


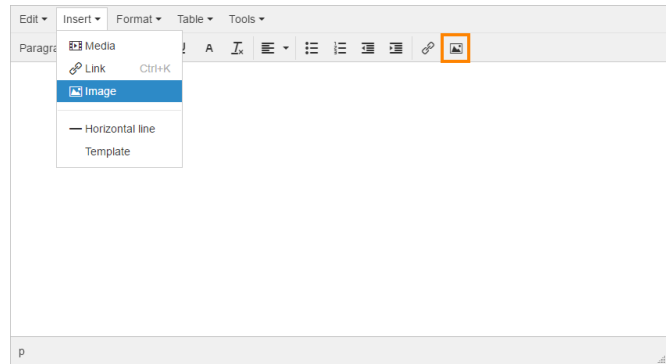
Uploading/Inserting Images into a Page

Video Overview

To insert column layouts follow the steps below.

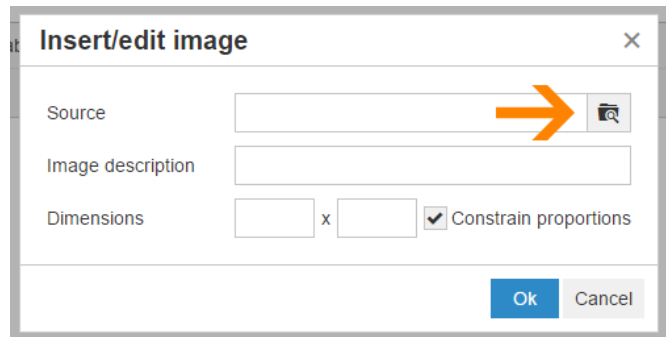
STEP 1 - Access

In the **WYSIWYG** editor, click **Insert > Image** or click the  **Image Icon** to open the **Insert/edit image** dialog box.



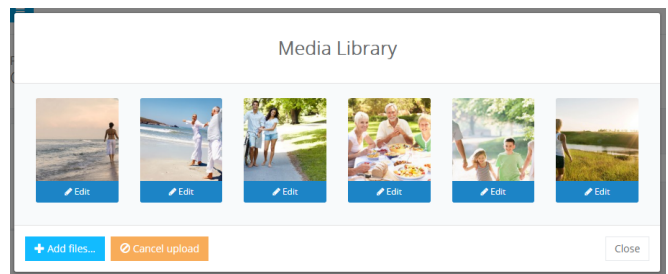
STEP 2 - Select Image Source

Enter the Source manually or click the **Folder Icon** to open the **Media Library**.



STEP 3 - Select or Upload Image

Click an image to select it or click **Add files** to upload a new image.



STEP 4 - Add Optional Details

Enter an **Image description** and set the image **Dimensions** (if required).

Click **Ok**

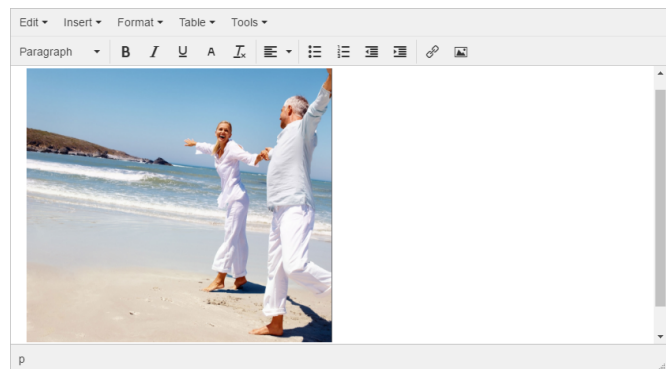
Insert/edit image ✕

Source

Image description

Dimensions x Constrain proportions

Your image will now appear in the WYSIWYG editor.



STEP 5 - Save Page

Ensure you press the **Save Page** button at the bottom of the screen after any change to ensure the changes are saved to the system.