

How to add images to the Feed Editor?

Scribe 

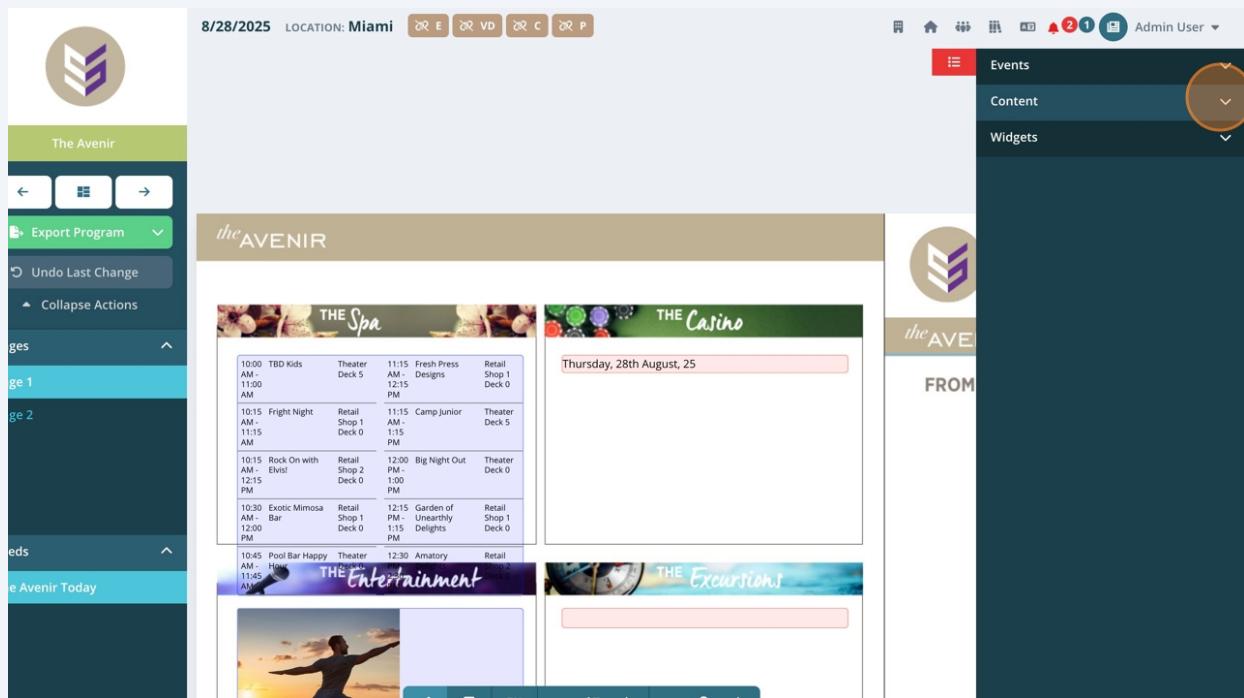
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to add images t...](https://scribehow.com/embed-preview/How_to_add_images_t...)

- 1 Navigate to GO URL and open the Feed Editor on the day you'd to add an image.

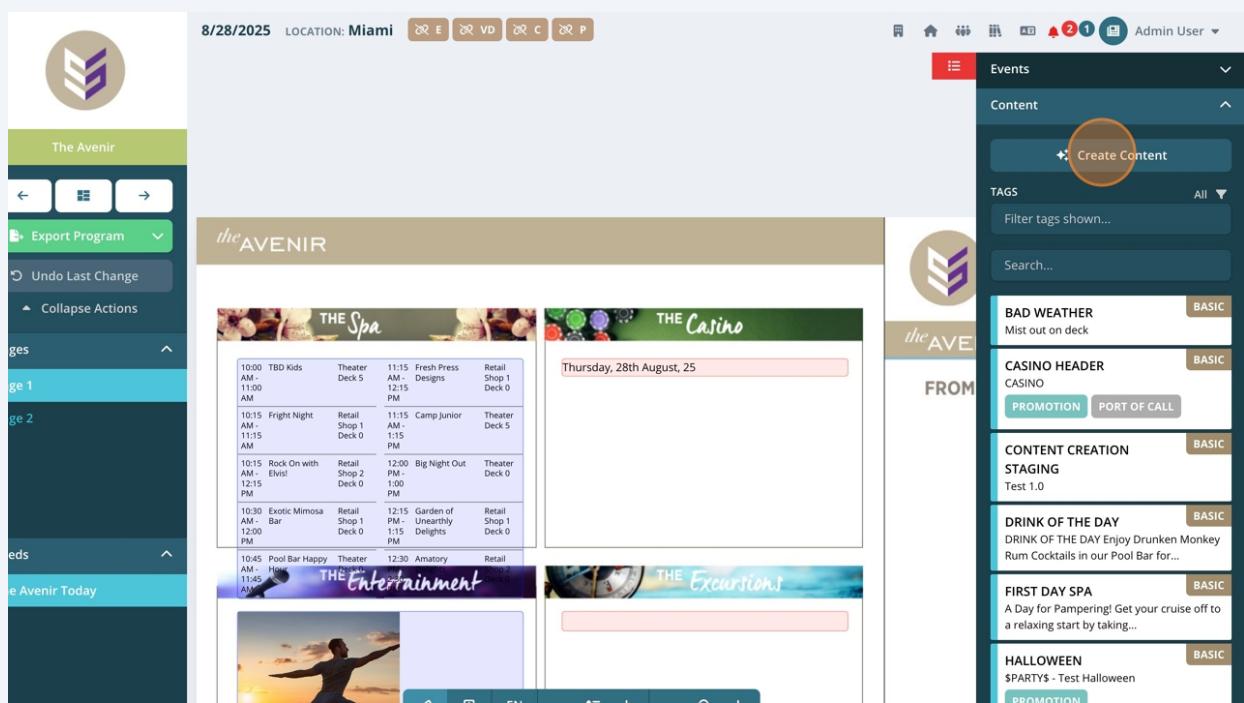
Miami	--	04:00pm	Events	Venue	Print	No markers	   
At Sea	--	--	Events	 Venue	Print	No markers	   
Isla de Roatan	12:00pm	06:00pm	 Events	 Venue	 Print	No markers	   
Costa Maya	08:00am	06:00pm	 Events	 Venue	 Print	No markers	   
Cozumel	07:00am	06:00pm	Events	Venue	Print	No markers	   
At Sea	--	--	Events	Venue	Print	No markers	   
At Sea	--	--	 Events	 Venue	 Print	No markers	   
Miami	07:00am	--	Events	Venue	Print	No markers	   
Miami	--	05:00pm	Events	Venue	Print	No markers	   
At Sea	--	--	 Events	 Venue	 Print	No markers	   

2 Click the drop down arrow beside Content.



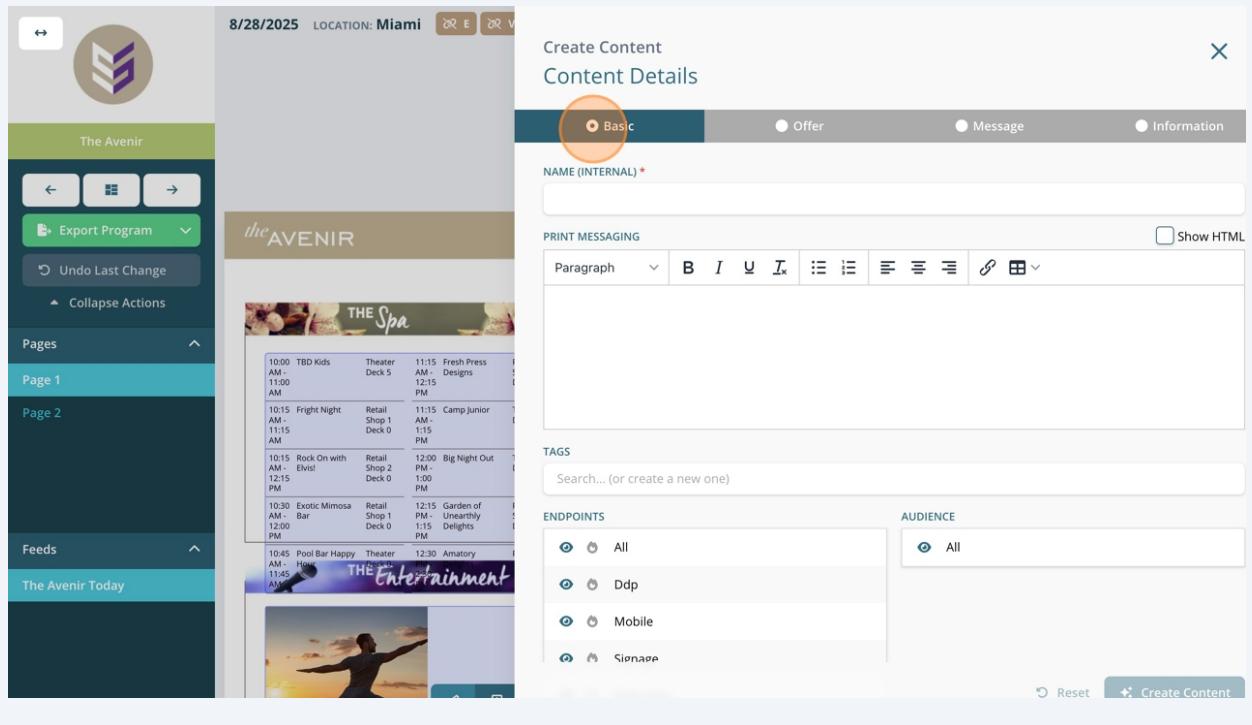
The screenshot shows the Avenir software interface. The top navigation bar includes the date (8/28/2025), location (Miami), and several status indicators (E, VD, C, P). On the right, a user menu shows 'Admin User'. A vertical sidebar on the left contains sections like 'The Avenir', 'Export Program', 'Undo Last Change', and 'Collapse Actions'. The main content area displays a schedule for 'the AVENIR' on Thursday, 28th August, 2025. The schedule is divided into four sections: 'THE Spa', 'THE Casino', 'THE Entertainment', and 'THE Excursions'. Each section lists various events with their times, locations, and descriptions. To the right of the schedule, a sidebar titled 'Content' is expanded, showing a list of items: 'Events', 'Content' (which is selected and highlighted with a red box), and 'Widgets'. The 'Content' section lists items like 'BAD WEATHER', 'CASINO HEADER', 'CONTENT CREATION STAGING', 'DRINK OF THE DAY', 'FIRST DAY SPA', and 'HALLOWEEN', each with a 'BASIC' tag.

3 Click "Create Content".



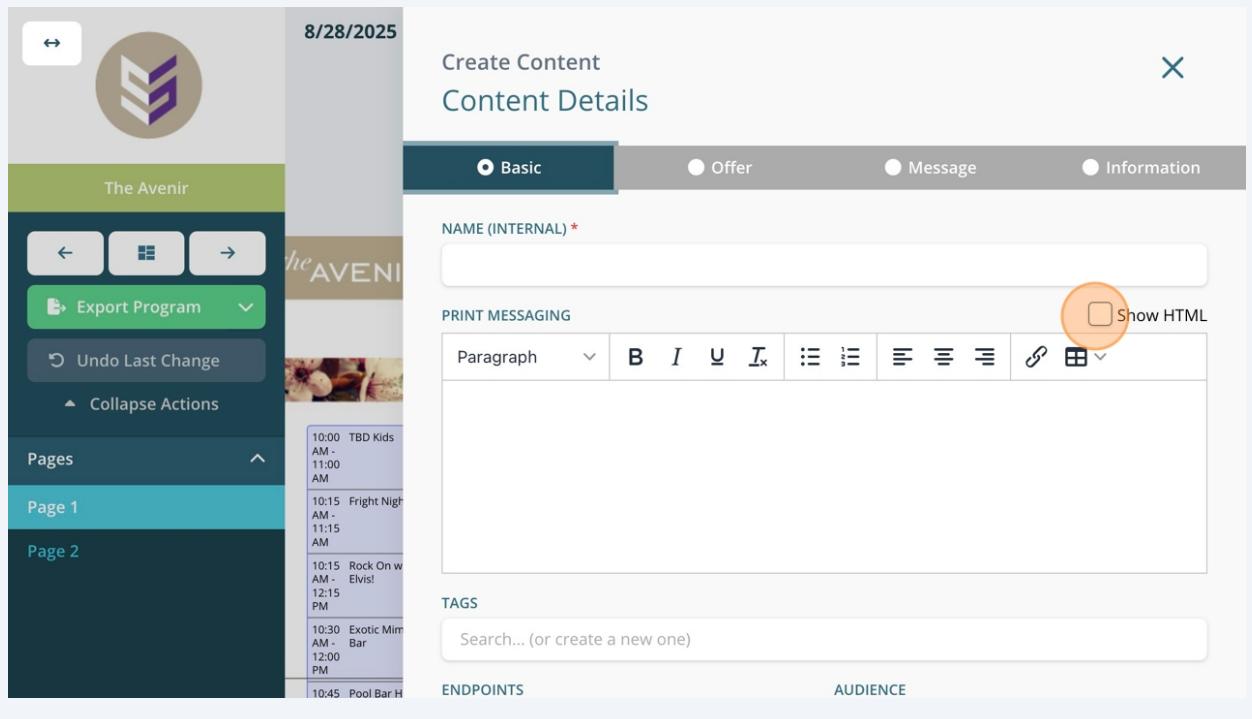
This screenshot is identical to the previous one, showing the Avenir software interface. The 'Content' section in the sidebar is still expanded. However, the 'Create Content' button within the 'Content' section is now highlighted with a red box. The rest of the interface, including the schedule and sidebar items, remains the same.

4 Ensure "Basic" is selected.



The screenshot shows the Scribe software interface. On the left, there's a sidebar with 'The Avenir' logo, navigation buttons, and sections for 'Pages' (Page 1, Page 2) and 'Feeds' (The Avenir Today). The main content area displays a schedule for 'the AVENIR' with various events like 'TBD Kids', 'Fright Night', and 'Entertainment'. On the right, a 'Create Content' dialog is open. At the top, there are radio buttons for 'Basic' (selected), 'Offer', 'Message', and 'Information'. Below that is a field for 'NAME (INTERNAL)*' with a placeholder 'Content'. Under 'PRINT MESSAGING', there are buttons for 'Paragraph', 'B', 'I', 'U', 'Ix', and alignment tools. A checkbox for 'Show HTML' is located to the right of the messaging tools. The 'TAGS' section has a search bar. 'ENDPOINTS' and 'AUDIENCE' sections are also present. At the bottom right are 'Reset' and 'Create Content' buttons.

5 Click the "Show HTML" checkbox.



This screenshot is similar to the previous one but with a key difference: the 'Show HTML' checkbox in the 'PRINT MESSAGING' section is now checked, indicated by a red circle. The rest of the interface, including the sidebar, content area, and 'Create Content' dialog, remains the same.

6 Add the following HTML:

```
<div style="text-align: center;"></div>
```

This code will allow you to decide the image size and it has a merge variable inside to allow you to re-use this content blurb

Create Content

Content Details

Basic Offer Message Information

NAME (INTERNAL) *

PRINT MESSAGING

Show HTML

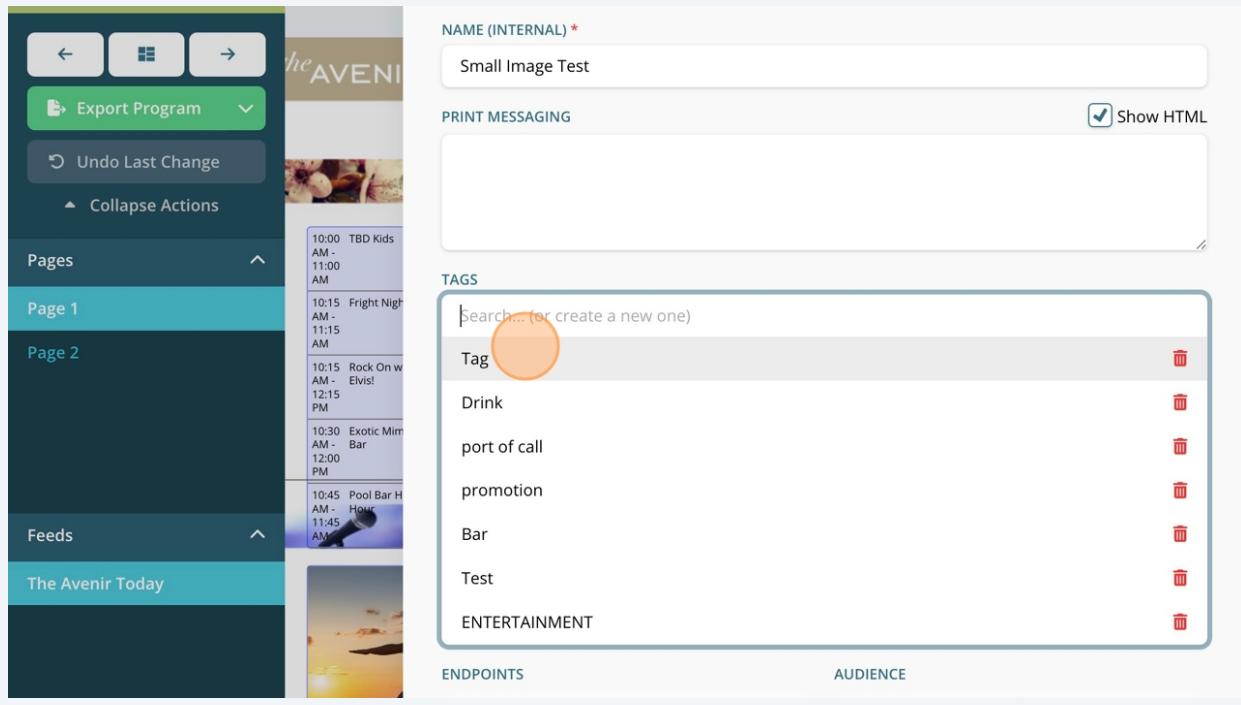
TAGS

Search... (or create a new one)

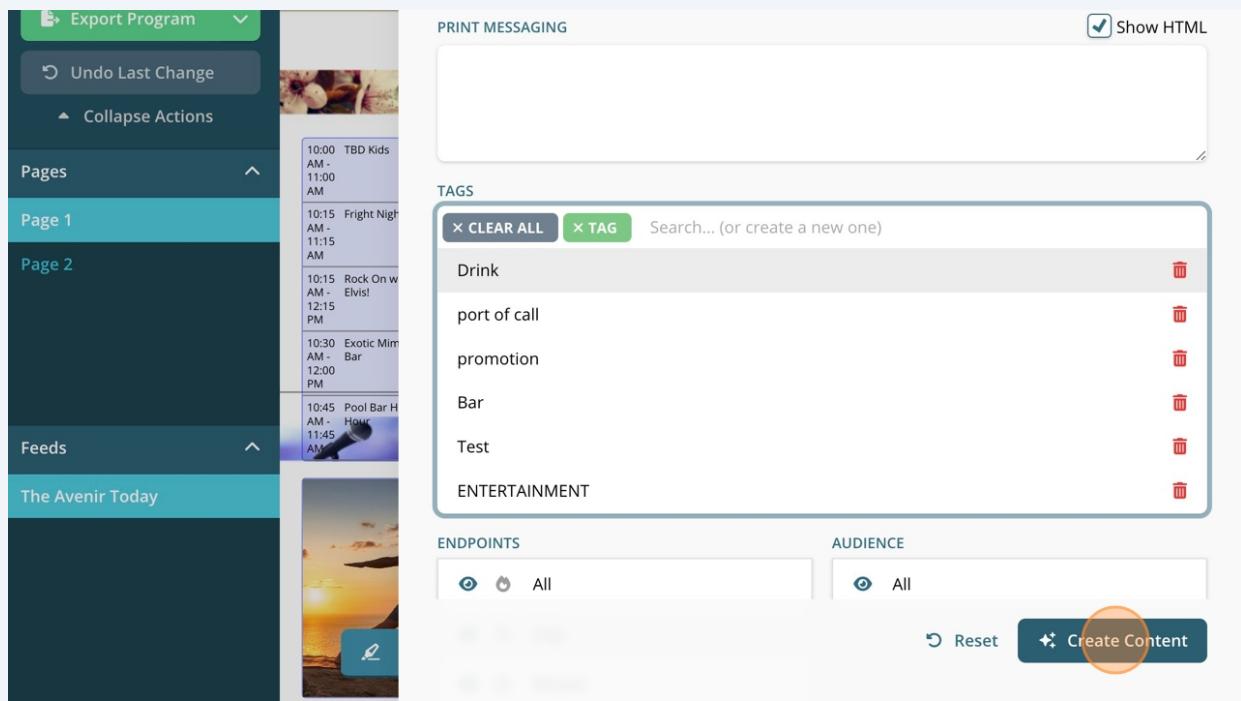
ENDPOINTS AUDIENCE

7 Type "Small Image - Test" in the NAME (Internal) Field

You can also choose to add or create a TAG - this helps you search for content in the future.

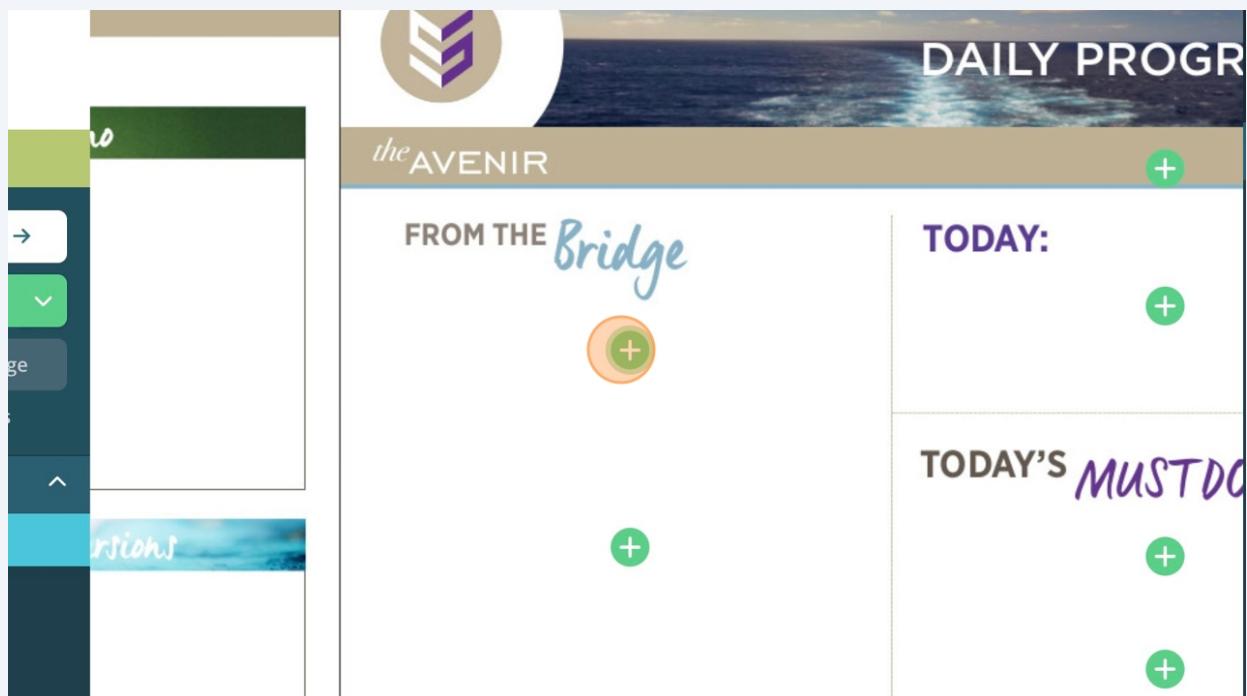


8 Click "Create Content".



9

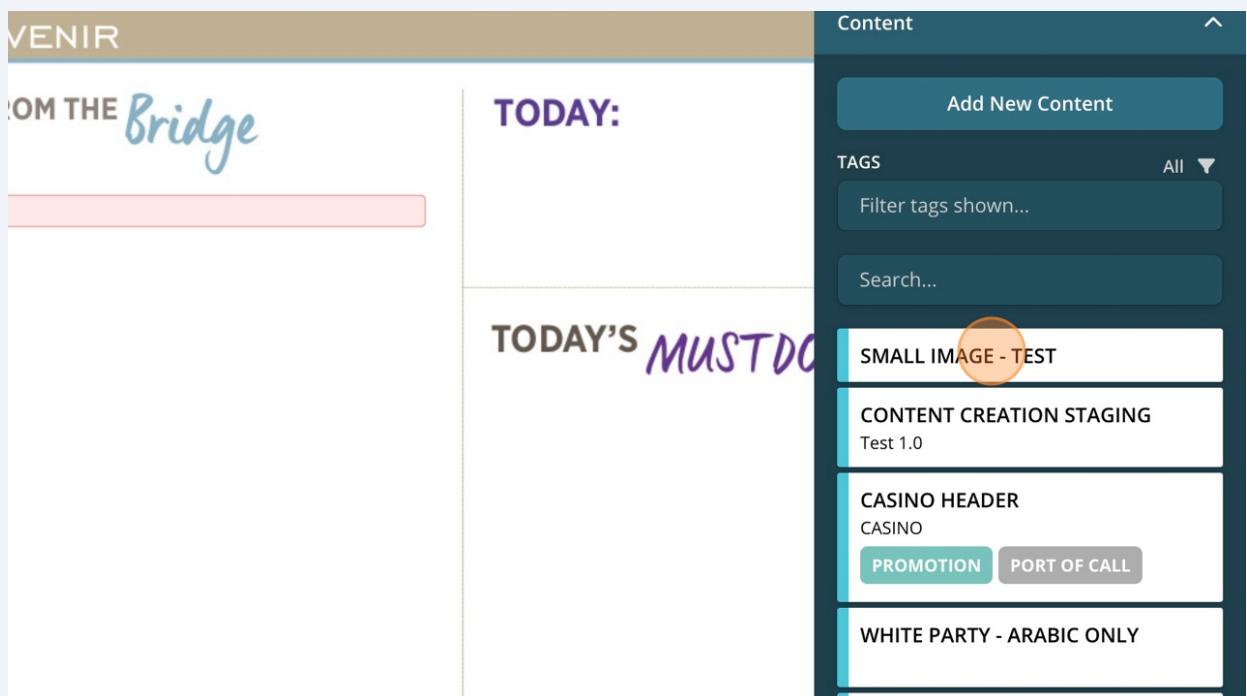
Click this icon.



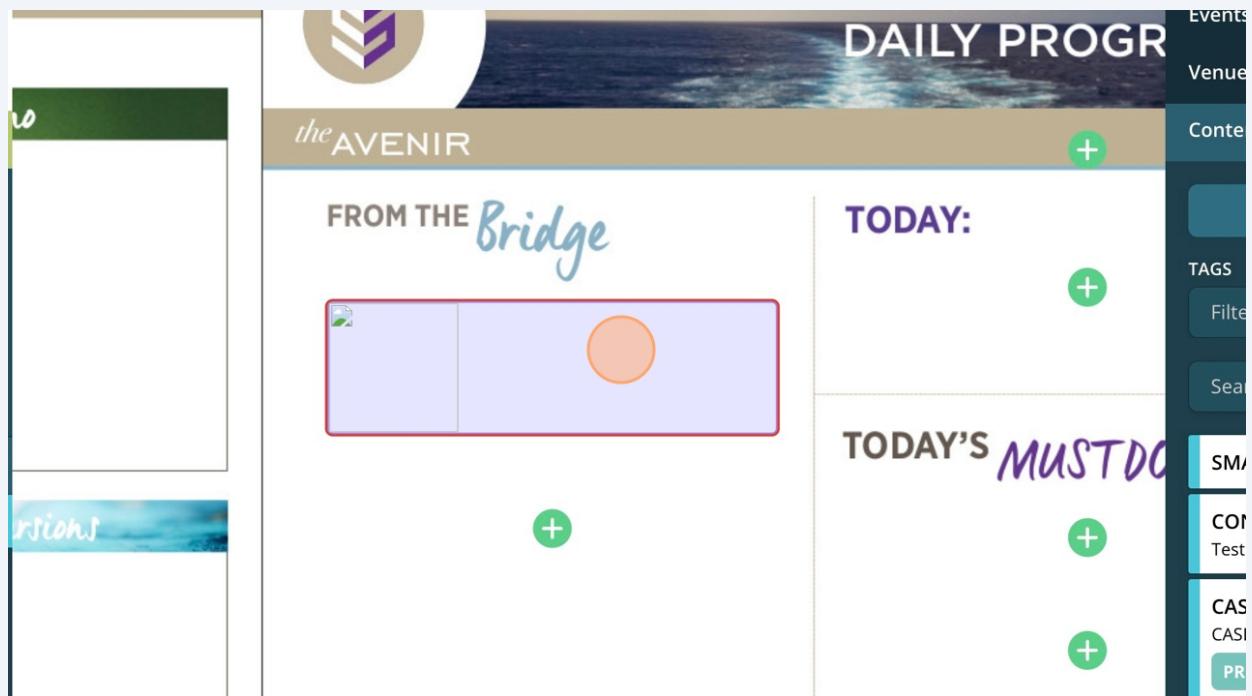
10

Click "SMALL IMAGE - TEST"

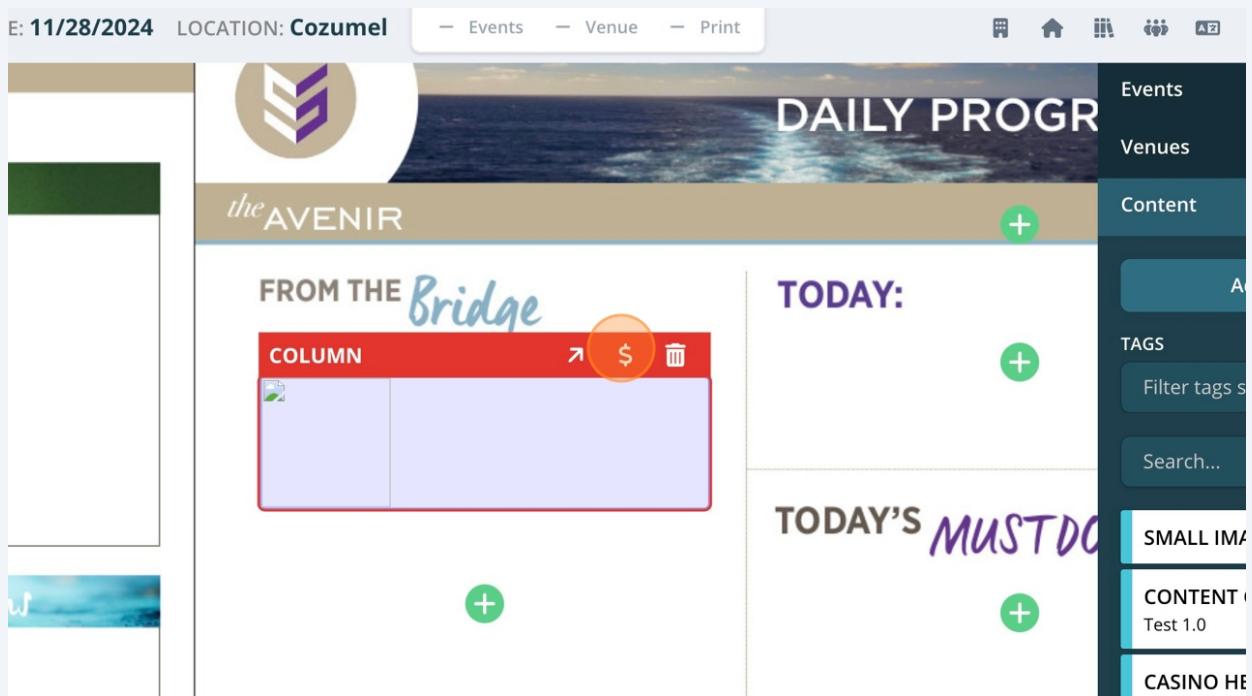
If you don't see it listed, use the "Search..." bar to call it up.



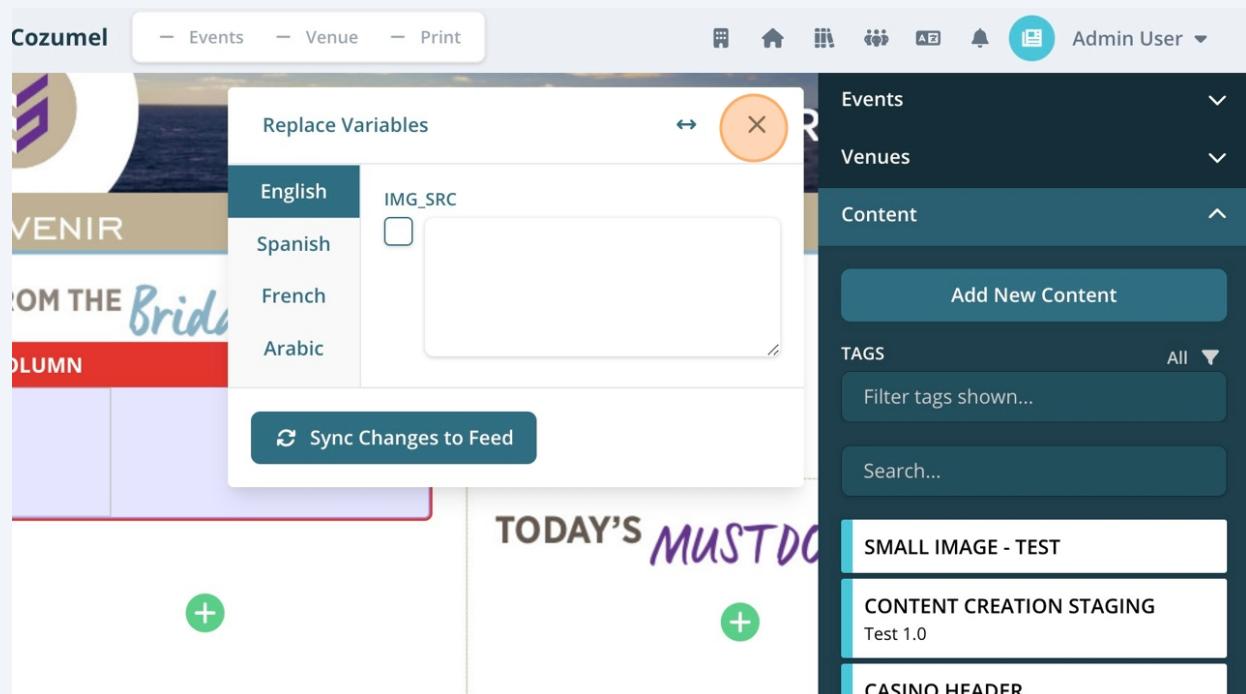
11 Drag the "SMALL IMAGE - TEST" in to the red content box.



12 Hover over and click the line of the red content box and then click on the "\$" as seen below.

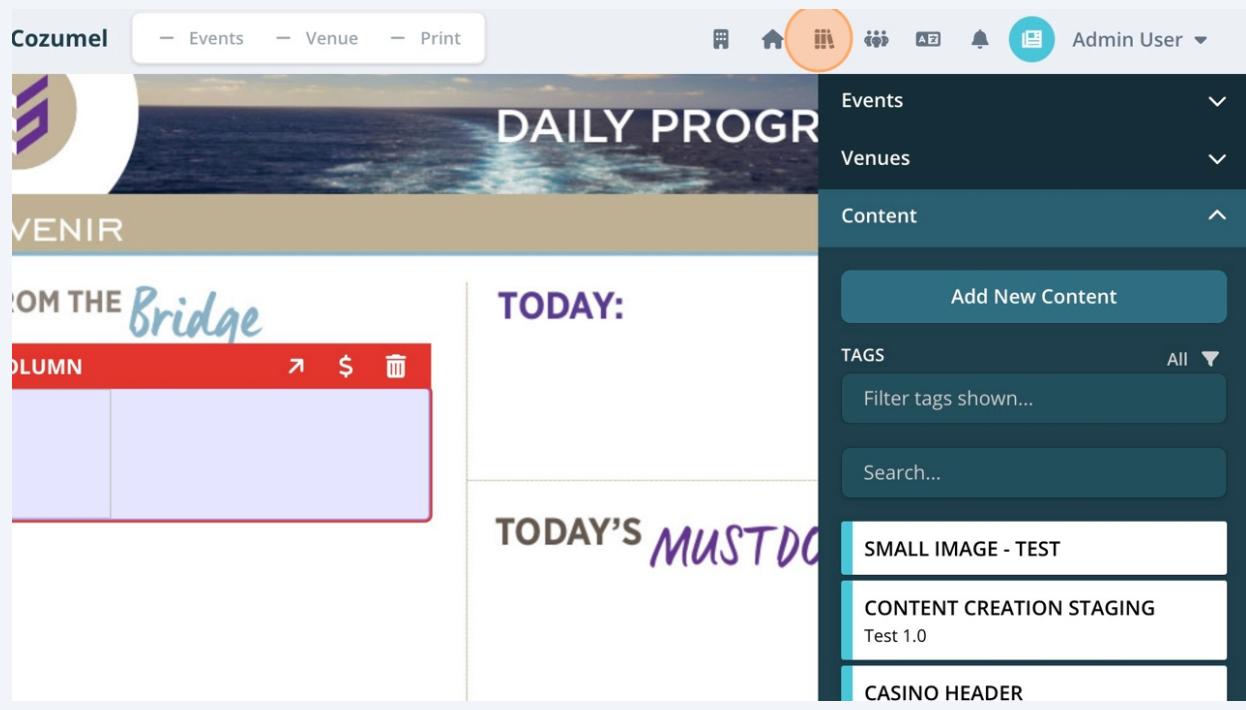


13 Click this icon.



14 Now it is needed to get the image URL from the Library Assets and add it in the Feed Editor.

Click the Library icon.

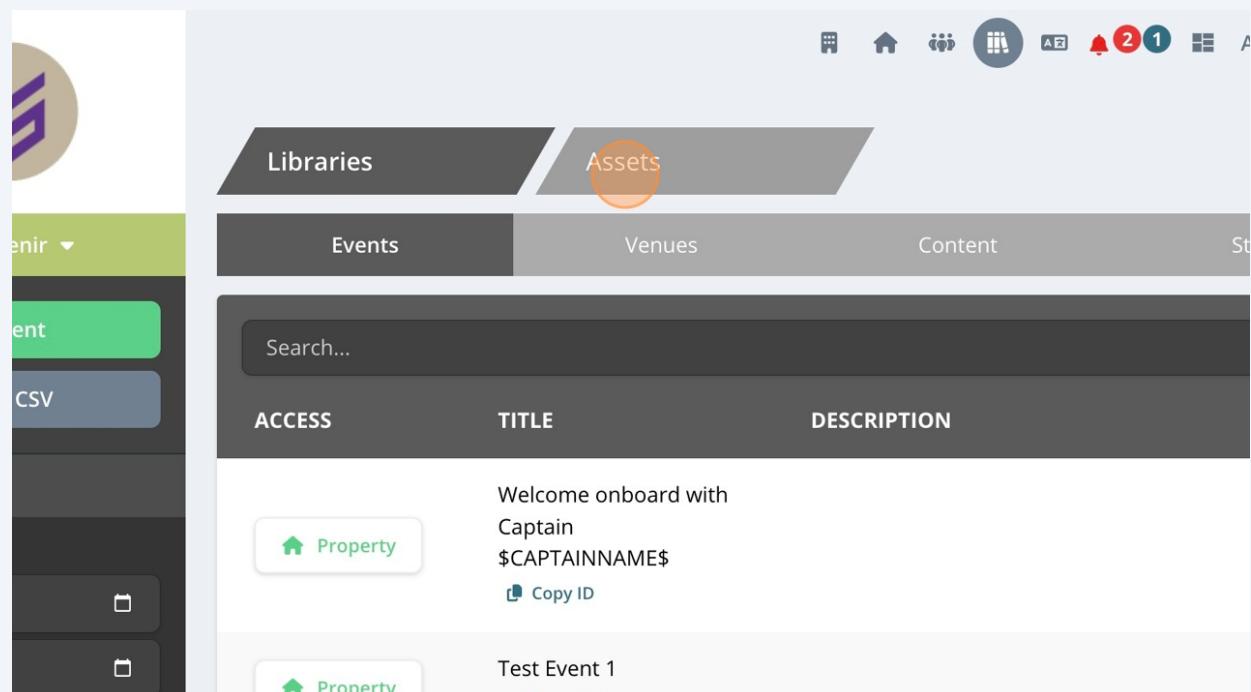




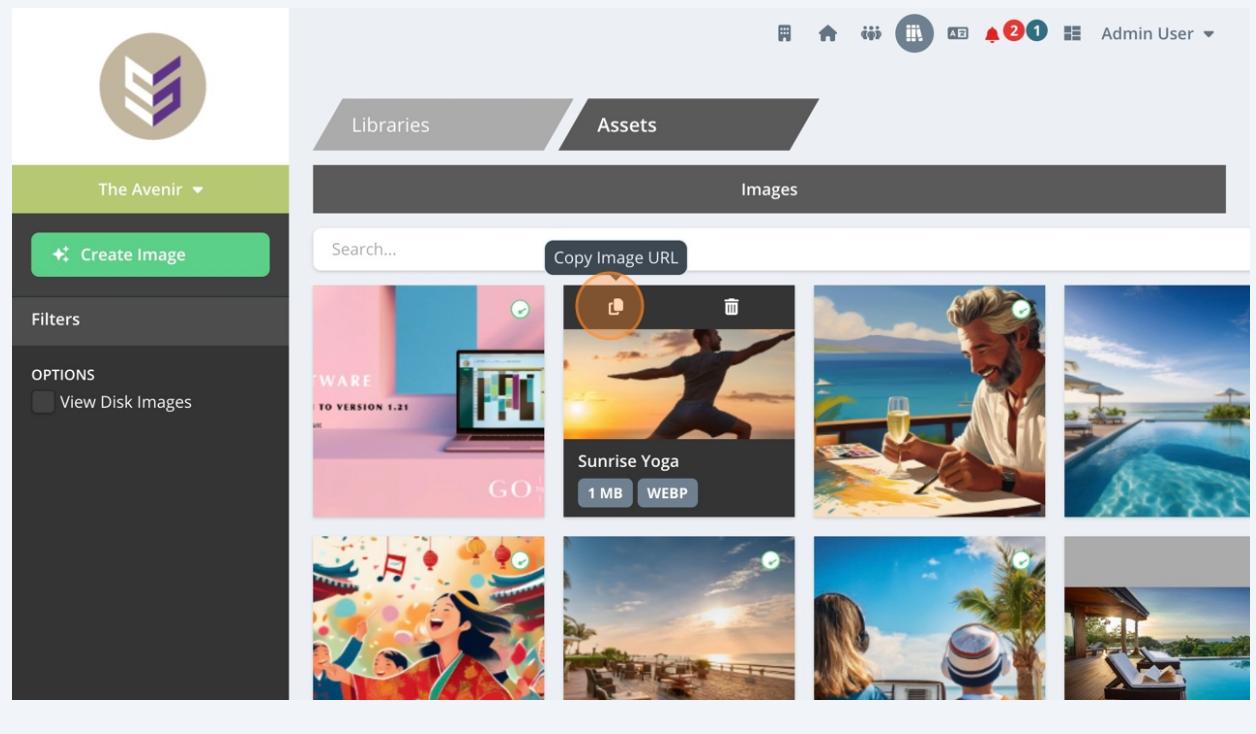
Tip: For tasks that require switching between pages, we recommend keeping **two GO tabs open** — one with the **Feed Editor** and another with the **Library**. This makes navigation quicker and more efficient.

15

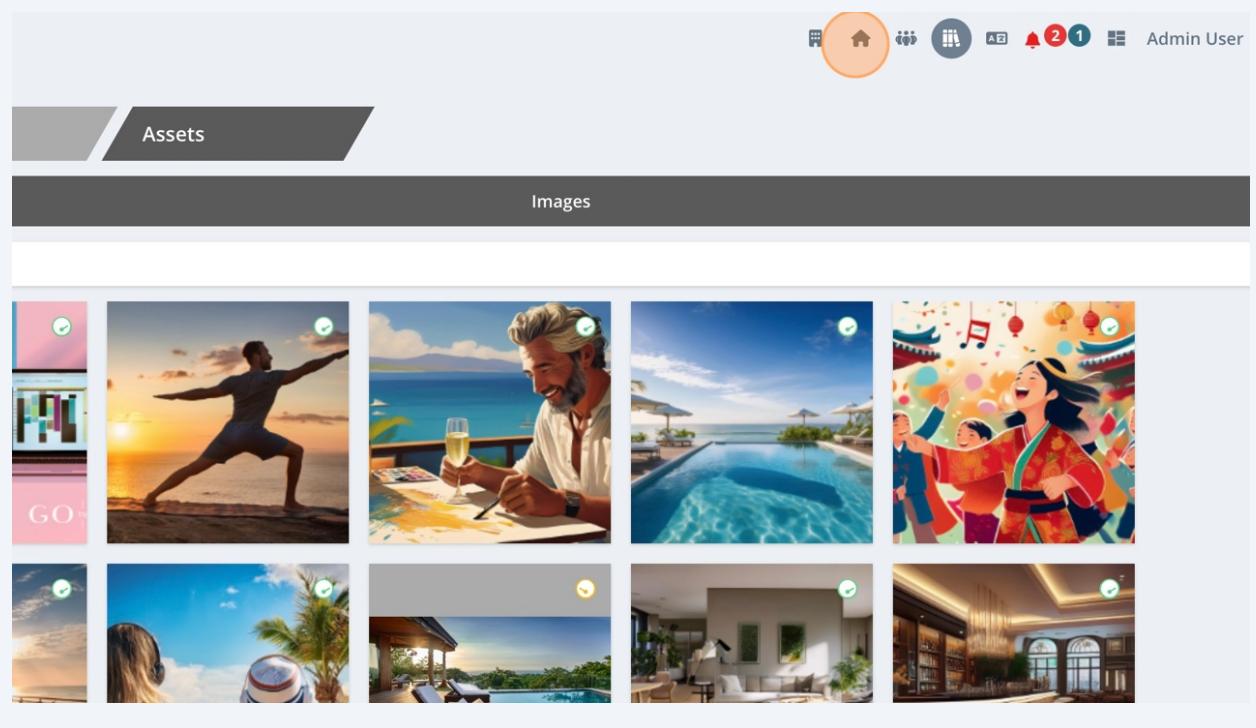
Click "Assets".



16 Hover over the image you'd like to add and click on the "Copy Image URL" icon.



17 Click the "Home" icon.



18 Click on the "Feed Editor" icon on the day you'd like to add the image to.

Miami	--	04:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	<input type="checkbox"/> Events	Venue	<input type="checkbox"/> Print	No markers				
Isla de Roatan	12:00pm	06:00pm	Events	Venue	Print	No markers				
Costa Maya	08:00am	06:00pm	Events	Venue	Print	No markers				
Cozumel	07:00am	06:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	Events	Venue	Print	No markers				
Miami	07:00am	--	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
Miami	--	05:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	Events	Venue	Print	No markers				

19 Click here.

The screenshot shows the 'the AVENIR' mobile application interface. At the top, there's a header with the logo and the word 'DAILY PROGR'. On the right side, there's a vertical sidebar with various menu items: 'Events', 'Venues', 'Content', 'TAGS', 'Filter tags...', 'Search...', 'SMALL IN...', 'CONTENT', 'Test 1.0', 'CASINO I...', 'CASINO', and 'PROMOT...'. The main content area has sections for 'FROM THE Bridge' (with a placeholder image area highlighted by a red box and a green plus sign icon below it) and 'TODAY:' (with a placeholder image area and a green plus sign icon). There are also sections for 'TODAY'S MUSTDO' (with a placeholder image area and a green plus sign icon) and another 'TODAY:' section (with a placeholder image area and a green plus sign icon).

20 Click here.

E: 11/28/2024 LOCATION: Cozumel

DAILY PROGR

the AVENIR

FROM THE Bridge

COLUMN

TODAY: MUSTDO

Events

Venues

Content

Tags

Filter tags shown...

Search...

SMALL IMAGE - TEST

CONTENT CREATION STA

CASINO HEADER

21 Click the checkbox and then paste in the copied image "URL".

LOCATION: Cozumel

Events

Venues

Content

Tags

Filter tags shown...

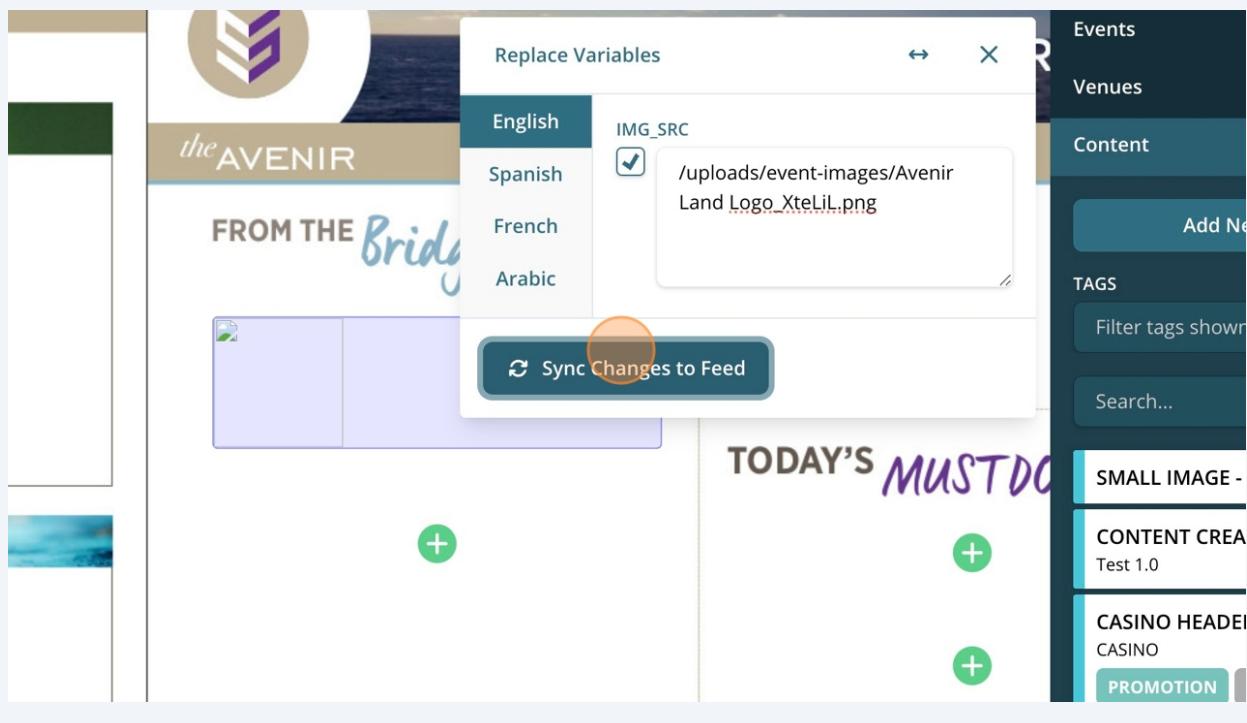
Search...

SMALL IMAGE - TEST

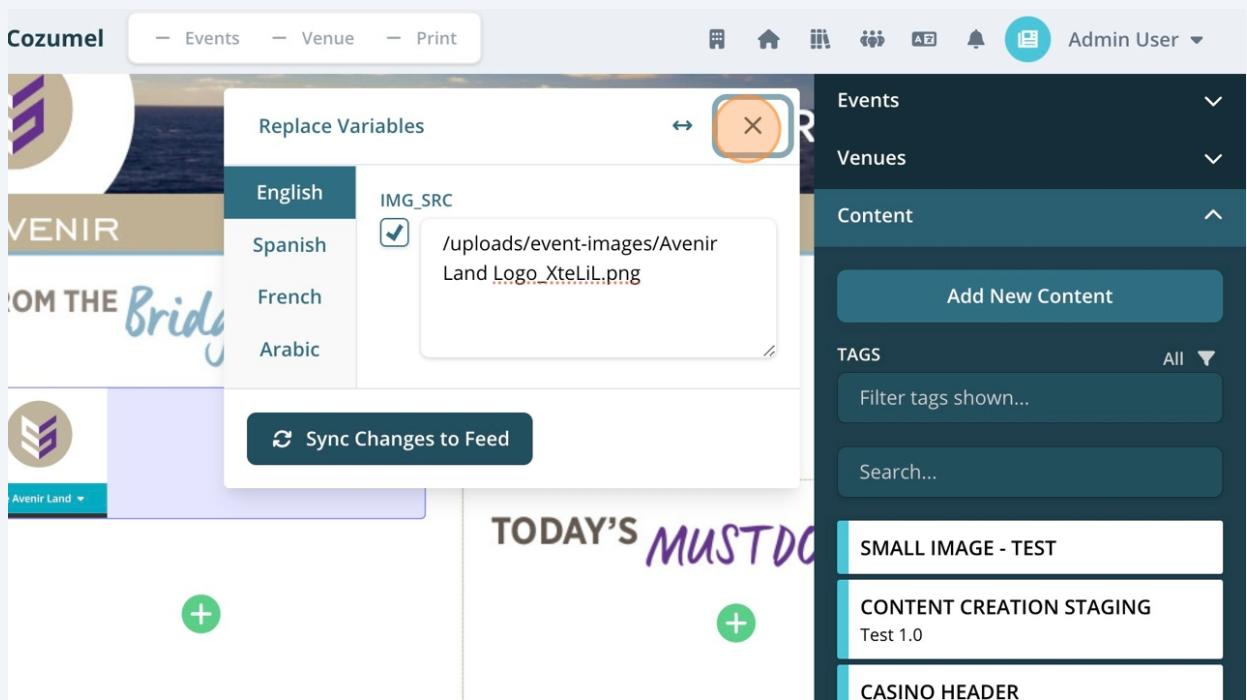
CONTENT CREATION STA

CASINO HEADER

22 Click here to Sync Changes to Feed.

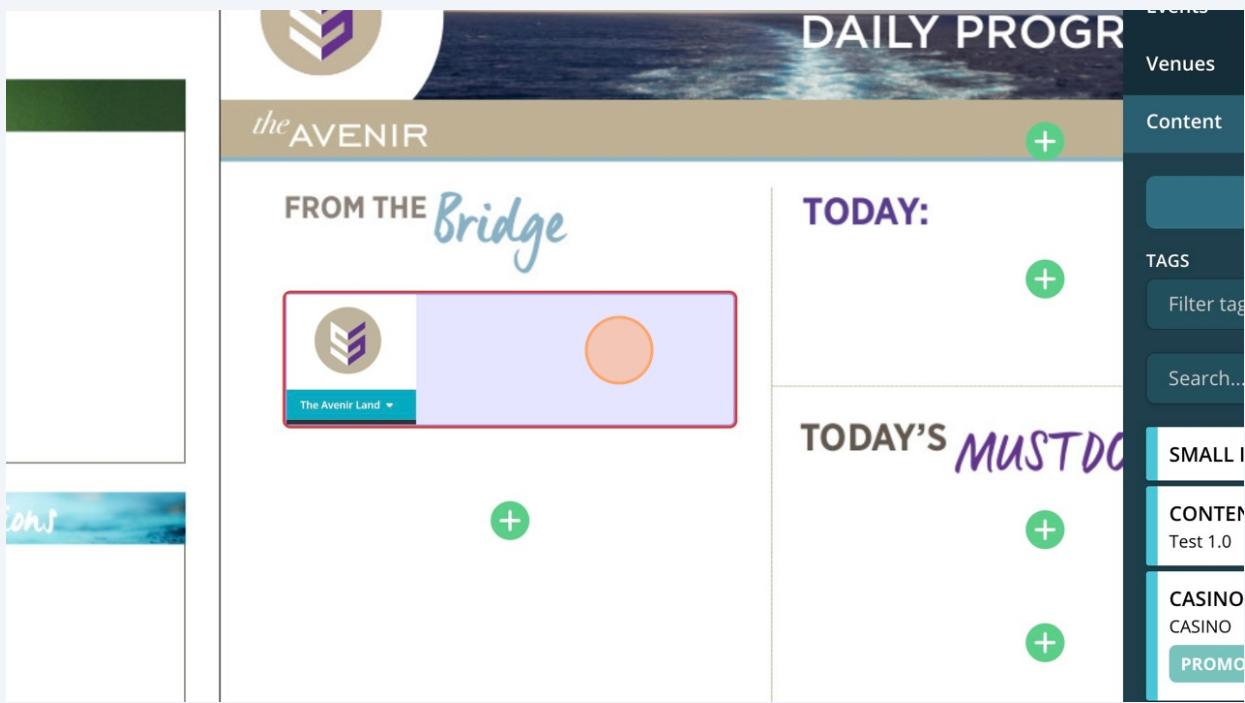


23 Click this icon.



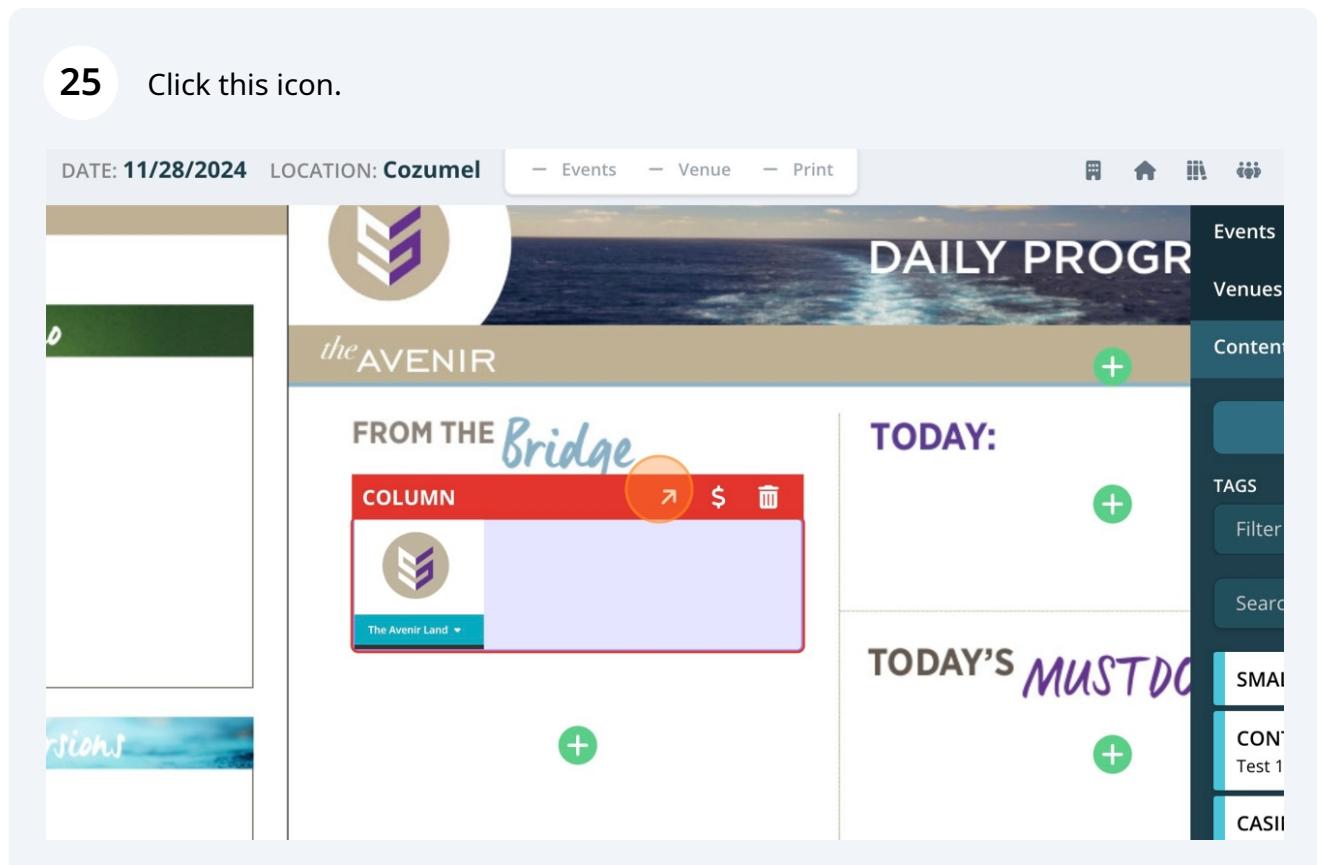
24

If you wish to change the image's dimensions, click here.

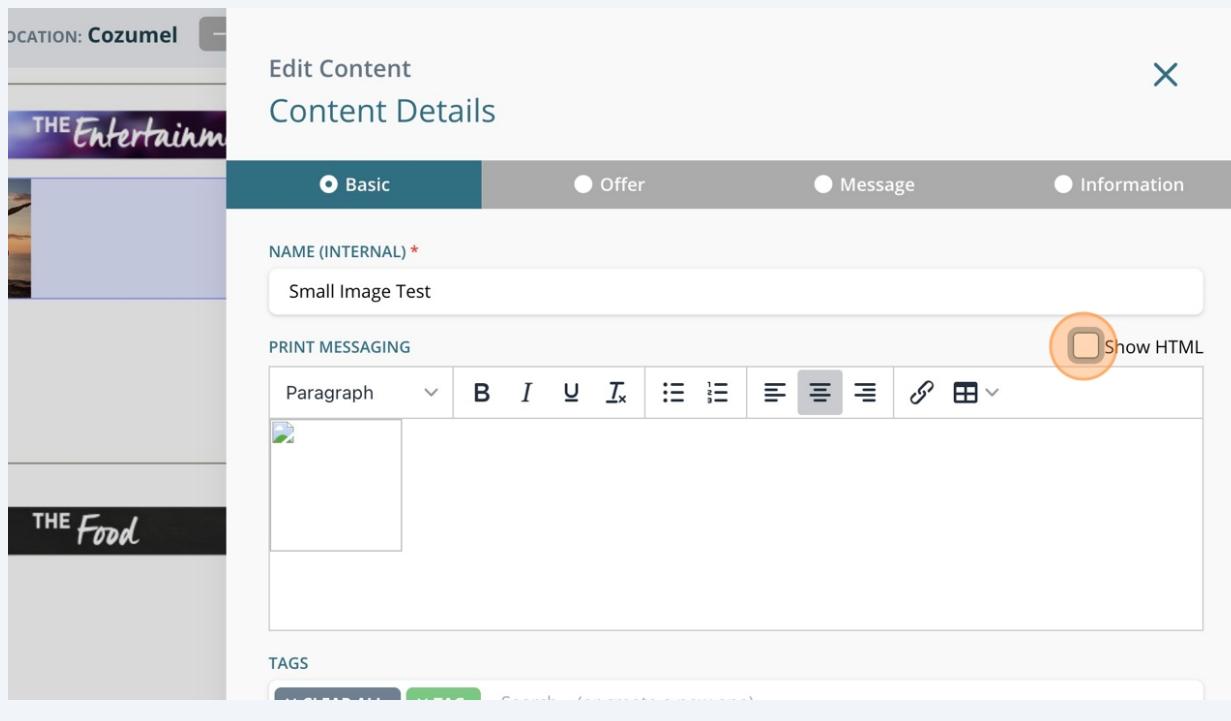


25

Click this icon.



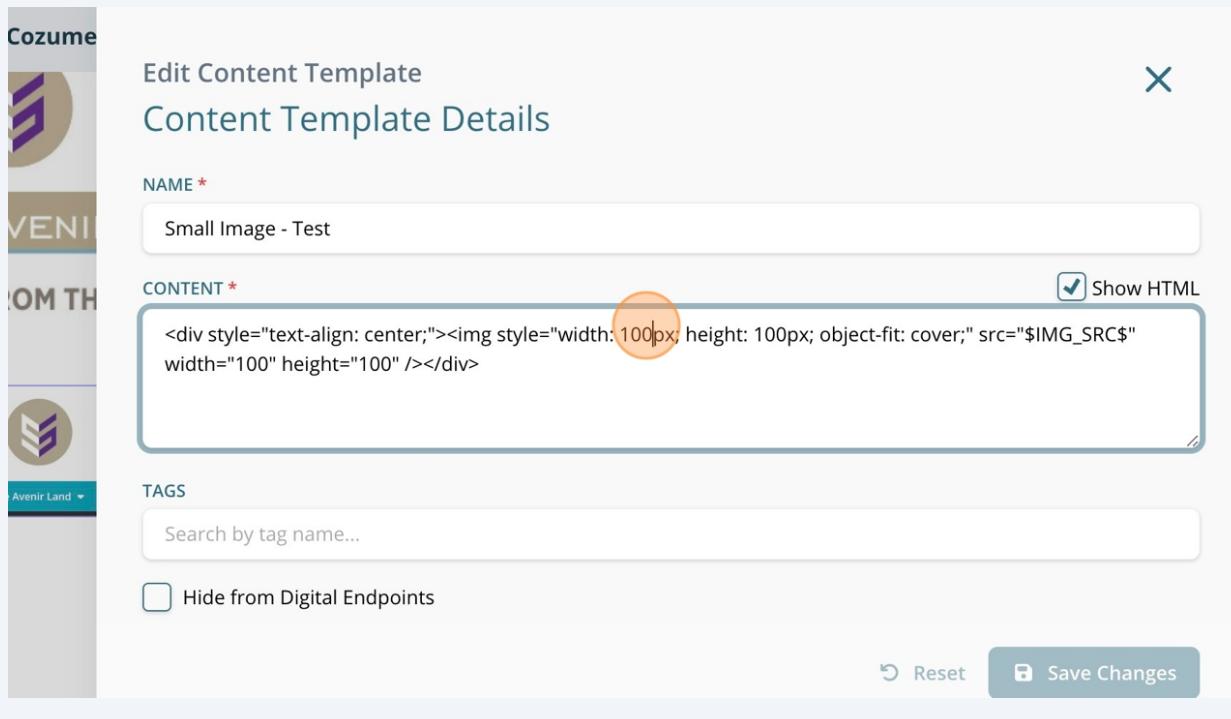
26 Click this checkbox.



27 Under the HTML you can manage the image's dimensions such as width and height.

To adjust it, simply change the numbers, for instance the width from 100 to 200.

After, click "Save Changes" and close the tab.



28

The example below showcases the changes made on the step above.

Follow the same flow if you wish to update the image's height.

