

# ClubRunner

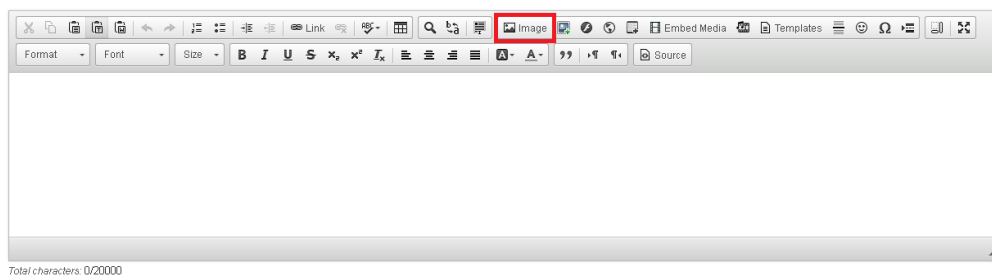
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## How do I make an image a clickable link?

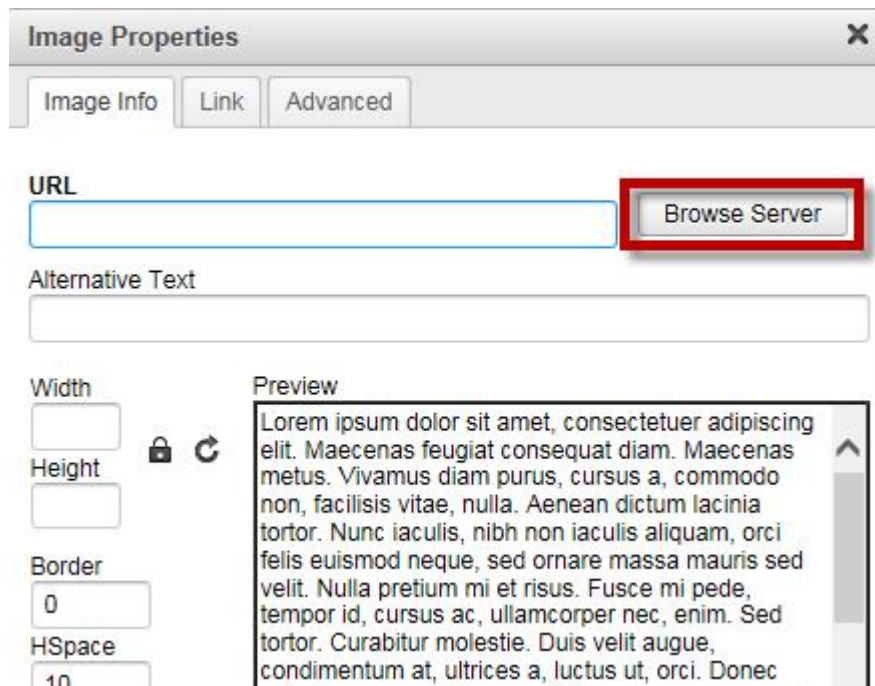
Omar S. - 2021-03-05 - Stories & Online Editor

If you have embedded an image into a story or custom page, you can turn that image into a clickable link. To do so, open a story or custom widget and follow the below steps:

1. Click on the **Image** icon in the editor toolbar.



2. Now click on the **Browse Server** button



3. The **Media Library** should appear in a new window. Select your image from the folders, and double click on it.

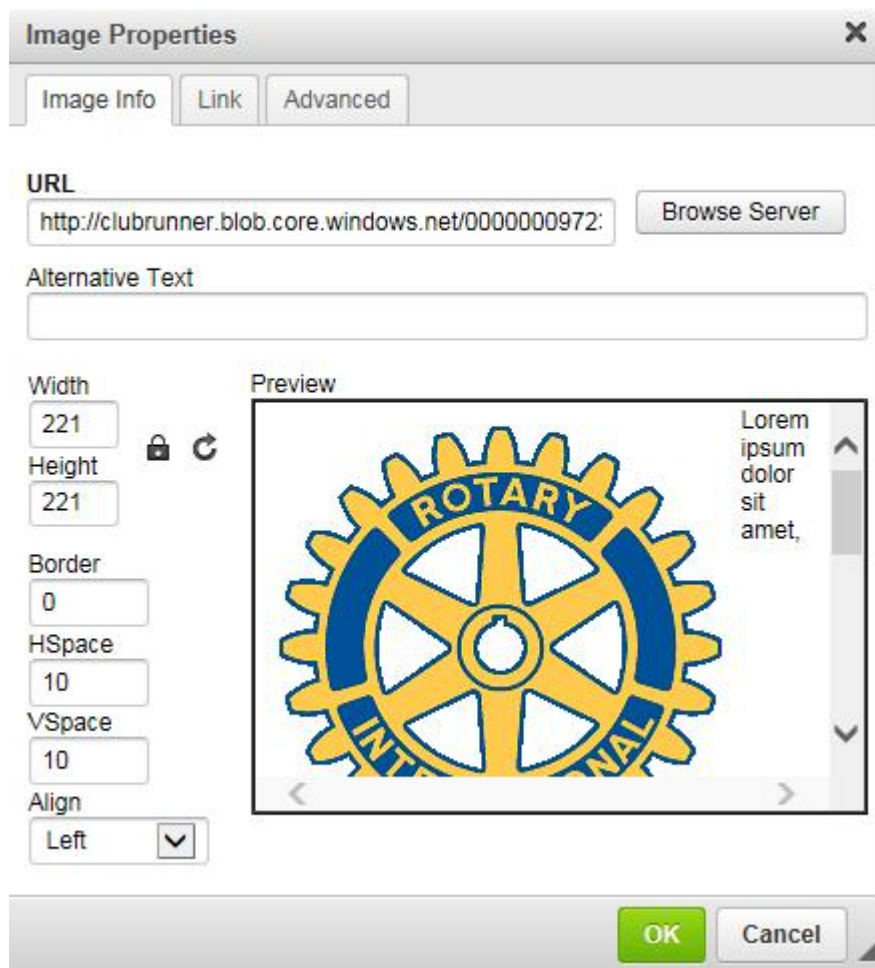
# Media Library

To select an image from any library, **double click** on the thumbnail.

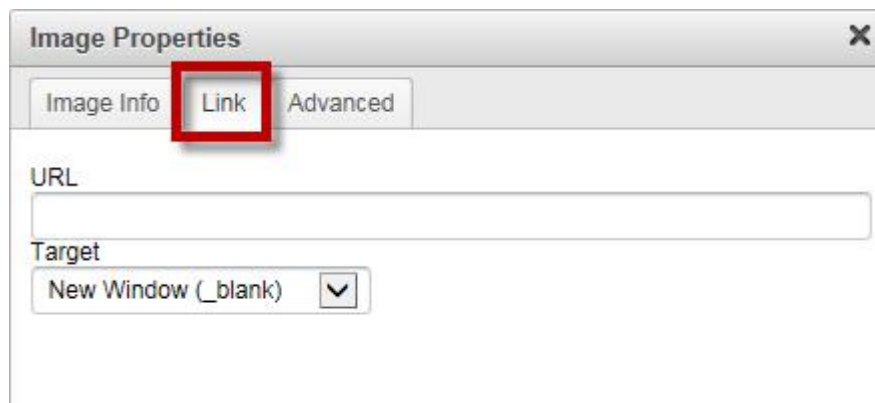
Note that the first two folders are shared libraries and images cannot be uploaded to your own website's library and can be customized. To upload a new image, click on the top.

Maximum file size for upload is 10.00 MB.

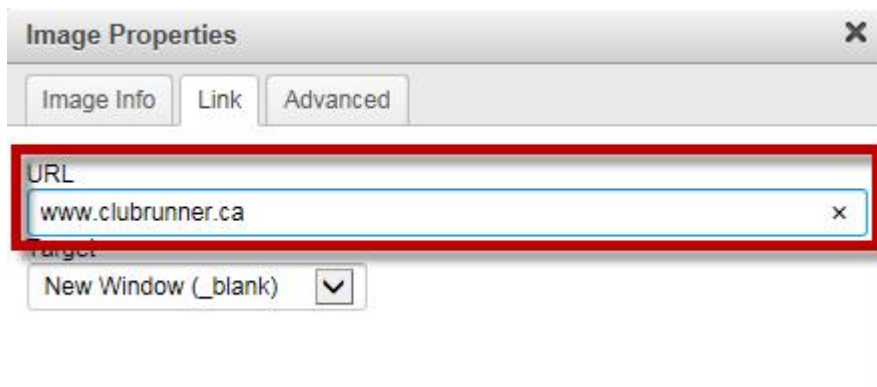
The screenshot displays a web-based media library interface. On the left, a 'Folders' panel lists three folders: 'ClubRunner Images (locked)', 'Rotary Images (locked)', and 'My Images'. The 'My Images' folder is selected. The main area shows a toolbar with 'Upload', 'Refresh', 'Settings', and 'Maximize' buttons. Below the toolbar, a grid of image thumbnails is visible. A red box highlights a context menu that appears over a thumbnail of a yellow sun logo. The menu options are: 'Select', 'View', 'Download', 'Rename', and 'Delete'. Below the thumbnail, the text 'clublogo-' and '12/17/201' is visible. To the right, another thumbnail shows a baseball, with the text 'Graphic.png', '4 8:18 PM', and 'KB' below it.



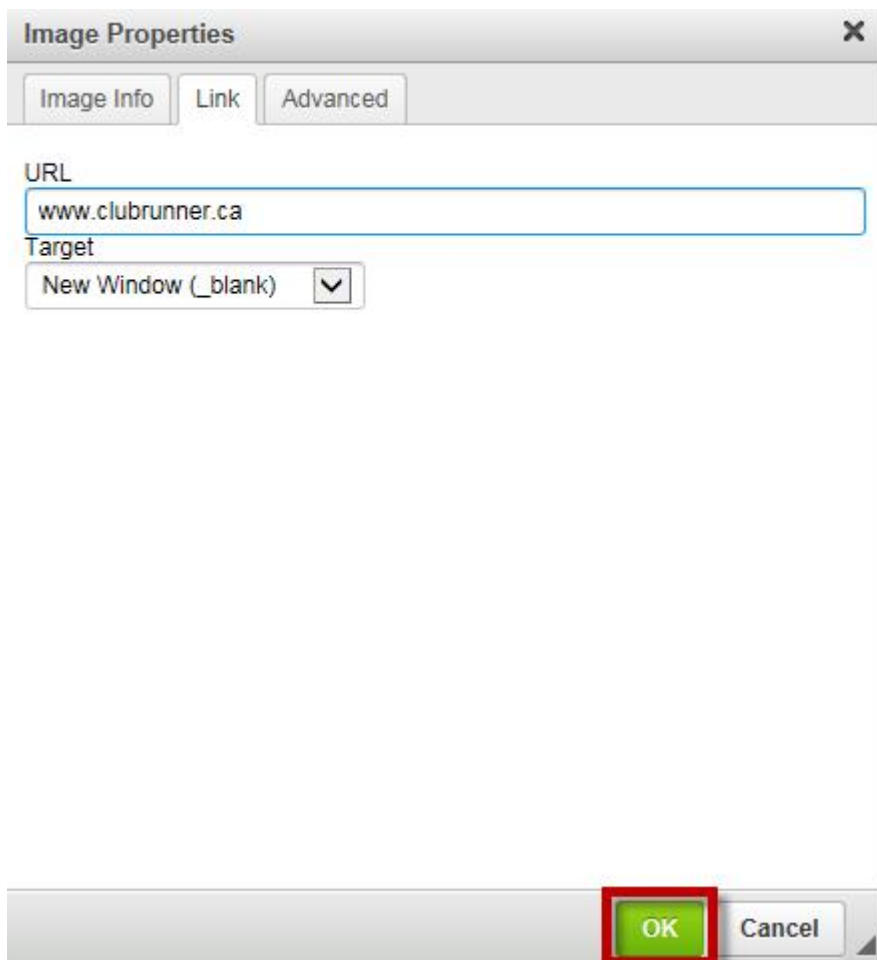
4. Now back at the **Image Properties** window click on the **Link** Tab



5. Enter the **URL address** that you want the image to link to. Eg: [www.ClubRunner.ca](http://www.ClubRunner.ca)

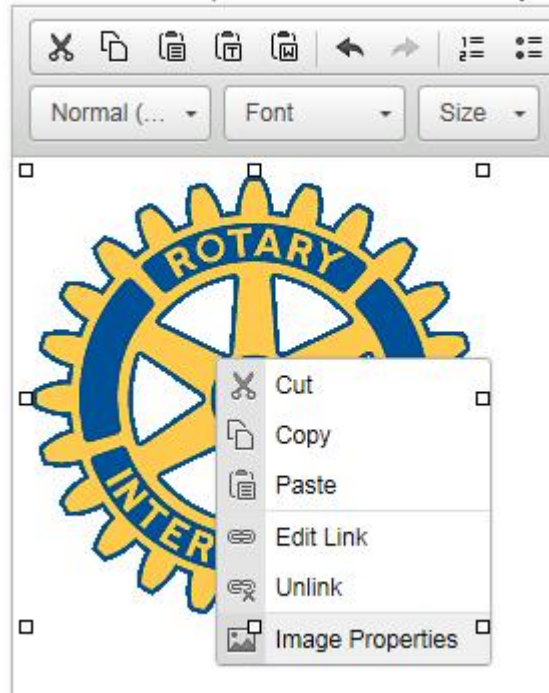


6. Now click the **OK** button.

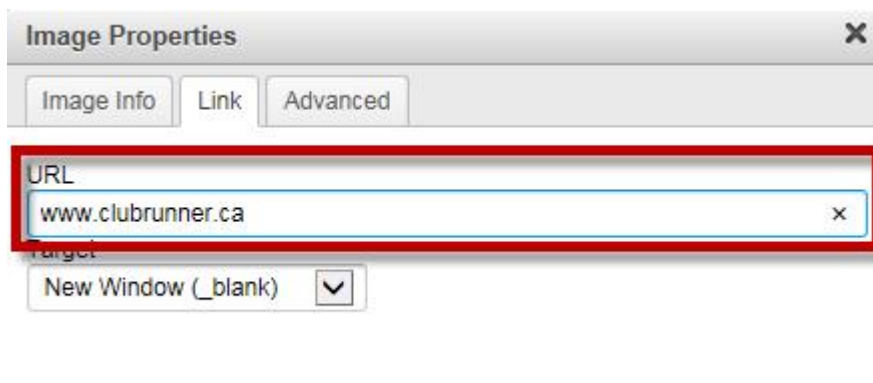


7. If you want to turn an existing image into a clickable link, right-click on the image and select **Image Properties** from the drop-down menu that appears.

Click on the Templates button for commonly u



8. In the **Link** field of the **Image Properties** window, enter the appropriate URL.



9. Click **OK** to save.

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