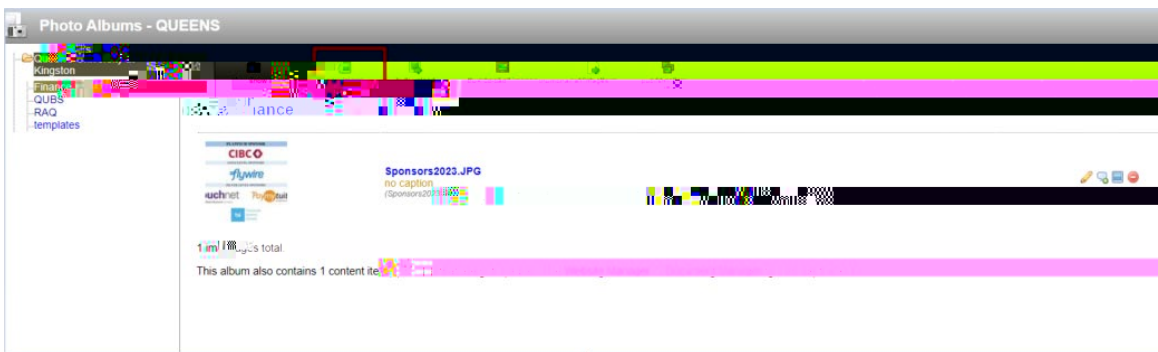
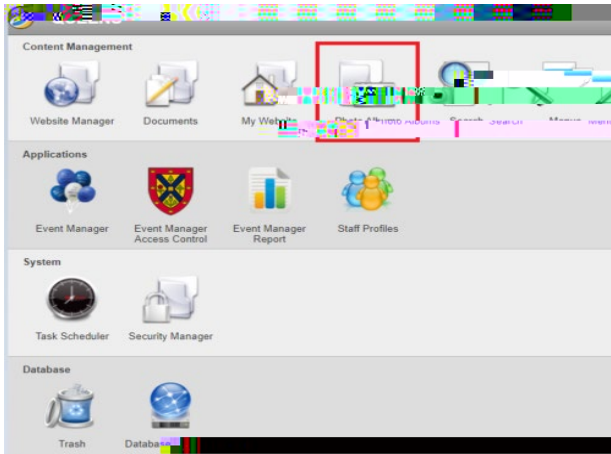
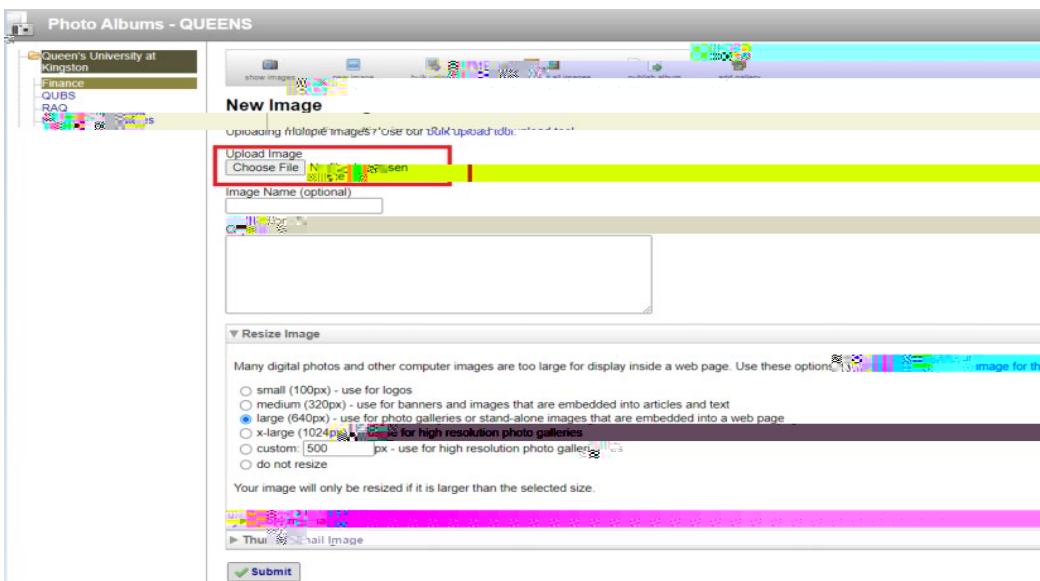


Embed an image] v o } v P • Œ ] %o Ÿ } v W

Upload the image to the photo album, click publish, open the image in a new tab and copy/paste the full image url into the url box.



Click "Choose File", browse to the folder and click "Upload" and then "Submit".

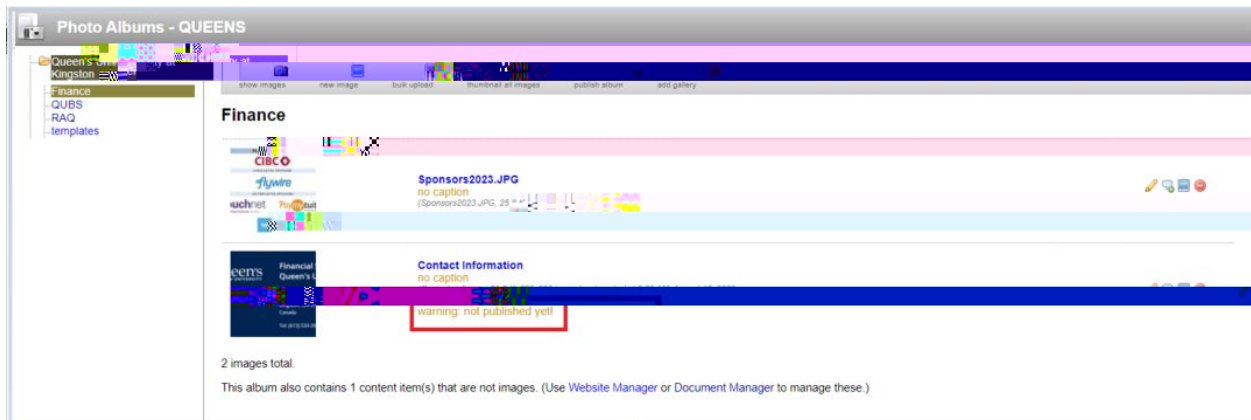


Enter an Image Name and click Submit

The screenshot shows the 'New Image' form in the 'Photo Albums - QUEENS' interface. The form includes a sidebar with navigation links for 'Queen's University at Kingston', 'Finance', 'QUBS', 'RAQ', and 'templates'. The main content area is titled 'New Image' and contains the following elements:

- A link: 'Uploading multiple images? Use our [bulk upload tool](#).'
- An 'Upload Image' section with a 'Choose File' button and a selected file named 'Contact info.png'.
- An 'Image Name (optional)' field containing the text 'Contact information'.
- A 'Caption' text area.
- A 'Resize Image' section with a warning: 'Many digital photos and other computer images are too large for display inside a web page. Use these options to resize your image.' It includes radio buttons for 'small (100px)', 'medium (320px)', 'large (640px)', 'x-large (1024px)', 'custom: [500] px', and 'do not resize'. The 'large (640px)' option is selected.
- A note: 'Your image will only be resized if it is larger than the selected size.'
- Expandable sections for 'Thumbnail Image' and 'Submit'.
- A red rectangular box highlights the 'Submit' button.

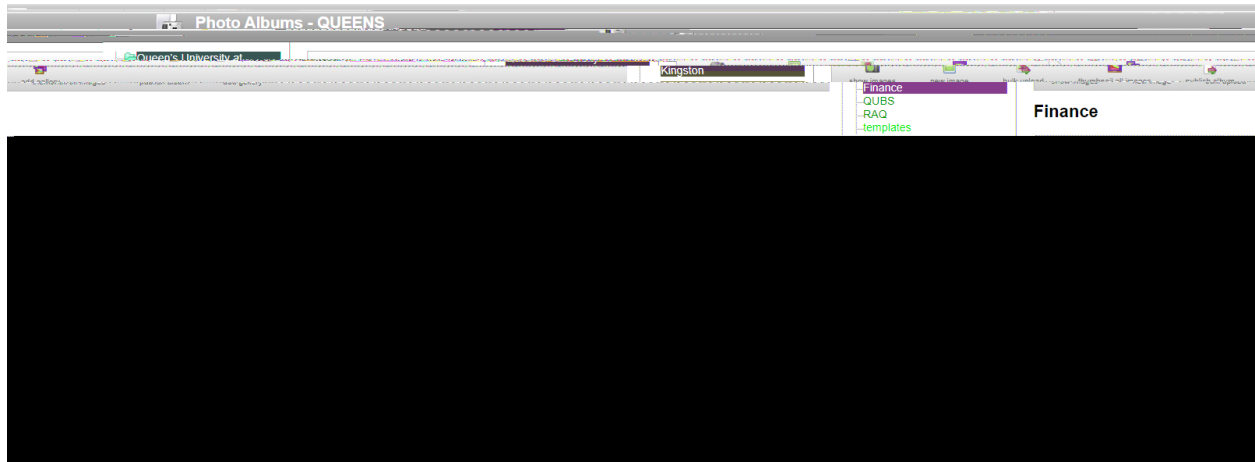
The image is uploaded.



Click Publish Album

Click Ok

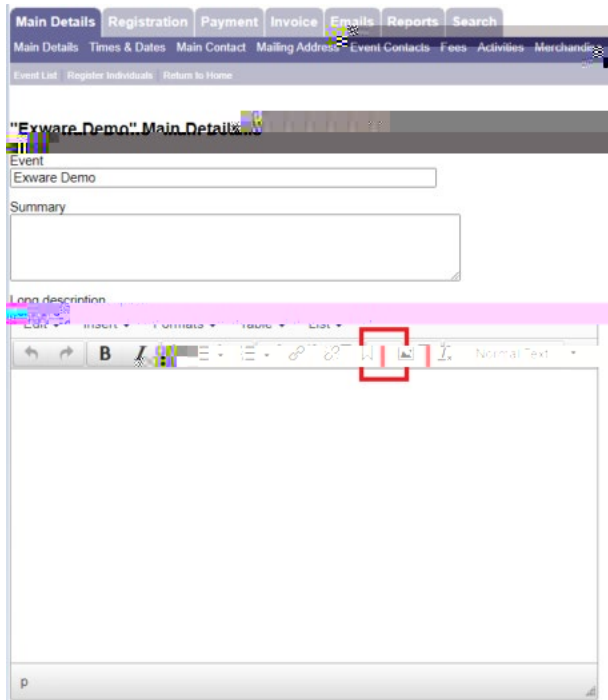
Rightclick on the link to new image and select 'Open link in new tab'.



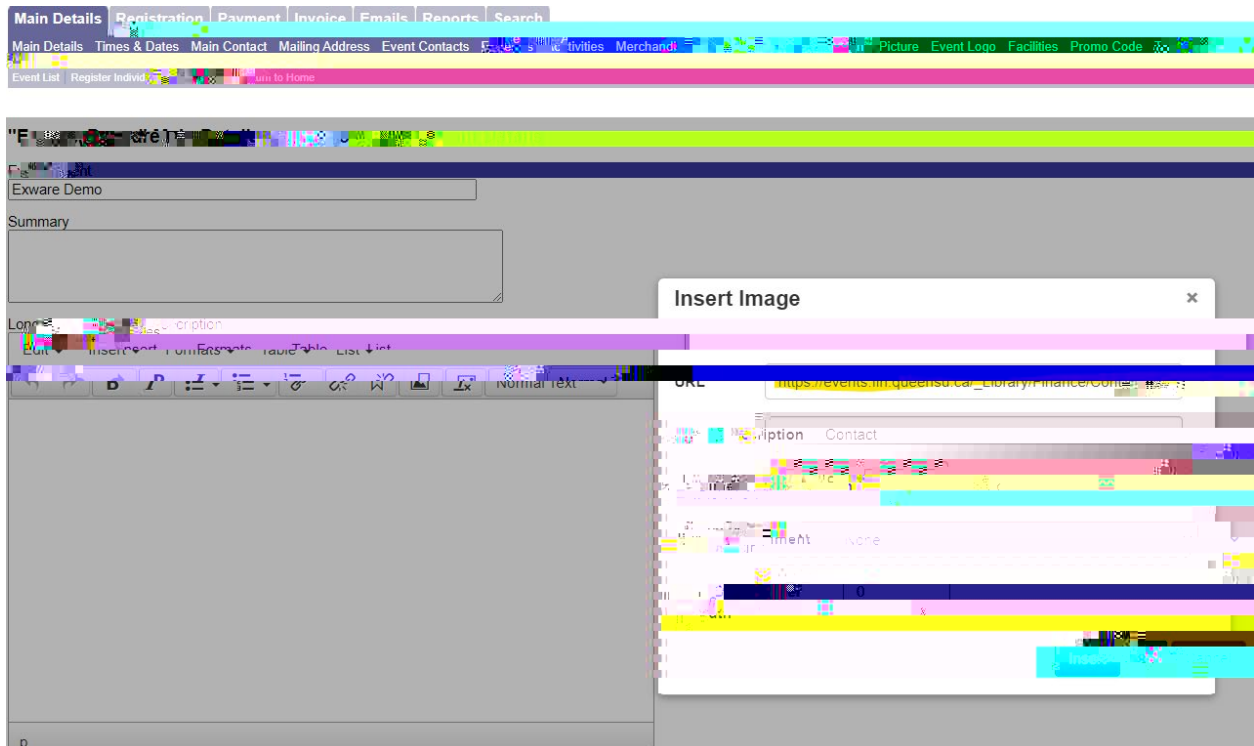
Copy the full url (select all 'Ctrl + C')

Go back to the page and select the applicable link to add the image to.

Select the insert image icon

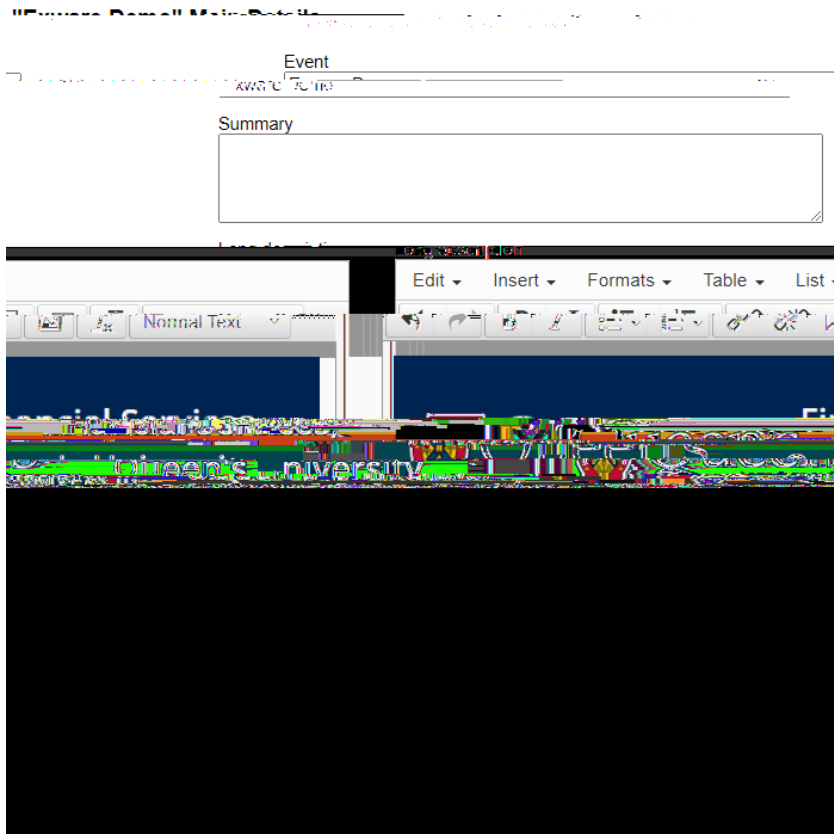


Paste the URL from the published image and click Insert



Event

Summary



Click Submit

