

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.

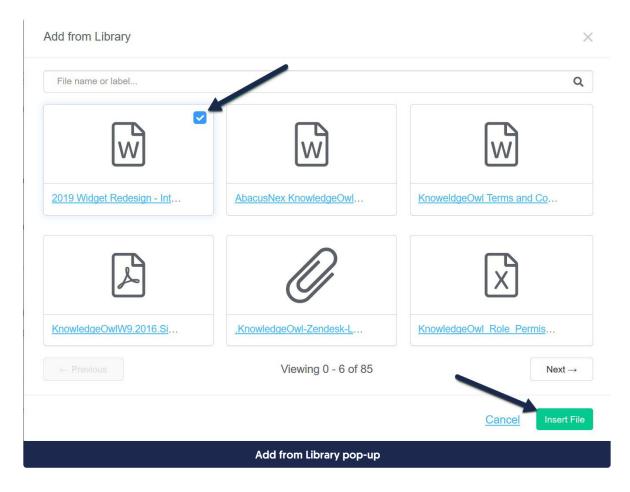
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			Upl	oad fil	e icon			

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.

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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.

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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:

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

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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**.

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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.

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

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- 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.

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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.

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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.

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Sample explorer window to find and select	the file you want to u	upload

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.

Add from Library

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Uploaded file	e name replaces the Upload File b	utton in lower left

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