

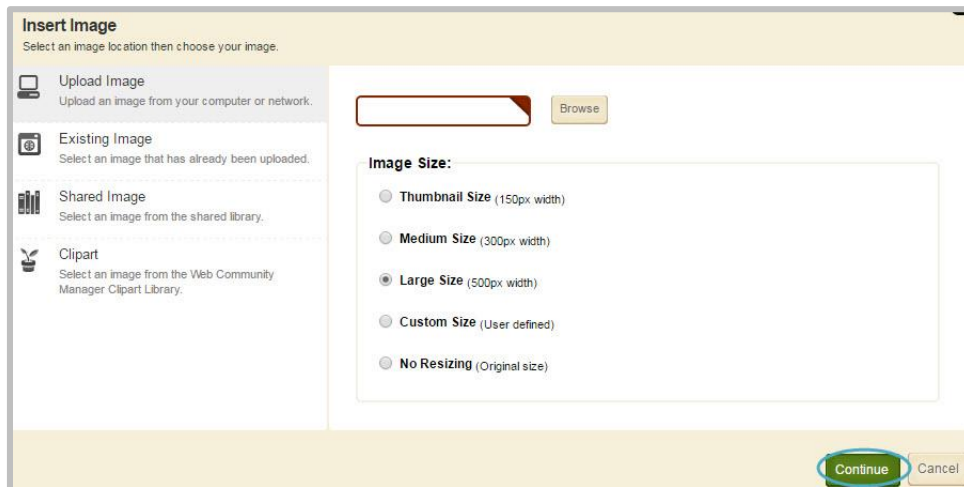
# Insert Image Wizard

The Insert Image Wizard allows you to insert photos into the [Full Text Editor](#). You can upload images, add existing images, shared images or insert clipart.



Here's how you add an image using the Insert Image Wizard.

1. Click the **Insert Image** icon.
2. Select the location of the image. You can upload an image from your computer or network; insert an image you have already uploaded to your Files & Folders; insert an image that is uploaded to the Shared Library; or insert an image from the Clipart Library. If uploading an image from your computer or network, browse and select the image you would like to insert.



3. Choose the size of the image to be inserted and click **Continue**.
4. Enter a description of the image in the Alternative Text field.
5. You can adjust the height and width of the image as necessary.
6. Set the Alignment for the image. The default alignment is Left, but you can also choose to align the image to the Right.



7. Click **Insert Image**. You are returned to your Content App in Edit mode.
8. Click **Save**.