

How to add an image or picture

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You may want to add an image or picture to a [widget](#), [bulletin](#), [event](#) or an email in order to share an image.

Adding an image

1. When editing a [widget](#), [bulletin](#), [event](#) 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 [Image Library](#).
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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- [What is the image library](#)
- [How to add and edit widgets](#)
- [How to change the footer](#)