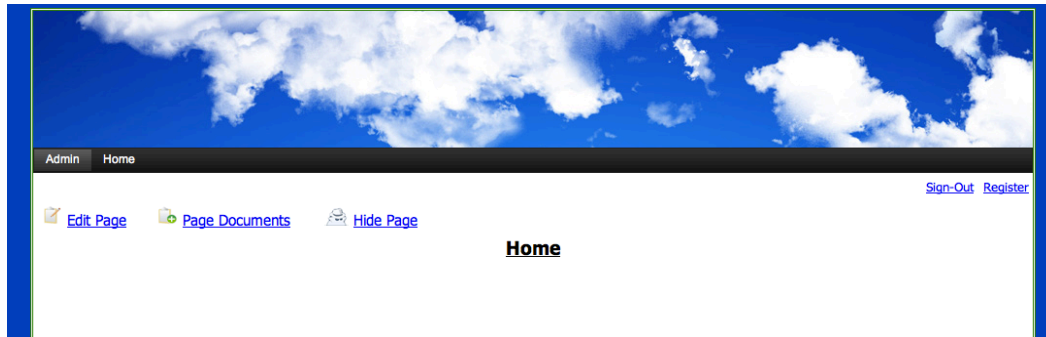
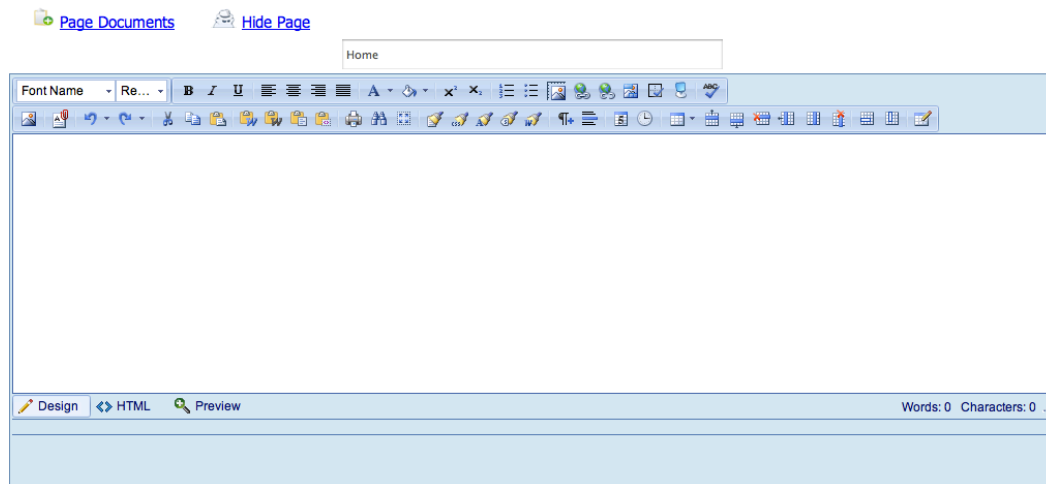





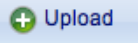

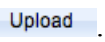
Once you have created your website, by default, a “home” page is created (located next to “Admin”).

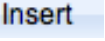



1. Click “Edit Page” in the top left corner of your screen. The following screen will appear.

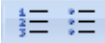


2. Click inside the white box to start typing. You will use the top panel of icons, located in the light blue box, to edit your web page.

3. Click  to upload a picture to your web page. Then, click , located in the top left corner of the pop-up screen. From here, you will  which picture file to .

4. The “Image Manager” window will appear and you should see your newly uploaded picture in the right side of the window. Click  to place your picture on your web site.

5. Use  to adjust the alignment of pictures and text.

6. Use  to insert bullets.

\*\*NOTE: To discover the use of other icons on the “edit page,” hover your mouse over each icon. A short description will appear.

