

## LAB REPORTING USING CHEM-WIKI

### IV. Making page edits using the Visual Toolbar:



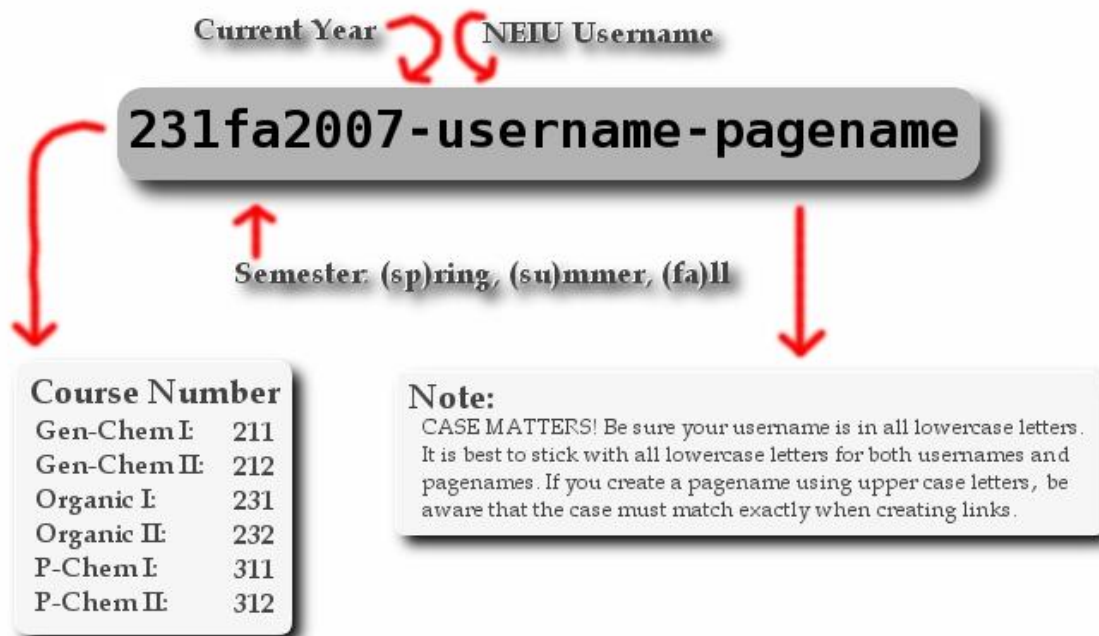
Note: If your toolbar does not appear as above, click 'Floating Toolbar'



### (PART 5) Adding Images to Pages

**Important:** Before you begin editing your page or inserting your image you must first rename your file according to the NEIU Naming Conventions. Follow the same guidelines as you would use when creating any new page on the site. Simply use any name you like in place of the 'pagename' for your image followed by your file extension. Image *file types* that are acceptable are .png or .jpg or See below for reference.

## Naming Conventions



>> You are now ready to insert your image into your page! Note the location of your file for reference later.

1. Click 'edit this page' and move the cursor to where you would like the image to appear.



2. Then, click on the 'insert image' icon in the visual editor.



3. In the dialog box that appears click on 'browse' to locate the image on your hard drive.

**Note:** Be sure to rename your image file first following the Naming Conventions

4. Click 'upload' to move your image to the Chem-Wiki site.

5. Your file will now appear in the *dialog box* as a thumbnail image, double-click your image and it will be inserted into the page where you positioned your cursor.

6. You can resize your image to change the way that it will appear on the page without affecting your file.

>> Simply click and drag from the corners of a selected image to resize it for that page.  
>> Change the *alignment* by using the drop down menu that appears when your image is selected.

7. When inserting images during page edits it is best to click 'preview' before saving your changes as their locations will change slightly.



**Hint:** Did your image not appear where you expected it would be? Try changing the alignment and then preview again.