

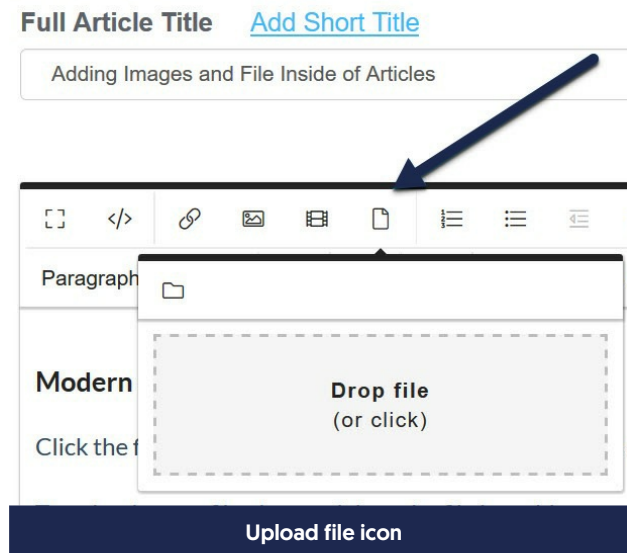
Add images and files to articles

Last Modified on 04/03/2024 1:19 pm EDT

Images, screenshots, and sample files can add examples and detail to your documentation. The process of adding files and images to articles differs a little between the Modern Editor and the Legacy Editor.

Modern Editor: files

Select the **Upload File** icon. You can choose to upload a new file or add an existing file from your library.

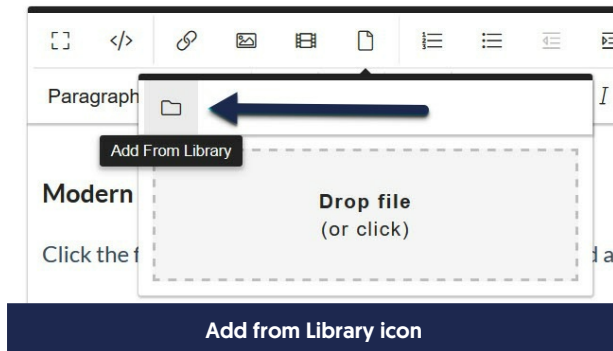


To upload a new file, drag and drop the file into this pop-up, or click anywhere in the **Drop file** box to browse to a file for upload.

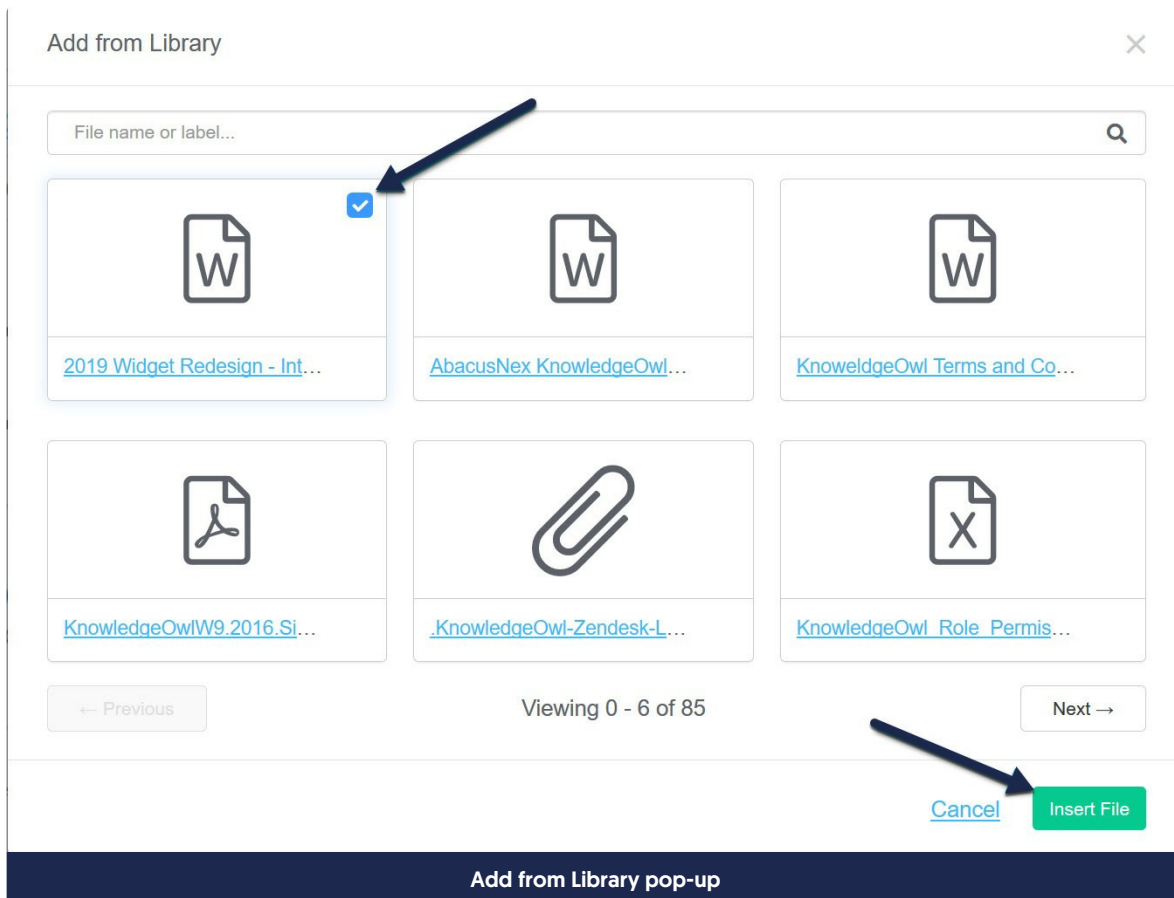
To add an existing file from your library, select the **Add from library** icon.

Full Article Title [Add Short Title](#)

Adding Images and File Inside of Articles

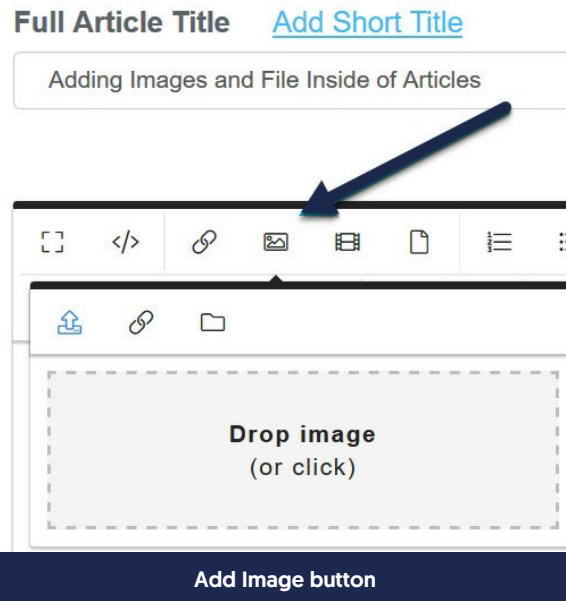


This will open a pop-up where you can search for files, with the most recent files first. Select the image you want to add, then select **Insert File**.



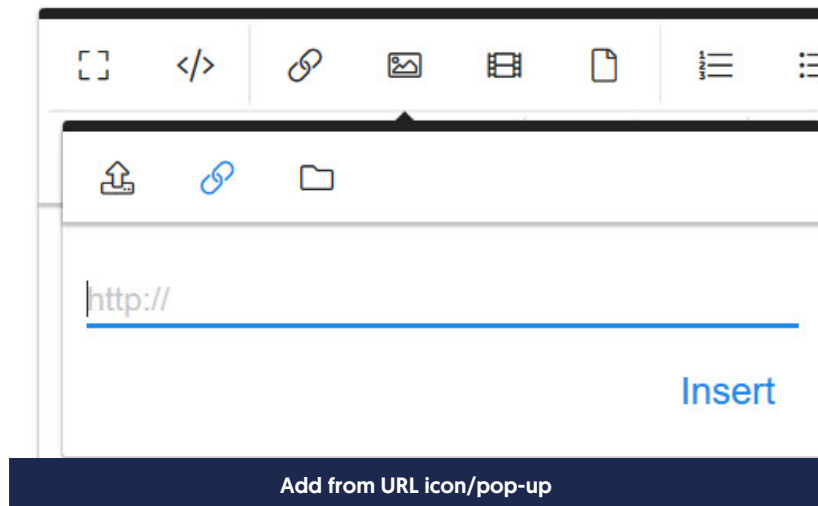
Modern Editor: images

To add images to your articles, select the **Add Image** icon, or use **Ctrl + P**.

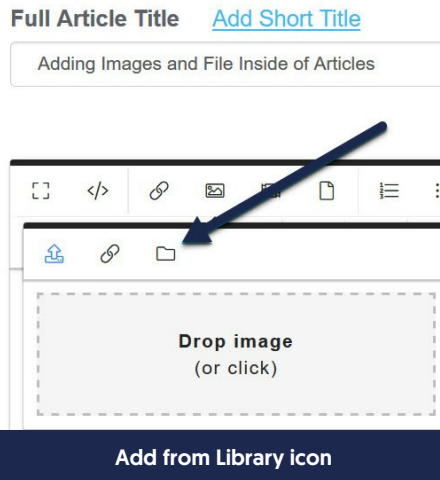


You can choose to upload a new image, add an image by URL, or add an existing image from your library:

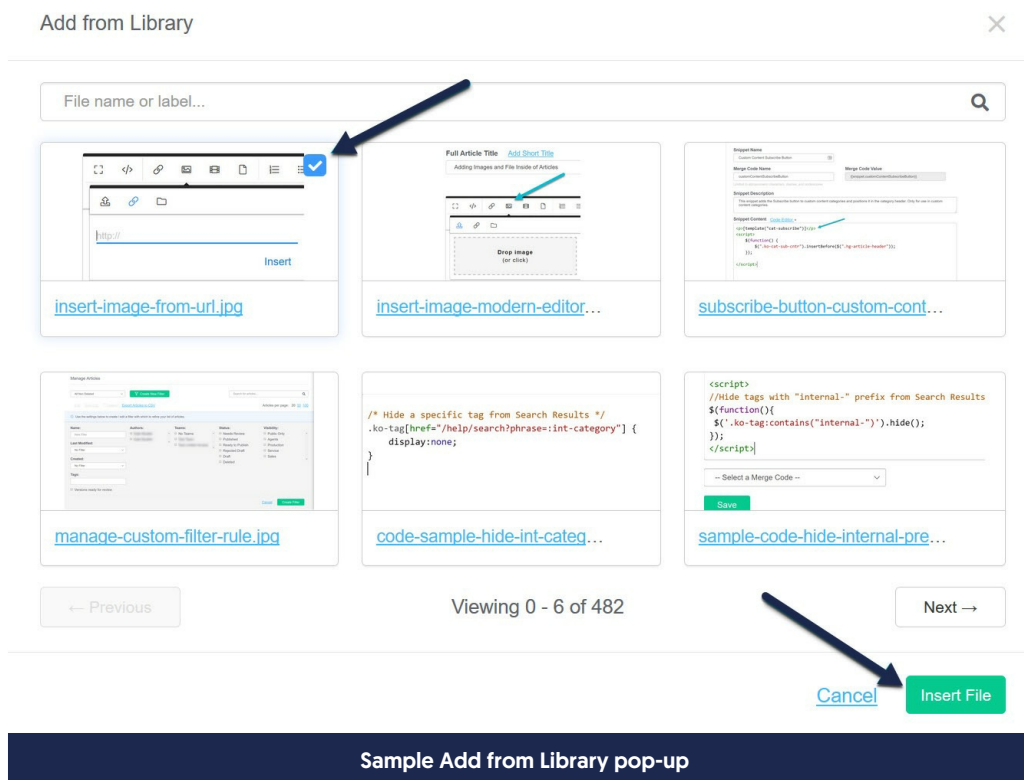
- To upload a new image, click the icon with the arrow pointing up. You can drag and drop an image into this pop-up, or click the window to browse to an image for upload.
- To add an image by URL, click the chain links, add the URL for the image, and select **Insert**:



- To add an existing image from your library, click the folder icon:



This will open a pop-up where you can search for files, with the most recent images first. Select the image you'd like to upload, then select **Insert File**.



Legacy Editor: images and files


To add images or files into your articles using our Legacy editor:

1. Open your article in edit mode.
2. Click on the **Add File / Image** button near the top.

Full Article Title [Add Short Title](#) [Add Internal Title](#)

Demo

Switch Editor: [Modern](#)



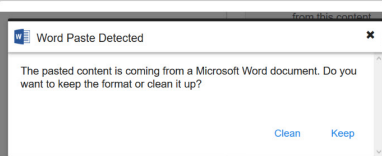
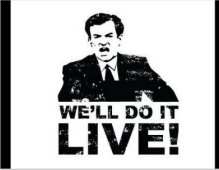




Legacy Editor Add File / Image button

3. This will open the **Add from Library** pop-up, displaying the most recent files first.

Add from Library ✕

File name or label... 🔍

 sample_presentation.pptx	 case-study-index-1.xlsx	 1568139595310.png
 DO_IT_LIVE.jpg	 slimbox2.css	 nextlabel.gif

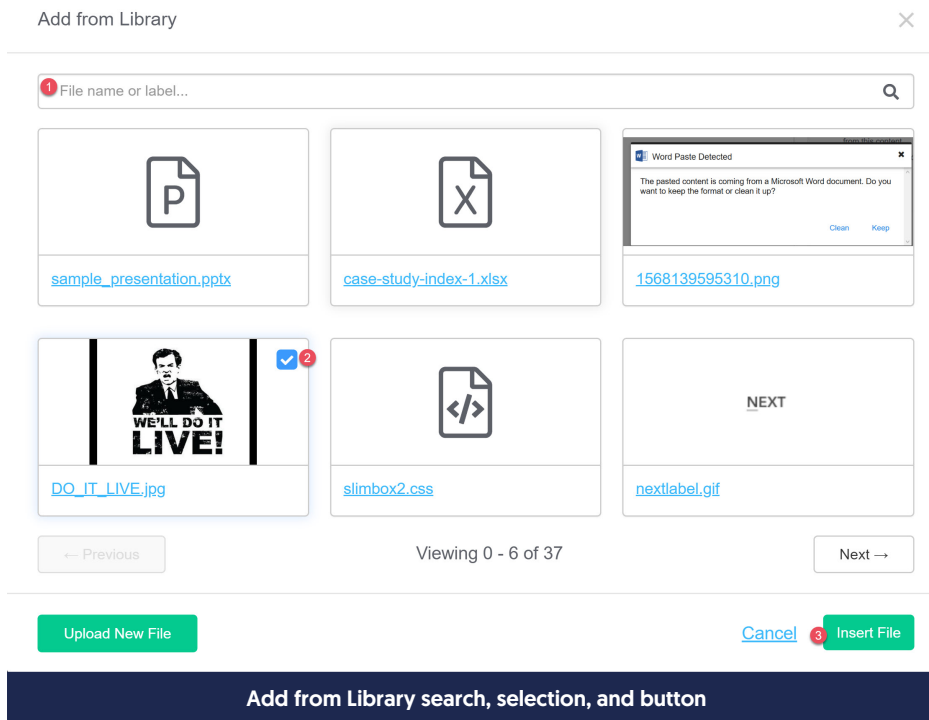
← Previous Viewing 0 - 6 of 37 Next →

[Upload New File](#) [Cancel](#) [Insert File](#)

Sample Add from Library pop-up in Legacy Editor

4. To use an existing file in the library:

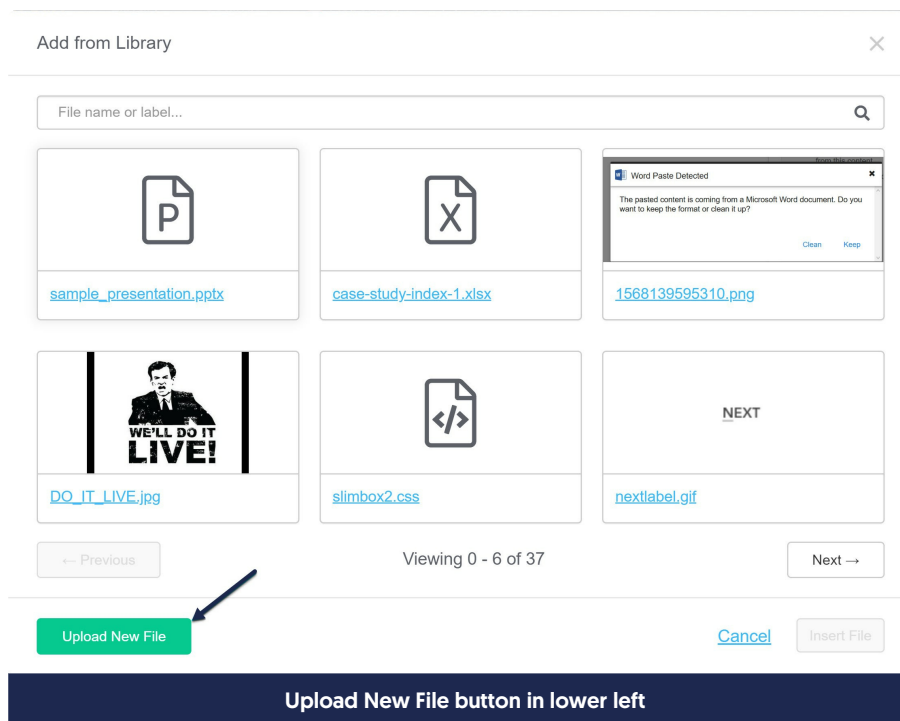
- a. If necessary, use the search bar at the top to search for the file you want to add.
- b. Click on the file or image to select it.
- c. Click the **Insert File** button to insert the file into your article.



d. Select **Save** once you've added the files or images you want.

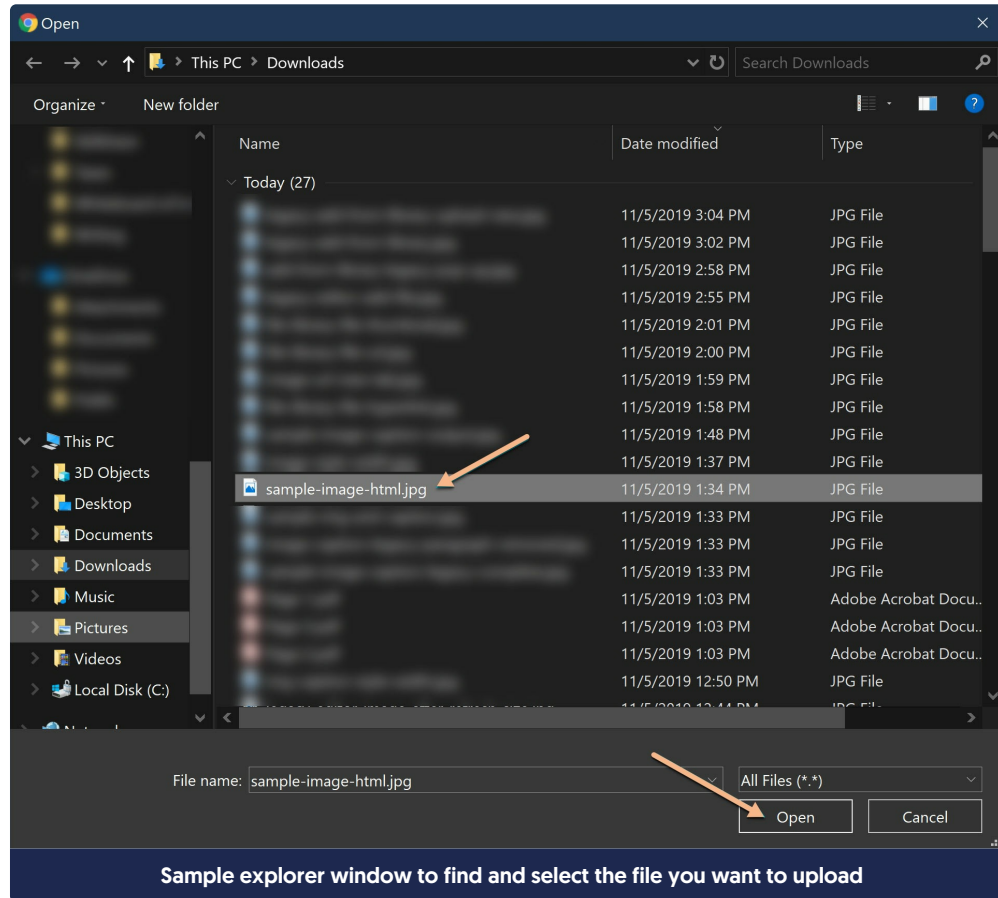
5. To add a new file to your article and the library:

a. Click the **Upload New File** button in the lower left corner.



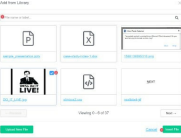


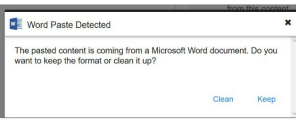


b. This will open an explorer window; navigate to the file you wish to upload, select it, and click the **Open**

button in the lower right.



- c. You'll see the name of the file you selected for upload in the lower left. Make sure it's what you wanted. Then click the Insert File button to insert the file into your article.

File name or label... 🔍

 legacy-add-from-library.jpg	 sample_presentation.pptx	 case-study-index-1.xlsx
 1568139595310.png	 DO_IT_LIVE.jpg	 slimbox2.css

← Previous Viewing 0 - 6 of 38 Next →

sample-image-html.jpg (144 kb) 100%

[Cancel](#) [Insert File](#)

Uploaded file name replaces the Upload File button in lower left

d. Select **Save** once you've added the files or images you want.