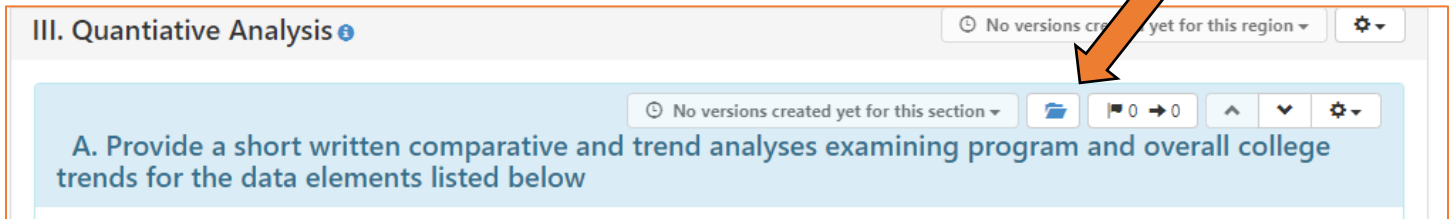


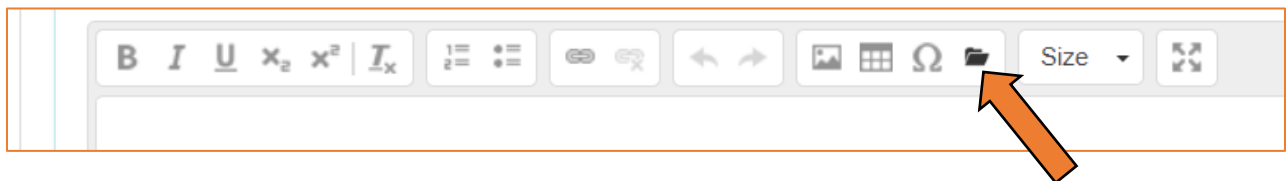
## Inserting an Image into a Program Review Report

Note: Before an image can be inserted into a program review report a file folder icon must be present above the section.

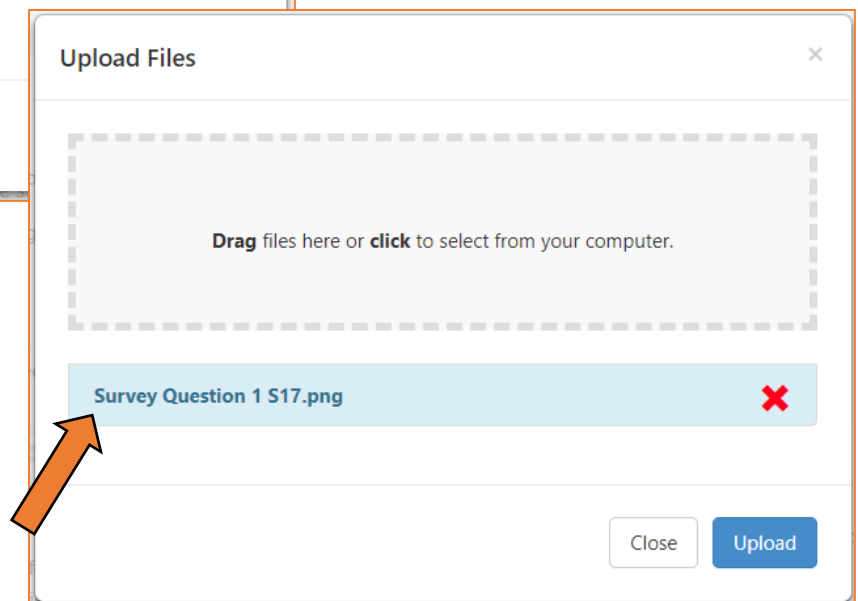
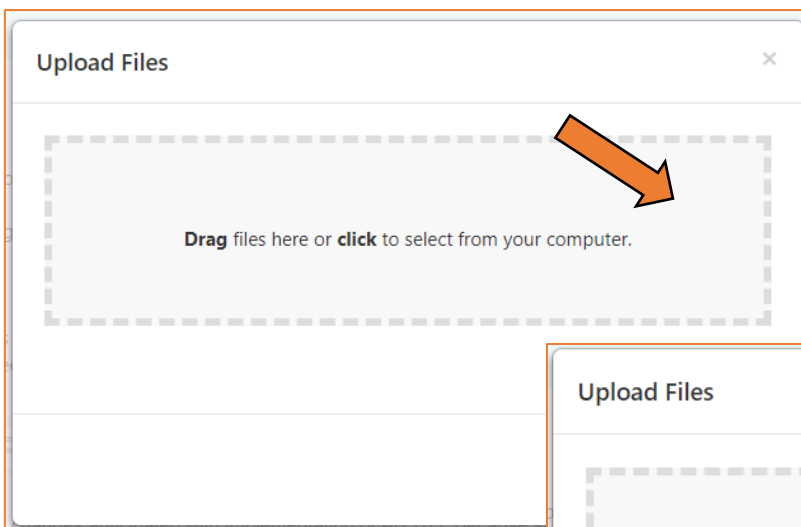
- ✓ If the folder icon is not present, contact your Department Chair or Program Review Coordinator.



- ✓ Once the blue folder icon appears above the question, select the grey folder icon above the text box (image below).



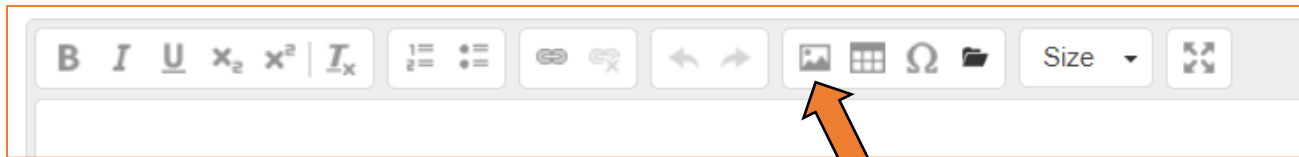
- ✓ Click inside the grey box in the **Upload Files** window and choose the files from your computer you want to insert as images.
  - Images should be in JPEG, PNG, or GIF format.



- ✓ When the file name(s) appear in blue, select **Upload** then **Close**. The blue box around the file name will change from blue to green and say **Successful**.

Now that image is stored in eLumen, you can add it to the report.

- ✓ Place your cursor where you want the image to appear in the text and select the Image icon



- ✓ Select **Browse Server** and choose your image from the pop up window.

- ✓ You can adjust the size of your image in the width and height boxes.

- ✓ Select **OK** and your image will appear in the document.

- After you select **OK**, you can get back to this window to adjust the image size by selecting the image and then choosing the Image icon again. 