



## Create a Clickable Image in News

### Overview:

You may have a large image that is too big to display on the page but would like to enable the image to be clicked on to be presented in full size to the user.

Here is a simple guide on how to achieve this.

### Follow these steps:

**Step 1: Upload the image in the rich text editor (found in News, Knowledge base & the Text component)**

Adjust the dimension of your image to the size required - clicking the padlock will ensure that the image is not going to be distorted when you resize.

**Image Properties**

Image Info | Link | Upload | Advanced

**URL**  
/appdata/knowledgebase/images/screenshots/custom

**Alternative Text**

**Width**  
200

**Height**  
113

**Border**

**HSpace**

**VSpace**

**Alignment**  
<not set>

**Preview**

**CUSTOMER JOURNEY MAP**

Stage	Activity	Duration	Start Date	End Date
1	Initial Contact	10 min	2023-01-01	2023-01-01
2	Product Demo	30 min	2023-01-02	2023-01-02
3	Q&A Session	15 min	2023-01-03	2023-01-03
4	Feedback Collection	10 min	2023-01-04	2023-01-04
5	Follow-up Call	15 min	2023-01-05	2023-01-05

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**Step 2: Adding a hyperlink to the image**

Click on the "Link" tab to add a hyperlink to the image which will be that of the image itself.

You have two options: you can either copy this information from the URL field seen in the first tab (shown in the image under Step 1) or use the "Browse" function.

Set the target to a new window so it opens in a new tab when a user is clicking on the image.



That's it!