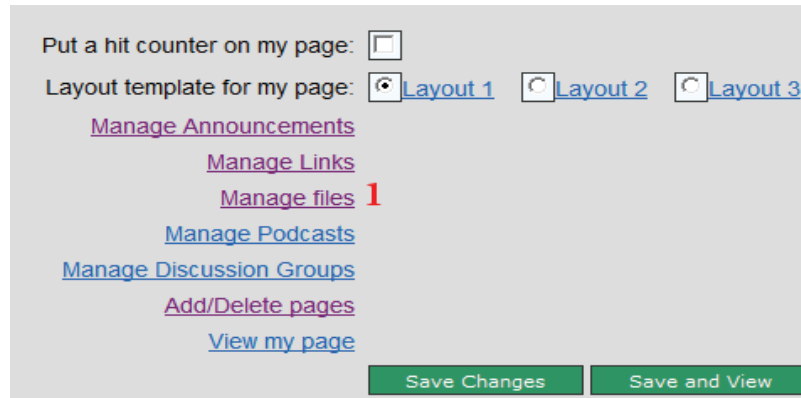
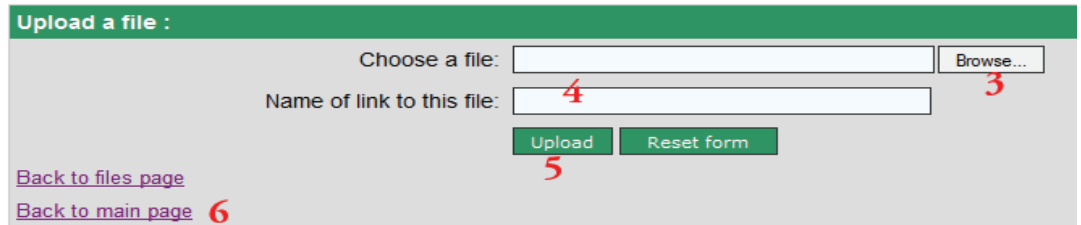
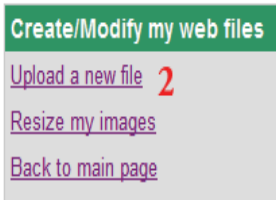


Add an image to your site



1. Click on “Manage files” at the bottom of the editing page. This is where you go to upload new images or files.

2. Select “Upload a New File”.



3. Browse on your computer for the image you want to have on your web page. When you find it, click the image and select OK.

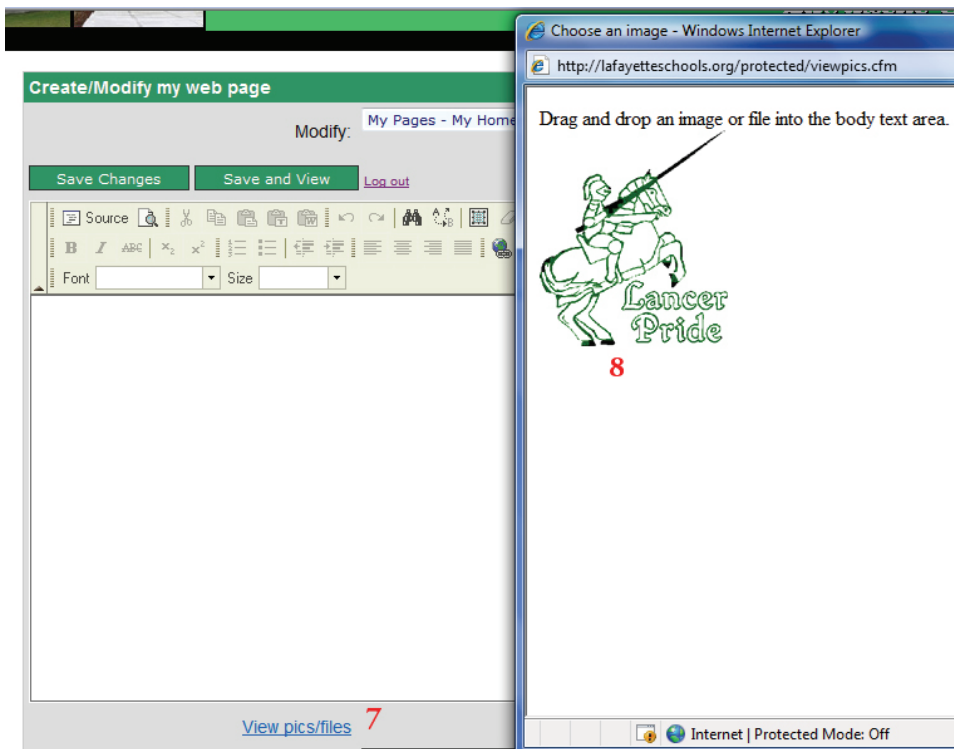
4. Do not put any words in the #4 box or the image will be linked to your page instead of inserted into the body of your page. If you want it linked, then go ahead and put the words in the #4 box which will link to your image.

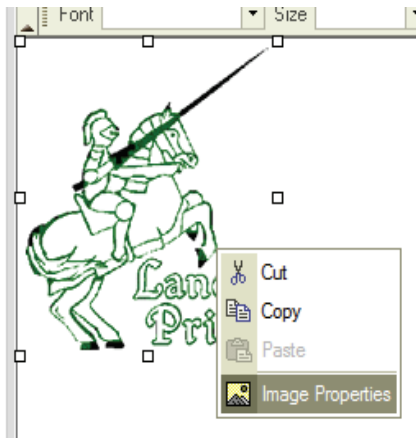
5. Click the upload button to transfer the image from your computer to the web.

6. Click and go back to your main page.

7. Click “View pics/files

8. Click and drag image out of popup window onto the page where you want the image to display.





9. Right click on the image and choose Image Properties.

10. Add some space around your image so that it doesn't run right up against the words on the page.
11. Choose if you want the image to be on the left, right or center of the page.
12. Click OK to see how it looks in your editing panel.
13. SAVE and view to make sure it was done as you wanted it.

