## **SEQTA Notices - Adding an image to a notice**

## Step-by-step guide



These steps only work for files that are on websites and do not work for files saved locally to your computer.

- 1. Open the SEQTA notices editor
- 2. In a separate window open the image in a web browser
- 3. Click and drag the image from the separate window into the notice where you want it to be placed.



Adding an image in this fashion may make the notice in SEQTA slower to load as you're loading the whole image into the notice (instead of merely linking it).

## Related articles

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- Padlock loaning and Maintenance
- Responding to your tickets (Email)
- Creating and Managing a Google Meet Video Call