

Inserting images into an OCM (Content managers only)

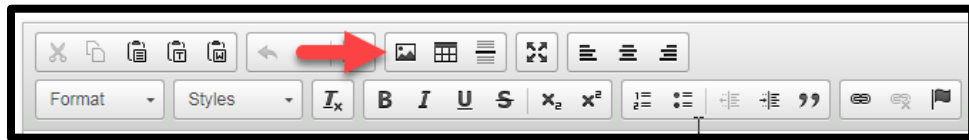
1. Save the image on your computer (png or jpg).
2. Login to the OCM platform and open the method.
3. Select the tab in which the image will be inserted.



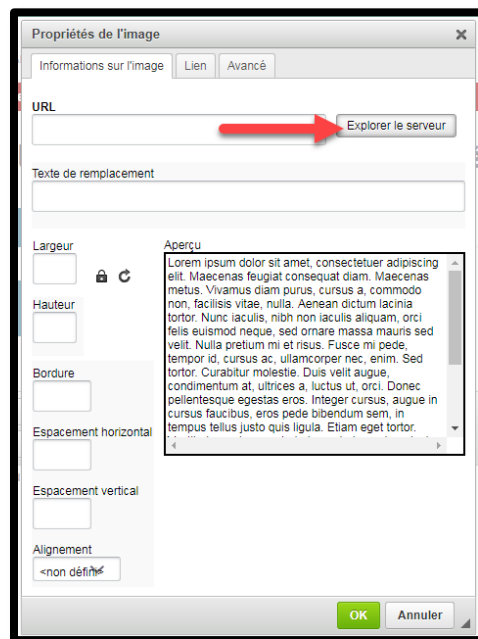
4. Go to the desired section and click on "Customize this section".



5. Open the insertion tool.

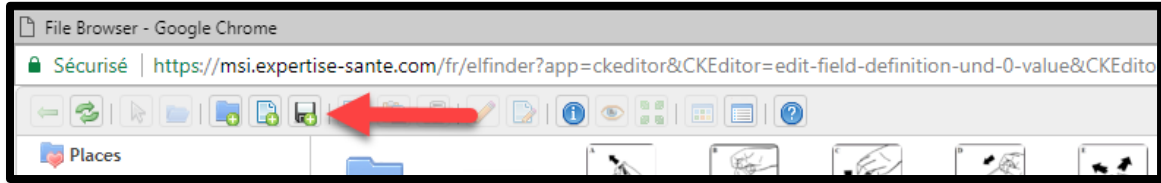


6. The image properties ("Propriétés de l'image") window will open. Click on "Explorer le serveur" (explore server).

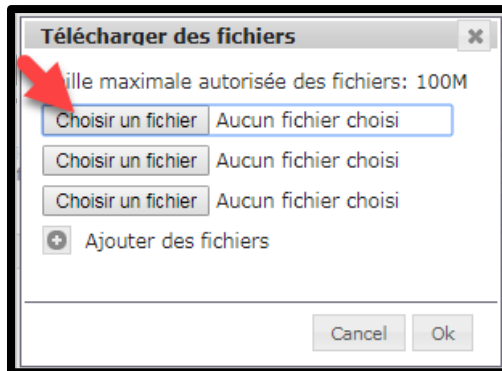


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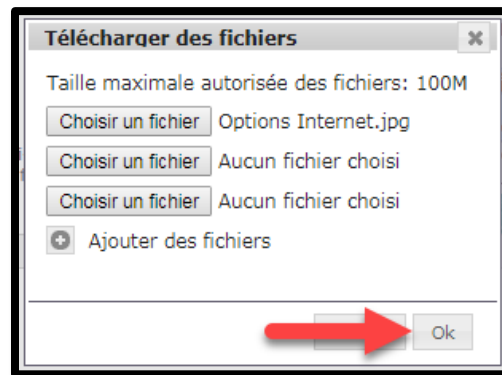
7. A new window will open. Click on the following icon to import the image.



8. Click on "Choisir un fichier" (choose a file).



9. Select the image in your folders and click on "Ouvrir" (or "Open").
10. Click on "Ok" in the "Télécharger des fichiers" (upload files) window.
 - a. Note: It is possible to upload several images.

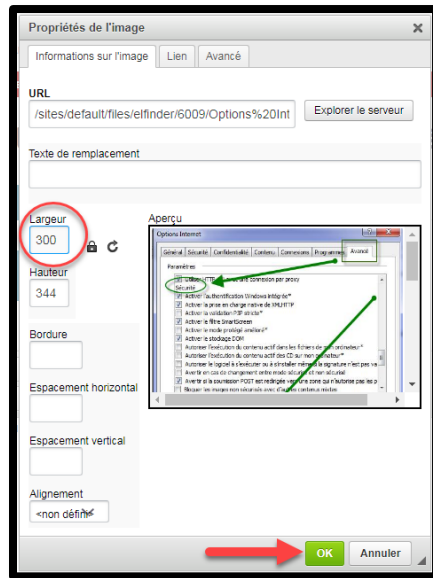


11. Double-click on the image you want to insert.

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12. The image will appear in the "Propriétés de l'image" (image properties) window. Adjust its dimension if needed and click on "OK" to insert the image.

- a. For best results, the recommended width is 300 pixels maximum.



3

13. Select "Save" to insert the image or "Cancel" to delete it.

