Adding Images to Confluence

This is part of a series of documents on the Confluence Wiki tool. You may view the video associated with this handout online at: http://youtu.be/suEoy4i6akU

Adding Images to Confluence

☐ Getting Started

✓ Log in to Confluence (http://wiki.itap.purdue.edu) and click on the name of the Confluence wiki space (page) where you wish to place the image.

✓ Open the page where the image is to be added.

☐ Inserting Images via the Insert Image Screen: Step-by-Step

✓ Click the Edit link in the upper right hand corner of the page.

✓ Choose the location within the page where you wish to add the image. Click Insert to open the Insert Menu, and click Image.
The **Insert Image** screen will open. Any image you have already uploaded to the page will appear. Images may also be added by **clicking Browse** at the top of the screen, or by **clicking and dragging** one or more images from your computer to the **Drop Here** area on the screen.

### Click the image you wish to add to your wiki page and **click Insert**.

![Insert Image Screen]

**Note:** On the **Insert Image** screen you can also insert an image directly from a webpage by **clicking** on **From the Web** and entering the image’s web address (URL). You can also **search** other spaces for images. **It is not** recommended to use either option as the image will disappear if removed from the website or space the image is linked from.

The image will appear in the text box where you placed it.
 ✓ **Click** Save to save the image with the rest of your content.

☐ **Inserting Images by Clicking and Dragging Images Directly into the Edit Screen: Step-by-Step**

 ✓ **Click** the Edit link in the upper right hand corner of the page.

 ✓ **Locate** the image file on your computer. **Click** on the file and **drag** it to the Confluence window. **Drop** the file where you want the image to display.

 ✓ The file will upload to Confluence and display in the window.

 ✓ **Click** Save to save the image with the rest of your content.

☐ **Editing Images**

 ✓ You can make changes to the image. **Click** on the image to open the options bar.

 ![Image Options Bar](https://example.com/image.png)

The image options bar will display the size of the image – in this example, the image is 150 pixels in height. Using the **image resize** buttons, you can resize the image from small (100 pixels) to large (500 pixels), or return the image to its initial size by clicking the **Original** button.

 ✓ The **Border** button will allow you to place a simple border around the image.

 ✓ The **Link** button will allow you to link to a web site or another space or page within Confluence.

 ✓ The **Properties** button will allow you to add shadows or other effects to the image. You can also add alternate text via this button to make a description of the image available to users with screen readers.

 ✓ After making any changes to the image, **click** Save to save your changes to the image.