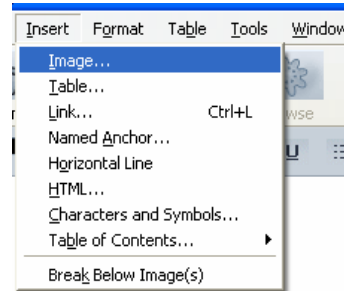


Mozilla Composer: Adding images to a Composer page. 5 Steps

This Step-by-Step explains the procedures for adding images to a Mozilla Composer page using PC computer.

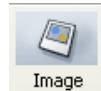
This Step-by-Step assumes that a page has already been opened in Mozilla Composer and the user has existing images in **.JPG** or **.GIF** format to add to the page.

1) Place the cursor at the position the image is to be inserted. Click on **Insert** (located at the top of the computer screen on the menu bar), and then click on **Image**.

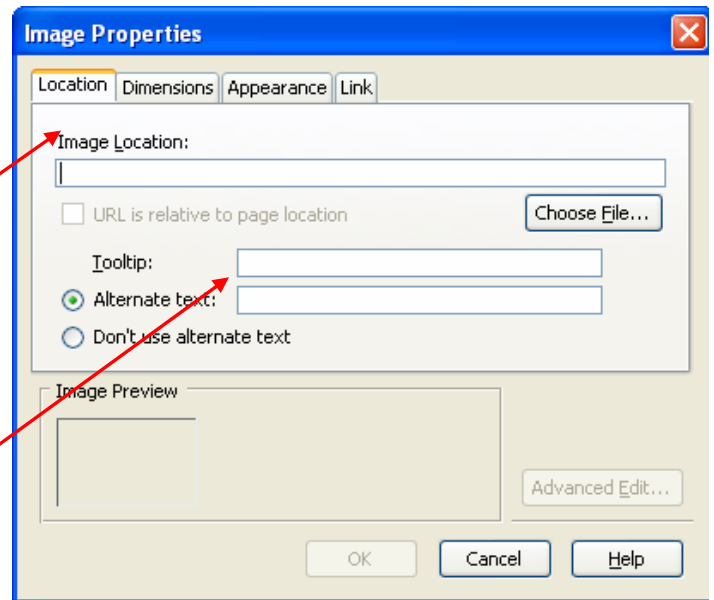


Alternative method:

1) Click on the Image icon located on Composer's main menu bar.

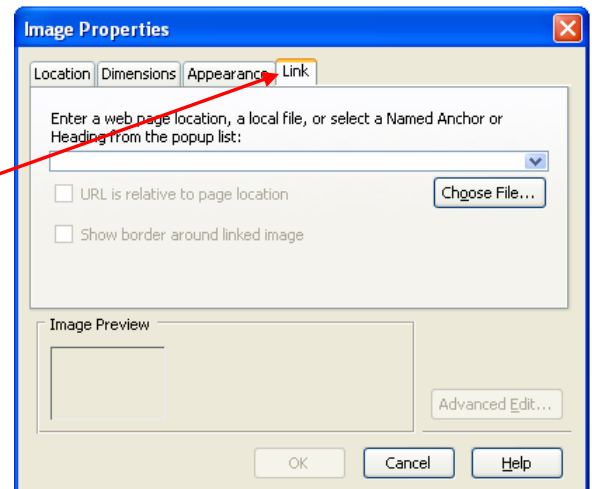


2) Once Insert or the Image Icon has been selected, a dialog box will appear. To insert an image into a page click on the **Choose File...** button, then locate the image's file name on your computer. Once the file has been located, click on the **Open** button the path to that file will appear in the text area below "Image Location".

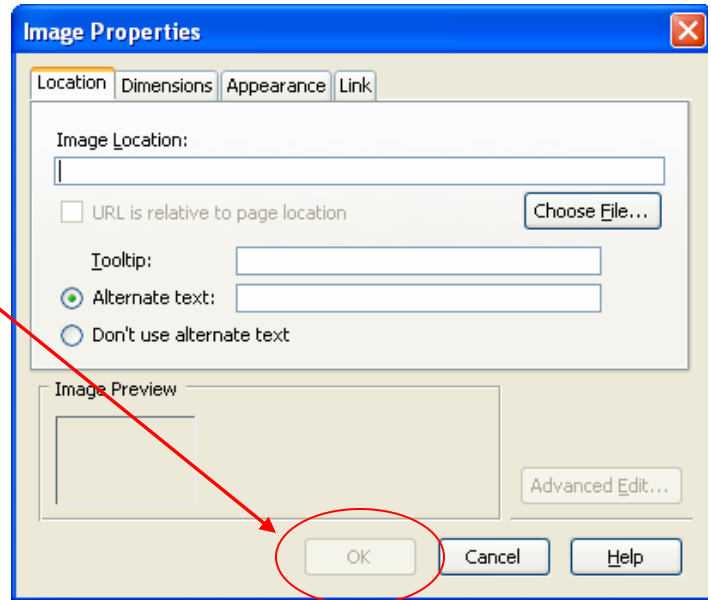


3) Enter **Alternative text** that will show if the image does not appear in the viewer's web browser.

4) If you would like your image to be a link to another web page, select the link tab then enter the web address of the web page that is being linked to.



5) Once the image properties have been set, click on the **Ok** button to insert the image into the Composer page.



The image should now appear on the Composer page.

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Note about publishing Composer pages that contain images: When the Composer page is completed and it is time to “Publish” the page to the web server it is important to remember that the images on the Composer page are not actually part of the page. They are only “linked” to the page, the image must be **included** when the page is “Published.”

