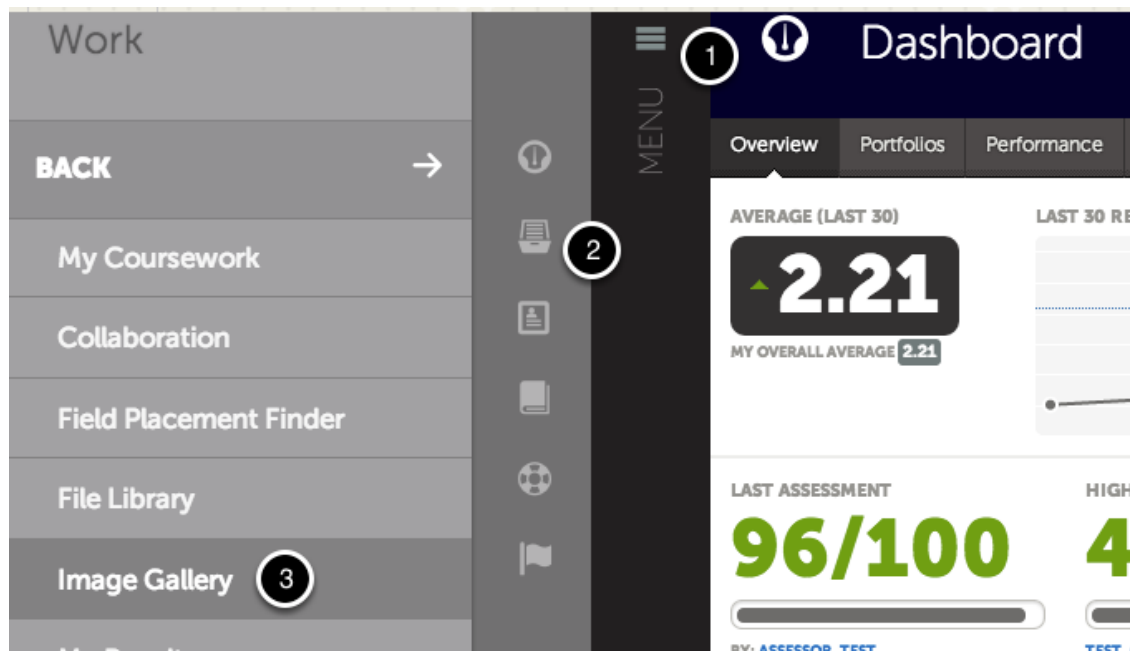


## Add a Personal Image to the Image Gallery

To include an image in a Text Block submission, the image must **first** be added to your Image Gallery.

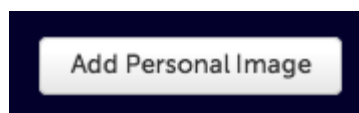
### From Dashboard, Goto Menu/Work/Image Gallery



After logging into the Chalk&Wire Dashboard,

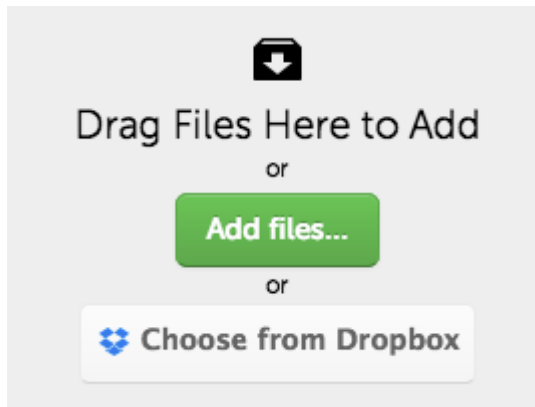
1. Click **Menu**
2. Click **Work**
3. Click **Image Gallery**

### Add Personal Image



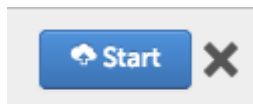
Click **Add Personal Image**

## Add File



Choose a method for add files: *drag* files from desktop, *click* **Add files...**, or **Choose from Dropbox**.

## Start Upload



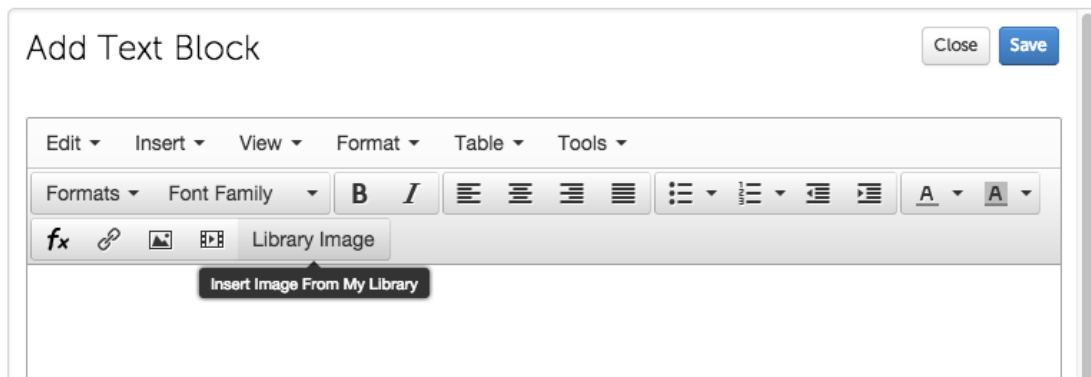
Once image has been selected, *click* **Start**.

## Close



After image has been uploaded, *click* **Close**.

## Use Image



Images which have been added to the Image Gallery may be used in **Text Block** content entries.