

Adding Images to Policies

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Advanced users may want to embed images in policies and policy templates. Use the following ways to add URLs pointing to images or upload images into policies.

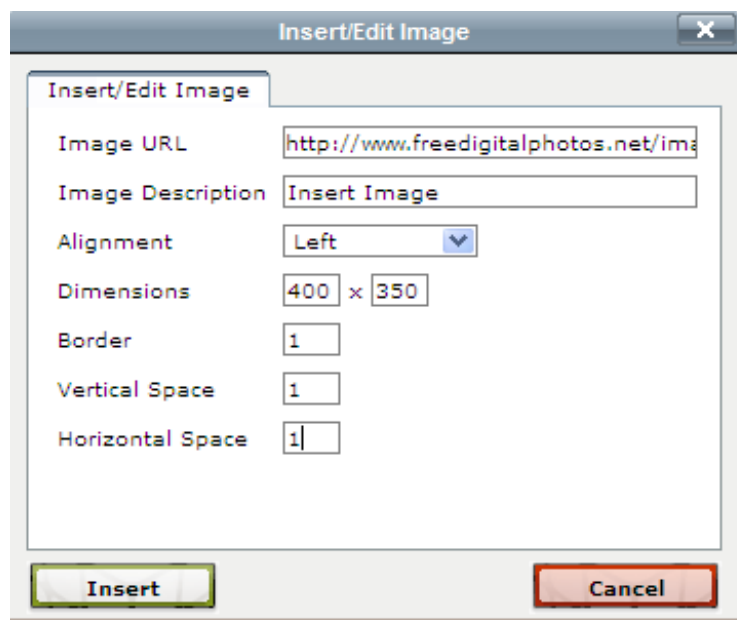
- Insert/Edit Image button in the Rich Text editor - Inserts a link to an external image (e.g., on the web).
- Insert URL pointing to an image in document repository - This technique inserts a reference to an image in the local document repository. Using the document repository is often preferable to link to external objects that are not under your control.
- Upload Image button in the Rich Text editor - Uploads an image from your local computer at the cursor location.

To insert URL pointing to an image on the web:

1. In the **Rich Text** editor, click the



icon to open the **Insert/Edit Image** dialog.



2. In the dialog, enter the details as follows:

- Image URL. The URL pointing to an image on the web.
- Image Description. Any additional information that helps understand the use of the image in the policy.

- **Alignment.** Set the image within the policy.
 - **Dimensions.** The size of the image.
 - **Border.** The width of border around the image.
 - **Horizontal Space.** The white space to the left and right of the image.
- Click **Insert.** The link is inserted.

To insert an URL pointing to an image in the document repository:

1. Upload the image file to the document repository. To upload a document, open the destination document collection and click **New Document**. Locate the local file to upload, enter an optional description, and click **OK**. The image can be subsequently referenced by its URL. For example, if an image file called picture.jpg was uploaded into the document collection dc101 of group2, the image's URL would be

```
/group2/dc101/picture.jpg .
```

2. In the policy, enter a call to the renderDocumentRepositoryImage function. The prototype is:


```
PT.renderDocumentRepositoryImage(url, width, height, css)
```

Parameters other than the url can be null. For example:

```
$PT.renderDocumentRepositoryImage('/g1/dc2/pic1.png','500',null,'border: 1px solid black;');
```

Images in policy templates can be overridden at the policy level.

To upload an image into policy:

1. In the **Rich Text** editor, click the  icon to open the **Select an Image** dialog.
 2. Click **Browse**, select a file on your computer to upload, and click **Open**.
 3. Click **OK**. The image is uploaded.
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