Add an image

When you are editing a page, you can upload an image to SharePoint and then link to it from your page in one series of steps. If the image has already been uploaded to SharePoint, you can simply link to it from your page.

The following exercise shows you how to

- upload an image to SharePoint
- link to an image from your page

Upload the document to SharePoint

Before you upload your image to SharePoint, make sure you have saved it with a short, descriptive web-friendly file name (see Page Design > Images for more help).

1. On your page, position the cursor where you want the image to appear.
2. On the ribbon, click INSERT, Picture and From SharePoint.
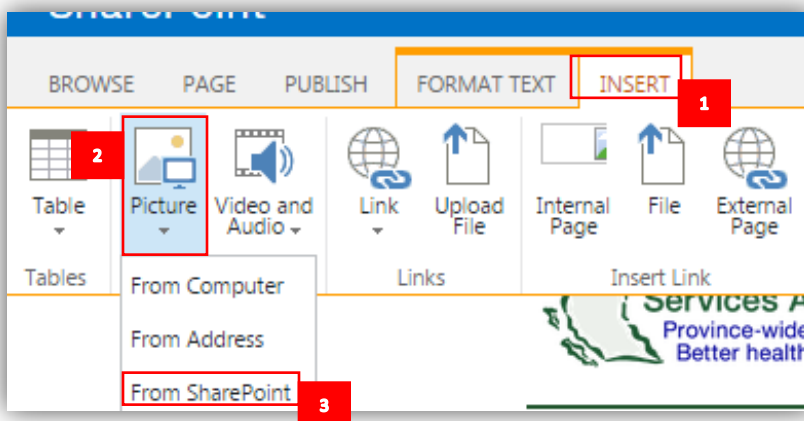
3. You will be presented with the SharePoint Images library for your section. Any images already in the library will be listed. (Check you are in the correct Images library by checking the left-hand list. If you are not in the correct library, find the correct library, open its menu and click on Images. This will bring up the images library.)
4. Click "add" to add a new image to the library.
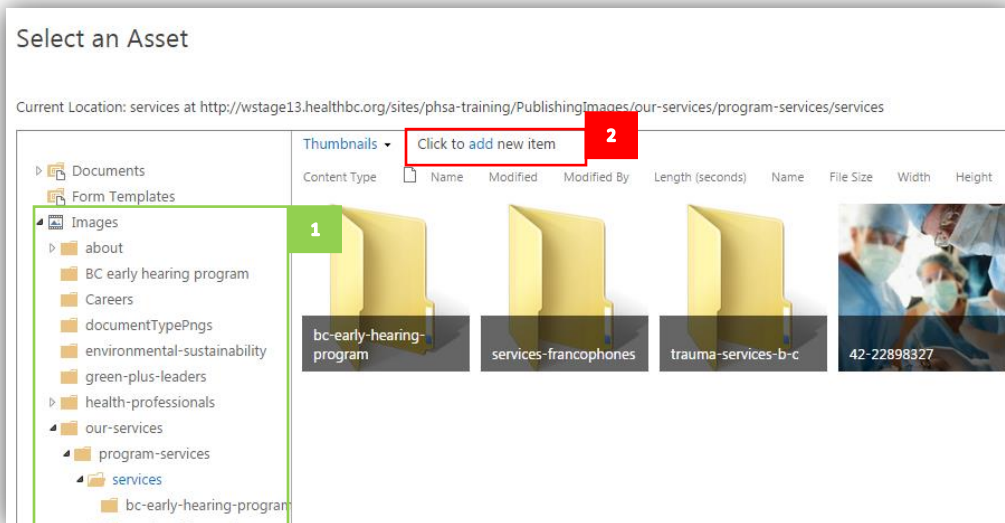
5. In the Add a document popup window select Choose File to navigate via Windows Explorer to the image you want to upload.
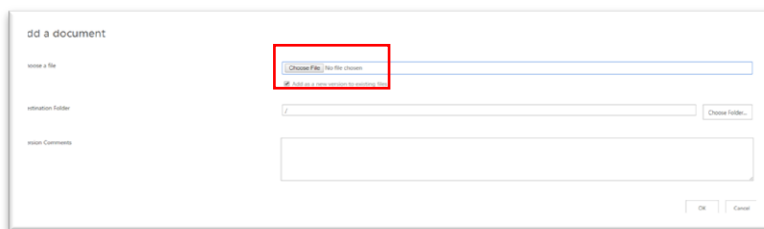
6. Select your image and click Open. The image file name will appear in the Choose a file field.
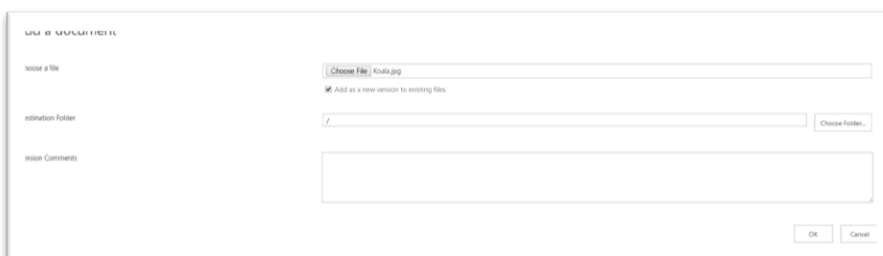
7. Fill in the Add a document record. Do not change the destination folder. Add version comments if needed for your own records. (Version comments appear in the version column of the library list.) Click OK. The Images record for the image will appear.

Images - Koala.jpg

EDIT

Save | Cancel | Paste | Cut / Copy | Delete Item

Commit | Clipboard | Actions

ℹ The document was uploaded successfully. Use this form to update the properties of the document.

Content Type | Image ▾
Upload an image.

Name * | Koala | .jpg

Title | Koala in tree

Keywords | koala
For example: scenery, mountains, trees, nature

Comments |
A summary of this asset

Author | Corbis
The primary author

Date Picture Taken | 11/02/2008 | 📅 | 11 AM ▾ | 32 ▾

Copyright | © Corbis. All Rights Reserved.

Version: 1.0
Created at 27/05/2016 1:20 PM by ☐ theresa.best@phsa.ca
Last modified at 27/05/2016 1:20 PM by ☐ theresa.best@phsa.ca

Save | Cancel

8. Fill in the Images record for your image.

   Title – add a short, descriptive title for your image. Note: this is not the same as the file name.

   **Keywords** – add at least one keyword. Keywords help your image be found in searches.

9. Click Save. Your image will be uploaded to Sharepoint. **Note:** The Images library might open in a wide window, or might be split into more than one page. If you don't see your uploaded image right away, make sure that you have seen the whole screen. In this example, the image is on the far right of the screen, and not visible until the screen was resized.
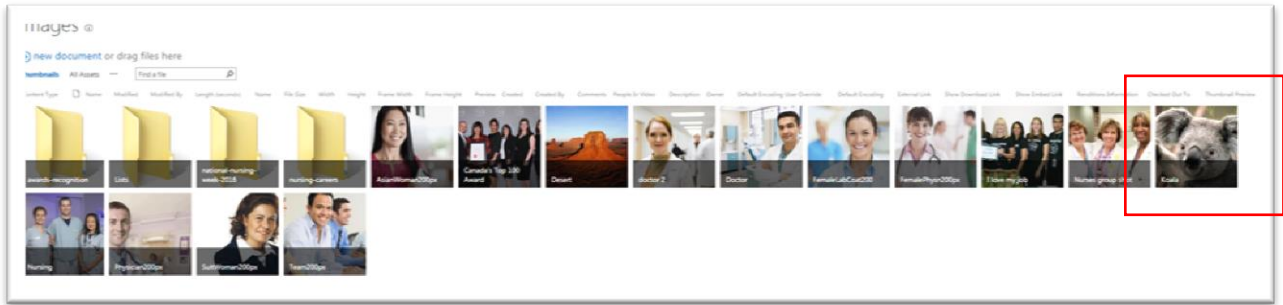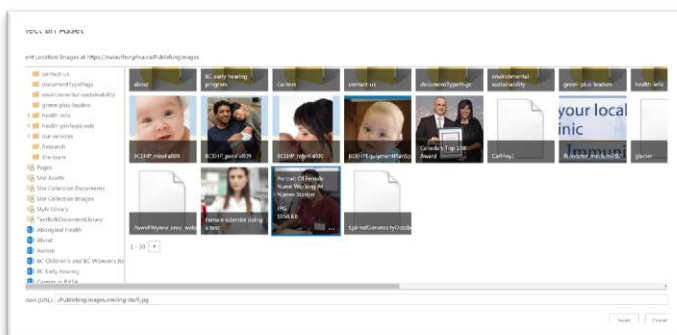
Link to an image from your page

Once the image has been uploaded to SharePoint, you can link to it from your page.
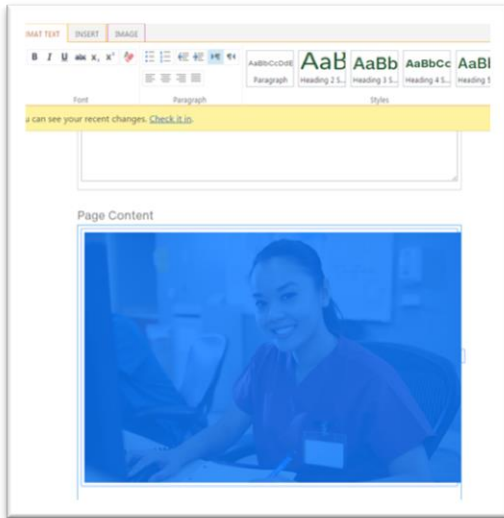
1. Position your cursor where you want the image to appear. Click Insert, Picture, From SharePoint.
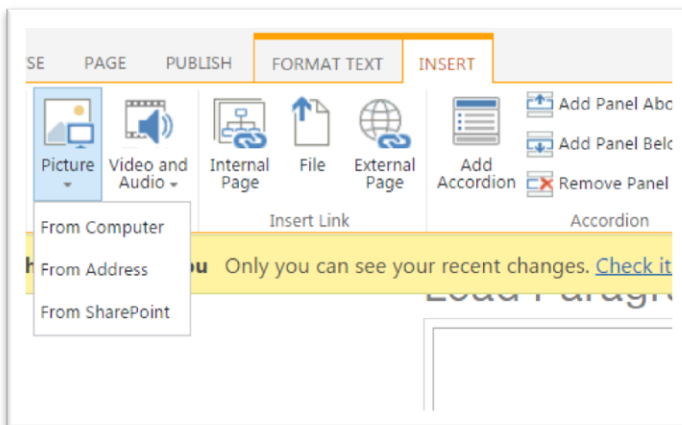

The Select an Asset popup will appear. Select the image you want. The image file name will appear in the Location (URL) field. Click Insert.

2. The image will appear on your page. Select the Image. The Image tab will appear in the editing ribbon.

3. Select the Image tab. In the properties box, type in Alt text for the image. Alt text helps the image be found in searches and be "read" by screen reader software.
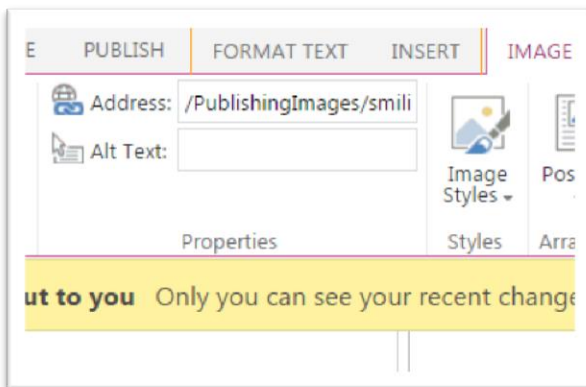
4. The Alt text will appear when you roll over the image with your cursor on the web page.