

## How to insert a Figure when writing an abstract in Indico

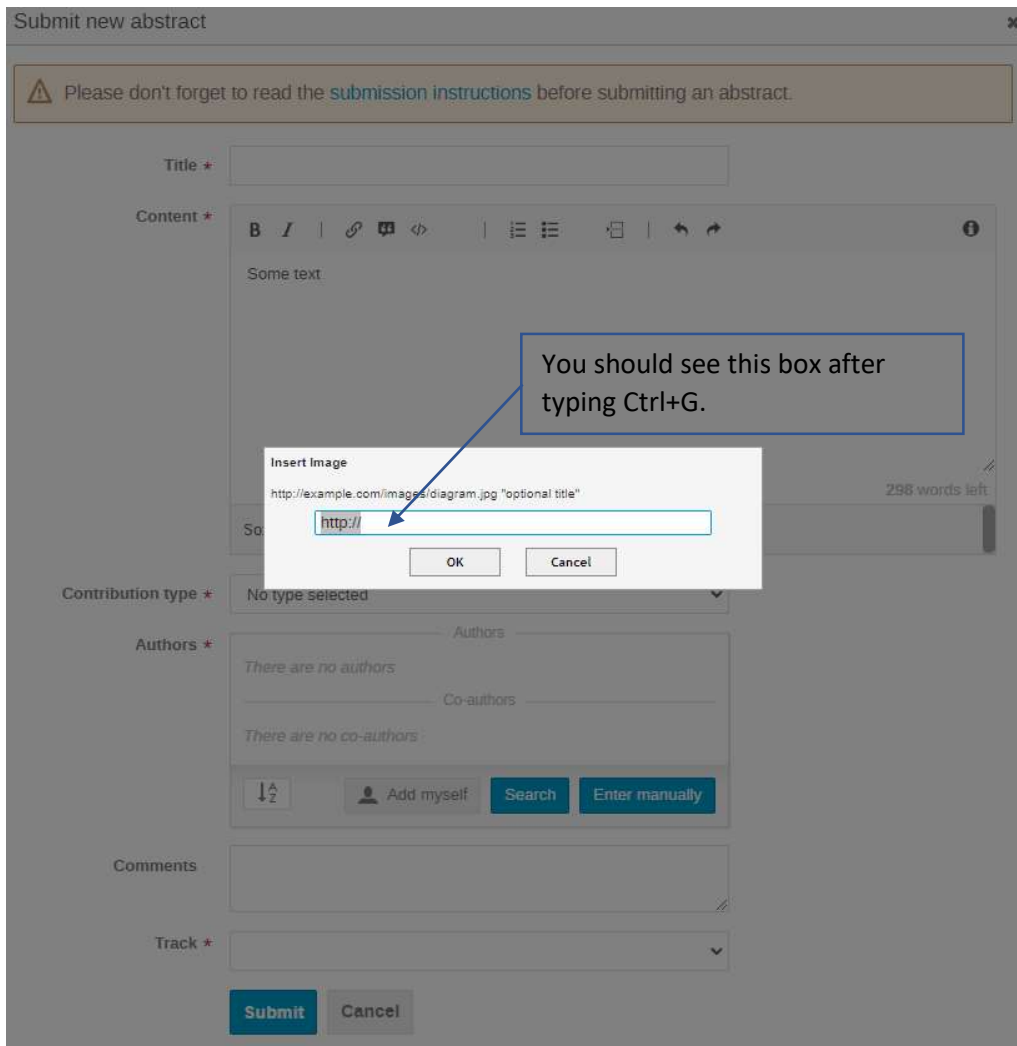
It's possible to insert a figure in an Indico abstract, but the method isn't particularly obvious or easy:

1. Your Figure needs to be a JPEG image, hosted on a publicly available website. It should usually have a URL that ends '.jpg'. Indico is unlikely to be able to find and load images stored on your own computer.  
To check your figure is publicly accessible, we suggest first viewing it in a web browser (ideally from another computer) and then copying the URL from your browser to Indico.
2. Within the text abstract box type 'Ctrl+G' (there is also an 'image' button but it's invisible in my browser!).
3. This should bring up a dialog box asking for a URL ... paste in the URL of your Figure.
4. If your Figure has been correctly found it should appear in the preview window (just below the window where you're writing your abstract).
5. A Figure caption can be added between the square brackets and text can be entered above and below your Figure. You only seem to see these when you preview the PDF of your abstract.

Please keep your finished abstract to a single page

The pictures below give some more details of the method:

*After typing Ctrl+G you should see this box:*



*Submitting an Abstract with a Picture:*

This is where the invisible button lives to insert an image ... click this area or just type Ctrl+G.

Title \* Test Abstract II

Content \*

**B** / *I* | | | |

This shows how JPEG images can be inserted into an abstract.

Here's a picture of EMU:

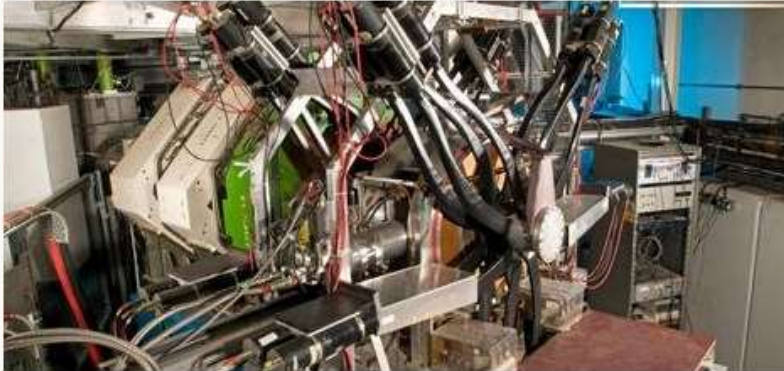
![EMU Instrument][1] ← Text will appear to describe your picture. Modify the default to enter a Figure caption and Figure number.

[1]:  
[https://muonsources.org/media/rex\\_mediapool\\_maximized/08ec1784\\_emu\\_instrument\\_at\\_issis.jpg?buster=1618491154](https://muonsources.org/media/rex_mediapool_maximized/08ec1784_emu_instrument_at_issis.jpg?buster=1618491154) ← This is the URL of my Figure.

280 words left

This shows how JPEG images can be inserted into an abstract.

Here's a picture of EMU:



Here's the preview of my abstract with the picture

PDF preview of my competed abstract:

15th International Conference on Muon Spin Rotation, Relaxation and Resonance



Abstract ID : 140

## Test Abstract II

### Content

This shows how JPEG images can be inserted into an abstract.

Here's a picture of EMU:



Figure 1: EMU Instrument

And here's a picture of The Cosener's House in Abingdon:



Figure 2: Cosener's House

And so on