Enable image upload in text fields for Special Ed Documents

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Tool Search: Digital Repository Preferences

This guide explains how to enable the settings that allow your special education staff to upload images into WYSIWYG text fields in Special Education Documents.

Before you start

- You must be logged in as a user who has NOT accepted the Terms and Conditions for images. This is only done once.
- See the Digital Repository Tool Rights article for additional information.

Enable image uploads in special education documents



Special Education Digital Repository Preferences Options

1. Navigate to the Digital Repository Preferences tool.
2. Scroll down to the Special Education section.
3. Mark the **Enable** checkbox.
4. Mark the **Documents** checkbox under the "Enable document attachment within Special Education module, by Tool" section.
5. Click **Save**.

Impact

The Insert Image button now displays in WYSIWYG text fields within Special Education Documents.



The Insert Image button on a WYSIWYG field in a Special Ed Document.

What's next

- Alert your staff that they can now upload images in Special Education Documents.
- Congratulations! You completed the task.