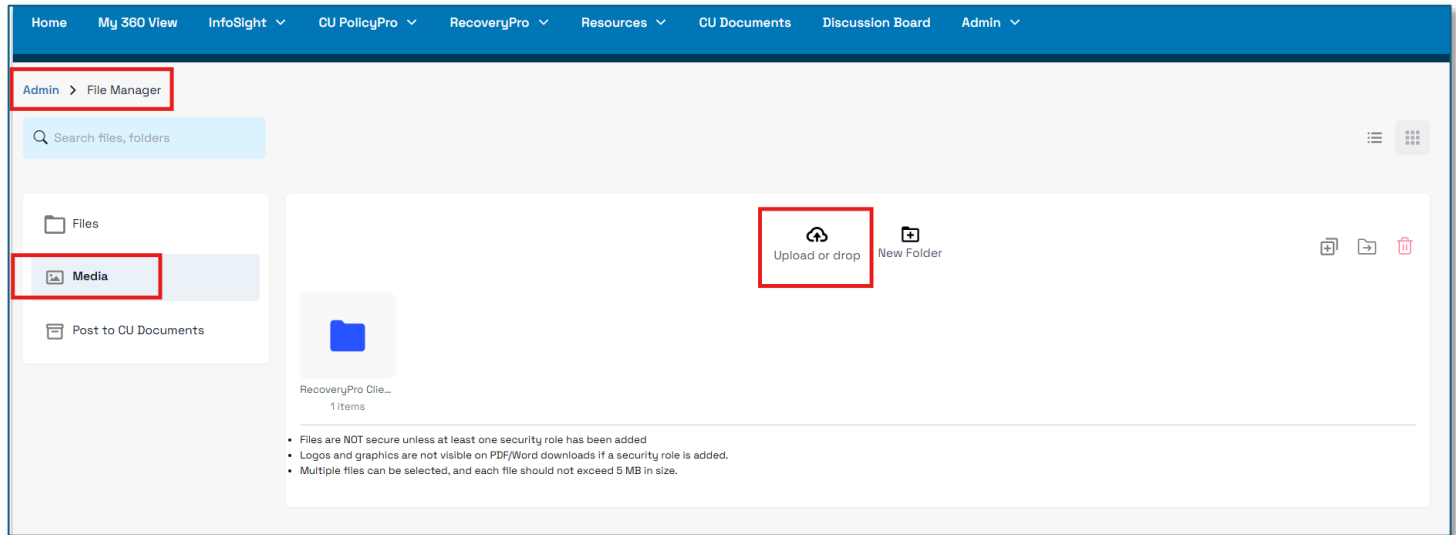


Adding an Image to Content in CU PolicyPro and RecoveryPro

Step 1: Add image to the File Manager

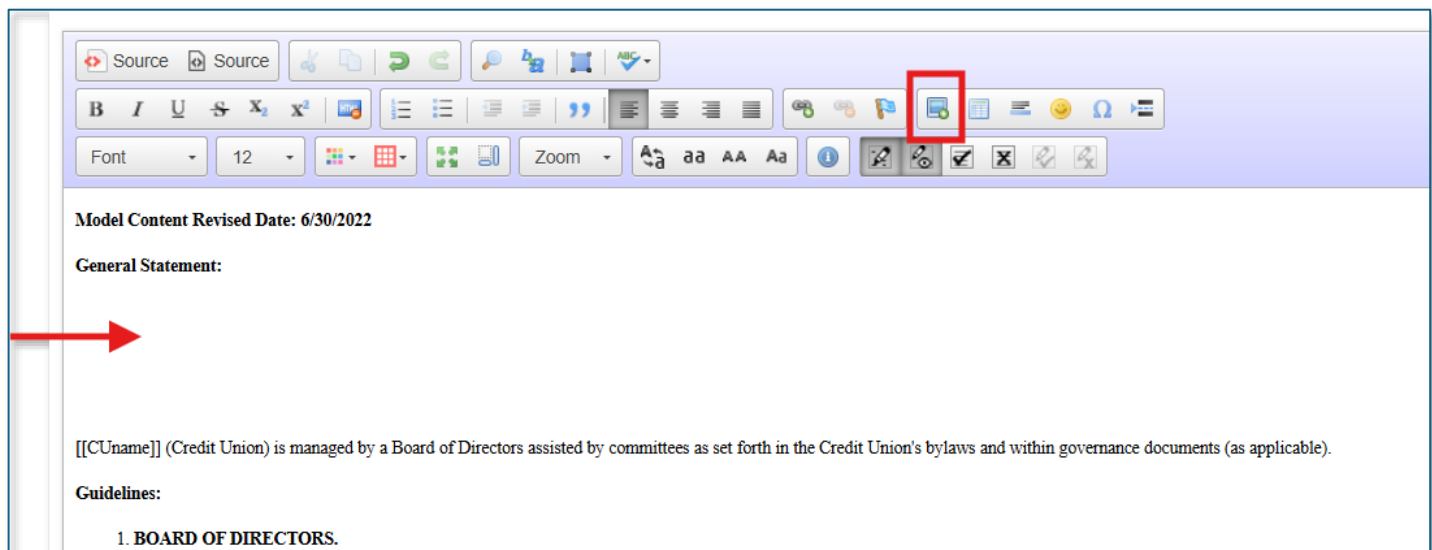
For an image to be added to content in InfoSight360, the image file must be added to the “Media” folder of the File Manager.

- Go the Admin > File Manager Area
- Click on the Media folder
- Use the upload icon to upload the image you want to use

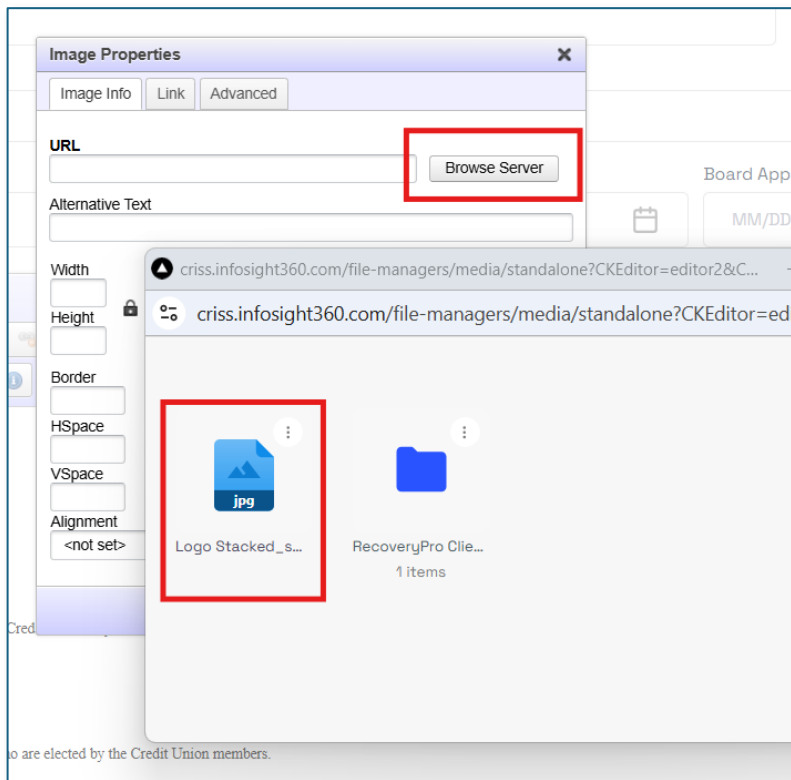


Step 2: Add the image to the content

- Navigate to the editing screen of the content section where you want to include the image.
- Place your cursor in the spot where you want the image to appear and click on the “insert image” icon in the toolbar



- The “Insert Image” dialog box will open
- Click on the “Browse” button – this will open the “Media Folder” dialog box, which shows all files in the media folder. Click on the image file you want to use
 - Note: If you do not see your image file go back to Step 1 to upload it



- The media folder pop up will disappear and a preview of the selected image will show
- Click the “OK” button and the image will be inserted into the content. Save the content.



