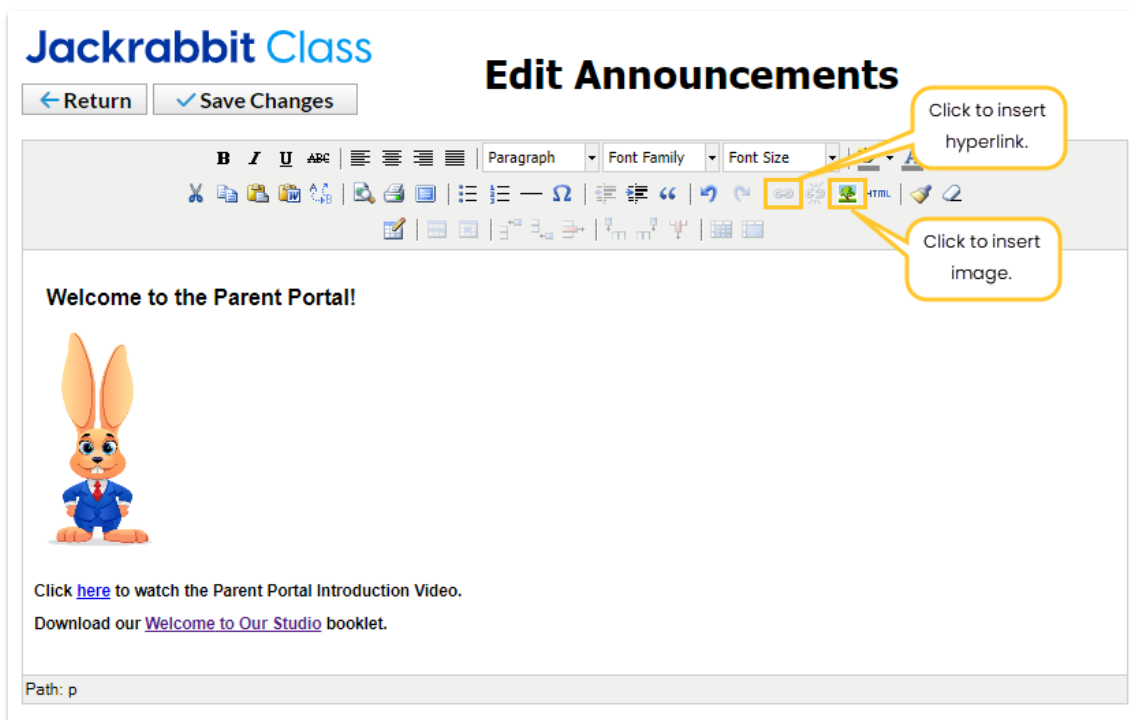


# Parent Portal Announcements - How to Insert Images and Link to Documents

Last Modified on 05/10/2023 10:11 am EDT

Jackrabbit provides a Rich Text Editor, often called a WYSIWYG editor, in our email screens (HTML mode) and also in our Portal News & Announcement page.

This editor allows you to insert images and add links to websites using the **link icon** and the **image icon**.



The screenshot shows the 'Edit Announcements' interface for Jackrabbit Class. At the top, there are 'Return' and 'Save Changes' buttons. The main toolbar includes options for bold, italic, underline, text color, background color, paragraph alignment, font family, font size, and a link icon. Two callout boxes point to the link icon (labeled 'Click to insert hyperlink.') and the image icon (labeled 'Click to insert image.'). The content area shows a 'Welcome to the Parent Portal!' message, a cartoon rabbit, and two links: 'Click [here](#) to watch the Parent Portal Introduction Video.' and 'Download our [Welcome to Our Studio](#) booklet.' At the bottom, it shows 'Path: p'.

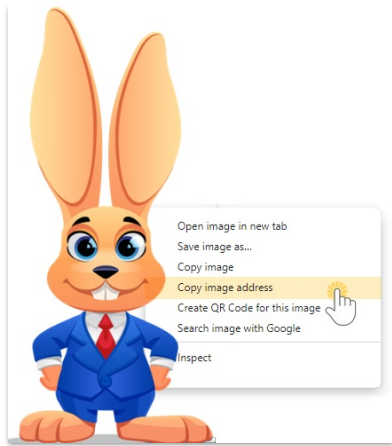


*In order to be able to add an image or link to a document, they must 'live' on the internet and have a web address (URL) to link to.*

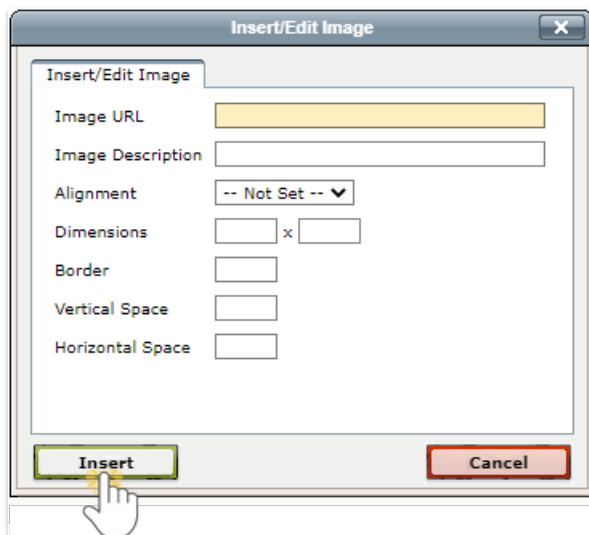
It is likely that the images and documents you want to use are already uploaded to your website, thus they already have a URL. This is the recommended place to upload your documents. If you do not have access or clearance to edit your company's website to upload documents, you can upload the images or documents to any cloud file-sharing service. Most are free and very easy to use - just drag and drop your image or document to the site and it will provide an instant URL (http address) link to copy and share. You can Google "easy free file sharing sites", or, some great ones are listed [on this internet blog](#).

## Insert an Image

1. Locate the image on the internet and right-click on it to **Copy Image Address**.



2. Click the **insert image icon** in the *Edit Announcements* window.
3. Paste the URL from #1 into the **Image URL** field and click **Insert**.

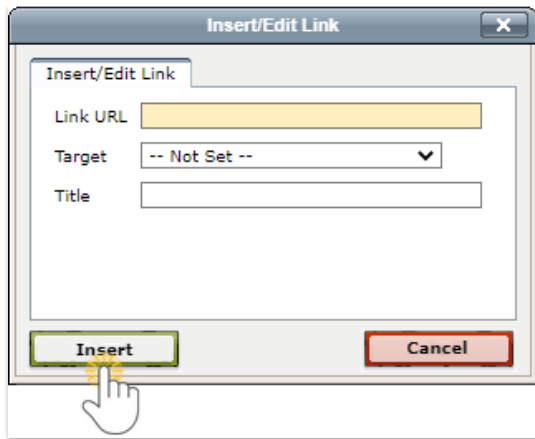


4. Click on the image to adjust the size as needed.

## Insert a Link

Create a link for your parents to be able to download a document, for example, your monthly newsletter or a welcome brochure that outlines your studio protocols.

1. Locate the URL for the document that you want to link to.
2. Click the link icon and paste the URL into the **Link URL** field.




3. Click **Insert**.

Your parents will be prompted to view the New Announcement when they log in to the Parent Portal or they can view the announcement in their Portals from the right side menu > Latest Announcement.

## Latest Announcement

TUE, MAY 9, 2023

### Welcome to the Parent Portal!



Click [here](#) to watch the Parent Portal Introduction Video.

Download our [Welcome to Our Studio](#) booklet.

[OK, GOT IT!](#)