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How to add an image or picture

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You may want to add an image or picture to a <u>widget</u>, <u>bulletin</u>, <u>event</u> or an email in order to share an image.

Adding an image

- 1. When editing a <u>widget</u>, <u>bulletin</u>, <u>event</u> or an email, click the **Image** icon on the online editor menu bar.
- 2. From here you can enter the URL for the image or click **Browse Server** to insert an image from the <u>Image Library</u>.
- 3. After you add an image or find the image, please double click on it to select it.
- 4. This takes you back to the **Image Properties** window. This window lets you change some options on the image.
 - URL This is the address/URL of the image.
 - Width Change this field to resize the image's width. For a small image please use 50 to 200 width. For a larger image please use 200 to 600 width.
 Make sure the lock icon beside Width is closed
 - Height Change this field to resize the image's height. For a small image please use 50 to 200 width. For a larger image please use 200 to 600 width.
 Make sure the lock beside Height is closed
 - **HSpace** This is for the horizontal space of the image. Enter the amount of pixels in this field to add spacing on the left and right of image.
 - VSpace This is for the vertical space of the image space. Enter the amount
 of pixels in this field to add spacing at the top and bottom of the image.
 - Align This sets the image to the left or right. If you have text near the image the text will wrap around the image.
- 5. Once done, click the **OK** button and the image will be added.

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