LibGuides
Add an Image

There are 2 ways to add images in LibGuides—copy-and-paste or by using the Image Manager. Always use the Image Manager option if you think you might want to re-use an image again on another page.

Copy-and-paste Option

1. Click the Edit Box icon
2. Paste the image into the box
3. Click the picture and then click the Edit Image box

PLEASE NOTE: You MUST add an Alternative Text description to every image in order to ensure your LibGuide is compliant with the Americans with Disabilities Act.

More LibGuides support is available at libguides.monroe2boces.org/slshome/libguides
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Image Manager Option

1. Click the Edit Image box

2. Click and upload the image from your computer to the Image Manager.

3. Edit the image.

PLEASE NOTE: You MUST add an Alternative Text description to every image in order to ensure your LibGuide is compliant with the Americans with Disabilities Act.

If you add your description during the upload process, the Alternative Text will be automatically included with your image whenever you re-use it.

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