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:
- 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'

Galleys	Add galley
▼ <u>HTML</u>	
Edit Change File Delete	

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

Edit a Layout Gal	ley		×
Edit Metadata	Identifiers		
Galley Label *			
HTML			
Typically used to ider	ntify the file format (e.g. PDF, HTML, etc.). *		
Dansk	~		
Language *			
This galley will be	e available at a separate website.		
		Q Search	Upload File
	No	Files	
Save Cancel			

• 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 Compon Select article comp			~
Select article com Multi media Image			
Continue Car	ncel		

• Now you can download your first image:

Upload a Depen	×		
1. Upload File	2. Review Details 3. Confirm		
If you are uploa	ding a revision of an existing file, please indicate which file.		
This is not a revisio	This is not a revision of an existing file		
Article Compone	ent *	~	
Drag and drop a	file here to begin upload	Upload File	
Continue Can	cel		

• Click 'Continue'

Upload a Dependent File		×
2. Review Details	3. Confirm	
ent *		~
ID id.png		Change File
ncel		
	2. Review Details ent *	2. Review Details 3. Confirm ent *

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

Upload a Depend	lent File		×		
1. Upload File	2. Review Details	3. Confirm			
	admin, ORCID id.png ✓ Edit G79×641 pixels Q.3"×2.1" at 300 DPI/PPI Png ↓ 44KB				
Caption		Credit			
Copyright Owner	r	Permission Terms			
			//		
Continue	cel				

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

Upload a Dependent File		×
1. Upload File 2. Review Details	3. Confirm	
	File Added	
Complete Cancel		

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