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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%20to%20add%20images%20t...)

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 'The Avenir' interface. On the left is a sidebar with navigation options. The main area displays a schedule for Thursday, 28th August, 25, with sections for 'THE Spa', 'THE Casino', 'THE Entertainment', and 'THE Excursions'. On the right, a sidebar menu is open, showing 'Events', 'Content', and 'Widgets'. A circular callout highlights the dropdown arrow next to the 'Content' menu item.


3 Click "Create Content".

This screenshot shows the same interface as the previous one, but with the 'Content' dropdown menu expanded. A circular callout highlights the 'Create Content' button at the top of the dropdown menu. Below this button, there are sections for 'TAGS' and a list of content items, each with a 'BASIC' tag.

Content Item	Tag
BAD WEATHER Mist out on deck	BASIC
CASINO HEADER CASINO	BASIC
CONTENT CREATION STAGING Test 1.0	BASIC
DRINK OF THE DAY DRINK OF THE DAY Enjoy Drunken Monkey Rum Cocktails in our Pool Bar for...	BASIC
FIRST DAY SPA A Day for Pampering! Get your cruise off to a relaxing start by taking...	BASIC
HALLOWEEN \$PARTYS - Test Halloween	BASIC

4

8/28/2025
LOCATION: Miami
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The Avenir

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Export Program

Undo Last Change

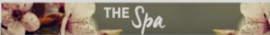
Collapse Actions

Pages


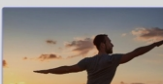
- Page 1
- Page 2

Feeds

The Avenir Today



10:00 AM - TBD Kids	Theater Deck 5	11:15 AM - Fresh Press Designs
10:15 AM - Fright Night	Retail Shop 1 Deck 0	11:15 AM - Camp Junior
10:15 PM - Rock On with Elvis!	Retail Shop 2 Deck 0	12:00 PM - Big Night Out
10:30 AM - Exotic Mimosa Bar	Retail Shop 1 Deck 0	12:15 PM - Garden of Unearthly Delights
10:45 AM - Pool Bar Happy Hour	Theater Deck 5	12:30 PM - Amatory

Create Content

Content Details

Basic
Offer
Message
Information

NAME (INTERNAL) *

PRINT MESSAGING Show HTML

Paragraph **B** *I* U ~~ABC~~ ☰ ☷ ≡ ≡ ≡ 🔗 📑

TAGS

ENDPOINTS

👤 All

👤 Ddp

👤 Mobile

👤 Synchronization


AUDIENCE

👤 All

Reset
+ Create Content


5

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8/28/2025

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The Avenir

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Export Program

Undo Last Change

Collapse Actions

Pages

Page 1

Page 2

Create Content

Content Details

Basic

Offer

Message

Information

NAME (INTERNAL) *

PRINT MESSAGING

Paragraph

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Show HTML

TAGS

Search... (or create a new one)

ENDPOINTS

AUDIENCE

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

Tags

ENDPOINTS

AUDIENCE

Show HTML

Search... (or create a new one)

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.

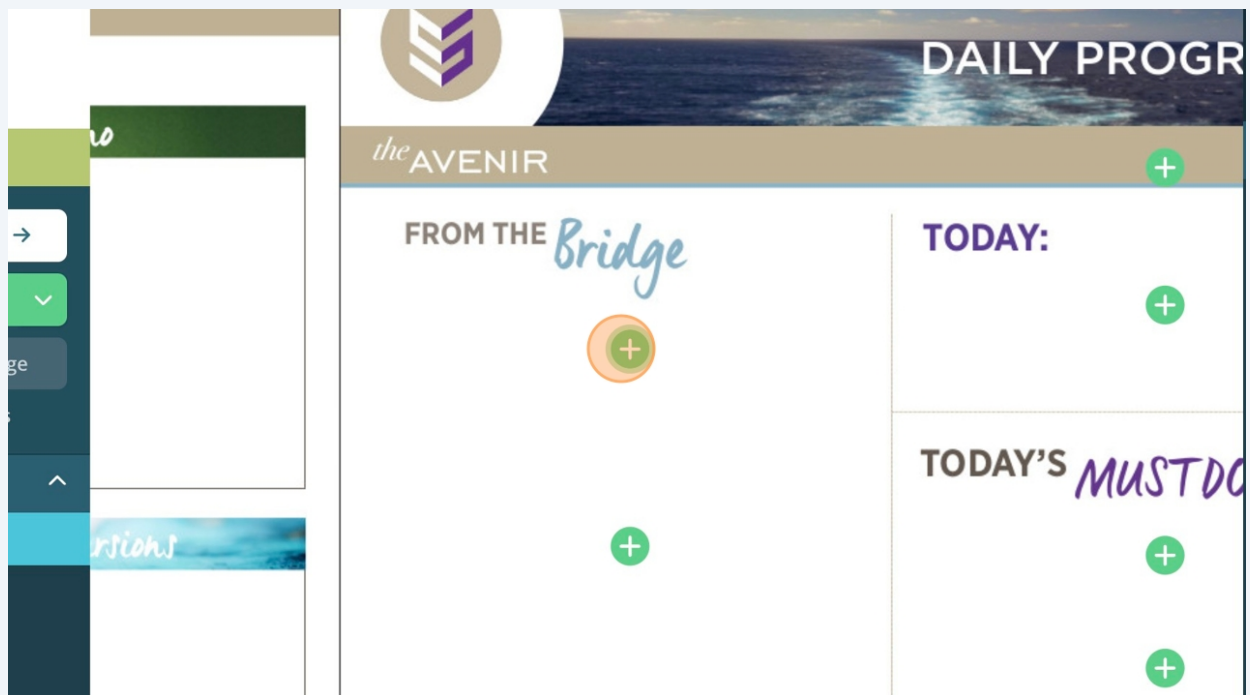
The screenshot shows a content creation interface. On the left is a sidebar with navigation options: 'Export Program', 'Undo Last Change', 'Collapse Actions', 'Pages' (with sub-items 'Page 1' and 'Page 2'), 'Feeds', and 'The Avenir Today'. The main area has a 'NAME (INTERNAL) *' field containing 'Small Image Test'. Below this is a 'PRINT MESSAGING' section with a 'Show HTML' checkbox. A 'TAGS' section contains a search bar and a list of tags: 'Tag', 'Drink', 'port of call', 'promotion', 'Bar', 'Test', and 'ENTERTAINMENT'. Each tag has a red trash icon. At the bottom, there are 'ENDPOINTS' and 'AUDIENCE' sections.

8 Click "Create Content".

This screenshot shows the same interface as the previous one, but with additional elements. The 'TAGS' section now includes 'CLEAR ALL' and 'TAG' buttons. The 'ENDPOINTS' and 'AUDIENCE' sections at the bottom now have dropdown menus set to 'All'. A 'Reset' button is located next to these dropdowns. The 'Create Content' button at the bottom right is highlighted with an orange circle.

9

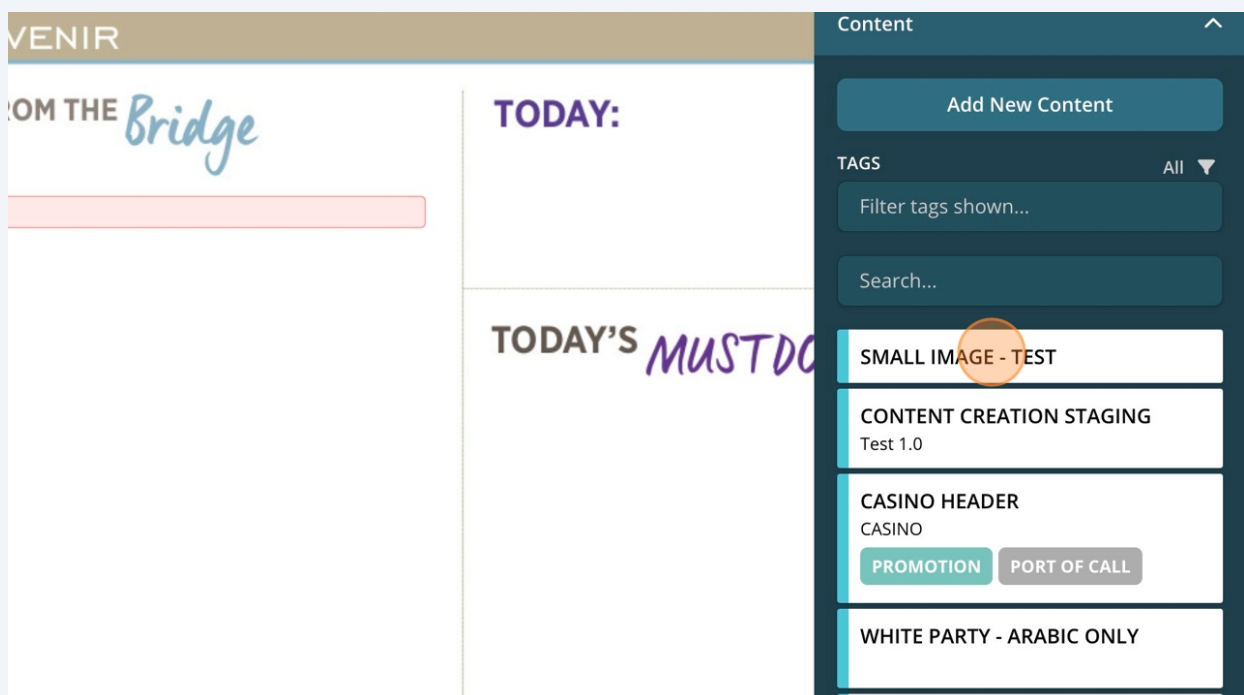
Click this icon.



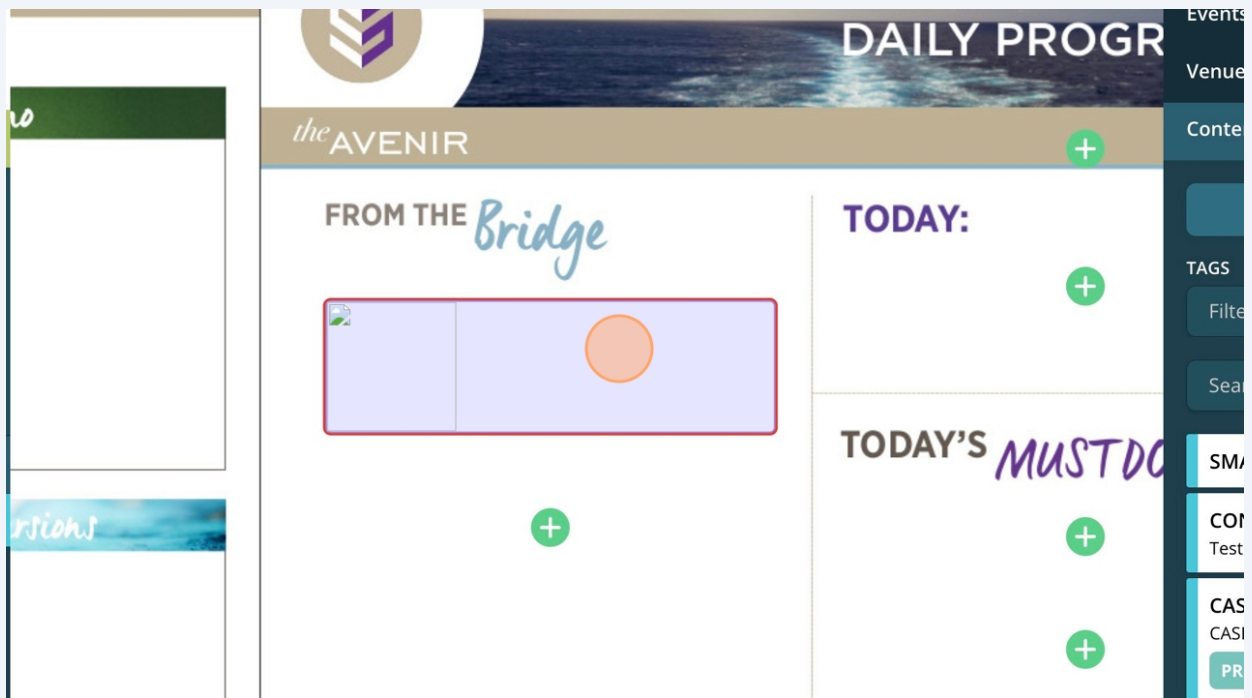
10

Click "SMALL IMAGE - TEST"

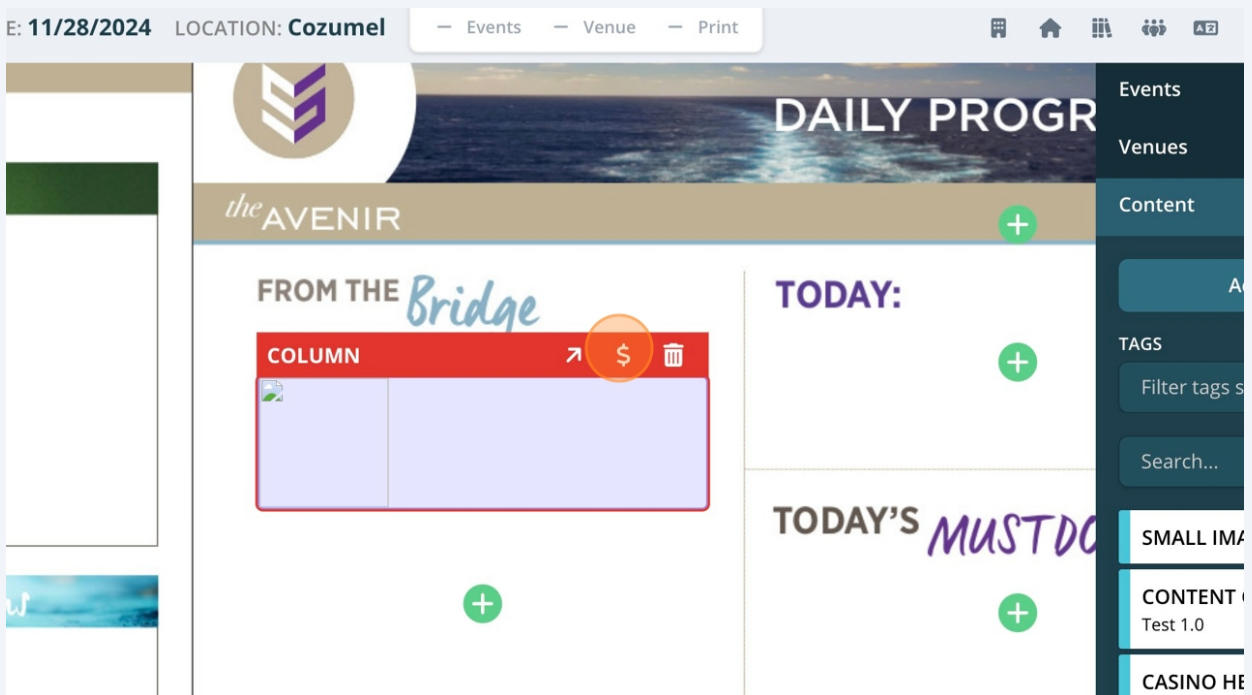
If you don't see it listed, use the "Search..." bar to call it up.



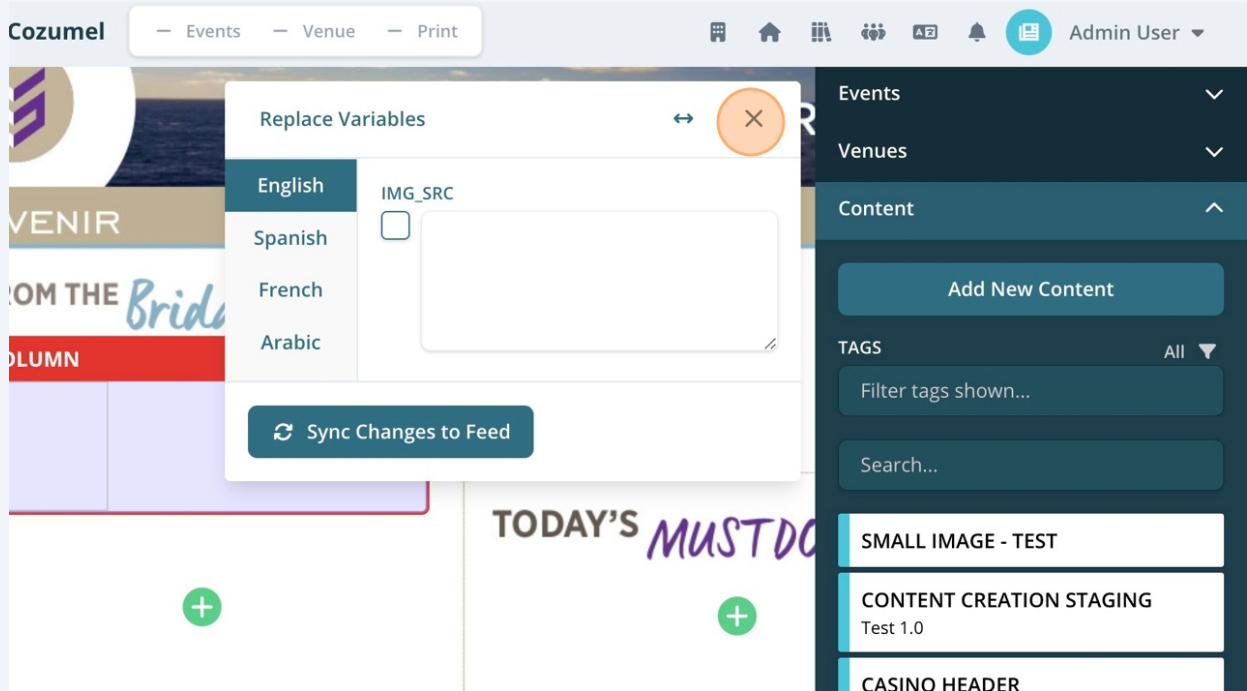
- 11 Drag the "SMALL IMAGE - TEST" in to the red content box.



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

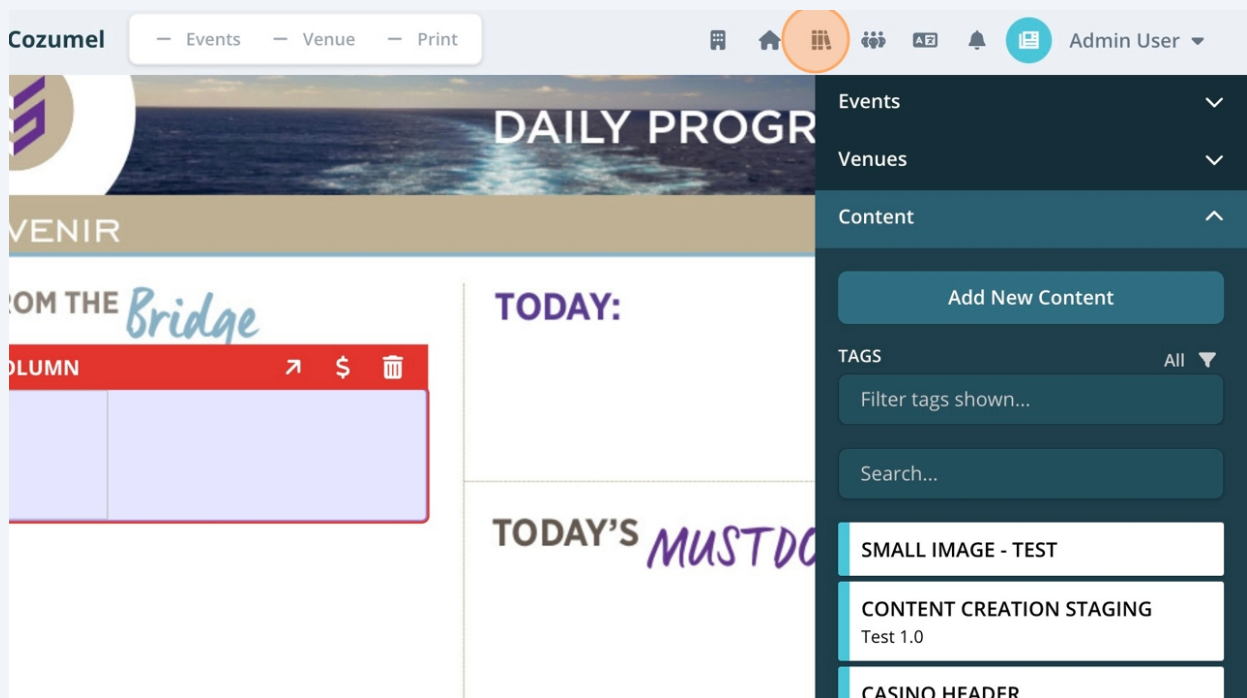


13 Click this icon.



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.

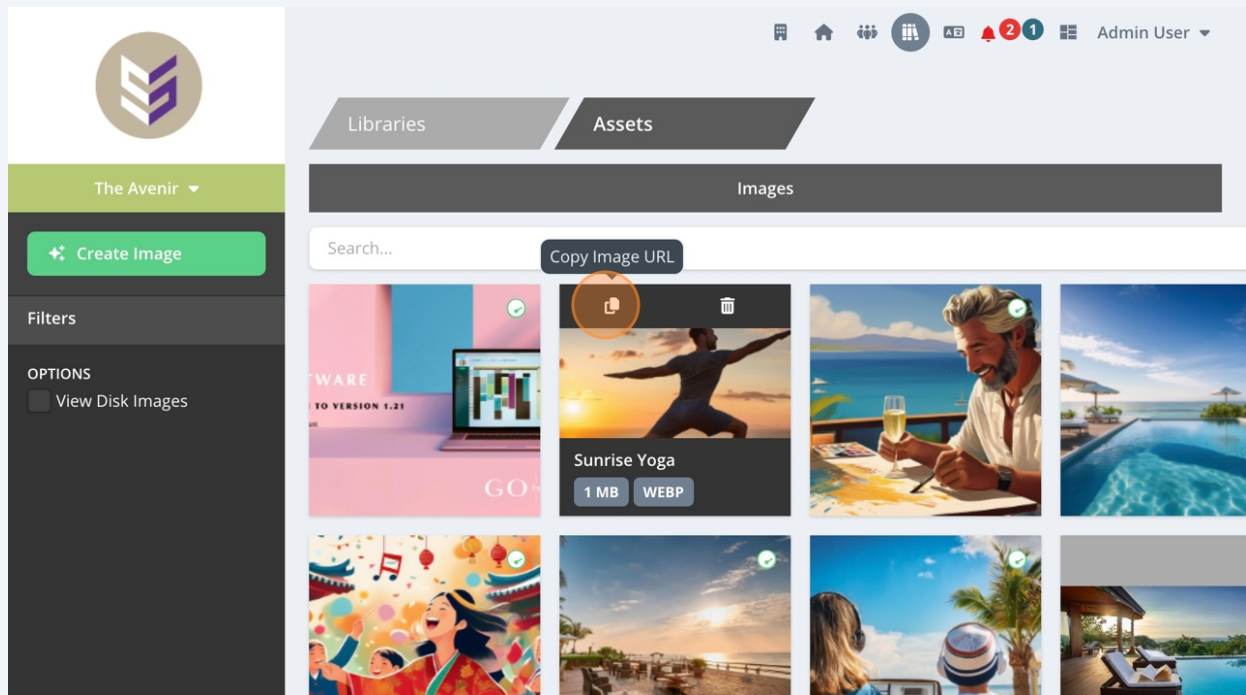
15

Click "Assets".

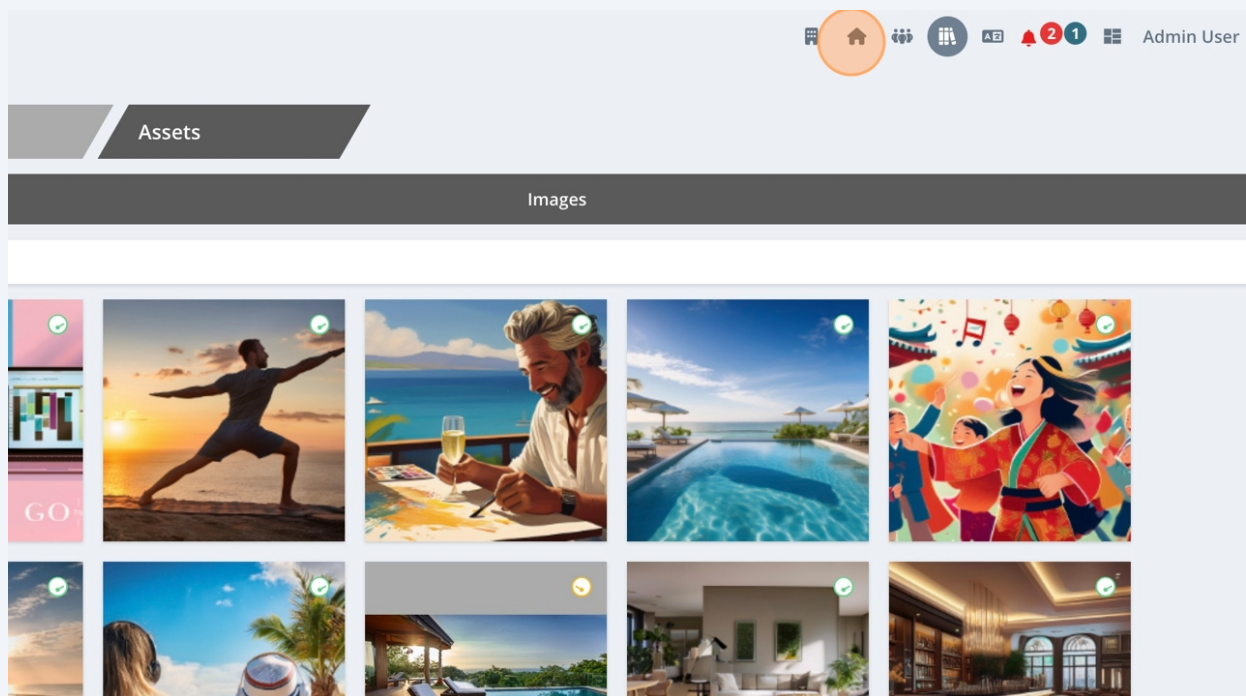
The screenshot shows the GO interface with the 'Assets' tab selected. The interface includes a sidebar on the left with a logo and navigation options. The main content area has a top navigation bar with 'Libraries' and 'Assets' tabs. Below this is a sub-navigation bar with 'Events', 'Venues', 'Content', and 'St'. A search bar is present above a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table contains two rows: 'Welcome onboard with Captain \$CAPTAINNAME\$' and 'Test Event 1'. Each row has a 'Property' button and a 'Copy ID' link.

ACCESS	TITLE	DESCRIPTION
Property	Welcome onboard with Captain	\$CAPTAINNAME\$
Property	Test Event 1	






















































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



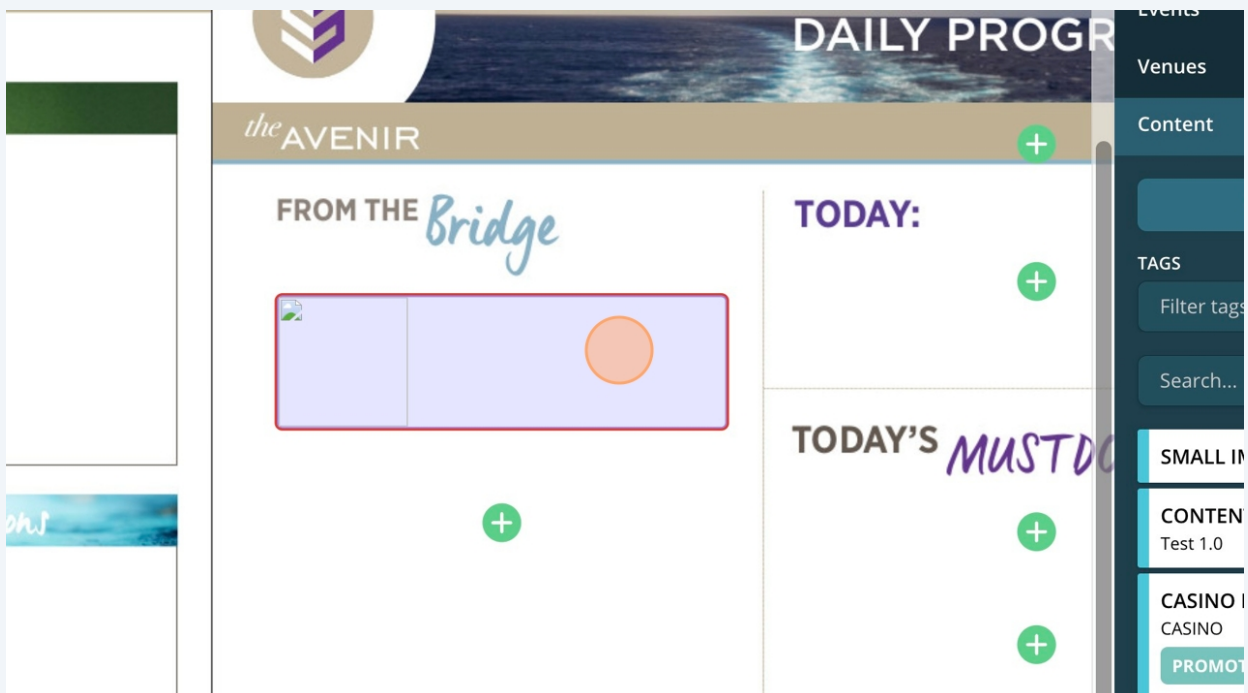
17 Click the "Home" icon.



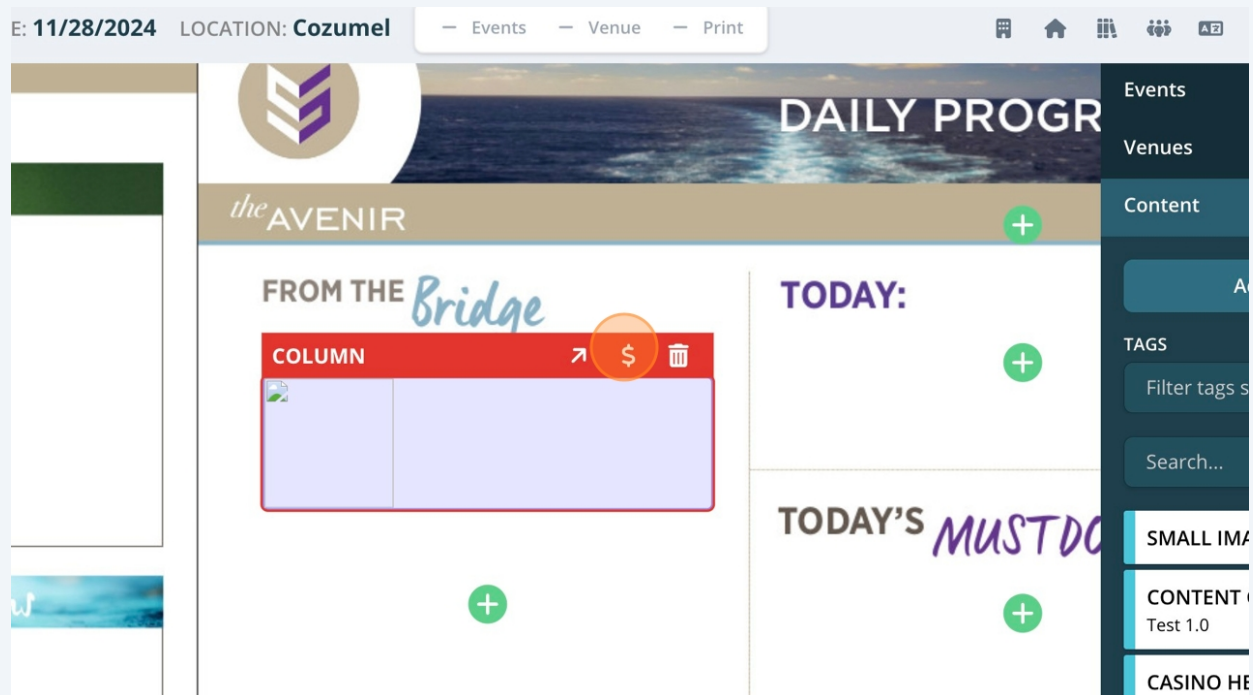
18 Click on the "Feed Editor" icon on the day you'd like to add the image to.

Miami	--	04:00pm	— 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				

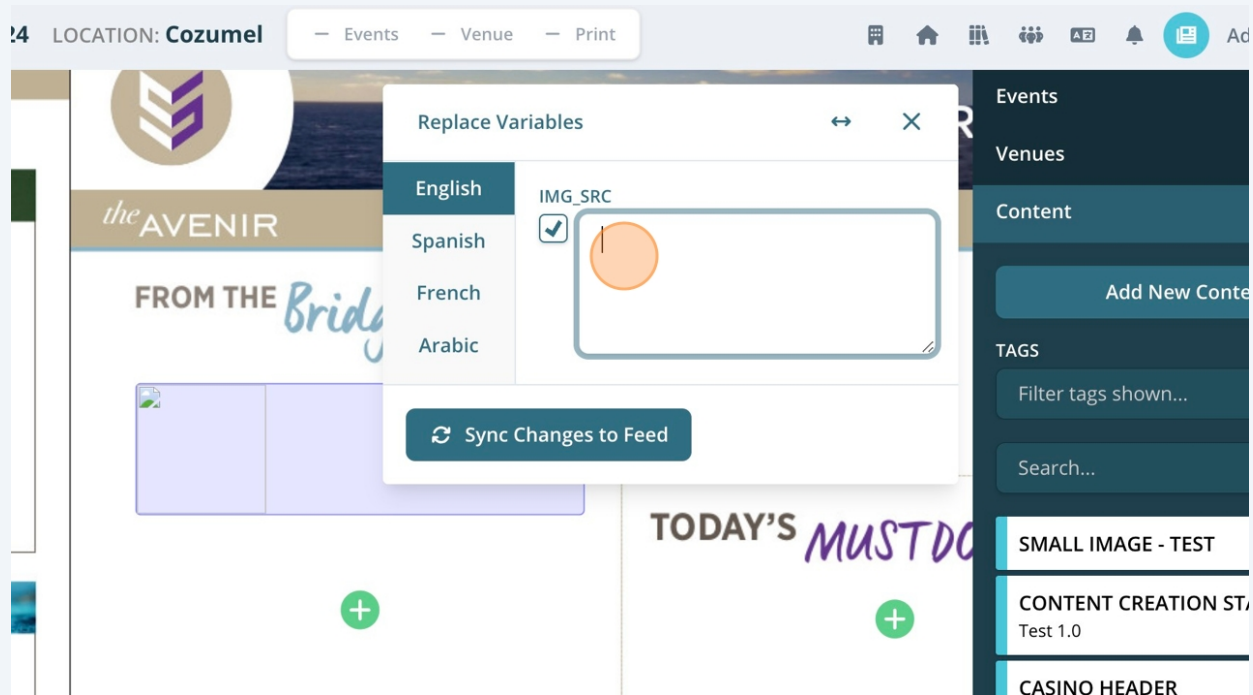
19 Click here.



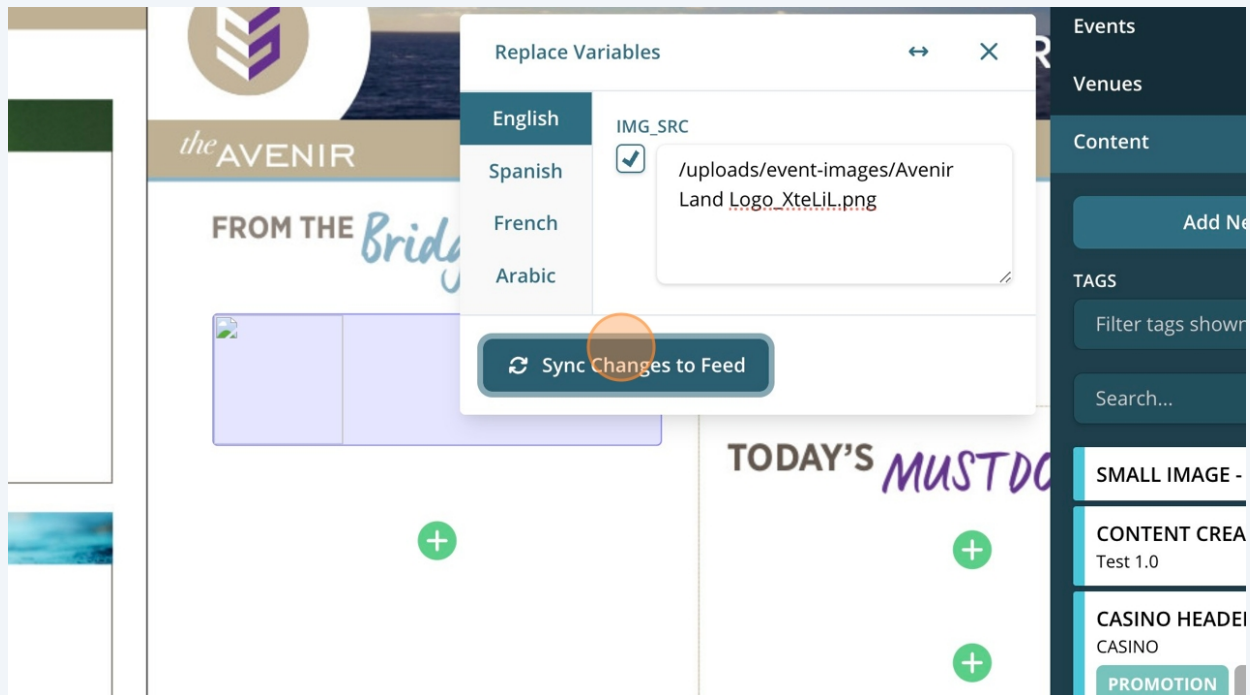
20 Click here.



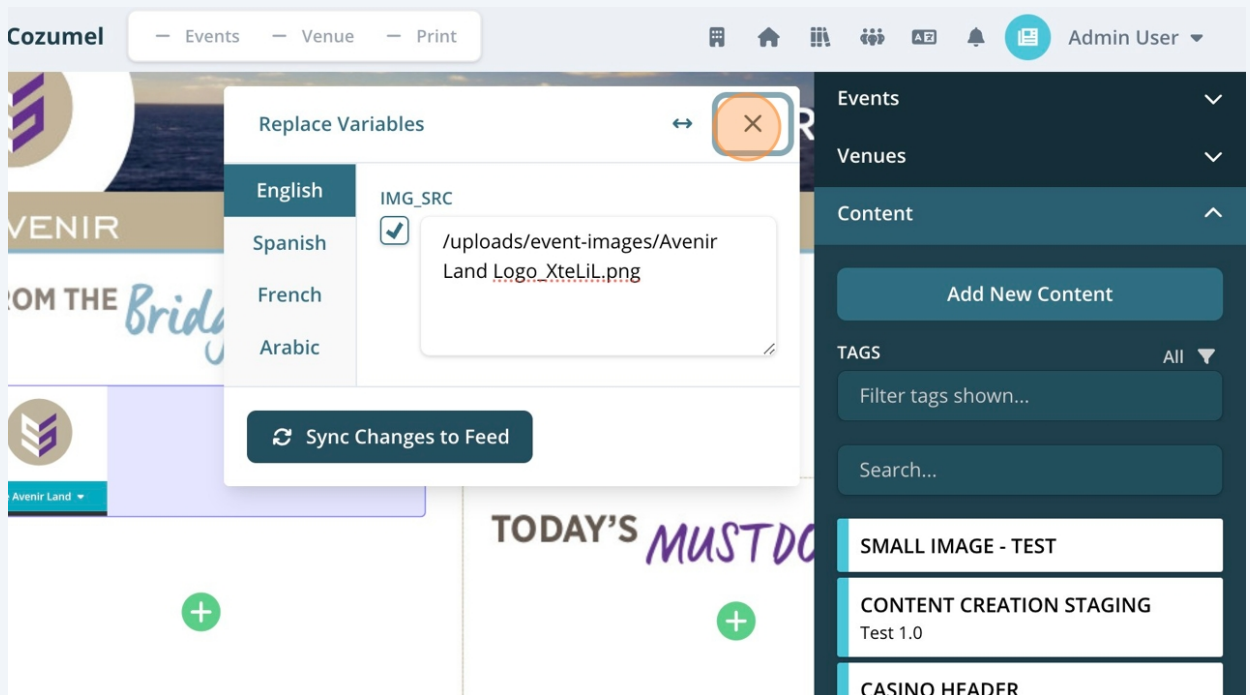
21 Click the checkbox and then paste in the copied image "URL".



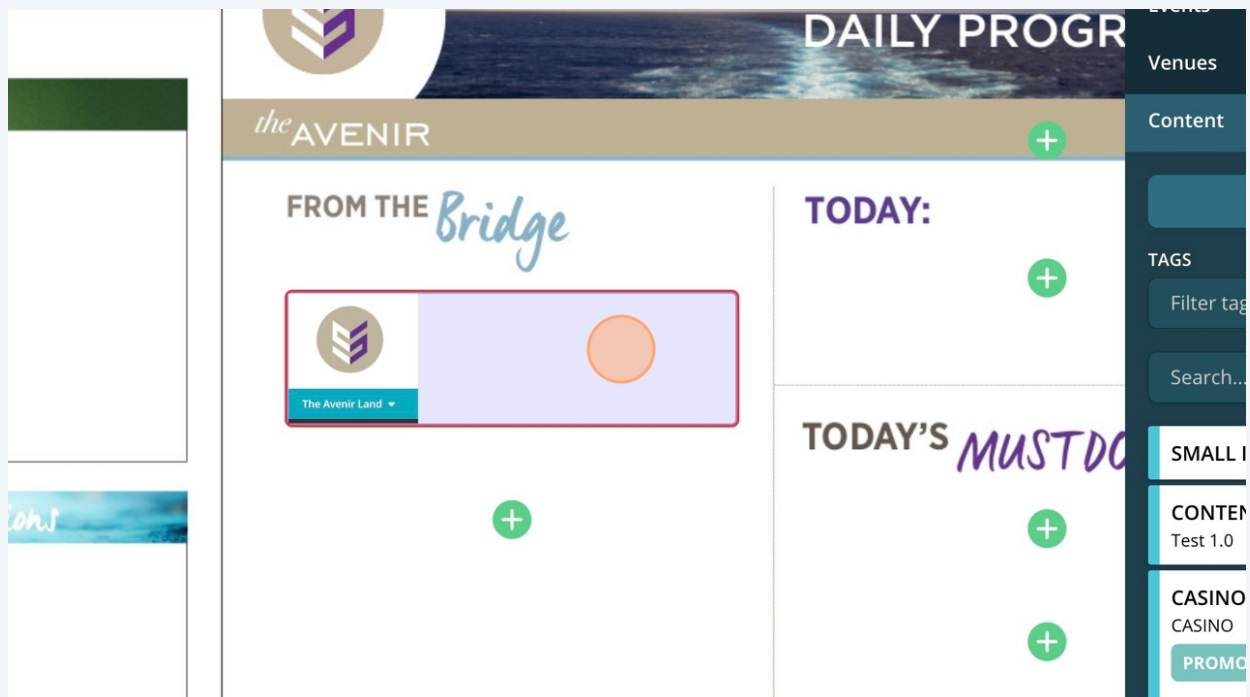
22 Click here to Sync Changes to Feed.



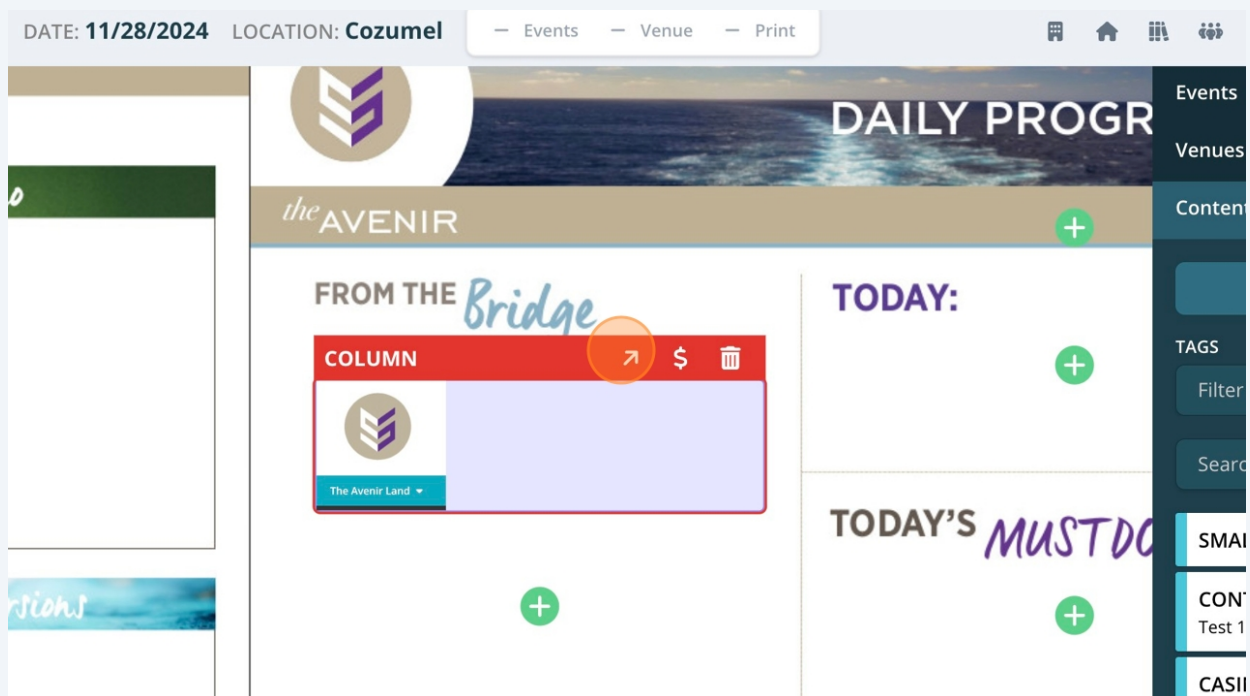
23 Click this icon.



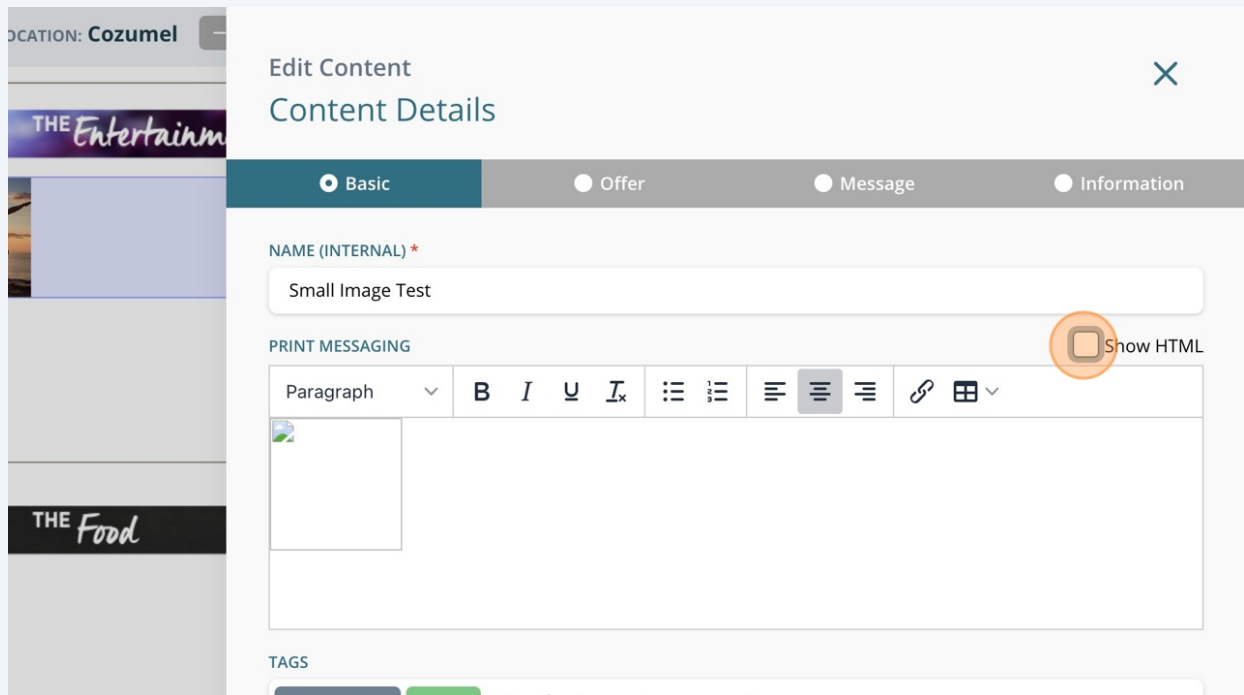
24 If you wish to change the image's dimensions, click here.



25 Click this icon.



26 Click this checkbox.



LOCATION: Cozumel

Edit Content

Content Details

Basic Offer Message Information

NAME (INTERNAL) *

Small Image Test

PRINT MESSAGING

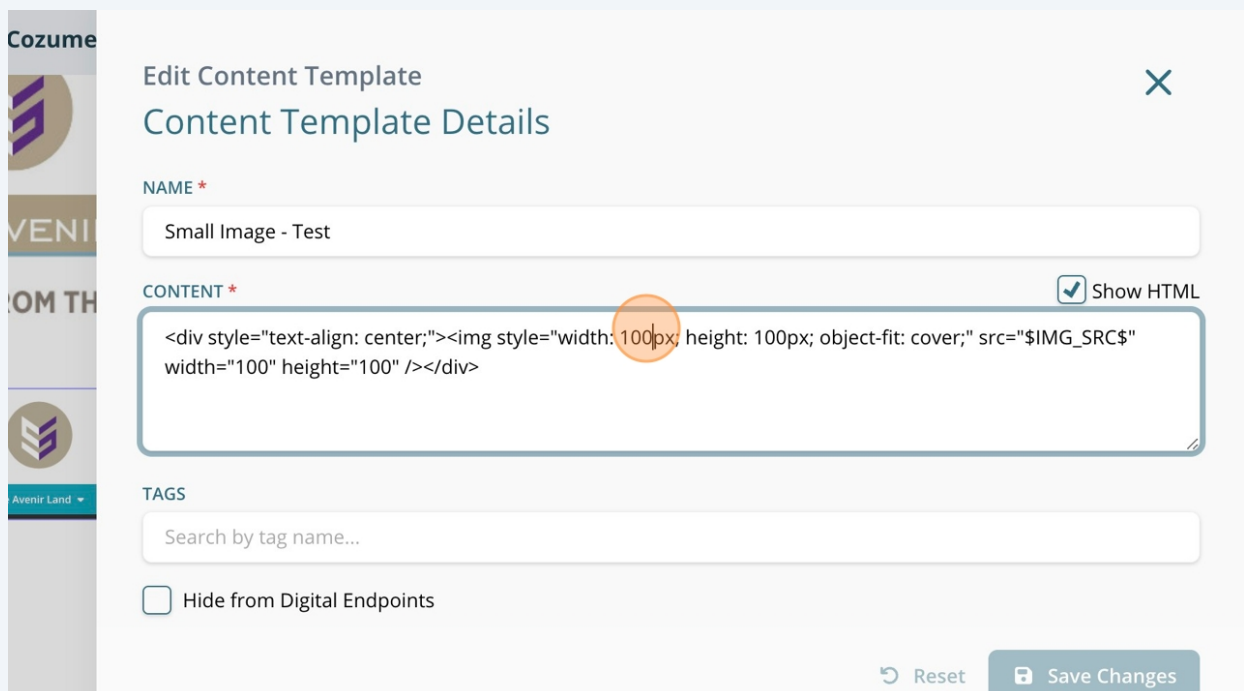
Paragraph B I U Ix List Bulleted List Numbered List Link Image

Show HTML

TAGS

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.



Cozumel

Edit Content Template

Content Template Details

NAME *

Small Image - Test

CONTENT *

Show HTML

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

TAGS

Search by tag name...

☐ Hide from Digital Endpoints

Reset Save Changes

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.

