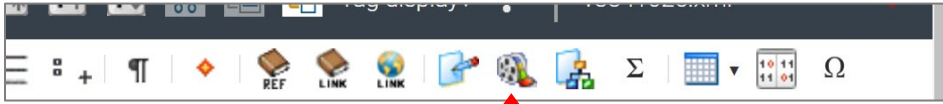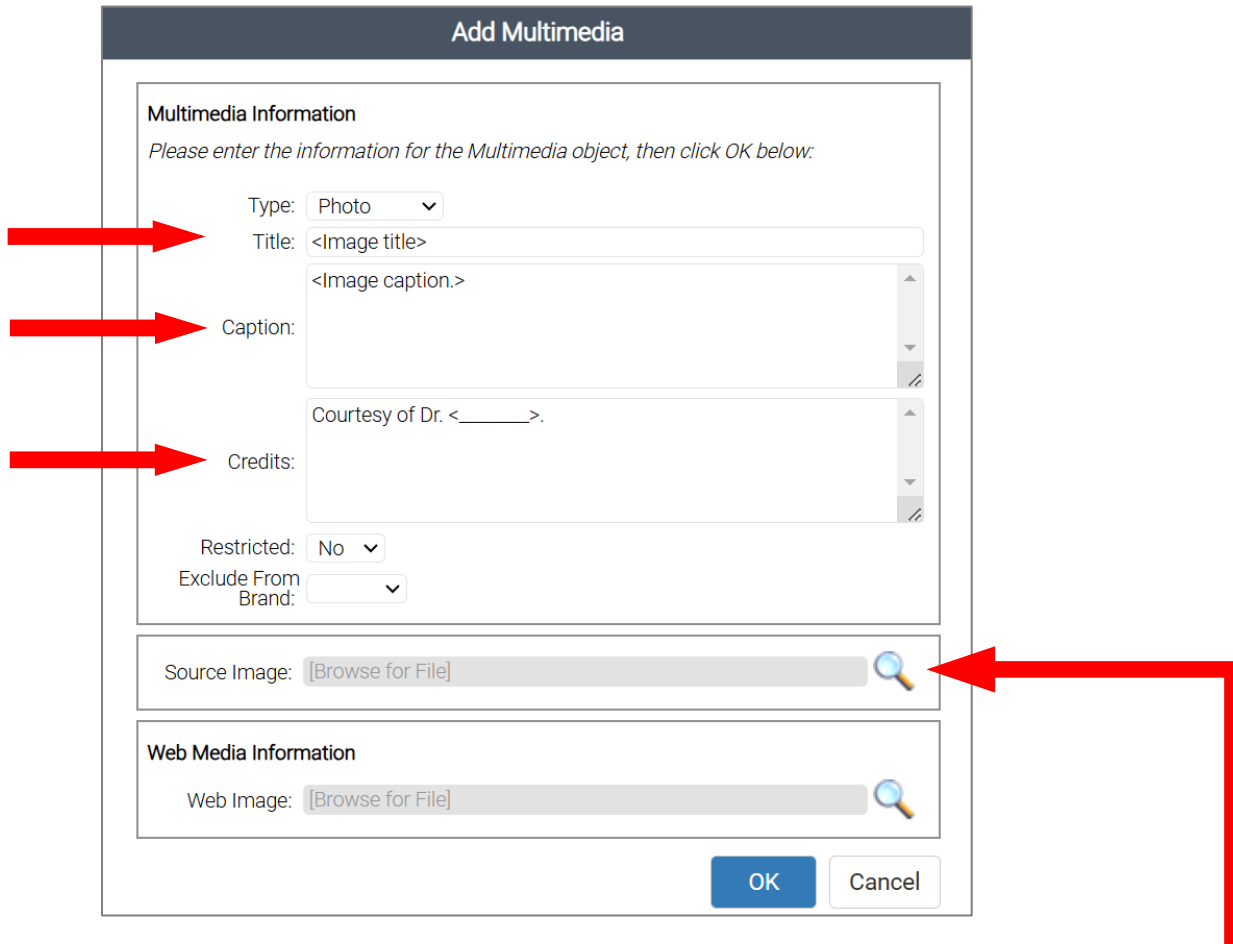# Merck Veterinary Manual (MVM) - Image Guide

LOADING IMAGES IN THE PORTAL

1. Within a chapter, place the cursor after the paragraph most relevant to the image.

2. Click on the film reel icon in the white navigation bar at the top of the window:

3. In the **Add Multimedia** box, fill in the **Title**, **Caption**, and **Credits** fields as illustrated here:

4. Load the image file from your computer into the **Source Image** field by clicking on the magnifying glass to the right of the blank field and selecting a file.
   - **ACCEPTABLE FORMATS:** AI (Adobe), BMP, EPS, GIF, JPG, PNG, PSD, TIFF
   - **OPTIMAL QUALITY:** Highest resolution and largest file possible

5. Ignore all other fields (**Type**, **Restricted**, **Exclude From Brand**, **Web Image**).

6. Click **OK**.

If you have difficulty: Email your images — along with a title, caption, and credit for each one — to the staff editor you're working with.