

# 9. Add an Image

## Overview

There are 2 ways to find an image in Keepeek Library

**BE CAREFUL**, you can add GIF pictures inside Solvay ONE. However, we do not recommend you to use them as it is impacting the performance of our website.

In case you really need to insert a GIF, please check its size and optimize it thanks to a tool like : <https://ezgif.com/resize>.

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## Search by Name

### STEP 1

If you already know the name (or metadata) of an image, you can directly search for it using the input.

The screenshot shows the search interface with the 'Full text' input field highlighted in red. The interface includes a search bar with 'Title' and 'Full text' fields, 'Sort by' and 'Sort direction' dropdowns, and 'Apply' and 'Reset' buttons. Below the search bar, there are navigation options: Home, Folders, External Library, Internal Library, and Legal documents. A 'Select entities' button is at the bottom. The main content area displays 'There are no results.'

### STEP 2

Click on **Apply** to validate your entry and display the available pictures according to your research

This screenshot is identical to the previous one, but the 'Apply' button is highlighted in blue, indicating the next step in the search process.

## Search in Folders

### STEP 1

You can browse into Keepeek folders to find your picture.

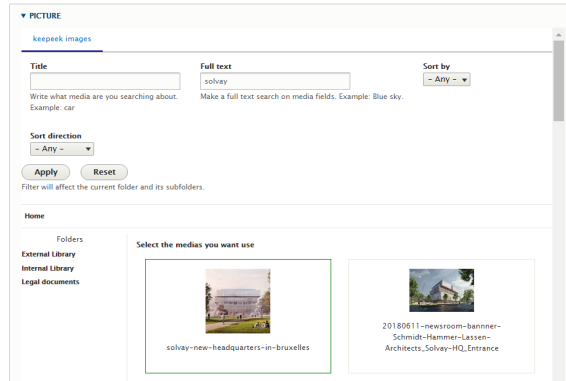
This screenshot is identical to the previous ones, showing the search interface with the 'Apply' button highlighted.

## Select a Picture

### STEP 1

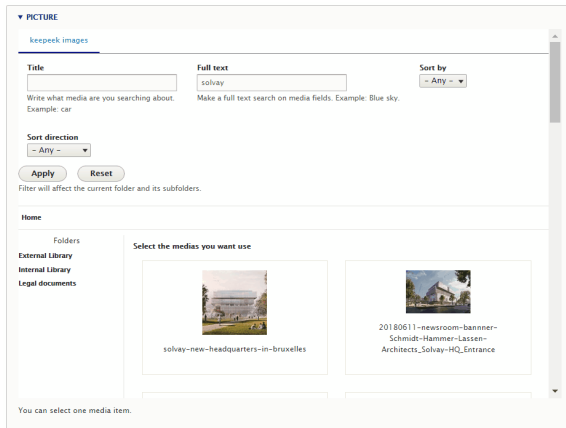
Once you found your image, click on it.

A green border should now highlight the selected picture



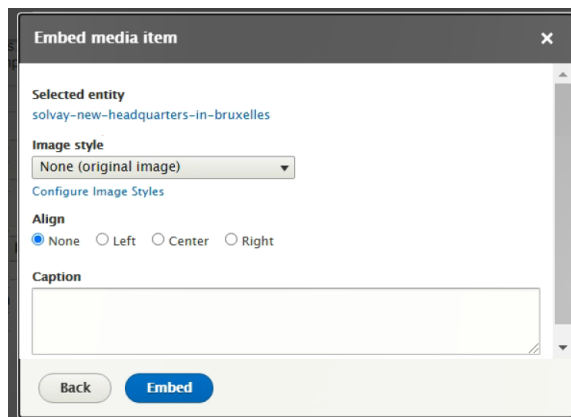
**STEP 2**

In order to validate your choice, you have to go to the very bottom and click on [Select Entities](#)



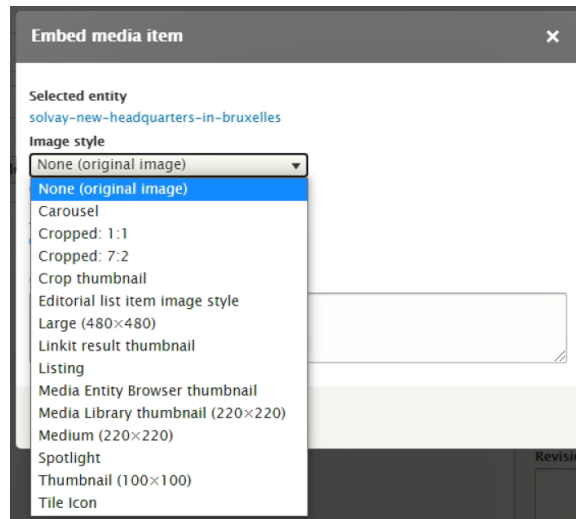
## Format picture display

A new pop-up is opened. In this one, you can change the **style (size)** of the image and the **alignment**



## Image Style

Once you click under **Image Style** a dropdown list will be displayed with the available sizes



## Image Alignment

Under **Align**, you can choose if you want to display the picture on the left, center or right of the container

Once done, click on **Embed** to validate your choices

