


Add an image to a page

1. Open your favorite web browser.
2. Go to your website and login. If the login is not readily visible, you can type /user after your domain name to get to the login page. You might want to bookmark this page at this time.
3. Go to the page that you want to add the image to.
4. Click -> **Edit**
5. Place your mouse in the text where you want the image to be.
6. Click the **image Icon** on the tool bar. 
7. Click -> **Browse Server** button.
8. Click -> **Upload** button on the toolbar
9. Browse for the file on your computer and click the second **Upload** button.
10. Once the file has uploaded, click on the actual photo in the lower box.
11. You can adjust the vertical and horizontal spaces here, then Click -> **OK**
12. If you are happy with the placement, Click **Save**

TIP: You can always come back and edit the content. Once logged in, just go the page you want to edit and click -> **Edit** tab.

Reminder:

If you run into trouble, send an email or phone for help.

