Images

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Uploading Images

There are many ways to include images in your work. Here are some of the more common ones.

1. Media Library

Each publication has its own media library that all content in the publication share. To upload images to the publication's media library, while editing content, click `Insert > Image...` and click Upload panel.

Once an image is in the media library, it can be embedded in any content by editing the content, selecting `Insert > Image...` and using the `Source` button to browse for it.

2. Paste the Link

If an image is already hosted on another website on the internet, a content author can hotlink to it by clicking `Insert > Image...` and pasting the image's URL directly into the URL field.
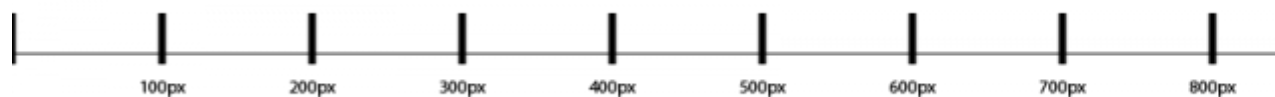
3. Paste into the Editor

Many images can be pasted directly into the editor from an internet source or your computer. Just try it!

Image Sizing

Image sizing on the internet can be a bit more complicated than authors initially think, because you want your work (a) to look good, (b) to download quickly, and (c) to adapt to different screen sizes. This means that images should be optimized for the web by making them the right size and format. Our editorial tools help you do some of this, but here are a few useful tips and guides.

1. Not too Big

Because your image will be shown on a website with fixed maximum dimensions, you should not upload any images that are wider than 1,200 pixels.

| 100px | 200px | 300px | 400px | 500px | 600px | 700px | 800px |

If you upload images larger than this, they will be scaled down to fit the screen, and the extra size will just make the page load slower for your readers.

2. Not too Small

Having said that, any images smaller than the maximum will look fuzzy if you try to show them at full-screen width. So, if you upload anything smaller than 1,200 pixels wide, you should scale it down on your page to avoid fuzziness.

3. Use the Sizing Tools

Select the image and click `Insert > Image...` In the classes dropdown, you can select common image sizes. Most images should be set to `Full`.

4. Use the Alignment Tool

You can use the left-align and right-align buttons in the editor to float smaller images around your text.