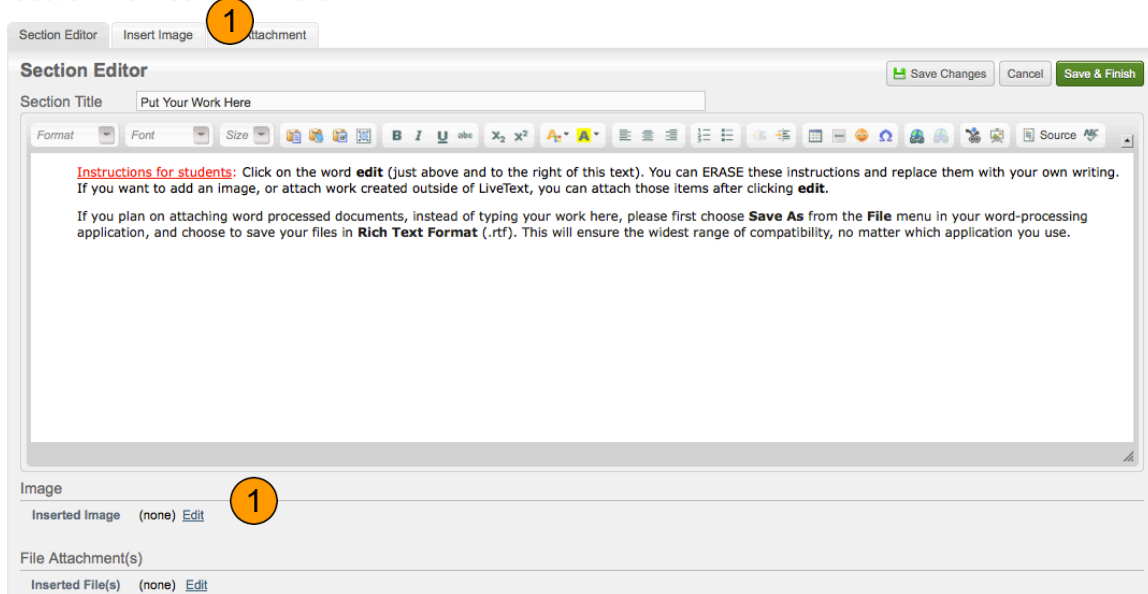


Adding an Image to a Document Section 1

Adding images and web resources like sound bites and movie clips are a valuable way to enrich your document. A single image or resource from your computer's hard drive or CD-ROM can be added as follows:

1. In the editor mode (see **Edit a New Document** for more details), select **Edit** from the image section at the bottom of the section or click on the **Insert Image** tab near the top of the section.

Section: Put Your Work Here



2. A list of the uncategorized images currently in your **File Manager** will appear near the bottom of your screen.
3. A labels button (defaulting to **Uncategorized**) is near the top of the screen. If you have created labels to categorize your File Manager contents (see File Manager section of this guide for more details), you may change which label's contents are displayed using this button.

- There is also an **Upload New File** link. Click this link to upload the image you want to use if it has never been previously uploaded to LiveText.

Section: Put Your Work Here

The screenshot shows the 'Insert Image' section of a software interface. At the top, there are tabs for 'Section Editor', 'Insert Image', and 'File Attachment'. Below the tabs, there are buttons for 'Save Changes' and 'Save & Finish'. The 'Current Label' is set to 'uncategorized' with a dropdown arrow, and there is a '+ Upload New File' button. A search bar is visible on the right. The main area contains a table of uploaded files with columns for File Name, File Type, Size, Date Uploaded, and Actions. Callouts are placed on the interface: '3' is on the 'Insert Image' header, '4' is on the '+ Upload New File' button, '2' is on the first file name '000_0003.jpg', and '5' is on the '+ Select' button in the Actions column for the file '1104081425.jpg'.

File Name	File Type	Size	Date Uploaded	Actions
000_0003.jpg	image/jpeg	99635	04/02/09	+ Select Download
100_0752.JPG	image/jpeg	3168055	04/02/09	+ Select Download
1104081424.jpg	image/jpeg	131823	06/24/09	+ Select Download
1104081425.jpg	image/jpeg	124671	06/24/09	+ Select Download
1104081425a.jpg	image/jpeg	137334	06/24/09	+ Select Download
Bed_Quilt.jpg	image/jpeg	98166	Aug 08	+ Select Download
Screen_shot_2011_08_...3_at_11.45.36_AM.png	image/png	85539	Aug 03	+ Select Download
Screen_shot_2011_08_...3_at_11.45.36_AM.png	image/png	85539	Aug 03	+ Select Download
Water_lilies.jpg	image/jpeg	83794	04/20/10	+ Select Download
_MG_9665.jpg	image/jpeg	70397	04/02/09	+ Select Download

- To add an image that you have previously uploaded, just click the select button in the **Actions** column next to the image.
- To upload a new image, click the **Upload New File** link. (see #4 on the picture above.)
- Click the **Browse** button and locate the image file you want to use. Once you have chosen it, the file will automatically upload and be attached to the section.

Section: Put Your Work Here

The screenshot shows the 'Insert Image' section of the software interface. At the top, there are tabs for 'Section Editor', 'Insert Image', and 'File Attachment'. Below the tabs, there are buttons for 'Save Changes' and 'Save & Finish'. The 'Browse your computer to upload:' section is highlighted, showing a text input field, a 'Browse...' button, and a 'Browse from File Manager' button. Callout '7' is placed on the 'Browse...' button.

8. Regardless of how whether you choose an image from your **File Manager** or **Upload a New File**, you will be taken to a screen that gives you the option of writing a **Caption** for your image, choosing the **Display Size** (small or medium is probably best, especially if you are using photos taken at high resolution), and **Placement** of the image. Please note that as far as placement goes, if you choose “Above Text” or “Below Text” the image will not be centered on the page.

Section: Put Your Work Here

Section Editor | Insert Image (1) | File Attachment

Insert Image

Inserted Image: 0.1M Remove

Caption:

Display Size: Original (640x480) **8**

Placement: --- Select placement option ---

Current Label: uncategorized + Upload New File

Showing 1-10 of 10 **1**

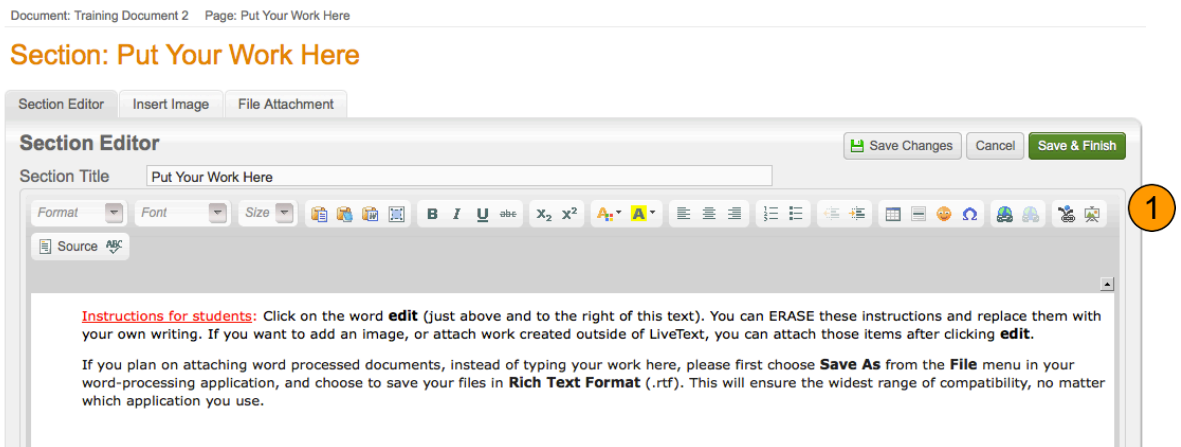
File Name	File Type	Size	Date Uploaded	Actions
000_0003.jpg	image/jpeg	99635	04/02/09	+ Select Download
100_0752.JPG	image/jpeg	3168055	04/02/09	+ Select Download
1104081424.jpg	image/jpeg	131823	06/24/09	+ Select Download

9. Click **Save and Finish** to see your section with the image in place.

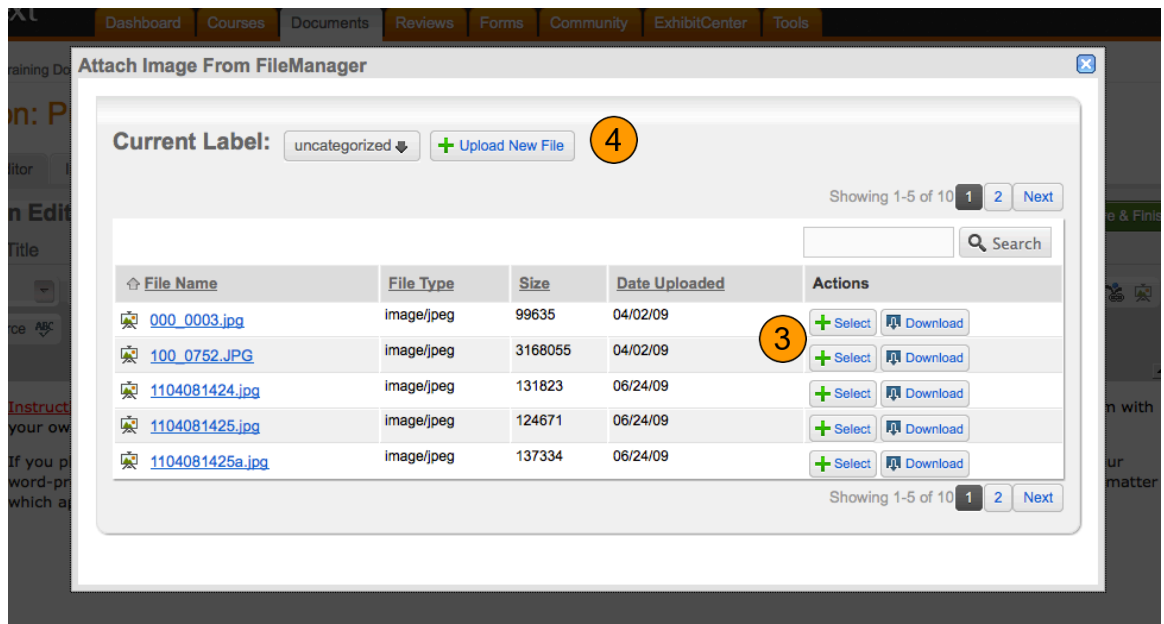
Adding an Image to a Document Section 2

Another way to add images to your section is by using the **Insert Image From FileManager** button in the editing tool bar that appears when you click the **Edit** button to edit a section. This method will also allow you to add more than one image per section and gives you more control over where the image will be displayed within the section.

1. In the editor mode (see **Edit a New Document** for more details), select the **Insert Image From FileManager** button from the **Editing Toolbar**.



2. A screen will open that allows you to choose an image from the images you have previously uploaded to **FileManager**. There is also a link that allows you to **Upload New File**.



3. To add an image that is already available in **FileManager**, click on the appropriate **Select** button.
4. To upload a new image file, Click on the **Upload New File** link.
5. Click the **Browse** button and locate the image you wish to add. Once you locate it, it will be automatically uploaded and inserted into your section.

