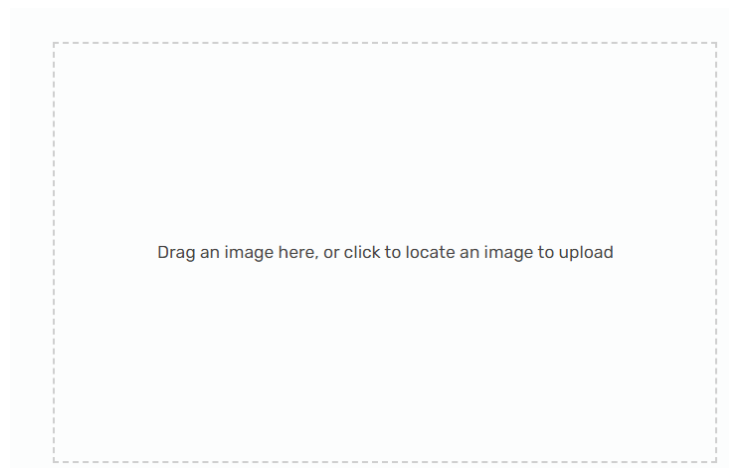# Adults Quick Guide

Embedding Photos and Images in a Form

You can embed photos and other images within certain forms in Mosaic.

> Photos can constitute personal data should they feature a person or persons, or personally identifiable information. As such, please exercise caution with the photos you embed in Mosaic to ensure they comply with the General Data Protection Regulation (GDPR)

Images can only be embedded into a form that has the specific image placeholder.

Drag an image here, or click to locate an image to upload

Please note: If there is no option to embed an image you will need to upload (attach) it instead, using the **View documents** toolbar icon 📎 **(0)** . You can refer to the **Uploading Documents** user guide for further details
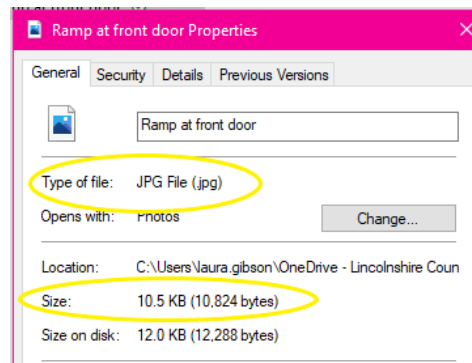
Images need to be in the format of jpg (jpeg), png, or gif to be embedded. Images in other formats such as pdf, docx etc cannot be inserted without you converting them first.

The maximum size of image file you can embed in a form is 2 MB.

You can check the image format and size within the folder in which it is stored on your computer – look at the 'Type' and 'Size' columns.
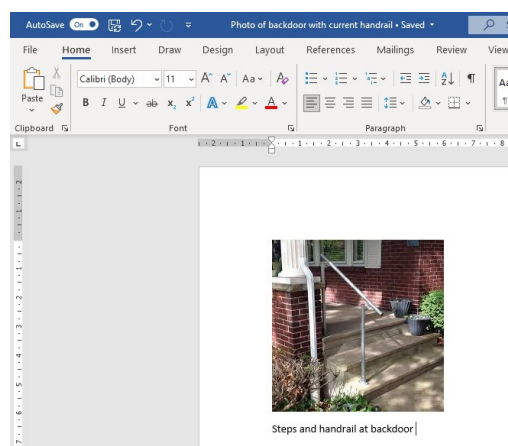

Or by right clicking on the image and selecting 'Properties' from the menu and then viewing the information within the properties window:

Converting an Image to the Correct Format or to Reduce the File Size
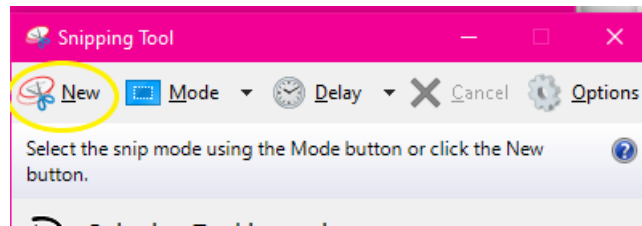
The following steps will only need completing if the image is not in the correct format to be embedded within a form, i.e. it is sent to you within a Word or PDF document, or if you wish to reduce it

- Open the document containing the image you wish to convert / reduce
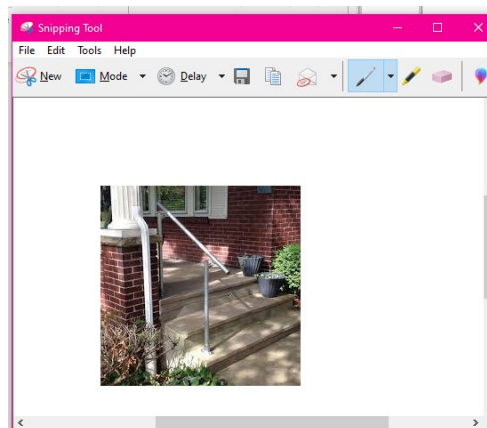

- Open the Snipping tool on your computer by typing '**Snipping Tool**' into the search field (usually located in the bottom left of your screen) and then selecting the **Snipping Tool** to open it

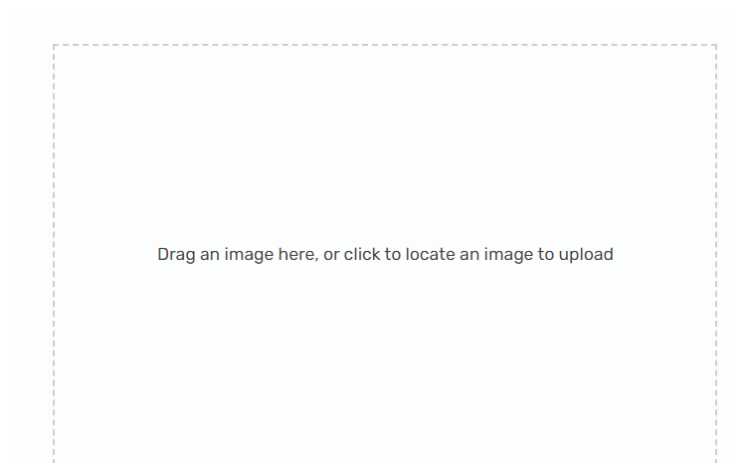- Click the **New** option within the **Snipping Tool** window

- Click and drag around the image within your document – this will automatically appear within the **Snipping Tool** window
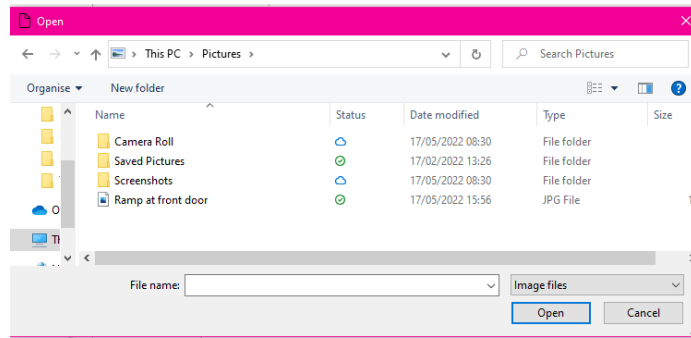

- Click the **Save** icon to save the image on your computer in an appropriate format / size which will allow you to embed the image into a form.

To Embed an Image

Where an image can be embedded within a form you will see a dotted rectangle which states *'Drag an image here, or click to locate an image to upload'*

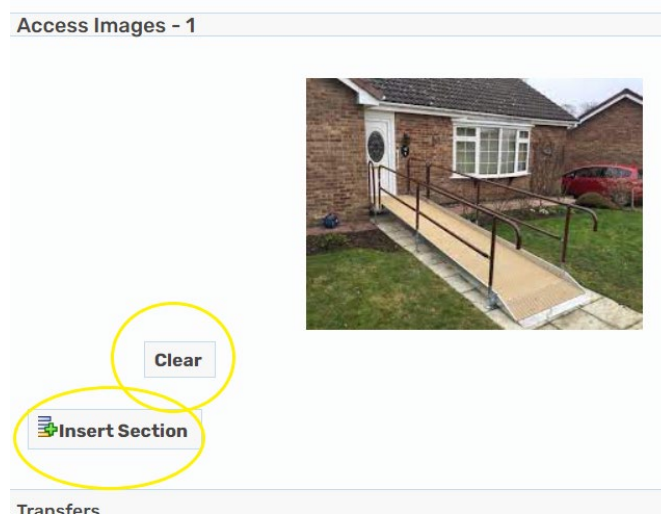Drag an image here, or click to locate an image to upload

- Click on the rectangle and your file browser will open

- Navigate to where you have saved the image that you wish to embed

- Double click on your image or single click the image and then click on the **Open** button to embed it into the form

Please note: If an image has been embedded in error, click the **Clear** button and the image will be removed from the document.

In some forms multiple images can be embedded within the same section by clicking the **Insert Section** button. This will open an additional dotted rectangle and you can then repeat the process as described above

Embedded images will be saved within the document, but unlike attached (uploaded) documents, will not save separately to the person's record. To view embedded images in the future you will need to view the document they have been embedded in.