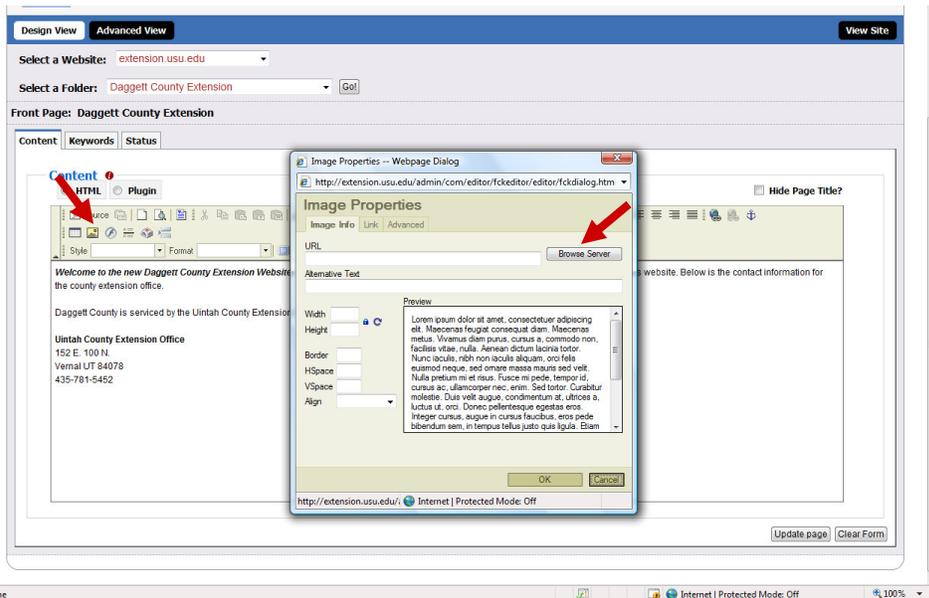
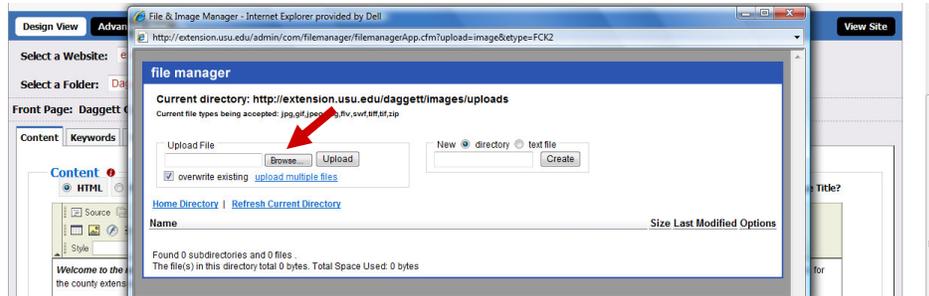


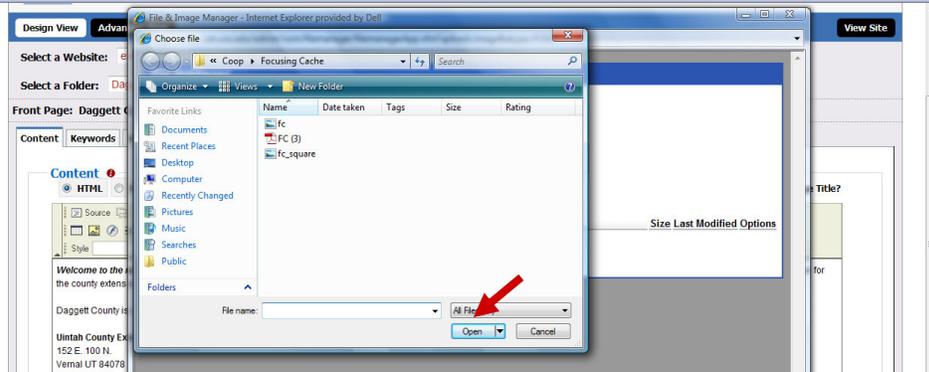
Inserting an Image



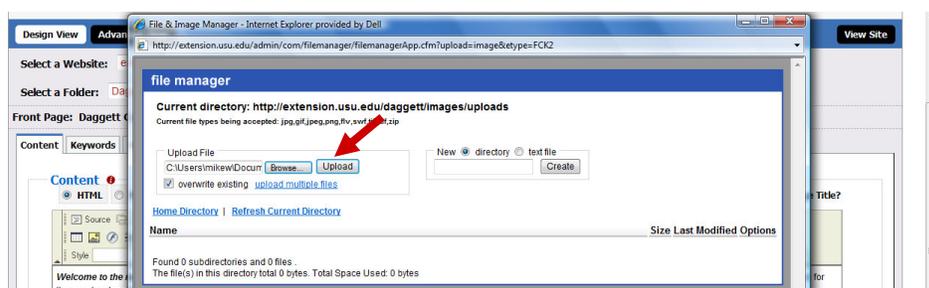
1. Click on this icon found on the far left 
2. The 'Image Properties' will appear
3. Click on the 'Browse Server' button



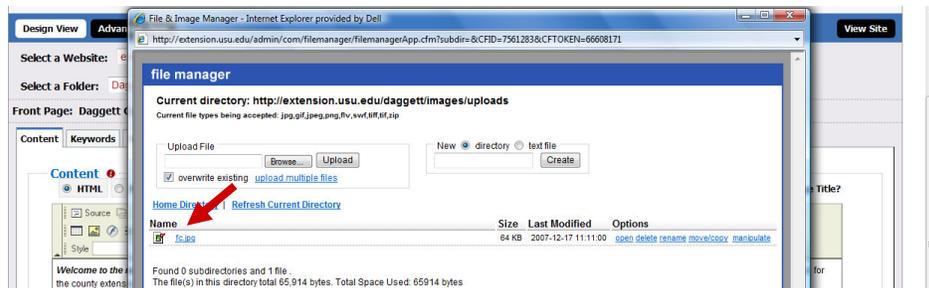
4. Click the 'Browse' button to find the image file you would like to upload



5. Find the image on your computer you would like to insert and click 'Open'



6. Click the 'Upload' button to take the file and copy it onto the server for your Web page



7. The file is now under the 'Name' heading. Click on the file to insert it into your Web page

Editing and Placing Your Image

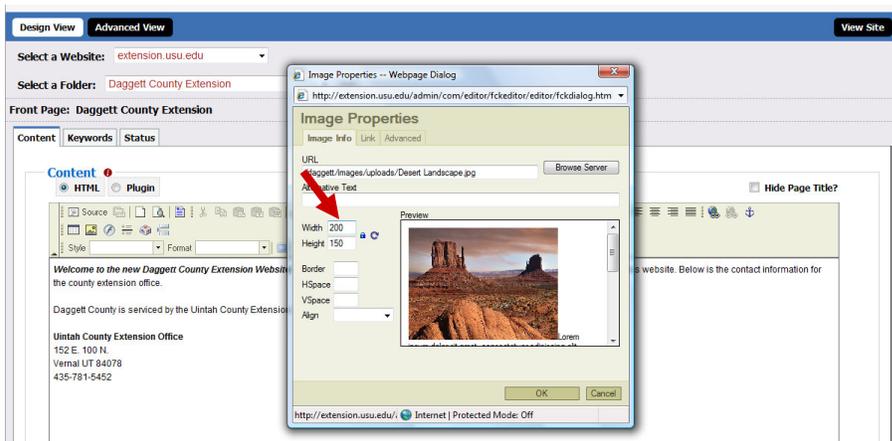
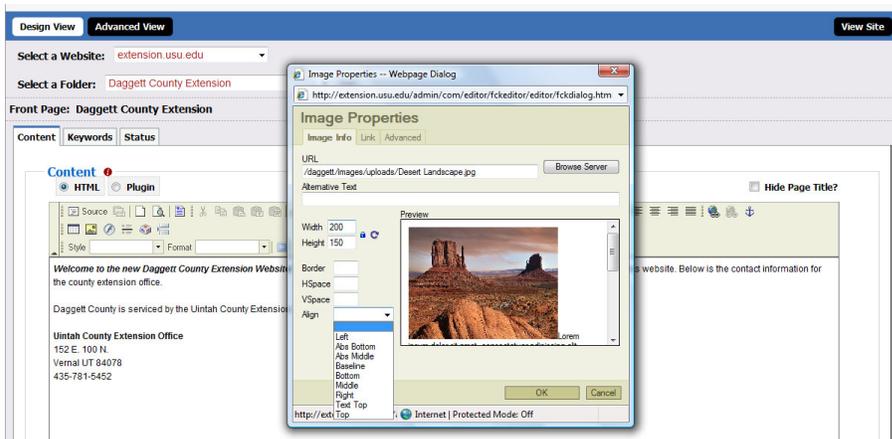


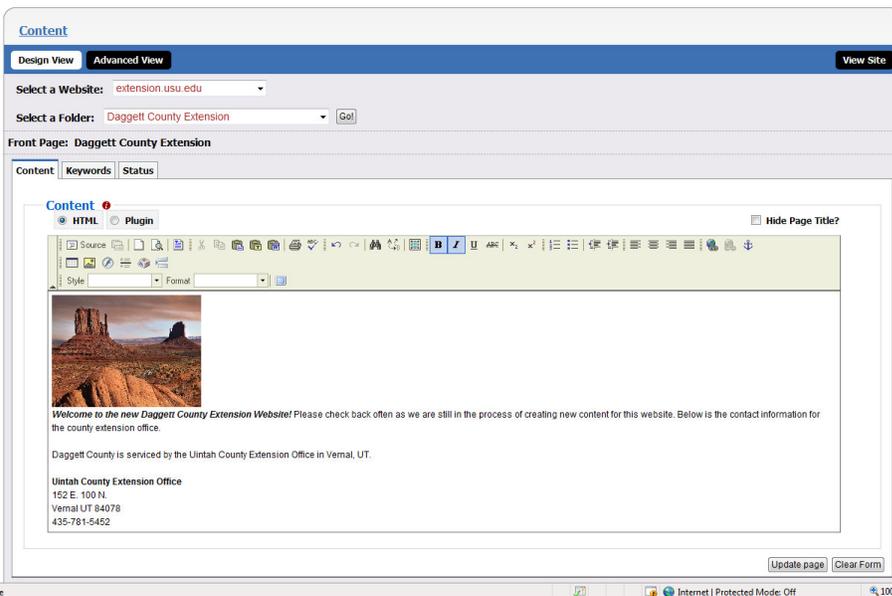
Image Size

1. To resize your image to fit the Web site adjust the width and height. They will remain proportional.
2. When you are finished click 'OK'



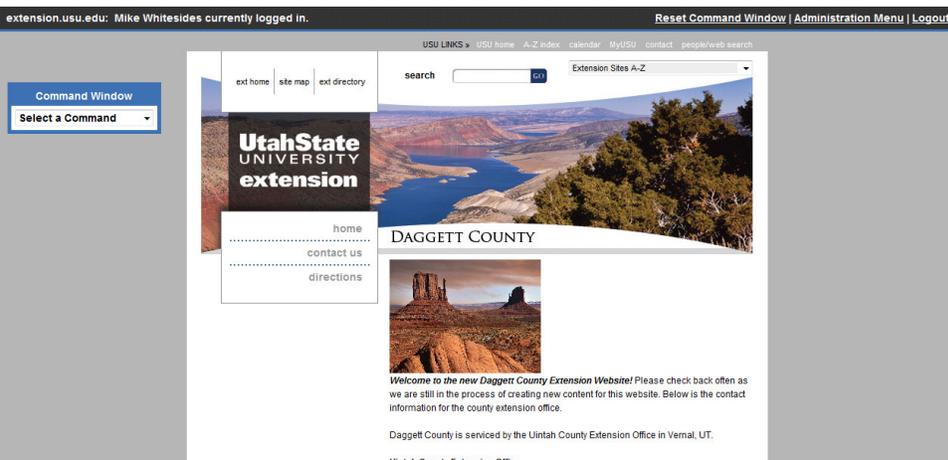
Aligning the Image

1. To align the image click on the 'Align' drop down box
2. Select your alignment option
3. When you are finished click 'OK'



Updating the Page

1. To adjust the size or alignment  click on this button again
2. To update the page click on 'Update Page'



The image is now published on the Web site.