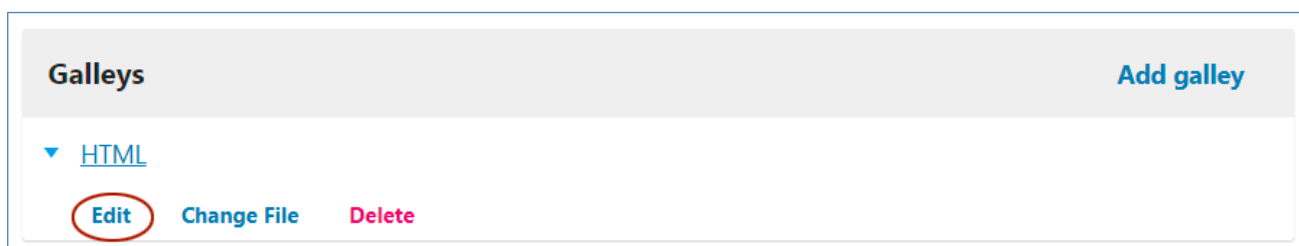
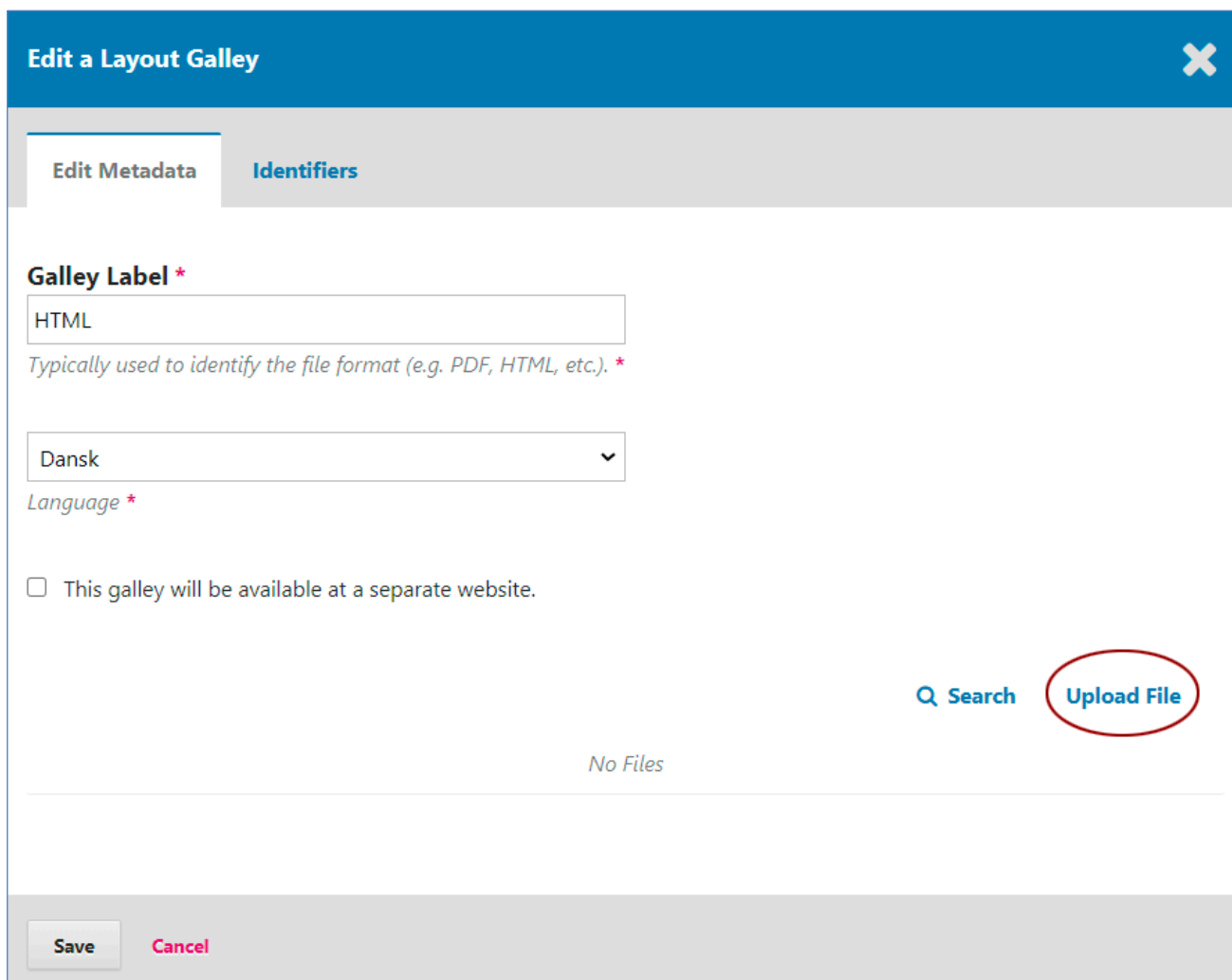


# How to publish html files containing images in OJS 3

- If you are linking to an image in your html file, simply enter the name of your image file:  
<img src = "filename.jpg">
- After uploading the html file and finishing the editing workflow you reach the production stage. Under the galley section, click the blue arrow and select 'Edit'



- Here you can download your images, one at a time:



- After clicking on the link 'Upload file', the following option will appear. Here you have to choose 'Image' and click 'Continue'

**Upload a Dependent File** ✕

1. Upload File    2. Review Details    3. Confirm

**Article Component \***

Select article component

Select article component

Multimedia

**Image**

HTML Stylesheet

Continue    Cancel

- Now you can download your first image:

**Upload a Dependent File** ✕

1. Upload File    2. Review Details    3. Confirm

**If you are uploading a revision of an existing file, please indicate which file.**

This is not a revision of an existing file

**Article Component \***

Image

Drag and drop a file here to begin upload

Upload File

Continue    Cancel

- Click 'Continue'

### Upload a Dependent File ✕

1. Upload File   2. Review Details   3. Confirm

**Article Component \***

Image ▾

✓ admin, ORCID id.png Change File

**Continue** Cancel

- Here you have the option to attach information to the image file. This is not mandatory

### Upload a Dependent File ✕

1. Upload File   2. Review Details   3. Confirm

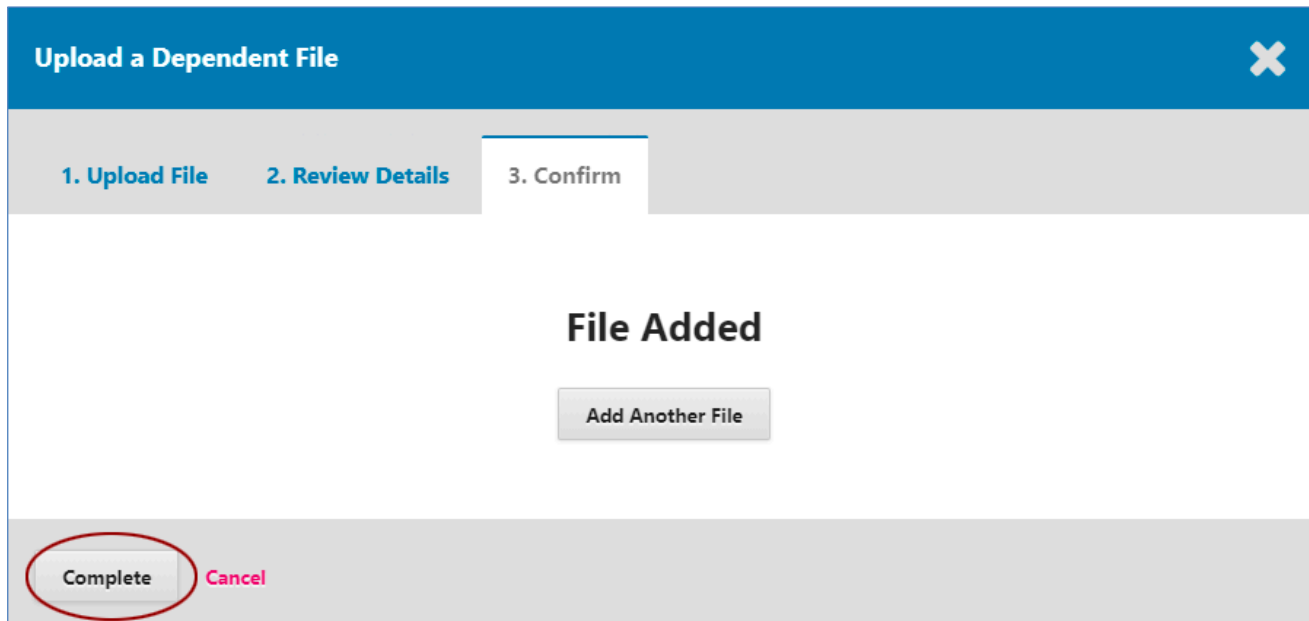
admin, ORCID id.png Edit

679×641 pixels   2.3"×2.1" at 300 DPI/PPI   png   44KB

<b>Caption</b>	<b>Credit</b>
<input type="text"/>	<input type="text"/>
<b>Copyright Owner</b>	<b>Permission Terms</b>
<input type="text"/>	<input type="text"/>

**Continue** Cancel

- You have now reached the end. Click 'Complete'



- If you have more images that are linked to in your html document, simply repeat the process by selecting the 'Add Another File' button.