# Inserting images into HTML text

To insert an image into HTML text

- When the image is already an AttachedFile, please refer to Working with attached files.

1. Open the Advanced HTML Editor.
2. On the toolbar, click **Insert Image** button ![icon], then click one of the following:

    - ![icon] **From File** – to browse the image in your file system or paste the attached image file URL into the **Picture source** field.
    - ![icon] **From Attached File** – to open the **Select Elements** dialog and select the appropriate parent element to which the AttachedFile image should be attached.
    - ![icon] **From Image Library** – to use images from a bundled image collection or your own added sets of images.

3. Click **OK** twice to close both dialogs.

1. Open the image file location, select the file(s) you want to insert, then do one of the following:

    - copy/paste them to the HTML Editor. In the **Paste Special** menu, select **Image** to paste image and attach it to the project or **Image (without attaching)** to paste it only for referencing in the diagram.
    - drag them to the HTML Editor. In the **Select Image Owner**, select the appropriate parent element to which the AttachedFile image should be attached. If you click **Cancel**, the image will be displayed in the diagram, but not attached to the project.

2. Click **OK** to close the dialogs.

> (i) If you chose to not attach the image, it is displayed in the HTML Editor, but when you delete the file from your file system, it is no longer displayed. That also means other users you want to share the project with won't be able to see the image if they open the project from another device. This option is very useful when the file you want to insert is large and you don't want to increase the project size.

> ⚠ This feature works on both the HTML Editor and Advanced HTML Editor.

1. Do either:

    - copy/paste the image to the HTML Editor. In the **Paste Special** menu, select **Image** to paste image and attach it to the project or **HTML Text** to paste it only for referencing in the diagram.
    - drag the image to the HTML Editor.

2. Click **OK** to close the dialogs.

> ⚠ This feature works only on the HTML Editor.

> ⚠ This feature works only with Google Chrome and Mozilla Firefox.

1. Do either:

    - copy/paste content to the HTML Editor. In the **Paste Special** menu, select **HTML Text** to choose whether paste it only for referencing in the diagram or attach it to the project, or select **Image** to paste and attach it to the project, or select **Plain Text** to paste only text without an image.
    - drag the image to the HTML Editor. In the **Select Image Owner**, select the appropriate parent element to which the AttachedFile image should be attached. If you click **Cancel**, the image will be displayed in the diagram, but not attached to the project.

2. Click **OK** to close the dialogs.

> ⚠

⚠️ This feature works only on HTML Editor.

⚠️ Only rich text from MS Office files is supported.

⚠️ If the image from the rich text document is not stored in your file system, you are not asked to choose whether to attach the file or not.

To insert multiple image files

1. Open the image files location, select the files you want to insert, then do either:

   - copy/paste them to the HTML Editor. In the **Paste Special** menu, select **Image** to paste images and attach them to the project or **Image (without attaching)** to paste them only for referencing in the diagram.
   - drag them to the HTML Editor. In the **Select Image Owner**, select the appropriate parent element to which the AttachedFile images should be attached.

2. Click **OK** to close the dialogs.

⚠️ This feature works on both HTML Editor and Advanced HTML Editor.