
Use drag and drop to upload and add
an image to a Page

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1. In this example the image is saved to the desktop of our computer.

Select and start to drag the image **Woman Typing Laptop 800x400**.



2. Drop the image on the page at the spot where you would like to set place the upper left corner of the image.



3. The Edit Asset panel will open.

You can add a Description for the image. The Description should help other authors understand the image.

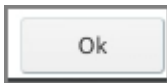
Select the Description field and we'll add a description for you.

4. You can also add Tags, which are keywords that help make an image appear in more search results in the Media Library.

Select the Tags field and we'll add some keyword tags for you.



5. Select Ok.



6. The image is now shown on the page.
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