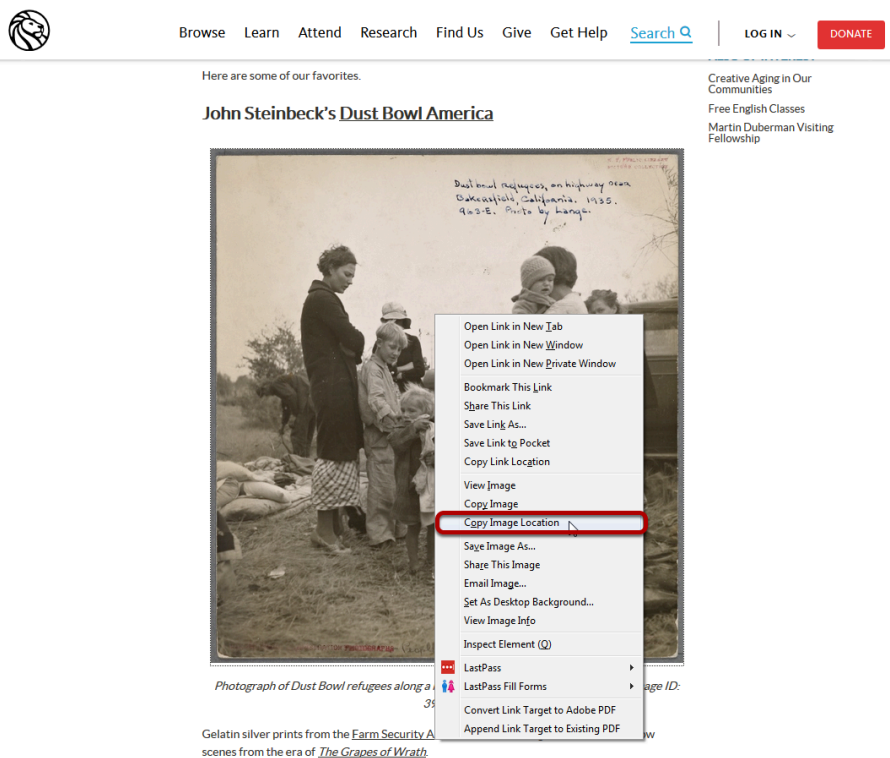


How do I embed a linked web image in a text box?

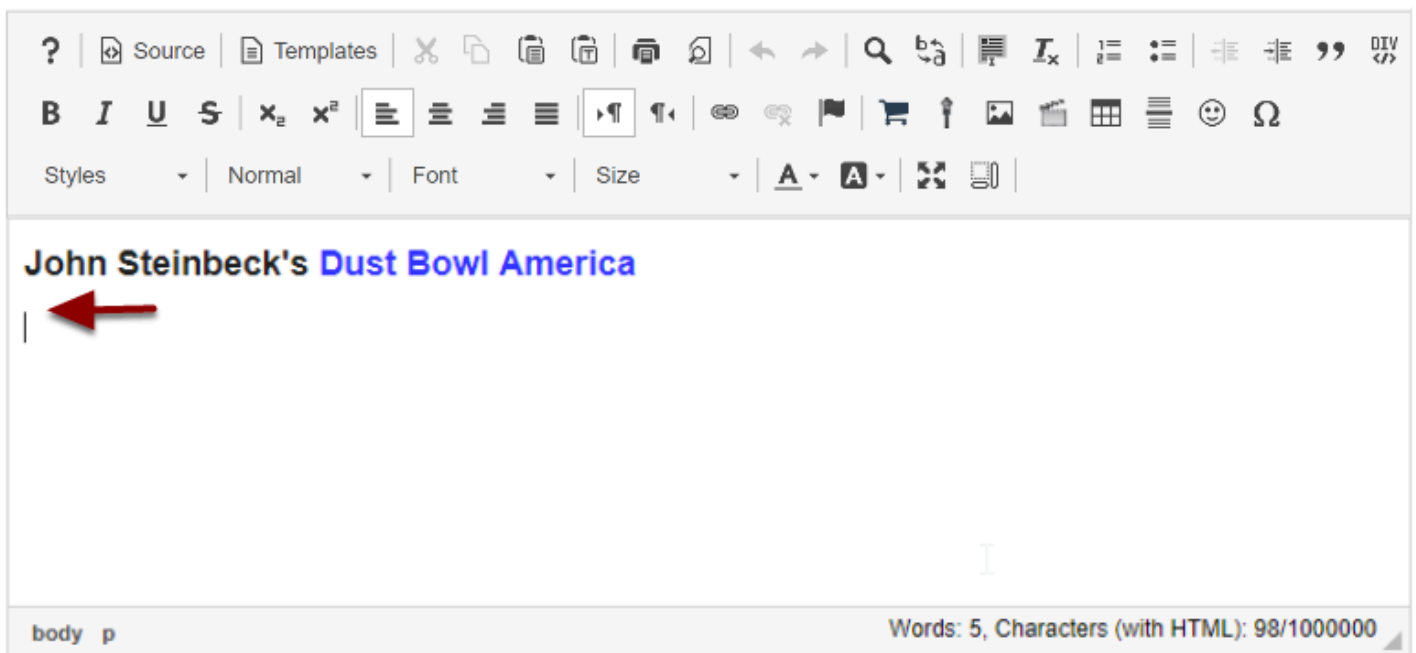
Locate and copy the image link.



Locate the image on the web that you want to embed.

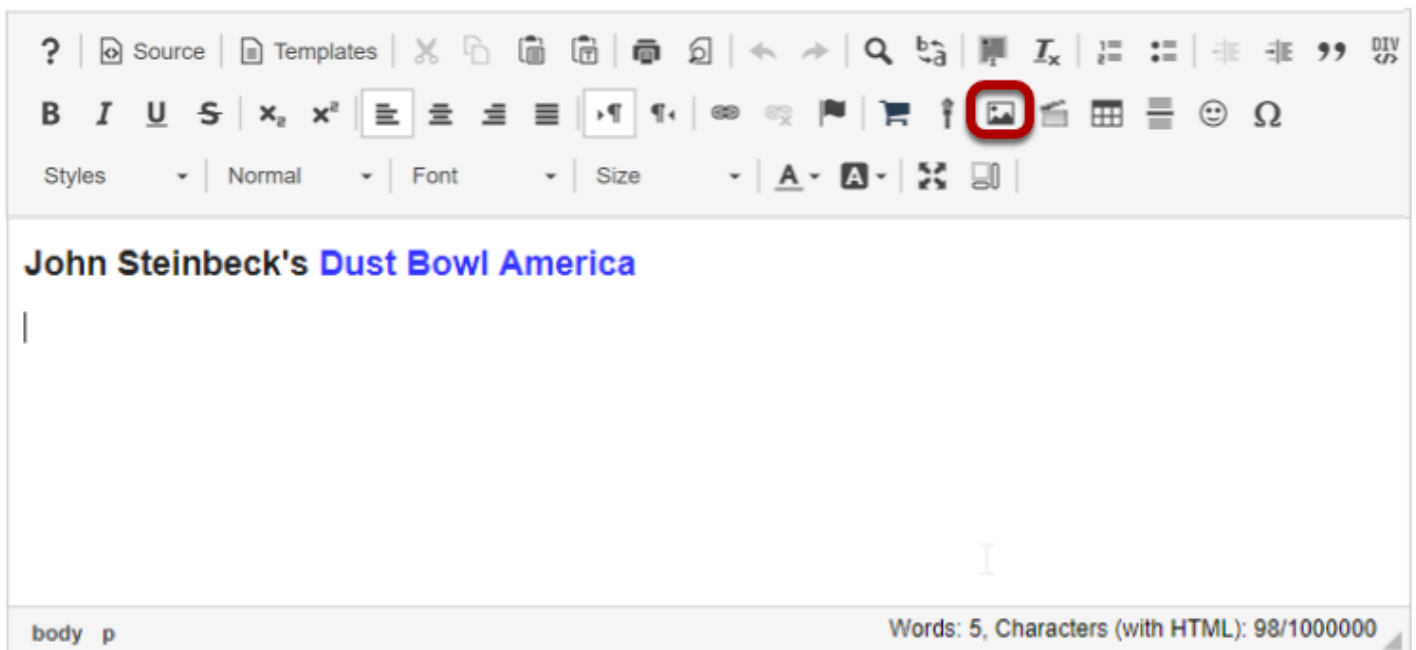
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

Position the cursor.



Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.



This displays the Image Properties dialog box.

Paste the URL.

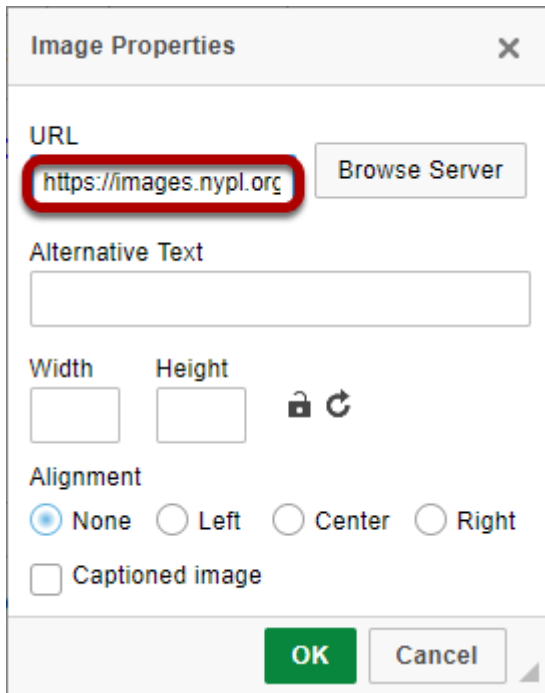


Image Properties

URL

Alternative Text

Width Height

Alignment
 None Left Center Right
 Captioned image

Paste the copied URL into the box marked **URL**. (Use CTRL-V for PC or COMMAND-V for MAC to paste.)

Modify image properties. (Optional)

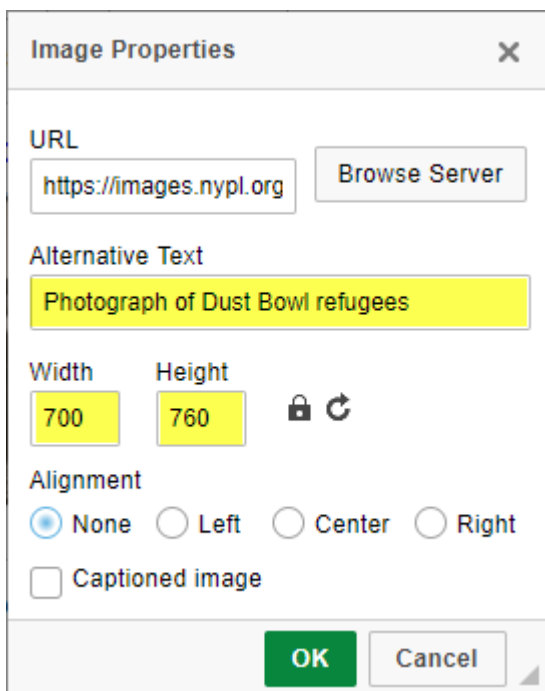


Image Properties

URL

Alternative Text

Width Height

Alignment
 None Left Center Right
 Captioned image

Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)

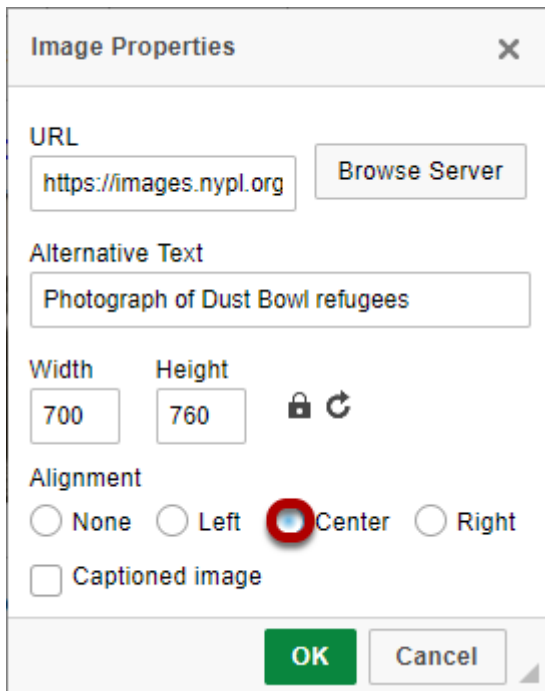


Image Properties

URL

Alternative Text

Width Height

Alignment
 None Left Center Right

Captioned image

Set the Alignment (left, right, or center) for the image.

Click OK.

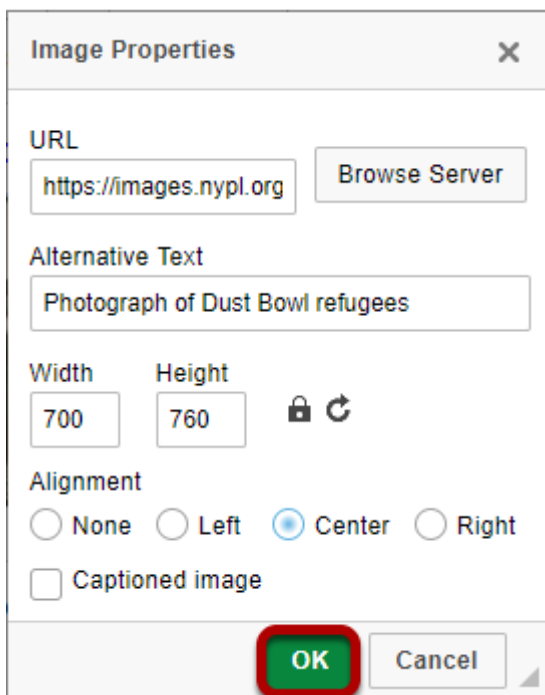


Image Properties

URL

Alternative Text

Width Height

Alignment
 None Left Center Right

Captioned image

