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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