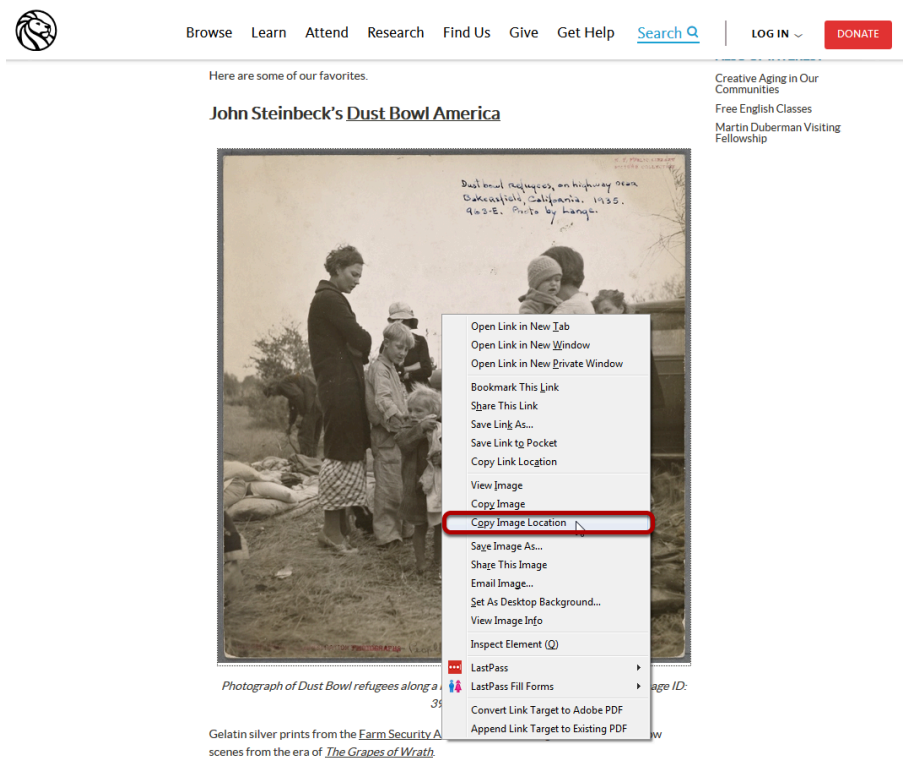


How do I embed a linked web image in a text box?

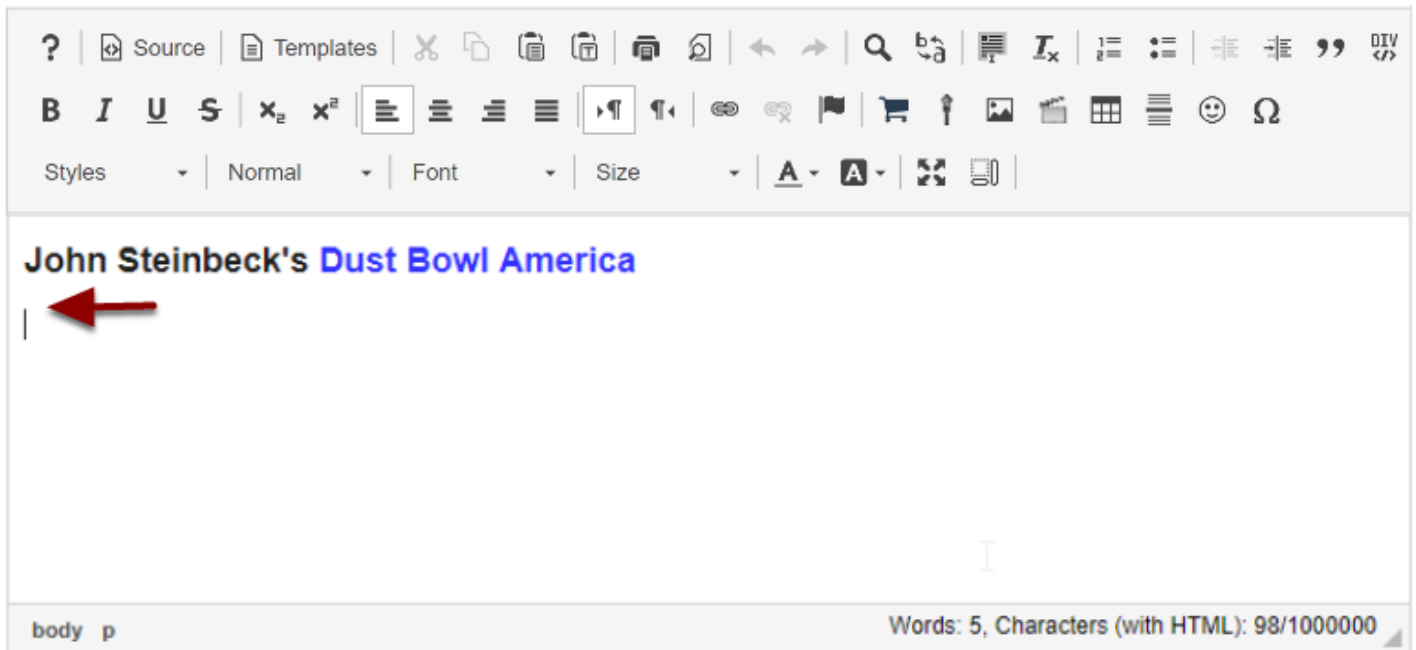
Locate and copy the image link.



Locate the image on the web that you want to embed.

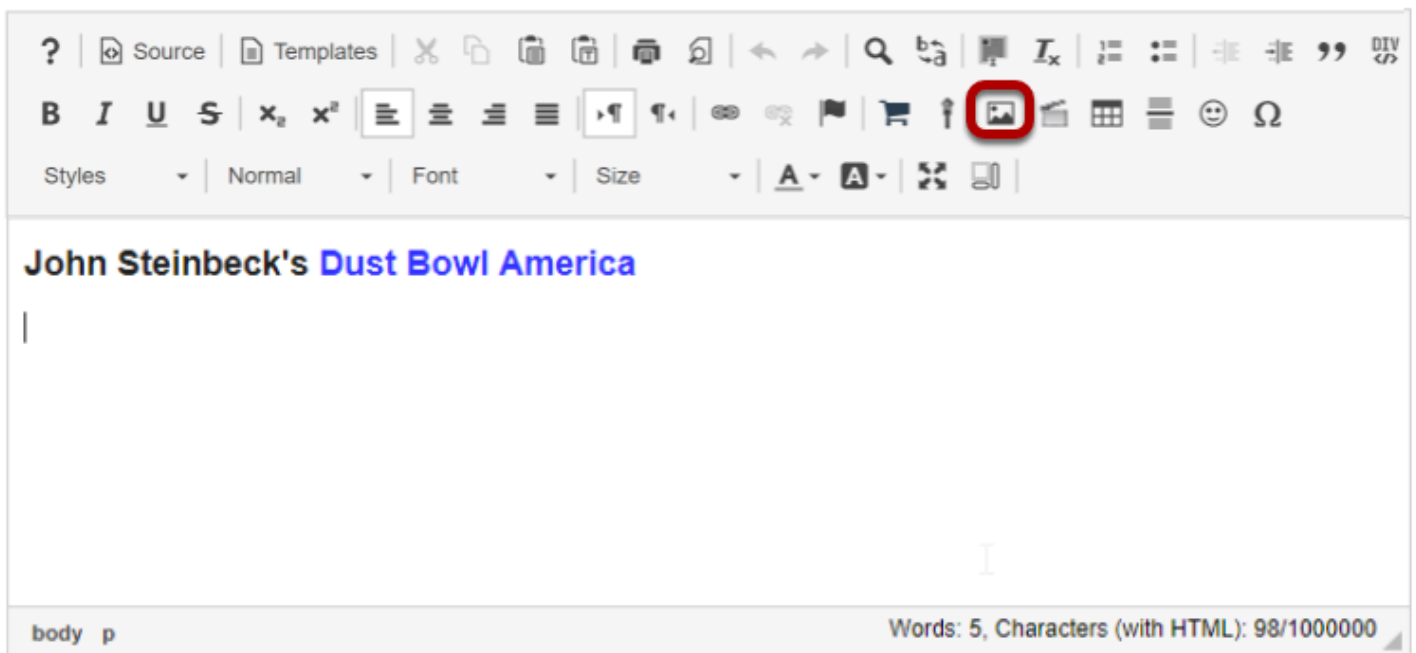
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

Position the cursor.



Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.



This displays the Image Properties dialog box.

Paste the URL.

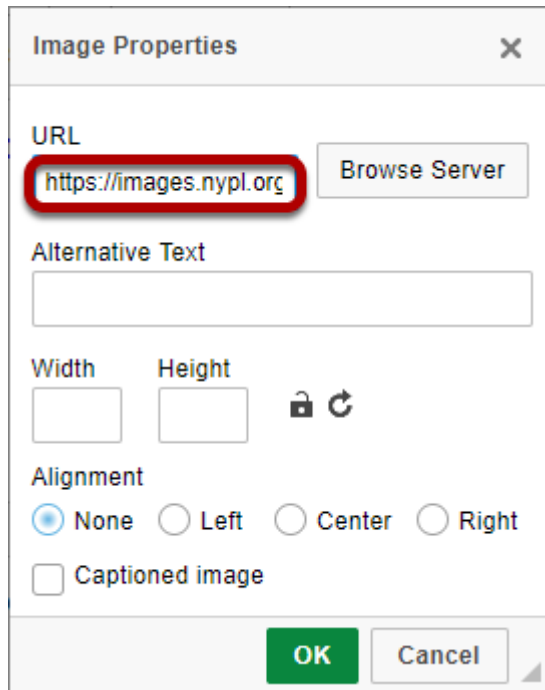


Image Properties

URL

Alternative Text

Width Height ☐ ☐

Alignment
☒ None ☐ Left ☐ Center ☐ Right

☐ Captioned image

Paste the copied URL into the box marked **URL**. (Use CTRL-V for PC or COMMAND-V for MAC to paste.)

Modify image properties. (Optional)

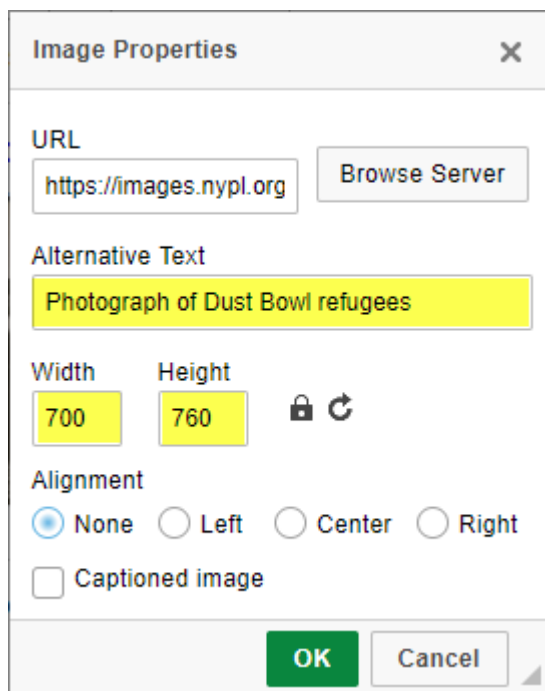


Image Properties

URL

Alternative Text

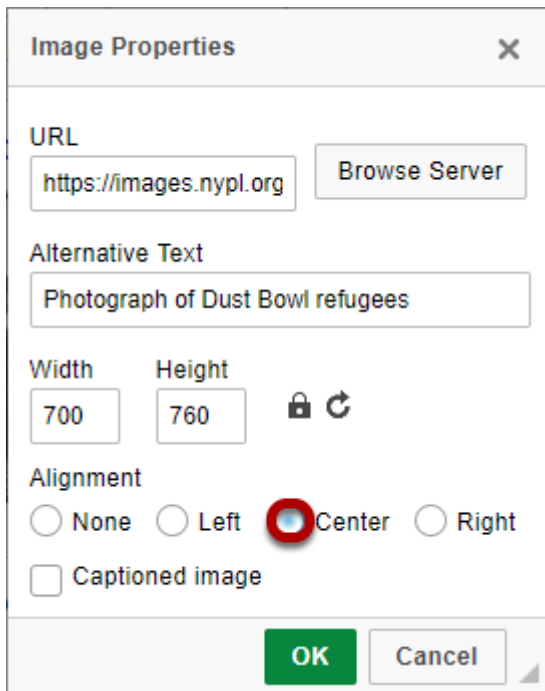
Width Height ☐ ☐

Alignment
☒ None ☐ Left ☐ Center ☐ Right

☐ Captioned image

Adjust the image width and height if needed and add an alternative text for screen readers.

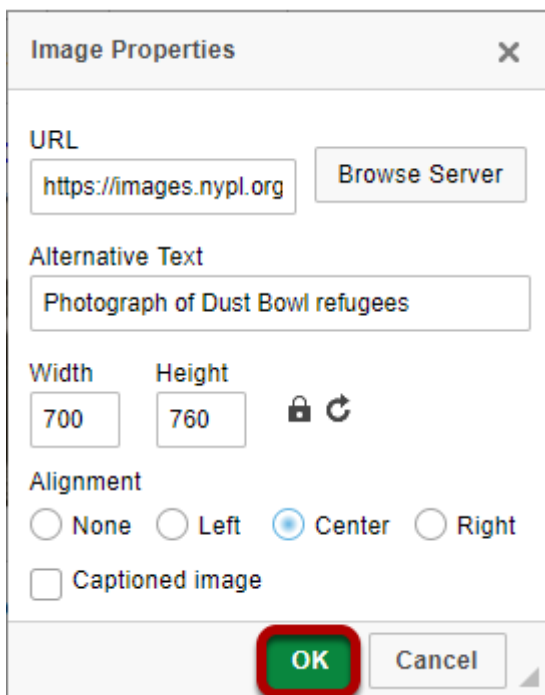
Set alignment. (Optional)



The screenshot shows the 'Image Properties' dialog box. The 'URL' field contains 'https://images.nypl.org' and there is a 'Browse Server' button. The 'Alternative Text' field contains 'Photograph of Dust Bowl refugees'. The 'Width' is set to 700 and 'Height' is set to 760. In the 'Alignment' section, the 'Center' radio button is selected and highlighted with a red circle. The 'Captioned image' checkbox is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Set the Alignment (left, right, or center) for the image.

Click OK.



This screenshot is identical to the previous one, but the 'OK' button at the bottom is now highlighted with a red rounded rectangle, indicating the final step to confirm the settings.

This returns the display to the text box with the embedded linked image.

Example of centered image below text.

A black and white photograph showing a group of people, identified as Dust Bowl refugees, standing on a highway near Bakersfield, California, in 1935. In the foreground, a woman holds a young child wearing a knit hat. To the left, another woman stands looking down. In the background, other people are visible, including a man in a hat. The photograph is labeled with handwritten text: "Dust bowl refugees, on highway near Bakersfield, California. 1935. 963-E. Photo by Lange." and a stamp in the top right corner reads "U. S. PUBLIC LIBRARY PICTURE COLLECTION".