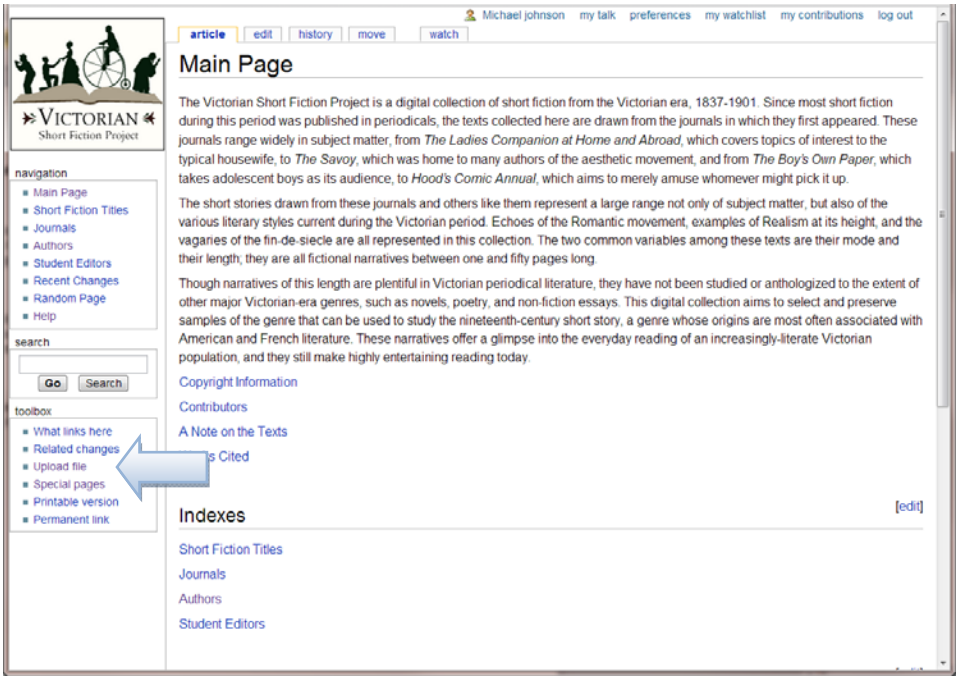
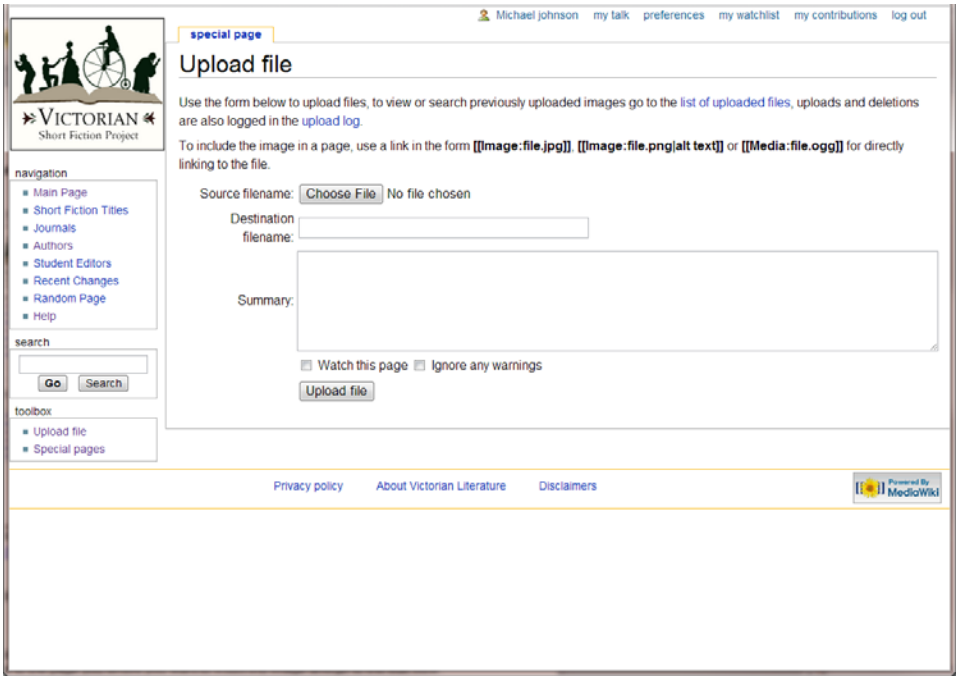
Insert an image on the Victorian Short Fiction Project Wiki

Step	Action
1	From tool box links on the VSFP home page, click the "Upload file" link (or go to http://vsfp.ctlbyu.org/index.php?title=Special:Upload)  *The site will take you to the Upload file page*: 

Step	Action
2	Upload the file by a. Selecting the image you wish to upload b. If needed, adding a more descriptive file name in the “Destination filename” field (this will change the name of the file to the name you designate). c. If desired, adding a description of the file in the Summary field (this is optional, but helpful). *The site uploads the image and creates a page for the file*:
3	Note the name of file, including the extension (in the example, Koala.jpg)
4	Go to the page you where you would like to insert the image and go to the edit view.

Step	Action
5	Insert the following code where you would like the image to appear: [[Image:*NameofFile.extension*]] **Note:** For more information on formatting the image (aligning, resizing, etc.), see http://www.mediawiki.org/wiki/Help:Images.