steps to linking images

Adding a lot of images to a page will slow down the upload for the user. Instead of adding all the photos to the page you may instead add just the link to each photo in the article for example see photo of [WADE Distinguished Service Award for 2005](#). Follow these steps to link images:

1. In the page you would like to edit click on the edit tab.
2. Scroll down to the field labeled body. Highlight the text you would like linked to the file the select the hyperlink button 
3. Click on the **Browse Sever** button

4. On the side of the window in the field labeled “Resource Type” select image from the drop down menu.
5. On the right side of the window you will see a list of folders click on the folder that contains your image.
6. Now you will see a list of images click on the one you would like (they should be labeled).
7. Click on the file you would like to link
8. Click OK
9. Scroll down to the bottom of the edit page and click on the Submit button.

Inserting a flash object is similar and is generally only done by administrators.