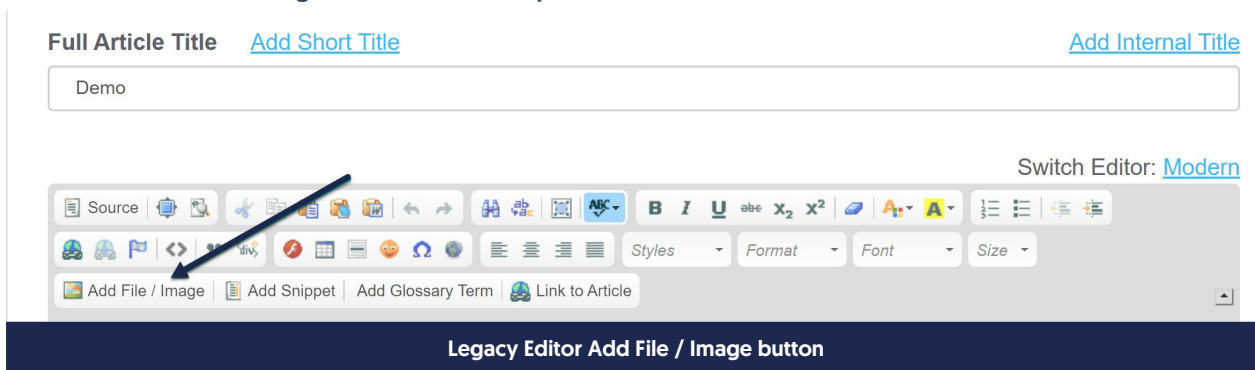# knowledgeowl

Add images to articles: Legacy Editor

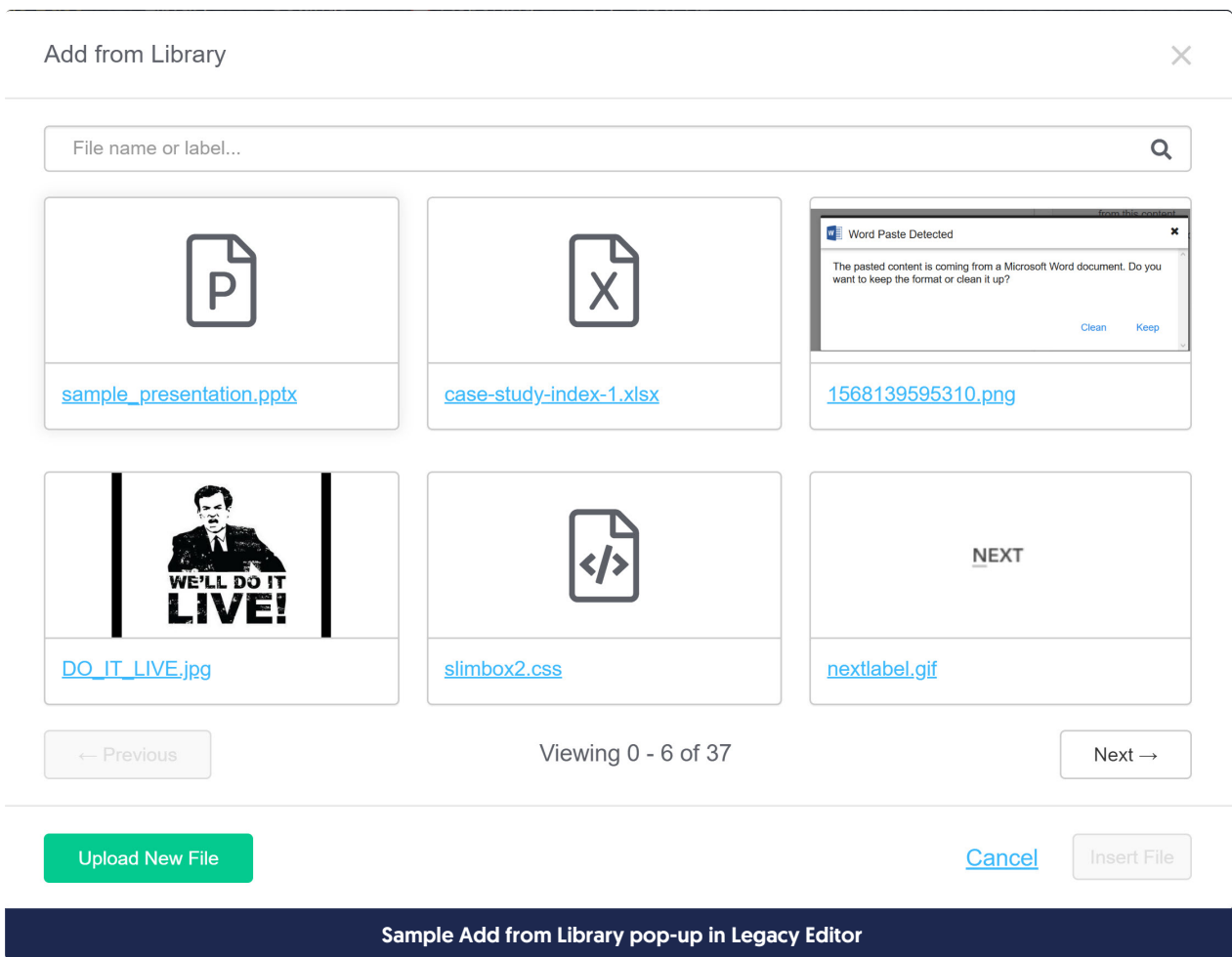**Last Modified on 04/03/2024 1:20 pm EDT**

Images and screenshots can add examples and detail to your documentation. The process of adding files to articles differs a little between the Modern Editor and the Legacy Editor. Here, we walk through how to add images in the Legacy Editor.

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.**

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... 🔍

P	X	Word Paste Detected ✕ The pasted content is coming from a Microsoft Word document. Do you want to keep the format or clean it up? Clean Keep
sample_presentation.pptx	case-study-index-1.xlsx	1568139595310.png
WE'LL DO IT LIVE!	</>	NEXT
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 image in the File Library:**

    a. **If necessary, use the search bar at the top to search for the image you want to add.**

    b. **Click on the image to select it.**

    c. **Click the Insert File button to insert the image into your article.**

Add from Library search, selection, and button
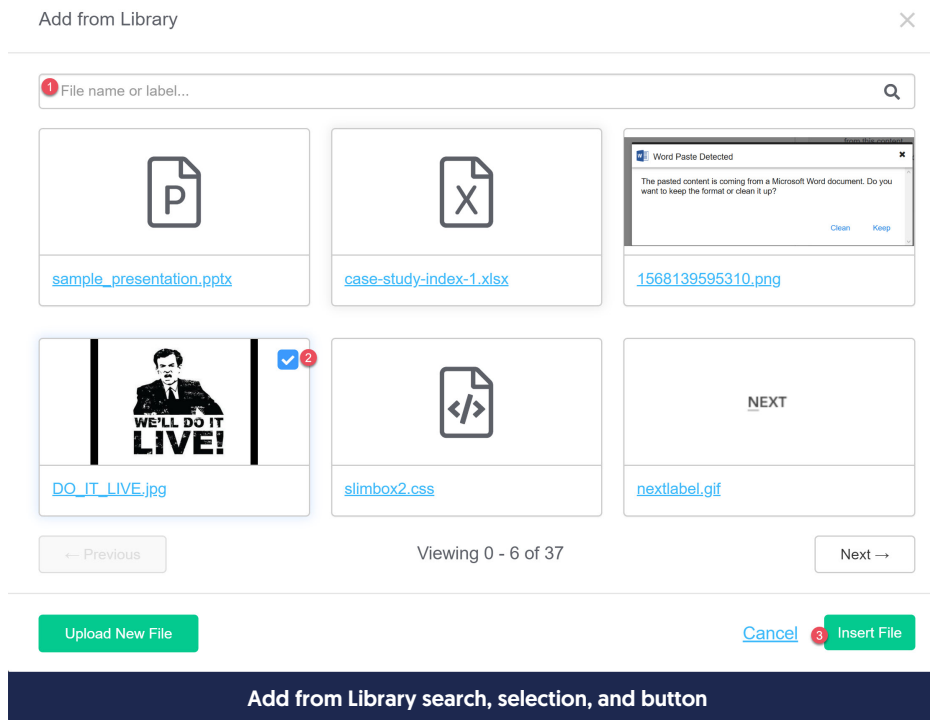
   d. Select **Save** once you've added the images you want.

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

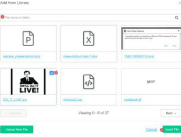   a. Click the **Upload New File** button in the lower left corner.

Upload New File button in lower left
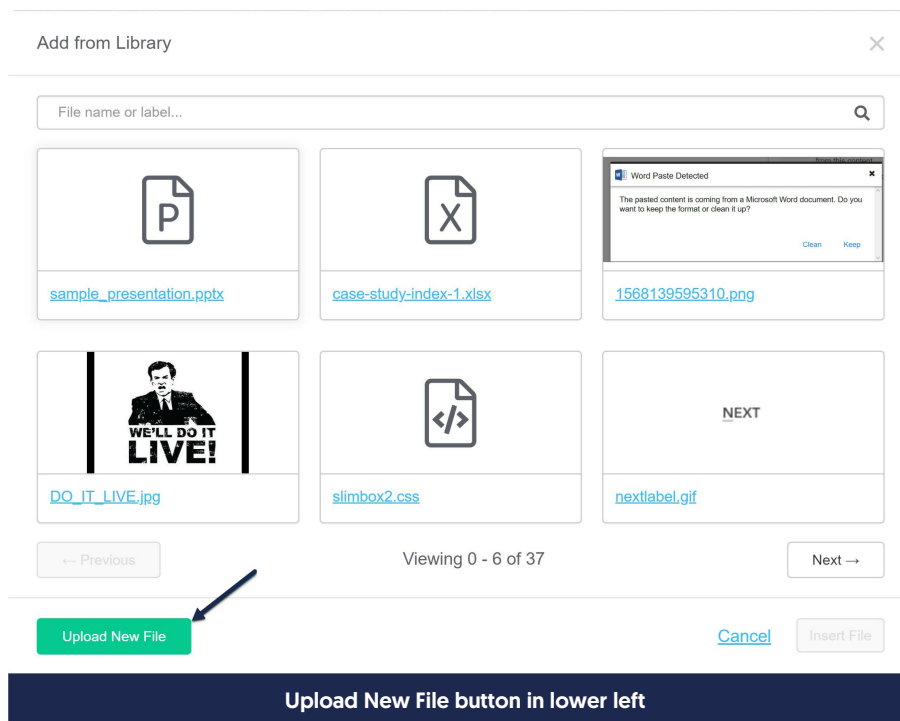
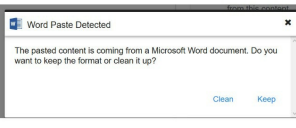   b. This will open an explorer window; navigate to the image you wish to upload, select it, and click the

Open button in the lower right.

Sample explorer window to find and select the file you want to upload
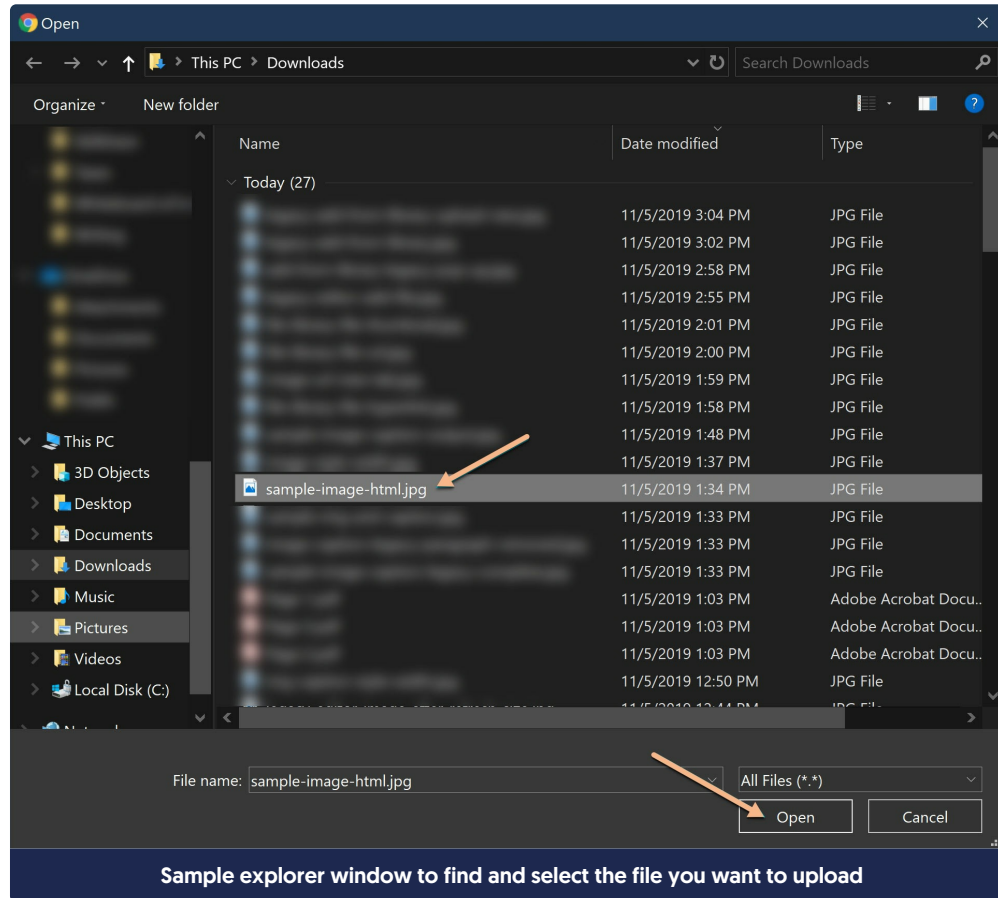
c. You'll see the name of the file you selected for upload in the lower left. Make sure it's what you wanted. Then click the **Insert File** button to insert the file into your article.

Add from Library   ✕

[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 you want.