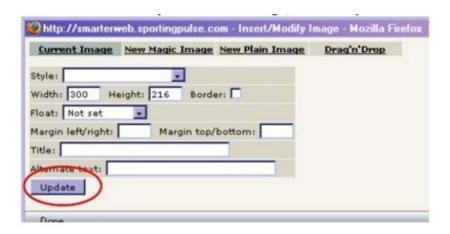# Adding/Formatting Images within the Text Editor

Last Modified on 11/11/2015 8:15 am AEDT

1. From the text editor, click Insert/Modify Image.

2. Click on a folder and then an image if you have already uploaded one. Otherwise click Browse to upload one.

3. With the image selected click 'Insert/Modify Image' again, a pop-up window will appear.

4. Select / Enter the details you want for that image, then click Update.

Related Articles

[template("related")]