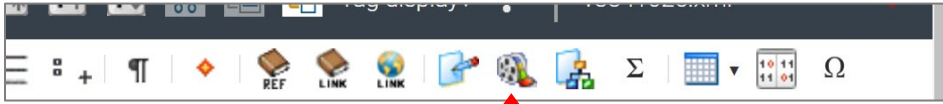


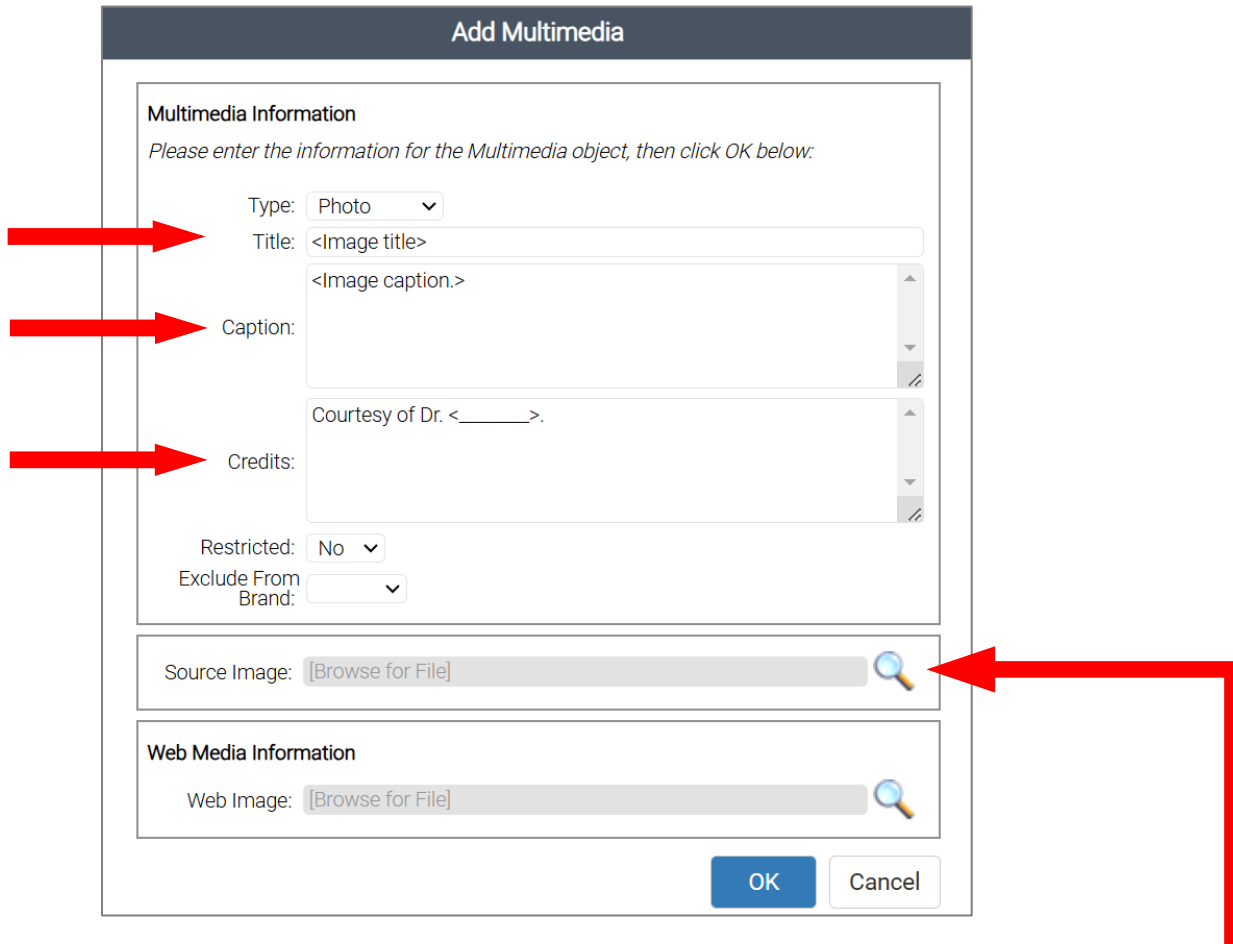
# Merck Veterinary Manual (MVM) - Image Guide

## 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:

A screenshot of the 'Add Multimedia' dialog box. The dialog has a title bar 'Add Multimedia' and a section 'Multimedia Information' with the instruction 'Please enter the information for the Multimedia object, then click OK below:'. It contains several fields: 'Type' (set to 'Photo'), 'Title' (placeholder '<Image title>'), 'Caption' (placeholder '<Image caption.>'), 'Credits' (placeholder 'Courtesy of Dr. <\_\_\_\_>.'), 'Restricted' (set to 'No'), and 'Exclude From Brand' (empty). Below these are 'Source Image' and 'Web Image' fields, each with a 'Browse for File' button and a magnifying glass icon. At the bottom are 'OK' and 'Cancel' buttons. Red arrows point to the Title, Caption, Credits, and Source Image fields.

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.