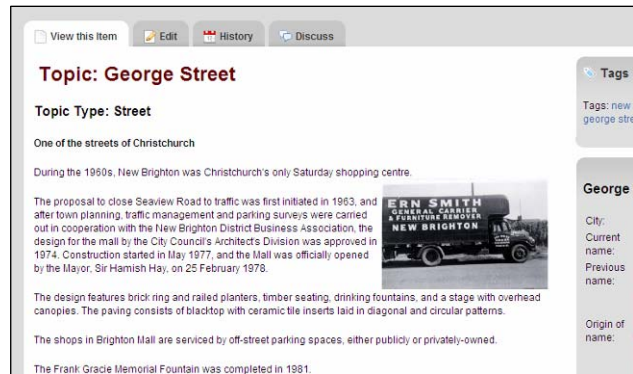


## Illustrating topics with images

To add an image to illustrate the text in your topic the image needs to be online and have an url (web address).

If your image is on your computer add an image to Kete and then use the Kete url

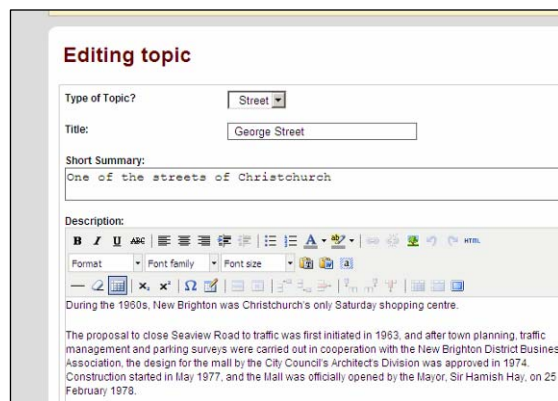
You can use images to illustrate the text of your topic – either by linking the image in the **Related Items** box *OR* by including an image in the main body of your topic.



To illustrate your topic with an image:

### Step 1

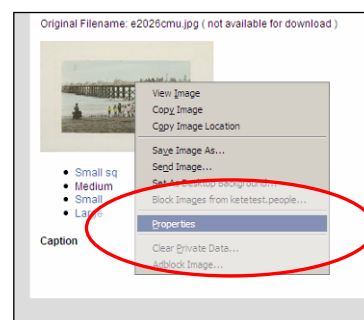
Have your topic open for editing



### Step 2

In a new window or new tab go to the image you want to use illustrate your topic.

Right click on the image you want to use. Select **Properties** from the menu.

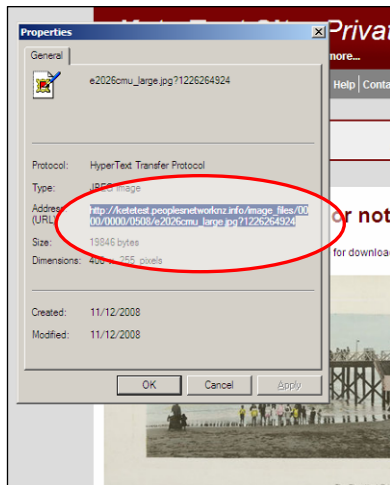


to

## Illustrating topics with images

### Step 3

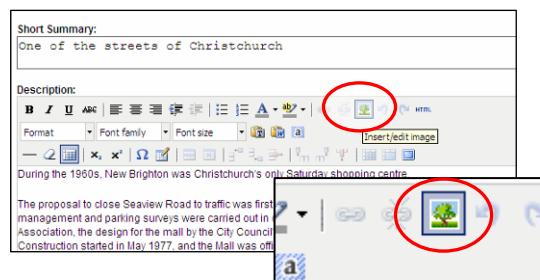
Look for the url in the properties screen – copy the entire url (highlight the url, right click and choose copy).



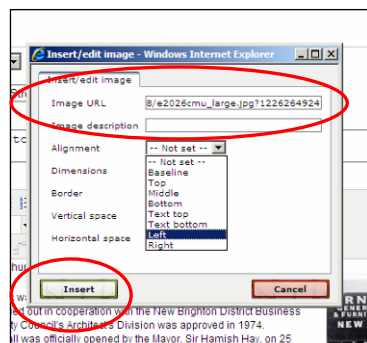
### Step 4

Go back to your topic.

In your topic click on **insert edit image** (small tree icon) in the formatting toolbar



### Step 5



Paste the url into **Image url** pop up window.

Use the drop down menu under **Alignment** to position the image in the text.

Click on **Insert**.

Remember to **Save** the topic.