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posted by [Dr. Angela Lee](#) [1] on Mon, 02/09/2015 - 13:35

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1. Click on Image icon as shown in **Circle, of Figure 1a**, thus popping up Image Properties Window in **Figure 1b** and then click on **Browser Server** Button



Figure 1a. Editor of WYWIWYG



Figure 1b. Image Property Window

2. A second New Window is pop-up (**Figure 2**).

1. If your figure/image file is not shown up in of **File name** at the right column, click on **Upload** button labelled in **1** at the far left top column, result in a new File and **Browser** panel is appeared.
2. Browse your local directory and select a disired figure/image file and click on **Upload** button **2**. Uploaded file will be shown in the the list of **File name** column.
3. Selected a uploaded file and click on the insert file button, which is circle in red, at the top of Menu (If the image is too big, one can resize it by clicking at the Resize button indicated in Arrow). As a result, the second Window is disappeared and the file will be indicated in **Figure 3**
4. If the file is existed in the right column of window, one can skip the step 2 and continue from step 3.

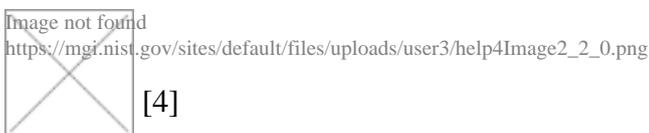


Figure 2. File Browser Window (Click the image to get a larger figure)

3. Click on the OK Button to insert the image/figure of **Figure 3** into WYSIWYG

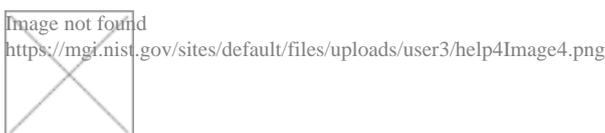


Figure 3. Loaded filed in image property window

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Source URL: <https://mgi.nist.gov/help/ImageInsert>

Links

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