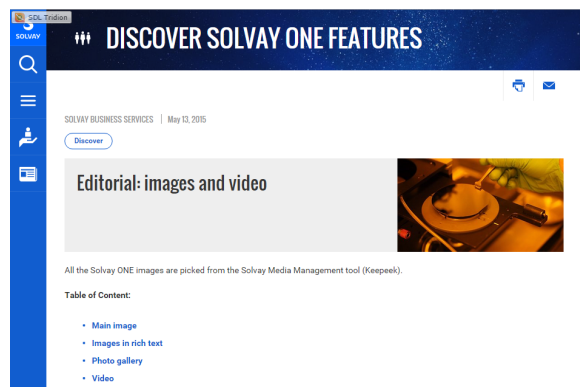


Insert an image/video as an Editorial or Spotlight illustration

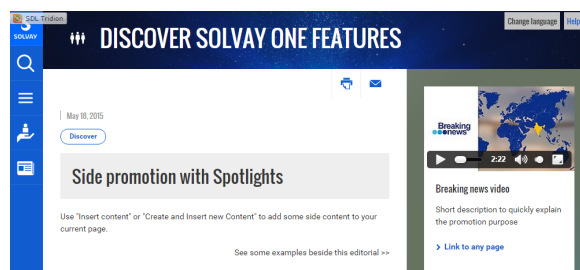
Overview

Use it to attach the main media to an Editorial or Spotlight. Here, you cannot manage the display size.

Alternative: [Insert an image/video among an Editorial content](#).



Use it in a Spotlight to easily insert a side video into your page:



Pre-requisite

Before to proceed, we assume that your concerned image /video is published in keepeek ([Import](#), [Locate](#), [Edit and Publish files](#), [\(Obsolete\)](#) 2. [Index](#) and [\(Obsolete\)](#) 3. [Classify](#)) with the correct dimension (see. [Multimedia formats \(Solvay ONE\)](#) or [Multimedia formats \(Internet & Web factory\)](#)).

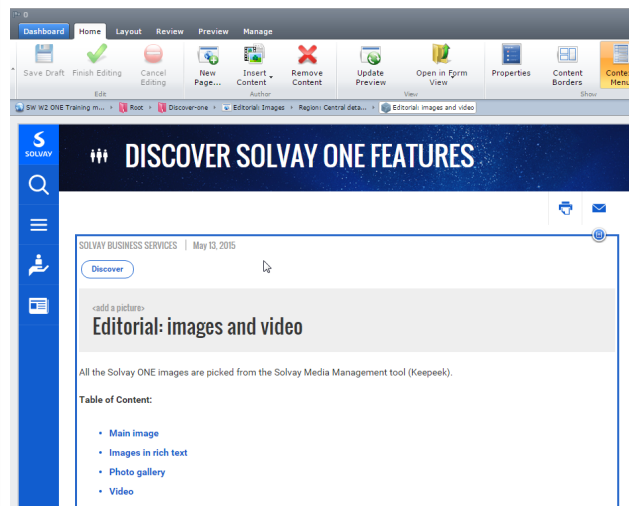
Table of contents

- [Overview](#)
- [Table of contents](#)
- [Step-by-step](#)
 - [Step 1: Select the concerned component](#)
 - [Step 2: Browse and insert the media](#)
 - [Step 2: Finish editing](#)
- [Related articles](#)
- [Can't find information?](#)

Step-by-step

Step 1: Select the concerned component

1. Click anywhere in the component (Editorial or Spotlight) to select it.



Step 2: Browse and insert the media

1. Click the <Add a picture> link, so the media browsing panel appears on the left.



Replace an illustration

To not add a media, but replace a previously selected one, the process is the same, but the link label is different: <add internal link to multimedia content>.



Remove an illustration

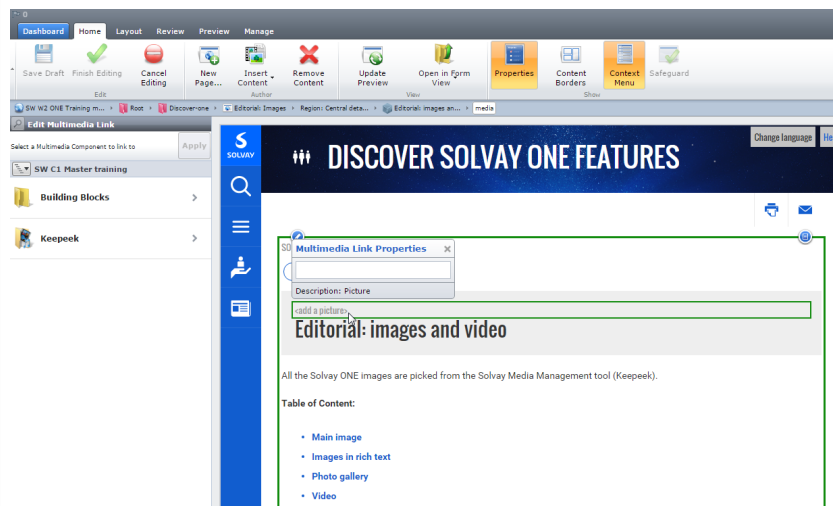
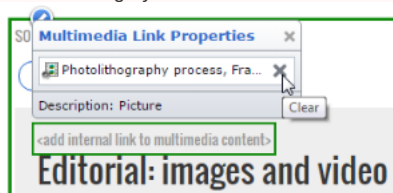
To remove an illustration, do not use the top



Remove Content

button or you could break your page. This button removes the currently selected component (your Editorial or Spotlight).

The correct way to remove an attached media is this gray cross:

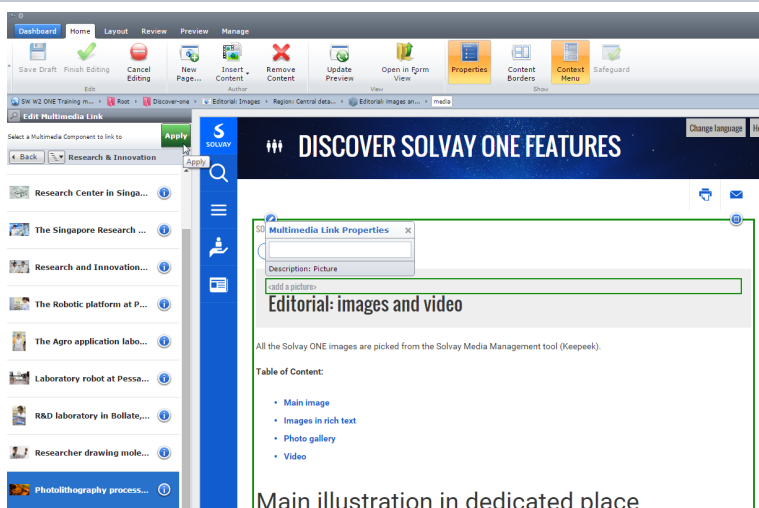


2. Browse Keepeek to the folder where is your media stored, select it then press the "Apply" button.



Don't find your media?

See [Why can I not find the image/video I need, in spite of I identified it on Keepeek side?](#)



3. Wait for the page reloads

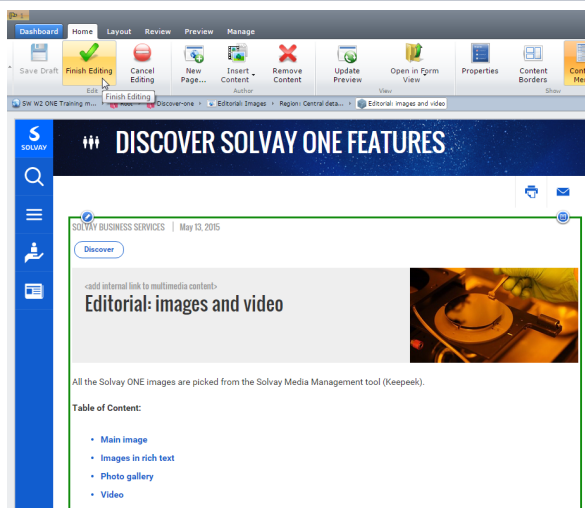


The media doesn't appears?

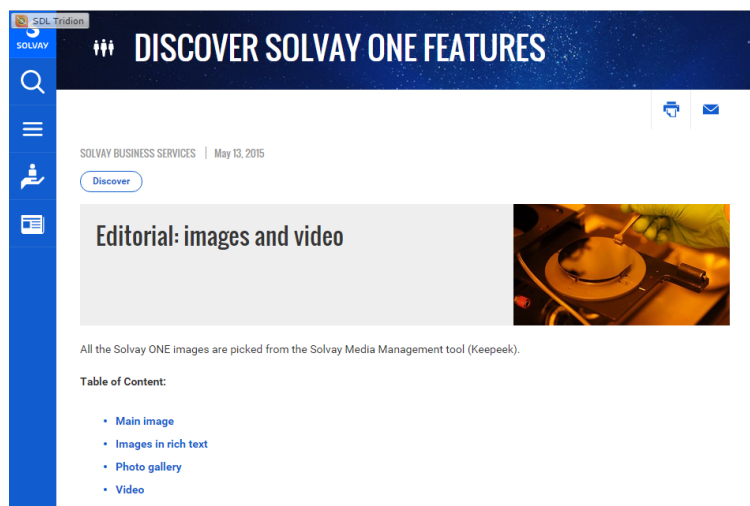
If you just uploaded this media in Keepeek, then use it in this web site for the first time, it doesn't actually appears, it is normal, the next step is going to solve it.

Step 2: Finish editing

1. Press "Finish Editing" to save the change and republish it in Staging.



2. Some seconds later, press "Dashboard", then "Exit" to check the result in Staging.



Related articles

Related docs

Can't find information?

- [Web support contact](#)