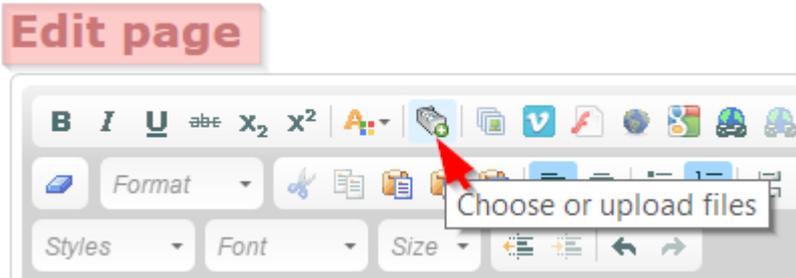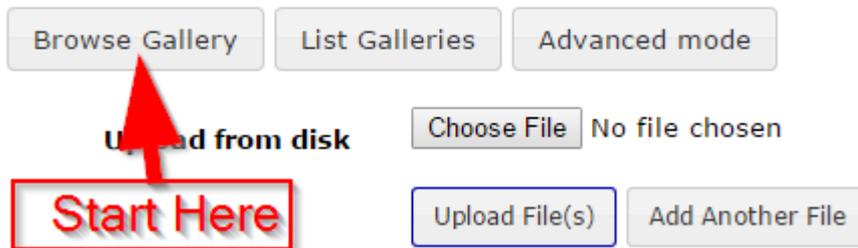# Adding images 2

It is helpful to add images to your tutorials to help explain the steps. The files must be uploaded to the site and then inserted into the page. It is possible to upload all files at once, or upload them one at a time.

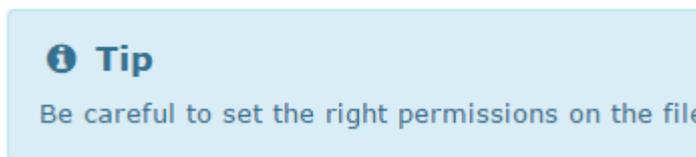1. Click on the "Choose or upload files" button

2. You probably want to avoid the helpful "Upload file(s)" button in the dialog that appears.Â This will upload files but it uploads them to the root folder in the gallery, which is not helpful.
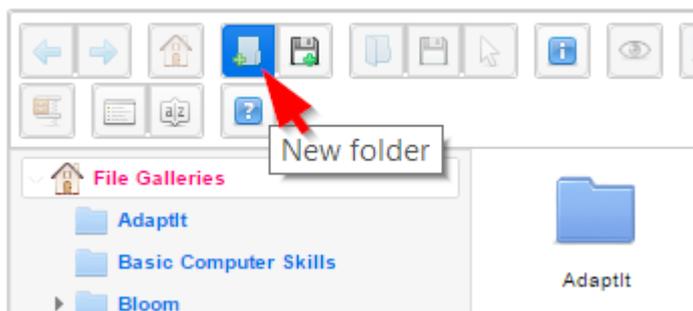   Â
3. Instead, click on the Browse Galleries button

4. To create a new folder in the gallery to keep images on one topic together, click the "New folder" button, and give your new folder a name.

5.

6. To upload a file (or several files) click the "upload files" button (diskette image beside the "new folder" button. This opens a file dialog so you can select the file or files to upload. After uploading, double click on the image you want to insert into the page. This will add it to the page, but as a small (thumbnail) image.

7. To display the full size image, save the page. Go to the thumbnail and click the little puzzle piece below it.

8. In the dialog, go to the list at "Thumbnail" and choose "none," then click "Submit" at the bottom of the dialog box.

Image

Display custom formatted images. One of "fileId", "src", "attId", id" or "

| Image Source | An image in the File Galleries ▼ |
| | Choose where to get your image from |

File ID   811

Numeric ID of an image in a File Gallery (or list separated by comm

Thumbnail   Yes ▼

- None
- Yes
- Overlay
- Mouseover
- Mouseover (Sticky)
- Popup
- Download

at enlarges to full size when clicke

Link   mage should link to. Not needed i

Link relation   ke shadowbox and lightbox) or ap

Image height

Height in pixels or percent. Syntax: "100" or "100px" means 100 pi