

## Insert an Image in a Content App

1. Click the **Insert Image** icon.
2. Using the Insert Image Wizard, 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.
3. If uploading an image from your computer or network, browse and select the image you would like to insert.
4. When you are uploading an image, you can choose the size of the image to be inserted.
5. Click **Continue**.
6. Enter a description of the image in the Alternative Text field.
7. You can adjust the image as necessary.
8. Click **Insert Image**. You are returned to your Content app in Edit Mode.