

Embedding Images in Workflow Forum Posts

How to Embed an Image from Workflow

The screenshot shows the UAL user interface. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this is a secondary navigation bar with links for My groups, Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillshare. The main content area is titled 'My groups' and includes a filter section with dropdowns for 'All my groups' and 'All categories', a 'Filter' button, and a '+ Create group' button. Below the filter section is a list of groups. The first group is 'Artscom Login Admin: CCW, LCC and LCF - Controlled'. A red arrow points from the 'Groups' menu item to the 'My groups' link, and another red arrow points from the 'My groups' link to the first group entry. A box labeled '1. Click Groups and My groups' is positioned over the 'Groups' menu item and the 'My groups' link. A second box labeled '2. Click on a Group' is positioned over the first group entry. The group entry for 'Artscom Login Admin: CCW, LCC and LCF' includes details such as group administrators (Mike Kelly, Jane Russell, John Jackson), a list of members (Amogh Kalyanpur, Jo Thomas, Max Atkins, Eden Lazaness), and a member count of 7. Other groups listed include 'BAGD 2010 Stage 1 All...', 'BAGD1 2010 Group A Cath Caldwell's tutor group', 'CLTAD 963', and 'Course Group'.

Workflow Content Portfolio **Groups** Administration

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london

Course Group About Members **Forums** Group pages Collections Share Files

About | Course Group

3. Click Forums

Group Pages

Group Homepage
Created 07 March 2011, 2:23 PM

Workflow Content Portfolio **Groups** Administration

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london

Course Group About Members **Forums** Group pages Collections Share Files

Forums | Course Group

+ New forum

FORUM	TOPICS
General Discussion Course Group general discussion forum	0

Group administrators: Jane Russell

4. Select a Forum

Workflow Content Portfolio Groups Administration

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london

Course Group About Members **Forums** Group pages Collections Share Files

Forums | Course Group

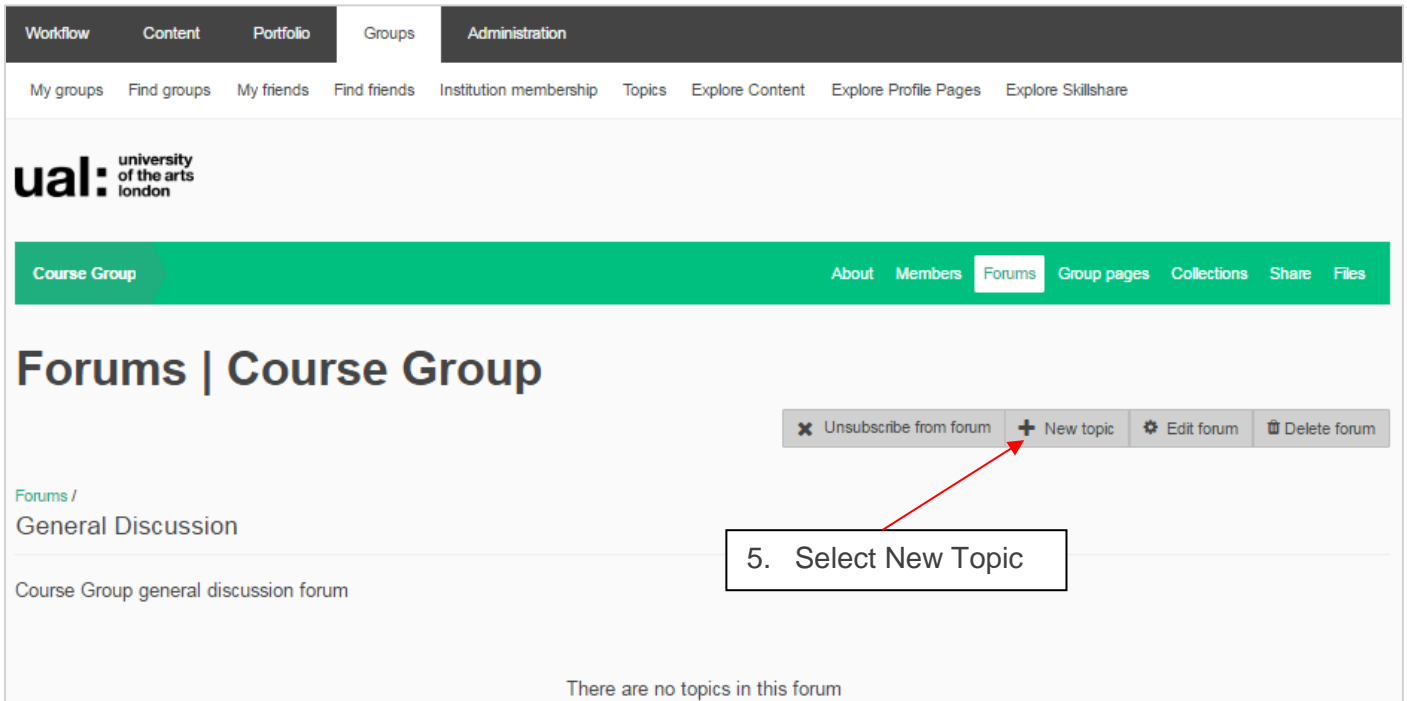
✕ Unsubscribe from forum **+** New topic ⚙ Edit forum 🗑 Delete forum

Forums /
General Discussion

Course Group general discussion forum

There are no topics in this forum

5. Select New Topic



Workflow Content Portfolio Groups Administration

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london

Course Group About Members Forums Group pages Collections Share Files

Forums

General Discussion - Add topic

Subject*

Message*

Paragraph B I [List Icons] [Link Icon] [Image Icon] [Undo] [Redo]

6. Click on the image icon

p Words: 0

Insert or select an image ✕

Paste the URL of an external image, or use the image browser below to select or upload your own image.

Image URL

Image

No files found

Upload file

License
 i

File
 No file chosen
(Maximum upload size 50MB)

Licensor
 i

Original URL
 i

Home

	NAME	SIZE
+	How to Guides	
+	images	
+	incoming	
+	My New Folder	
+	pennyhilton	
+	viewfiles	
	2D.jpg	
	2D.jpg.1	

7. **Either** upload a file by clicking on Choose Files.

You will notice that when you upload it, its location in workflow is automatically pasted into the Image URL box.

Click Submit

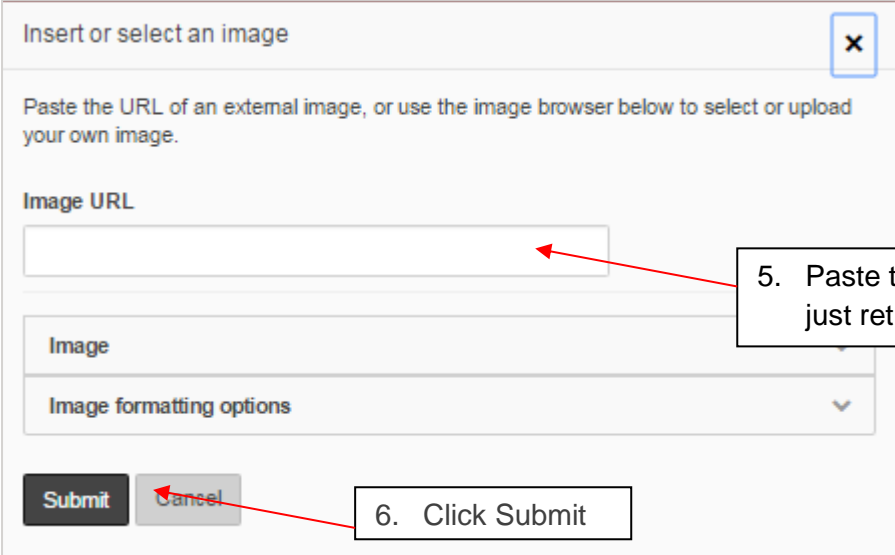
8. **Or** Click on the Select icon next to the image you want to embed.

Click Submit

How to Embed an Image from another Website

These instructions are adapted from this guide: <http://www.wikihow.com/Get-the-URL-for-Pictures>

1. **Surf the web in your web browser and find the picture you want to embed.** If it's very small or pixelated you might want to look for a better quality version. Double click on a picture to make sure it's at its highest possible quality.
2. **Right click on the image.** If you have a mouse with two buttons, this should be self-explanatory; if not, press the "Control" key on your keyboard and then click.
3. **Select "Copy Link Location" from the choices you see appear on screen.** The options you see depend on your browser (for example, in Safari you'll want to select "Copy Image Address"), but whatever you're looking for should look similar to that
4. **You should now have successfully copied the image link.** If you want to test it out, paste it into the URL bar at the top of your browser and press the enter key. The image should display in your browser.



The screenshot shows a dialog box titled "Insert or select an image" with a close button (X) in the top right corner. Below the title, there is a text prompt: "Paste the URL of an external image, or use the image browser below to select or upload your own image." The dialog contains several sections: "Image URL" with an empty text input field; "Image" with a dropdown menu; and "Image formatting options" with a dropdown menu. At the bottom, there are "Submit" and "Cancel" buttons. Two red arrows point from text boxes to the input field and the "Submit" button. The first text box says "5. Paste the link to the image you just retrieved here" and the second says "6. Click Submit".

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk