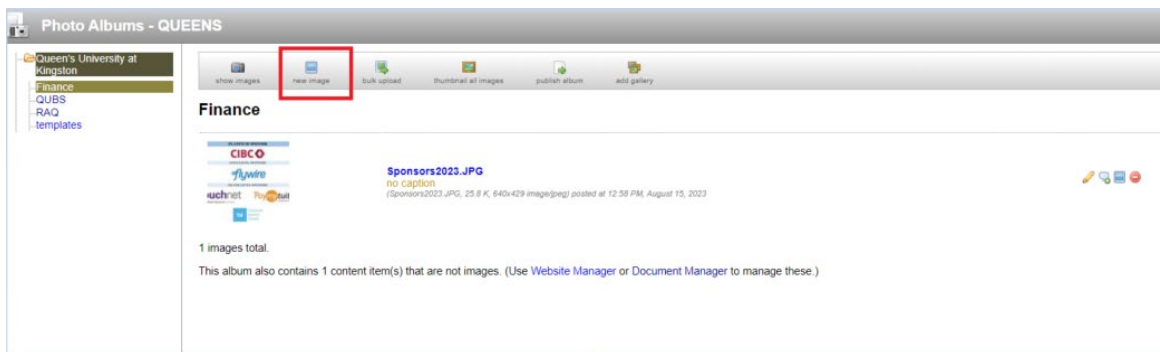
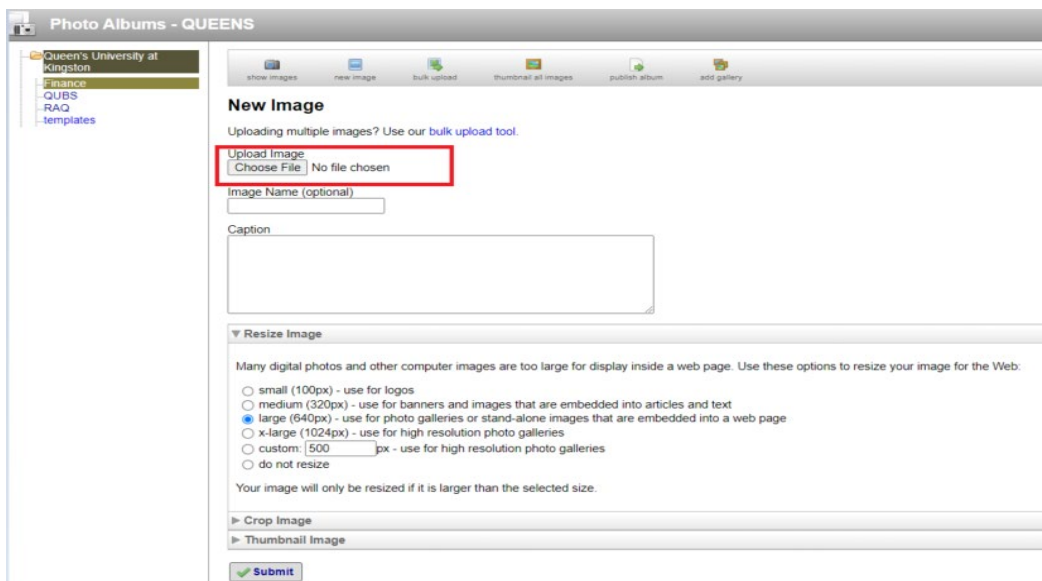


Embed an image in long description:

Upload the image to the photo album, click publish, open the image in a new tab and copy/paste the full image url into the url box.



Click "Choose File", browse to where file is saved and double click file to select.



Enter an Image Name and click Submit.

The screenshot shows the 'New Image' form in the 'Photo Albums - QUEENS' interface. The form includes a navigation menu on the left with 'Queen's University at Kingston', 'Finance', 'QUBS', 'RAQ', and 'templates'. The main content area has a toolbar with 'show images', 'new image', 'bulk upload', 'thumbnail all images', 'publish album', and 'add gallery'. The 'New Image' section contains the following fields and options:

- Upload Image: Choose File | **Contact info.png**
- Image Name (optional): **Contact information**
- Caption: (empty text box)
- Resize Image: A dropdown menu is expanded, showing options: small (100px) - use for logos; medium (320px) - use for banners and images that are embedded into articles and text; **large (640px) - use for photo galleries or stand-alone images that are embedded into a web page**; x-large (1024px) - use for high resolution photo galleries; custom: 500 px - use for high resolution photo galleries; do not resize.
- Crop Image: (collapsed)
- Thumbnail Image: (collapsed)
- Submit: A green button with a checkmark icon, highlighted with a red box.

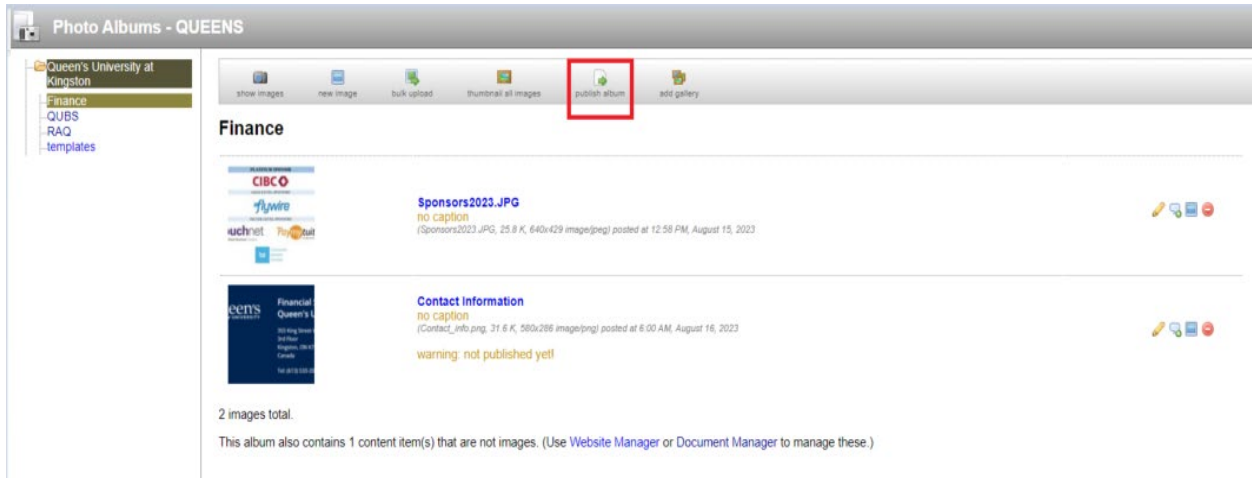
The image is now uploaded but still needs to be published.

The screenshot shows the 'Finance' photo album in the 'Photo Albums - QUEENS' interface. The album contains two images:

- Sponsors2023.JPG**: no caption, (Sponsors2023.JPG, 25.9 K, 640x429 image/png) posted at 12:58 PM, August 15, 2023
- Contact Information**: no caption, (Contact_info.png, 31.6 K, 580x298 image/png) posted at 6:00 AM, August 16, 2023. A red box highlights the text "warning: not published yet!" below the image.

2 images total.
This album also contains 1 content item(s) that are not images. (Use Website Manager or Document Manager to manage these.)

Click Publish Album



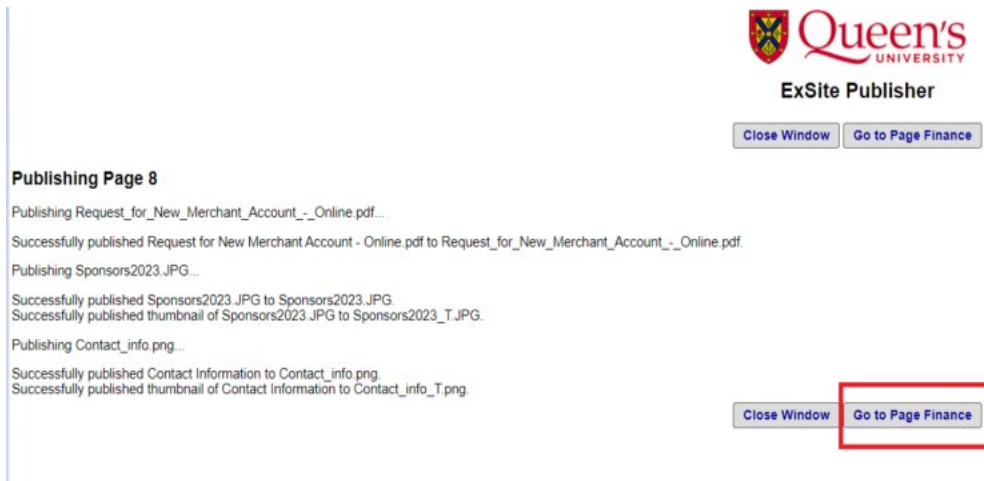
Click Ok

events.fin.queensu.ca says

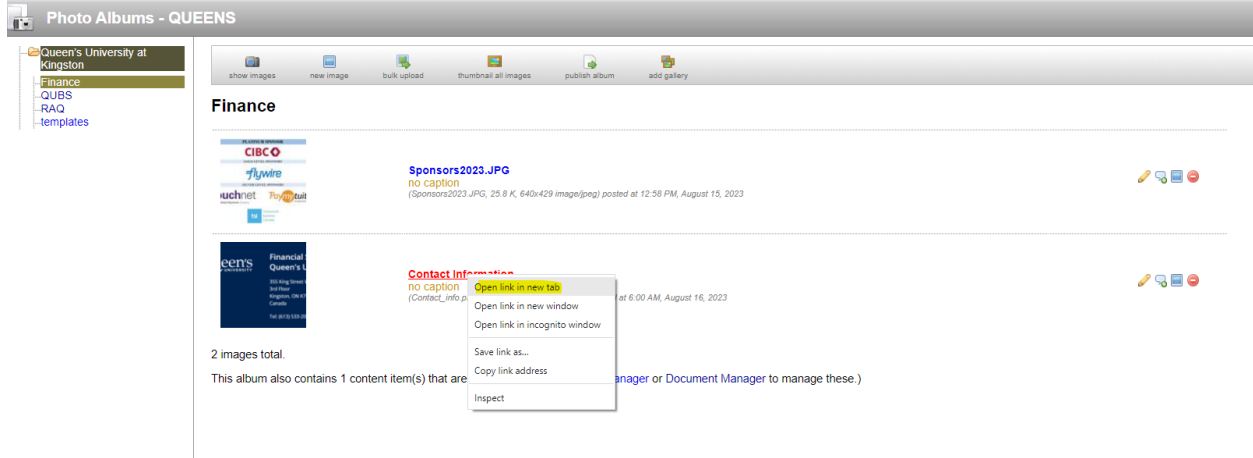
This only publishes your photos. If you have galleries or slideshows on live pages, those pages will need to be published as well.



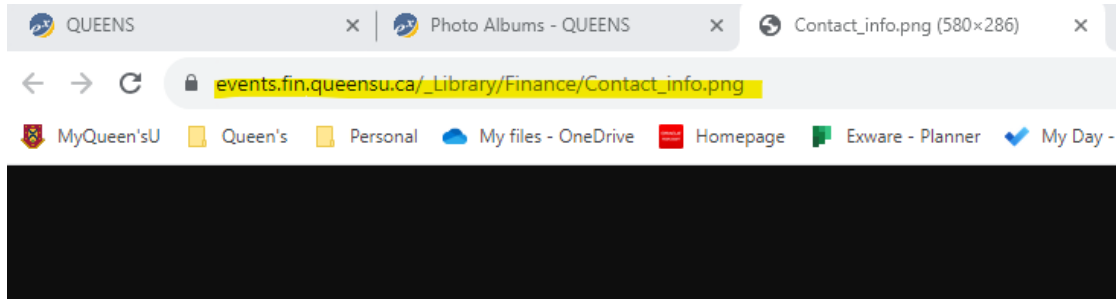
Click Go to Page....



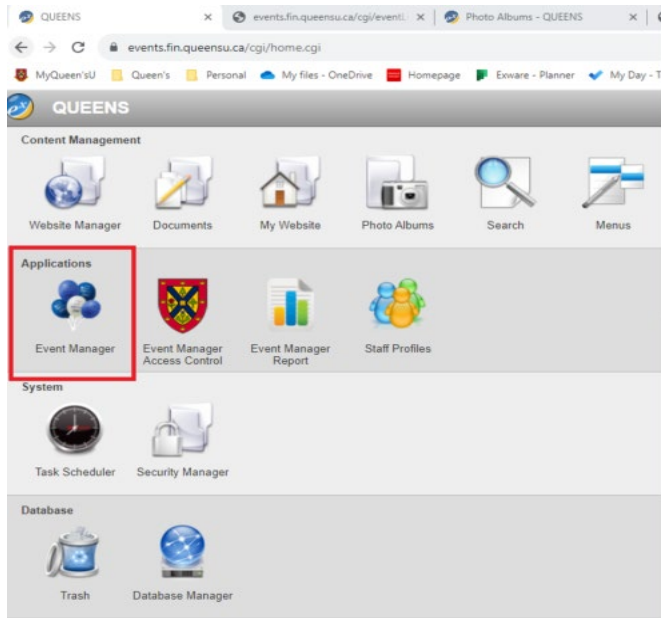
Right click on the link to new image and select “Open link in new tab”.



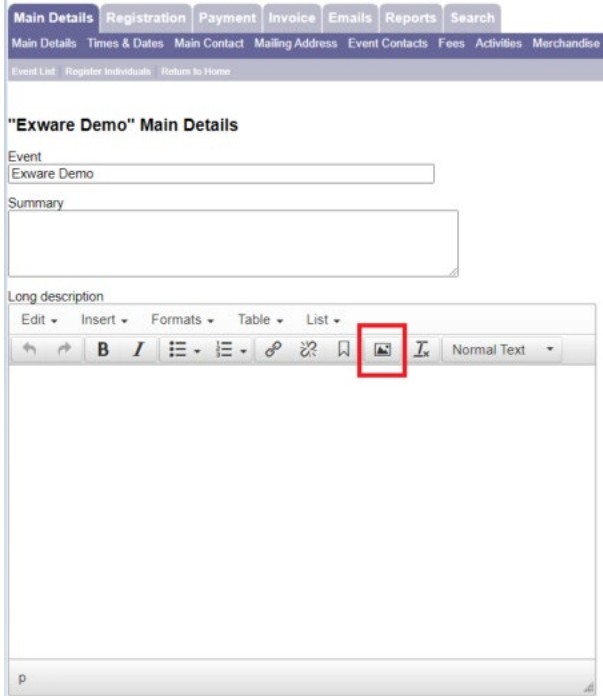
Copy the full url (select all “Ctrl + C”)



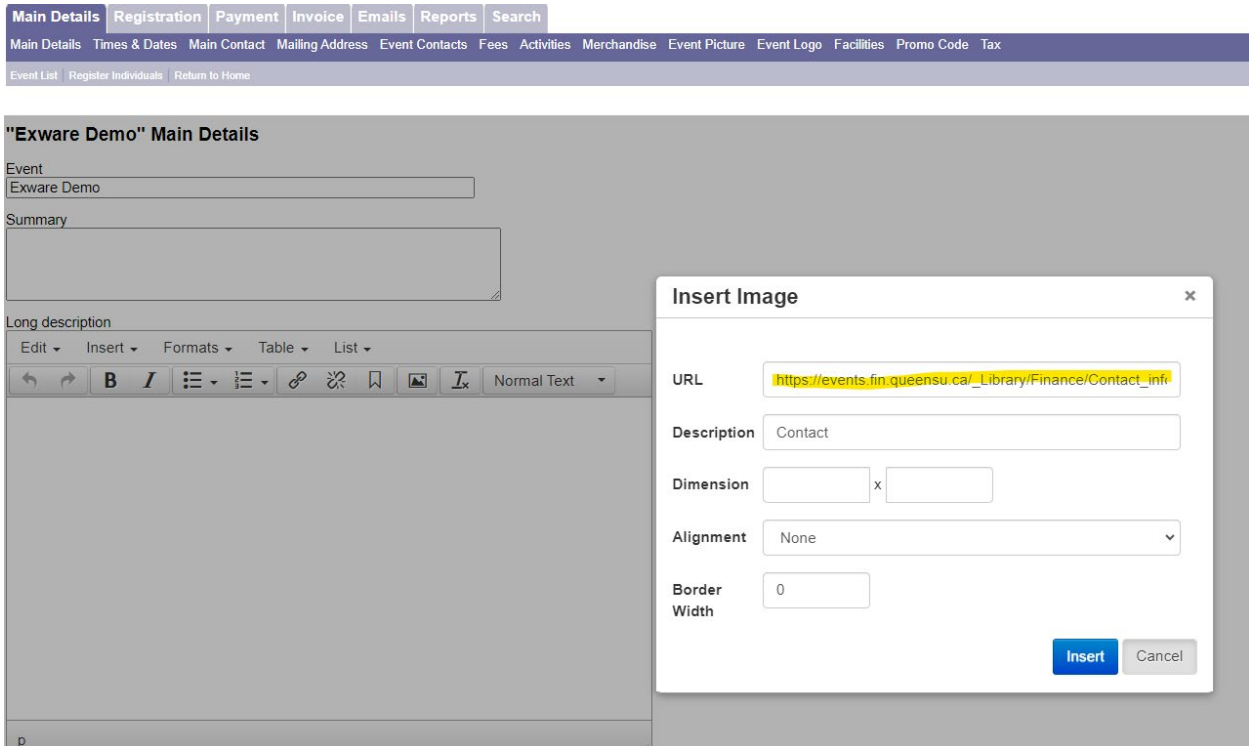
Go back to the Event Manager and select the applicable event you wish to add the image to.



Select the insert image icon.



Paste the url from the published image and click Insert.



"Exware Demo" Main Details

Event


Exware Demo

Summary

Long description

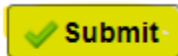
Edit ▾ Insert ▾ Formats ▾ Table ▾ List ▾

↶ ↷ **B** *I* ☰ ☷ 🔗 🗑️ 📌 🖼️ 🔗 Normal Text ▾



The image shows a dark blue banner with the Queen's University crest and logo on the left. To the right, the text reads: "Financial Services, Queen's University", "355 King Street West", "3rd Floor", "Kingston, ON K7L 3N6", "Canada", and "Tel: (613) 533-2050".

Click Submit



ExSite Event Manager - powered by [ExSite Webware](#)