Transcript
LibGuides Tutorial 10: Adding an Image to a Standard Box

Click on the Edit button within the box if you have already entered the text. The Edit button looks like a pencil writing on a pad of paper.

Then click on Edit on the pop-up menu.

Place your cursor in the editing box where you would like the photo to appear and click.

Then click on the image icon on the tool bar within the editing box.

An Image Properties Box will now appear. It is always best to browse the server for your images, because links and photographs on websites can change. If you upload an image to your LibGuide, then the image will only change when you change it. Therefore click on Browse Server to locate the image you want to place on your LibGuide.

This will take you to your Image Manager. I am going to upload an image of a librarian helping the Crimson Hawk at the reference desk. Click on Upload New Image. Then your image will appear in your Image Manager and automatically open in the Image Properties Box. Then find the image that you would like to upload and select the image by double clicking on it or by clicking once and then clicking Open.

In the Image Properties Box, enter the name of your image/caption in the Alternative Text field. I will enter “Librarian helping Crimson Hawk mascot at Reference Desk.” Next, you may need to adjust the width and height of your photograph so it will fit correctly in your content box.

After you have made adjustments to the height and width, make sure you can see the picture fully in the window. You will also need to set the alignment. Since I want for the picture to appear on the left side of the box, I will click on Left alignment. If I wanted it on the right, I would do the opposite. After the alignment is set, click on OK.

As you can see, your text will automatically flush around the box. At the present time, you cannot make adjustments to the layout of the text around an image without causing spacing issues for the text itself.

After you have added your image and have completed the editing process, click on Save and Close.

Now you can see your image in the Rich Text/HTML Content box.

Next, I am going to show you how to add an image and give an attribution for the image. I would like to place an image of an E-Reader in the E-Books content box. So I am going to click on the Add/Reorder button in the E-Books content box and select Rich Text/HTML from the dropdown menu.
Now a text editor appears. Click on the **image icon** on the tool bar in the text editor to add the image.

In the Image Properties Box, click on the **Browser Server** button to search for your image and the Image Manager will appear.

Click on **Upload New Image** in the Image Manager.

Once you have located your image, double click on the image to open it or click on the image once and then click on the **Open** button.

Your newly added image will automatically appear in the Image Properties Box and it will automatically import the URL from the Image Manager. You will need to add an alternative text which serves as the caption for the image. I am going to enter “E-Book Reader” in the **Alternative Text** field. Once you have adjusted the size of your image and selected the alignment, click on **OK**.

You have added your photo to the rich text editor. Now, you need to give credit to the creator of your image. Under the image you need to identify who created the image. I obtained this image from Creative Commons. The Creative Commons license for the image of the E-book reader requires that I identify who created the image and provide a link back to the original image. Therefore, I am going to enter “E-Book Image Created By: Tetromino” under the image of the E-Book Reader. This will serve as the attribution to the creator of the image.

Attribution also includes a link back to the original image. I am going to provide the link by placing it with the creator’s name. So I am going to highlight the creator’s name, and then in another browser tab, open the website from which I had originally obtained the image.

I am going to copy the URL for the image from the browser bar and then go back to my LibGuide.

Within the editor click on the **link** button. Then paste the URL in the **URL** field in the link pop-up box. Remember to only have the URL after the http:// in the URL field. After the URL is entered, click on **OK**. Now the linked attribution will appear. Then click on **Save and Close** in the text editor. Now the image and attribution will appear in your LibGuide.