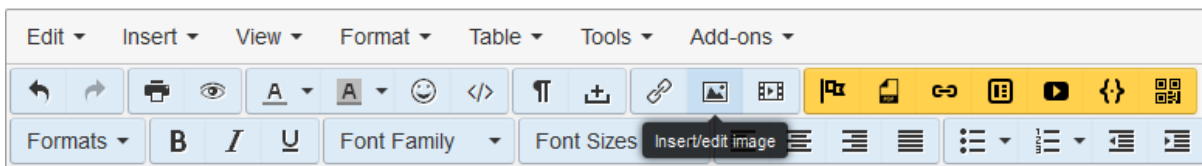


# Inserting an image into WYSIWYG editor

148 Gurjeet Kaur August 24, 2017 Article WYSIWYG Editor

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PHPKB allows users to insert or edit an image to an article using **WYSIWYG editor**.



Click **Insert/edit image** icon displayed in WYSIWYG editor (highlighted in the screenshot above) to add or edit an image. When you click this icon, it will pop-up a window for providing general and advanced details of an image.

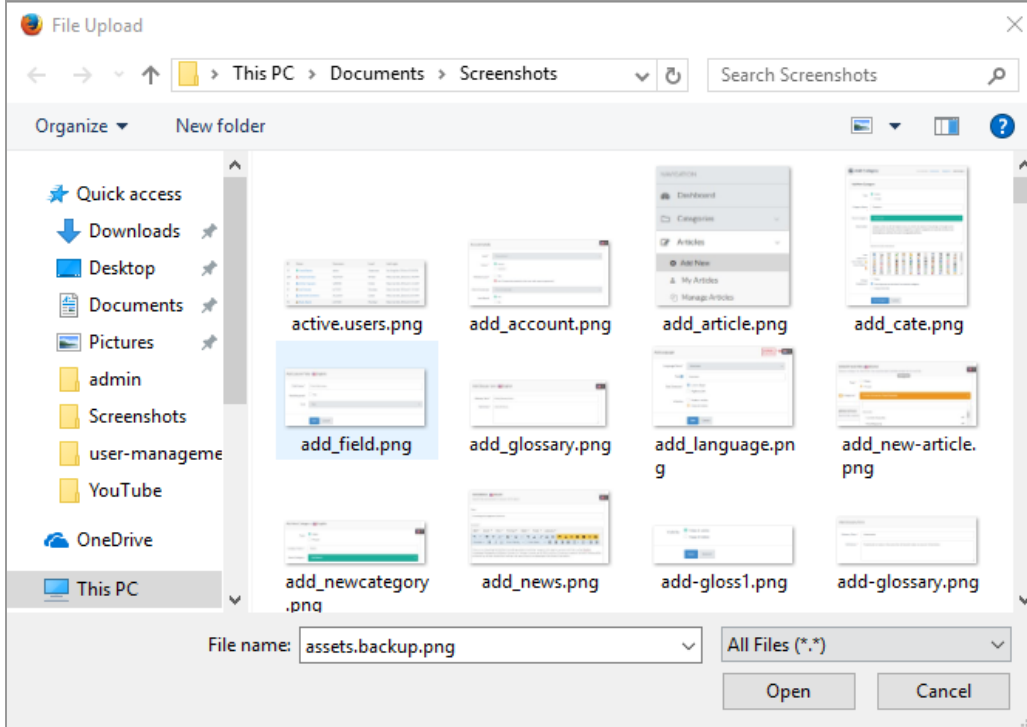
A screenshot of the 'Insert/edit image' dialog box. It has two tabs: 'General' and 'Advanced'. The 'General' tab is active, showing fields for 'Source', 'Image description', and 'Dimensions'. The 'Source' field has a text input and a 'Browse' button. The 'Image description' field is a text input. The 'Dimensions' field shows two input boxes for width and height, with a 'Constrain proportions' checkbox checked. At the bottom are 'Ok' and 'Cancel' buttons.

In **Source** field, either type-in the complete address of image location or you can also upload the image using browse button. **Asset Manager** page will be displayed by clicking on browse button as shown in the figure below:

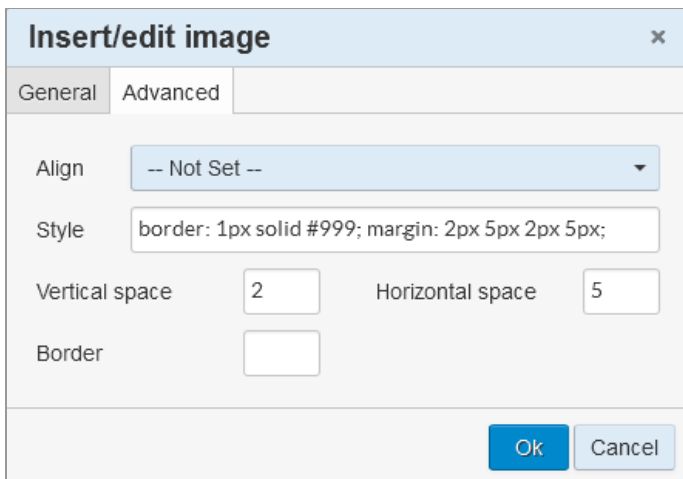
A screenshot of the 'Asset Manager' dialog box. It shows a list of assets with columns for file name, size, and a delete link. The file 'add-news.png' is highlighted in yellow. On the left, there is a 'NEWS DETAILS' section with a title and content field. At the bottom, there is an 'Upload File' section with a 'Browse...' button and an 'upload' button. The 'Assets' dropdown is set to 'Assets', and there are 'New Folder' and 'Del Folder' links.

Select a file from the directory of files that have been already uploaded.

If you have not yet uploaded the file, click **Browse** button to upload the file from your computer to the server.



Navigate to the folder from where you want to upload the file and click on open button. Click on upload button after choosing the file to start the upload. Once upload will be complete the file name will be highlighted with image preview on left side. For optimizing properties of an image, click **Advanced** in Insert/edit image window.



You can align the image, add styles such as borders and/or margins, vertical and horizontal margins in this window. After specifying the features, click **OK** button to apply the properties.

## Custom Fields

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

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