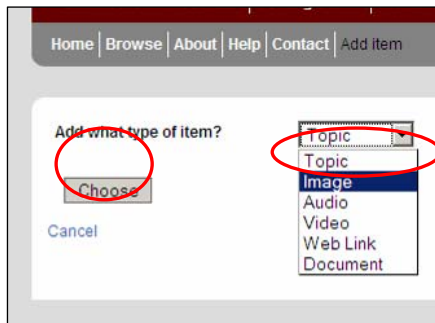


## Add item – adding an image

Kete members can add a wide range of material. You can **add images**, topics, audio, video and documents.

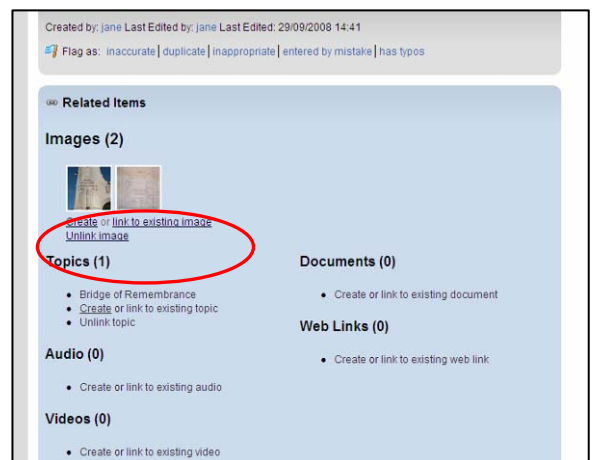
### Step 1

There are three places you can go to add an image.



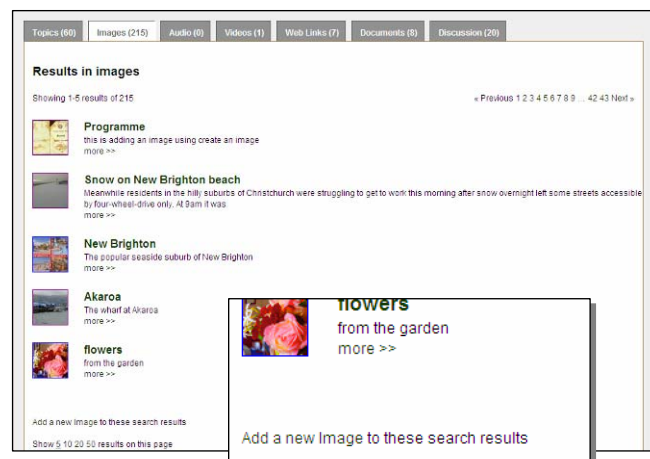
Add an image by clicking on **Add item** and **choose Image** from the drop down menu

Or go to a Topic you want to link the image with and in the **Related items** box choose **Create an image** under **Images** (this option links the image to the topic).



Or by choosing

**Add a new Image** at the end of the page of Browse results in images tab



## Add item – adding an image

### Step 2

When you see the **New Image** screen **fill in**:

**Title** Short but descriptive

**Description** narrative, broad description, stories and facts relating to the image (this displays as the photo caption)

**Tags** - any related keywords or phrases for the topic, separated by commas

*then*

**Browse** for the file on your computer (go to where you have saved the image file and select or open the image)

Check the **License** – this will be the default for your profile

and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

### Step 3

To finish **save** the image and information by clicking the **Create** button

