






## Guide for inserting images into an OCM

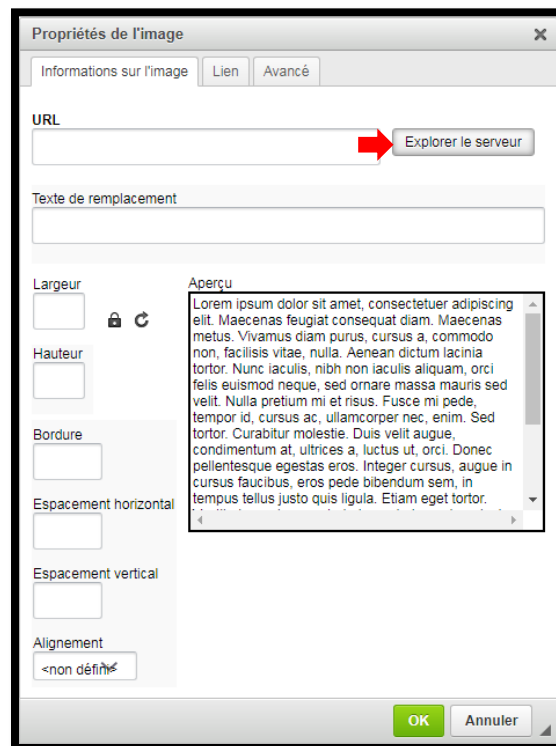
1. Save your image to a folder on your computer (e.g.:  Images )
  - the image must be saved in png OR jpg
2. Go to the OCM Platform
3. Click the "Edit" tab at the top of the page (see )





4. Click on the section tab where you want to insert the image

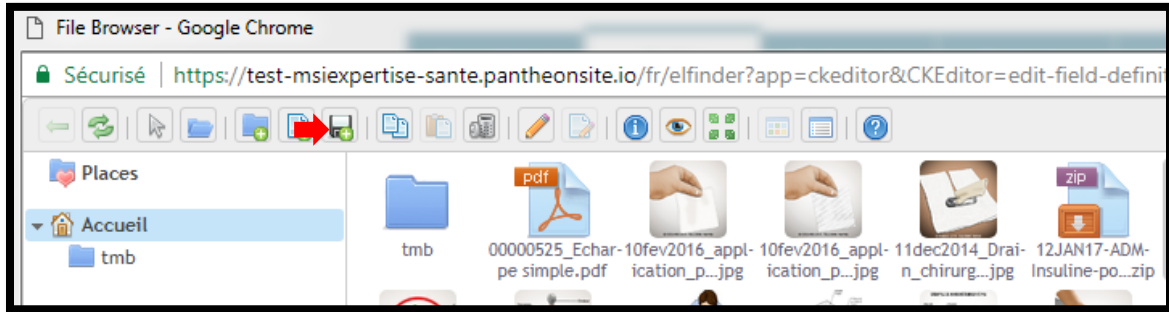



5. Go to the desired sub-section and place your browser at the exact line level where you want to insert the image
6. Insert a bullet by clicking on the following tab  located at the top of the text section
  - ensures continuity throughout the text and maintains the spacing of bullets
7. Click on the following tab 
8. The "Propriétés de l'image" (Image properties) window will open, click on the tab "Explorer le serveur" (Explore server) (see )

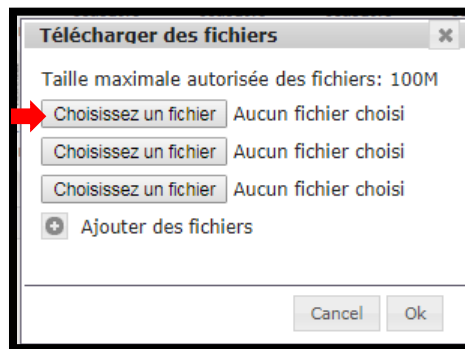




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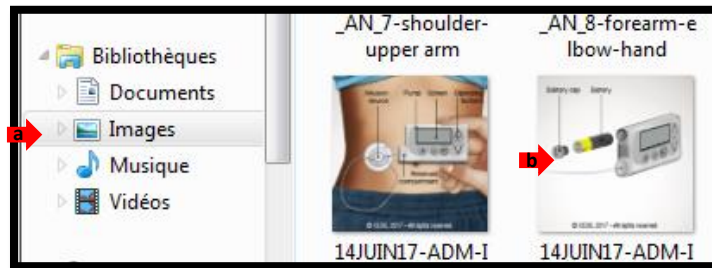
9. A new window will open (Browser), click on the floppy disk  on the top left (see )




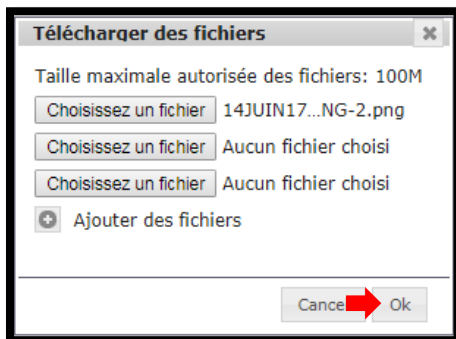
10. A new window will open, click on the first “Choisissez un fichier” (Choose a file) (see )



11. A new window will open, click on the folder containing your image (see ) then double click on the image that you wish to insert inside the OCM (see )



12. Click on “Ok “ (see ) if the image link appears next to “Choisissez un fichier”



**Note:** It is possible to transfer several images at the same time in the browser by clicking on another “Choisissez un fichier” before clicking Ok. Clicking on “Ajouter des fichiers” (Add files) allows you to transfer more than 3 images at a time.

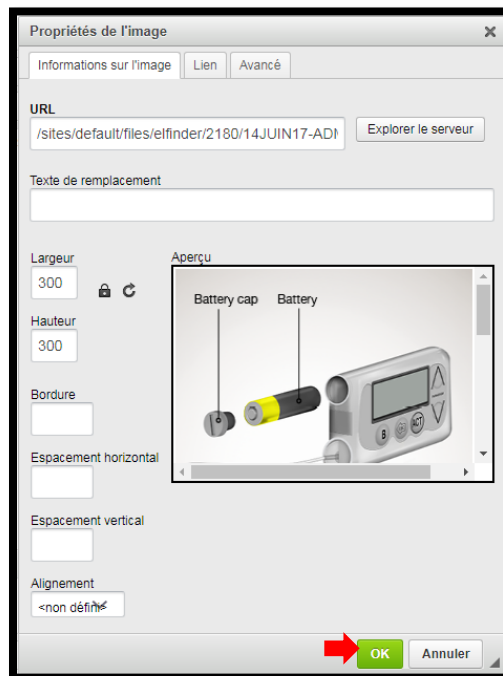
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13. Double click on the gray image that appears in the Browser window (see →)



14. The image will appear in the window labeled “Propriétés de l’image”, click on Ok (see →)

- if the width and height are different from 300, your image could be too large or too small
- change the numbers to 300, if applicable



15. Your image will be inserted at the desired location in the text

16. Click on the appropriate tab at the bottom of the page.

