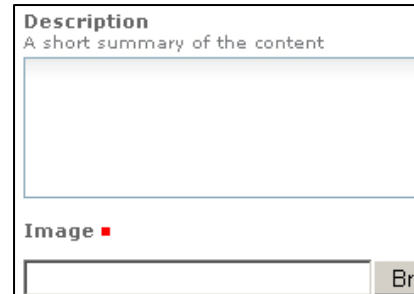


## Adding captions to your images

1. Go to the section of the site you wish to add an image.
2. Click on the “add to folder” in the menu, and select “image.
3. Fill in the title and description. The description field is what is displayed in the caption.
4. Upload your image.
5. Hit “save.”



The screenshot shows a form with two main sections. The top section is titled "Description" and contains the text "A short summary of the content" above a large, empty text area. Below this is a section titled "Image" with a small red square icon and a text input field. A "Br" button is visible at the bottom right of the form.

\* Quick tip, you want to make sure you’re using Kupu for your content editor (to check what you’re using for your content editor, click on the “Preference” link at the bottom of the page, then go to “Personal Preferences.” Scroll to “Content editor” and select Kupu.)

6. Navigate to the page you want to add the image to. Click on the “add image” icon, then locate the image you added. In the right window of the add image tool, you’ll see a box that says “caption.” If



you click on this box, the captioned text will appear below the image on the page.

7. Hit Ok.