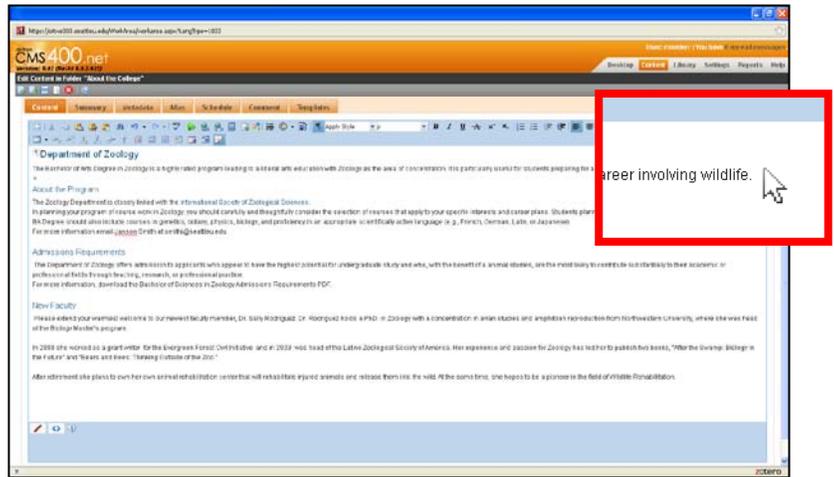


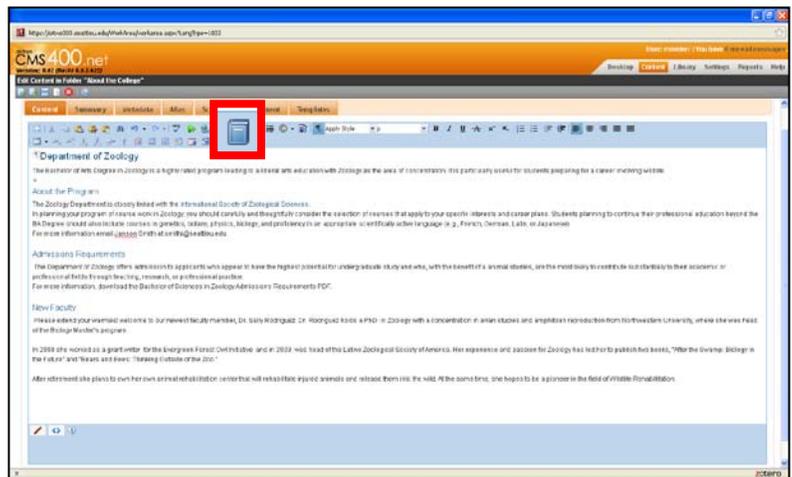
How to Add a Picture

Adding a New Image

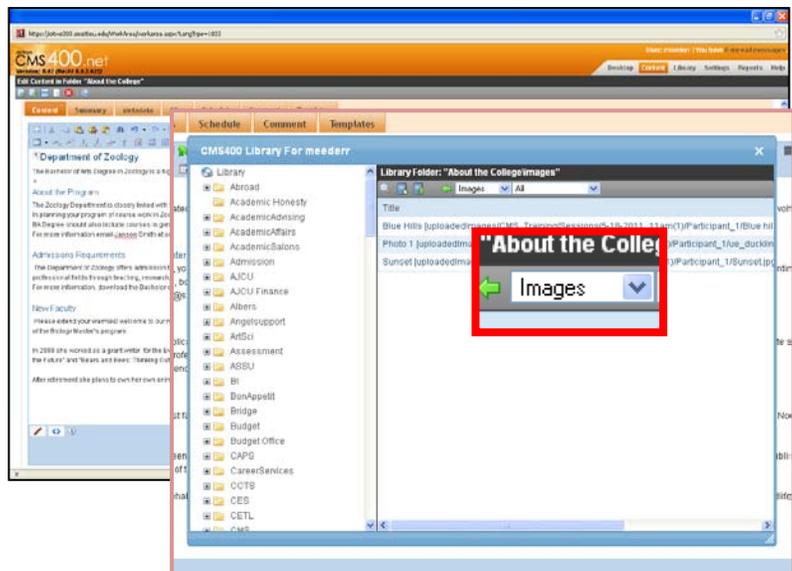
1. In the Workspace Editor, click your cursor at the point in the text where you would like to add the image.



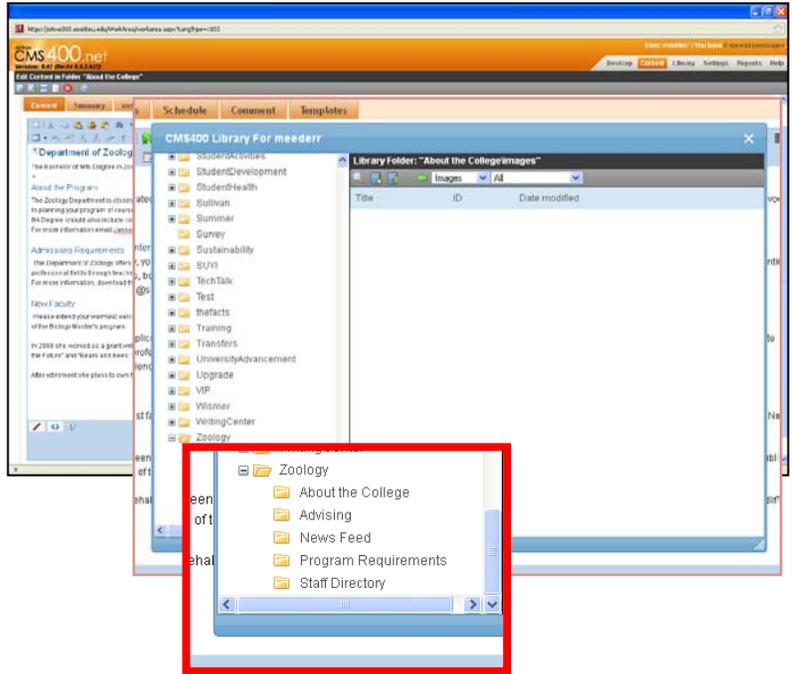
2. Click the **Library** button  to access the Library dialog.



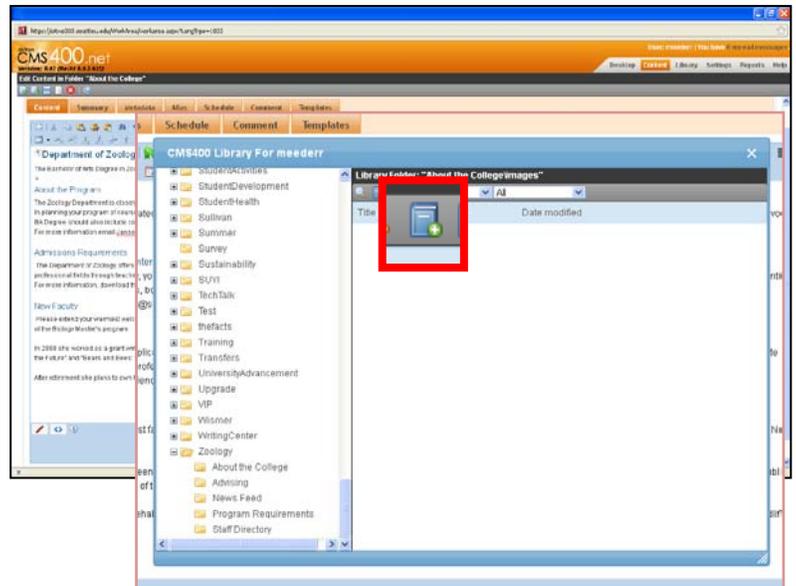
3. Make sure **Images** is selected in the dropdown menu.



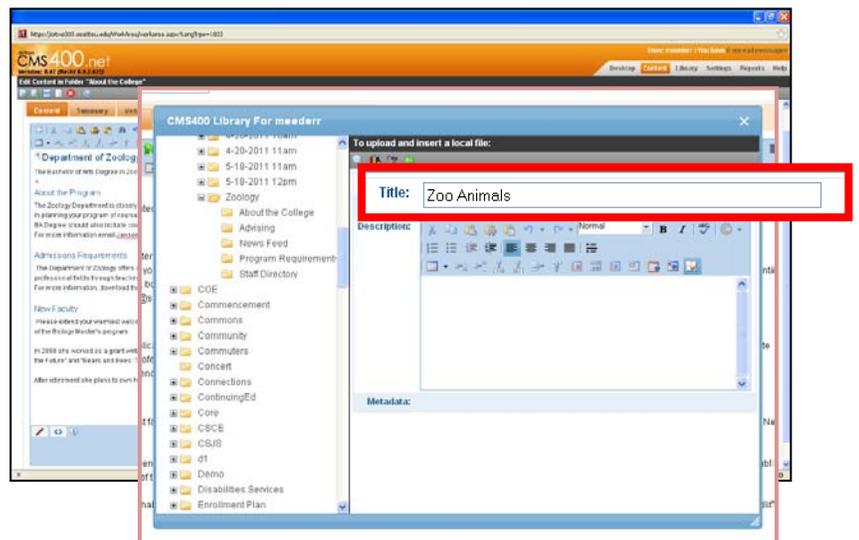
4. Navigate to the folder you want to place to your image. (e.g. **About the College** folder).



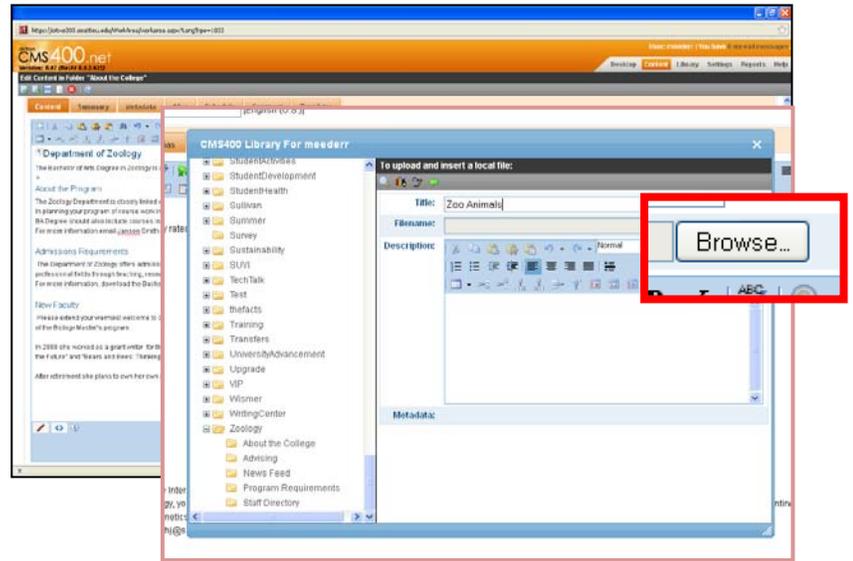
5. Click the **Add Library** button. A new window will appear.



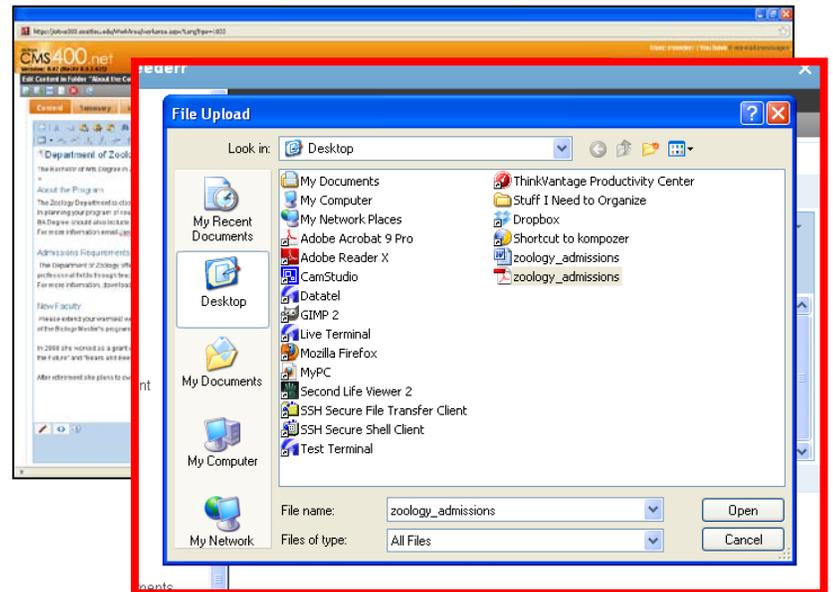
6. Give the picture a title.



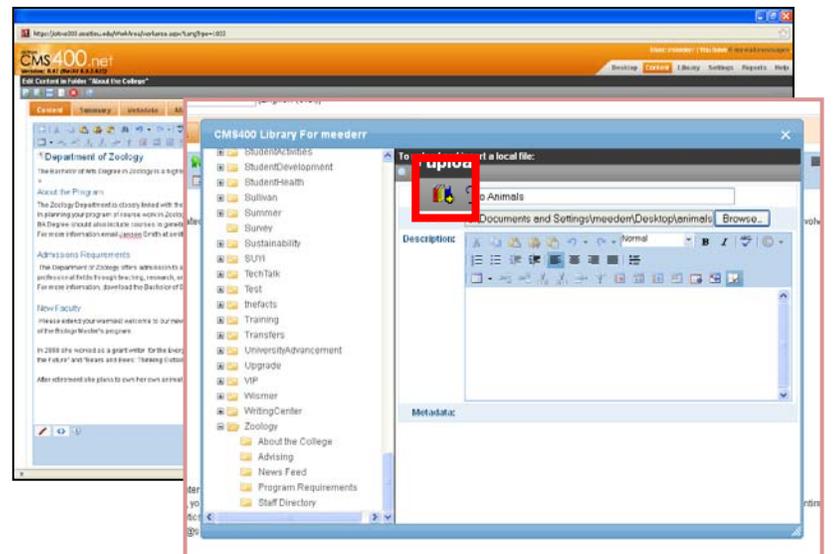
7. Click the **Browse** button.



8. Another window will open. Find the picture you wish to upload. Click **Open**.

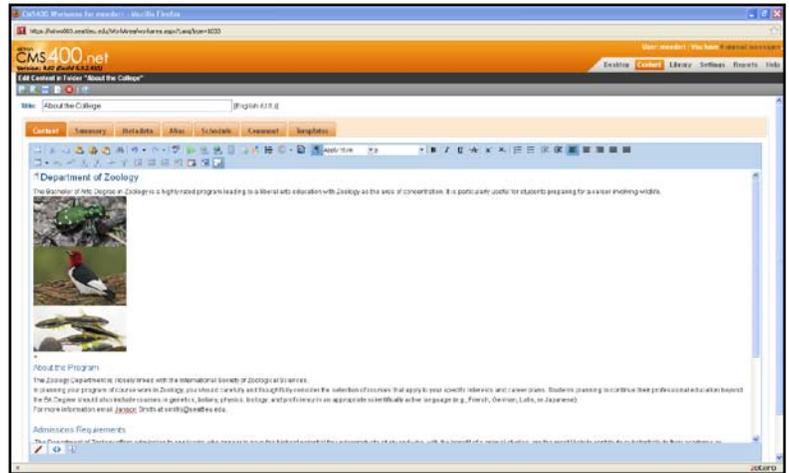


9. Click the **Add Library** button.



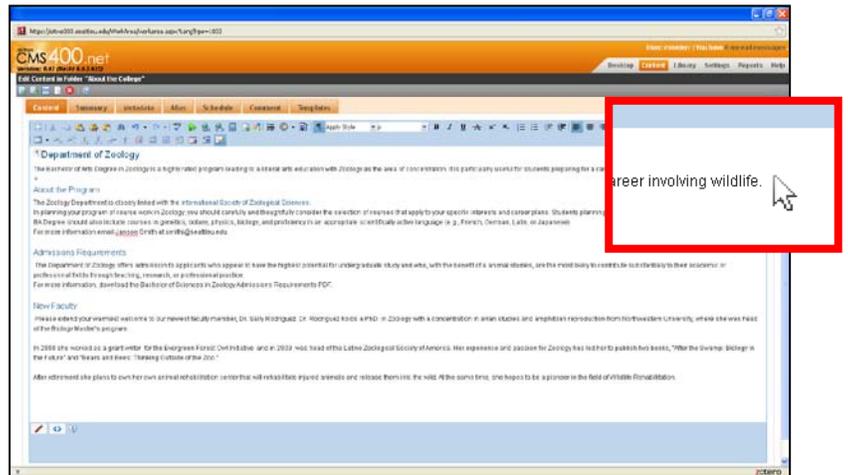
10. Your image should be added onto your page.

NOTE: Please see the **Editing an Image** section below on how to edit your image to make it align correctly with the text.

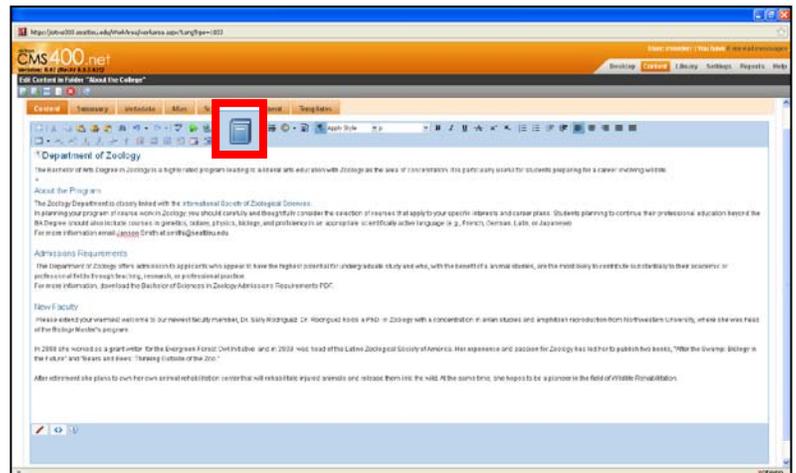


Adding a Previously Uploaded Image

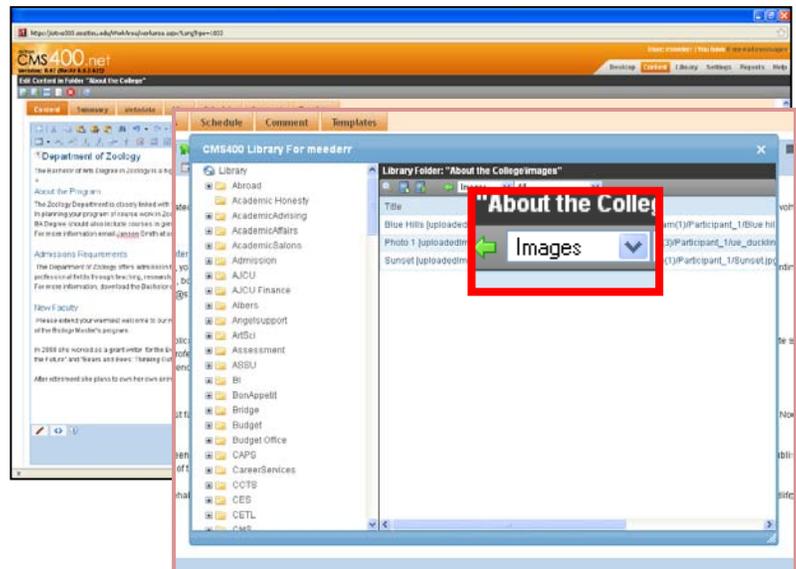
1. In the Workspace Editor, click your cursor at the point in the text where you would like to add the image.



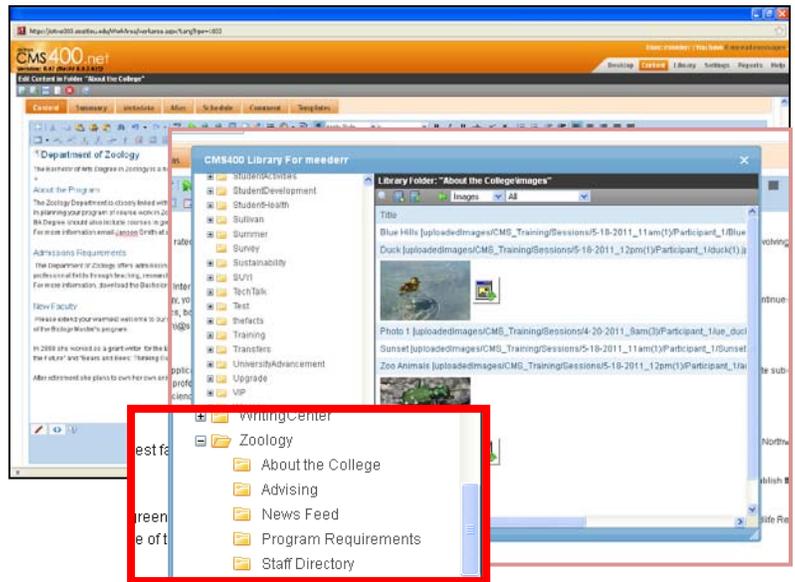
2. Click the **Library** button  to access the Library dialog.



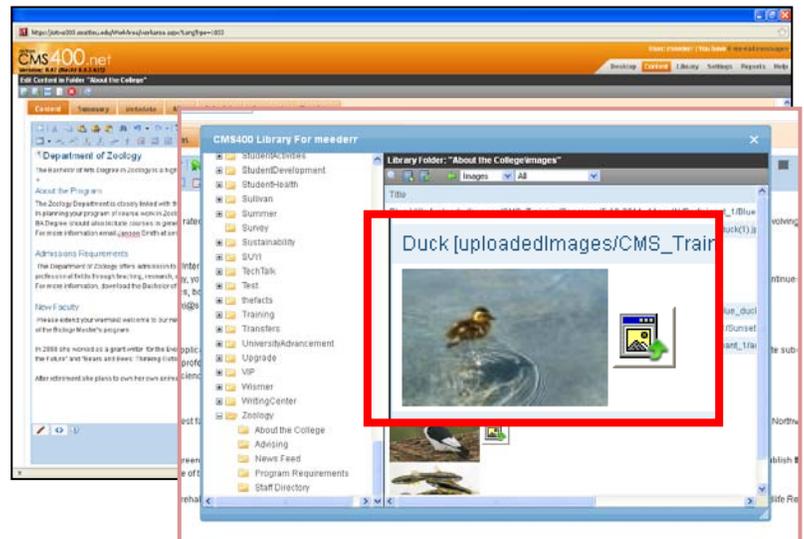
3. Make sure **Images** is selected in the dropdown menu.



- Find the location of the image within the folders to the left.

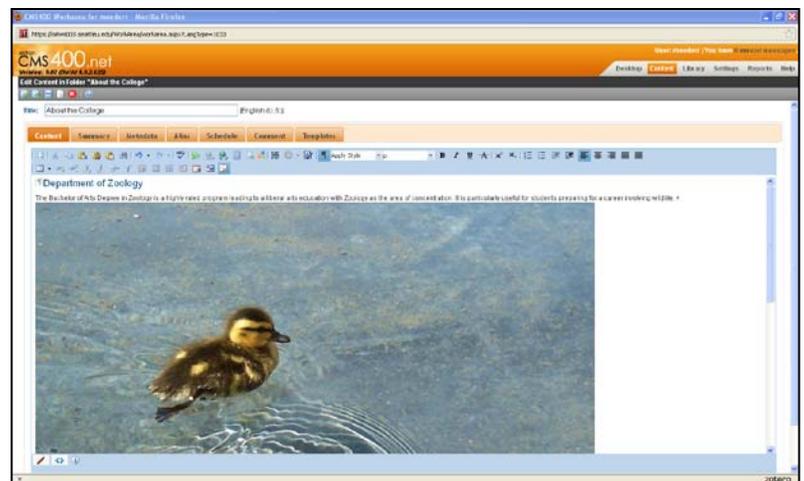


- Click button to the right of the graphic to insert a small likeness of the original image (which viewers can click to expand), or double-click the title of the image to select the full size image.



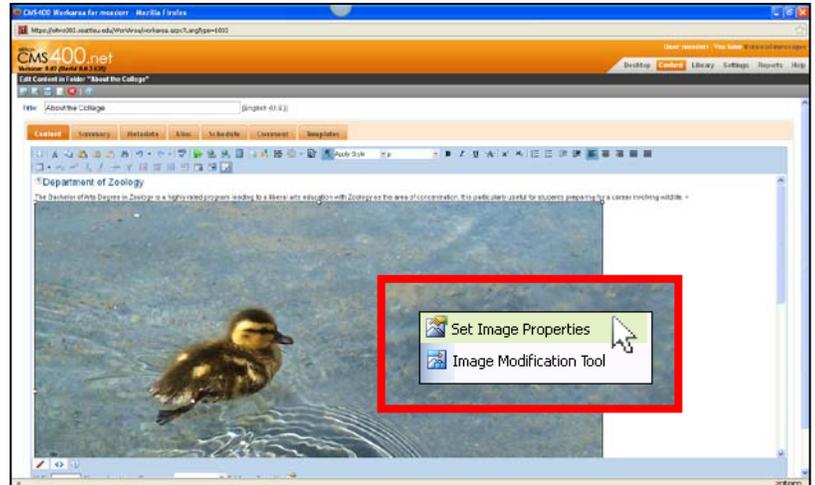
- The image should be added onto your page.

NOTE: Please see the **Editing an Image** section on how to scale your image and edit it to make it align correctly with the text.

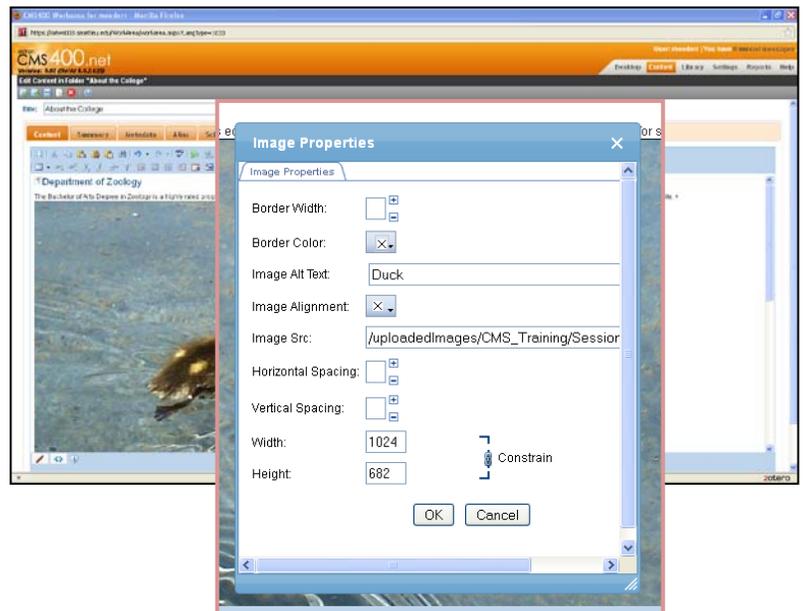


Editing an Image

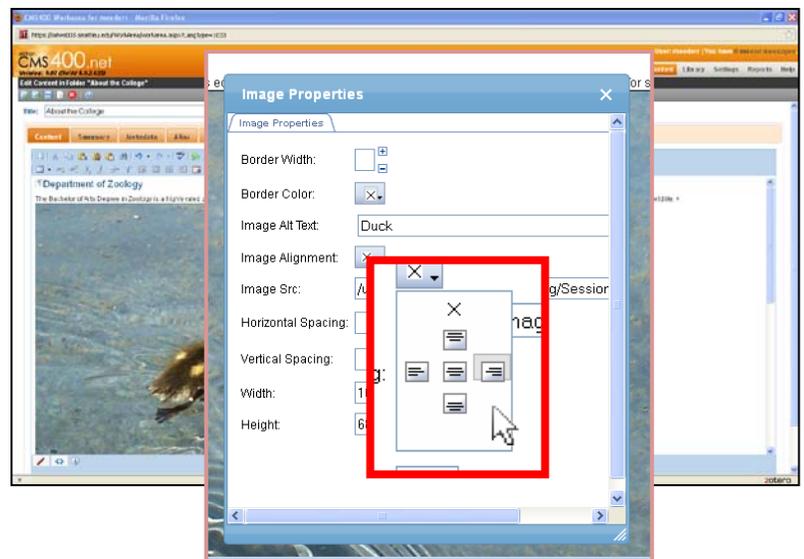
1. To change the width/height characteristics and align the image to the left or right of the text, right click the image and choose **Set Image Properties**.



2. A window named **Image Properties** will appear. You are then provided many different ways to edit your image.

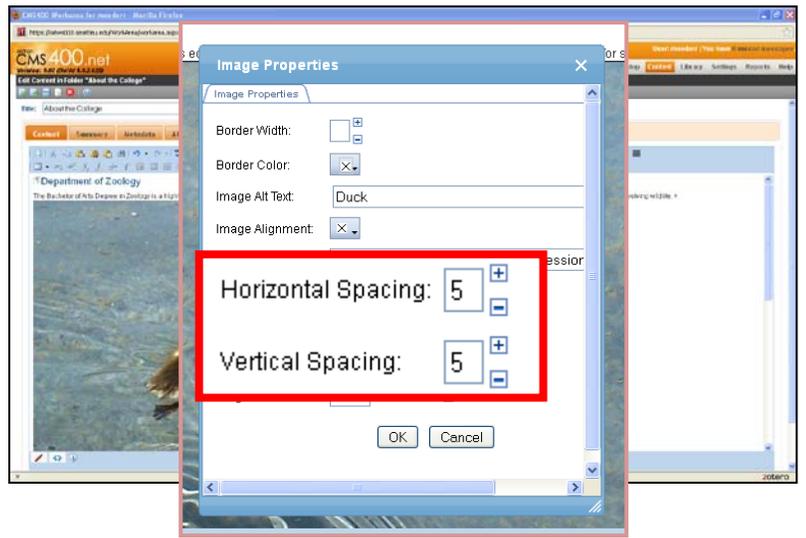


3. **ALIGNMENT:** To change the alignment of your picture in relation to the text, click the box to the right of the words **Image Alignment**. Click the left or right box.

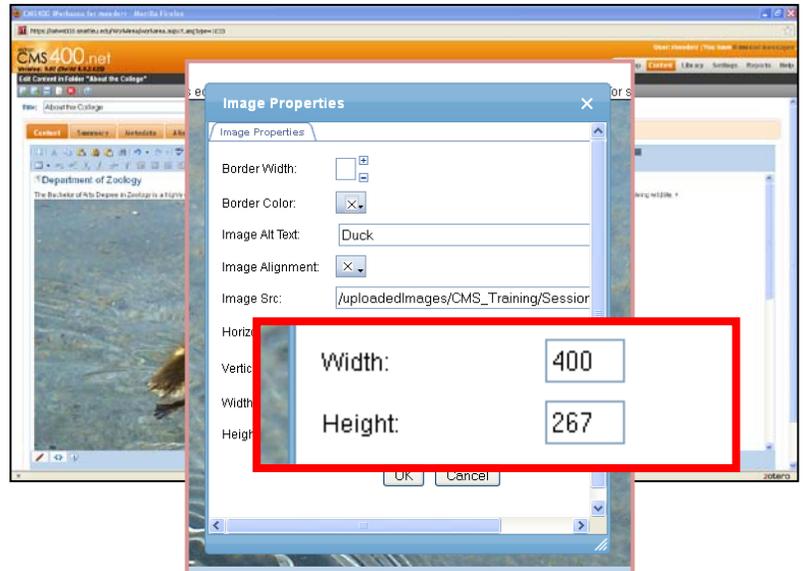


4. **SPACING:** To provide an invisible border between the image and the text, which is recommended, insert a number in the boxes next to the words **Horizontal Spacing** and **Vertical Spacing**.

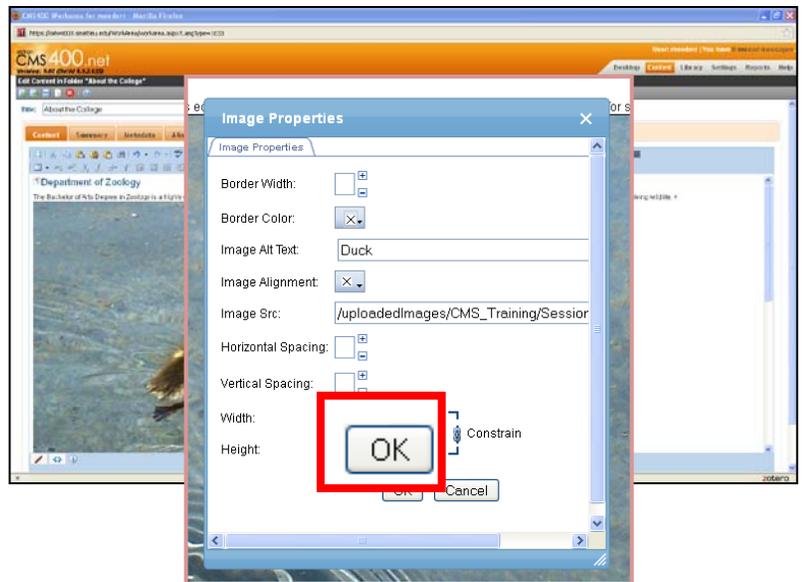
For this example, we will put the number **5** in both boxes.



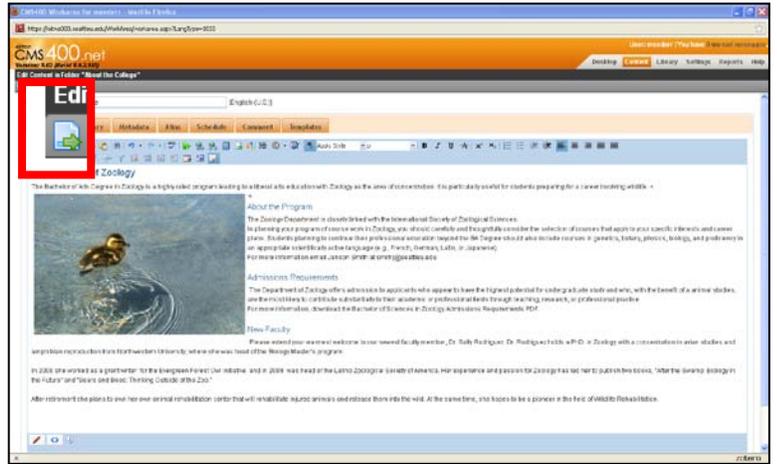
5. **SIZE:** To change the size of the image, change the number in the box next to the word **Width**. For this example, we changed the width to **400**. The number next to height will adjust automatically.



6. Click the **OK** button.



- The image will look like this in the Workspace Editor. The Workspace Editor will not display all the changes at first. Click the **Publish** button to see all the final changes to the image.



- The live page should look like this. Experiment with moving the image to different areas of the Workspace editor to see where the image fits best.

