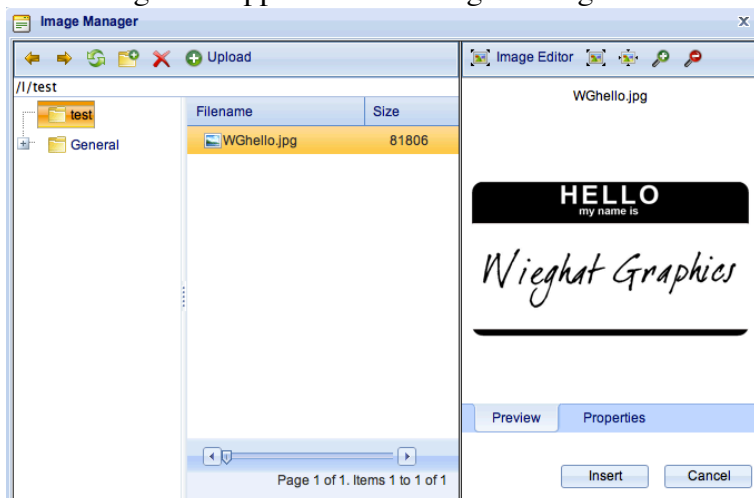


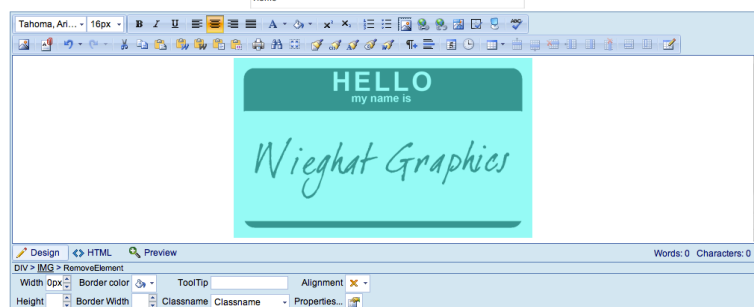
1. To upload a picture, click [Edit Page](#) on the desired page.
2. Click (first icon located on the 2<sup>nd</sup> row of the formatting bar). The “Image Manager” pop-up window will appear.
3. Click . The “Upload” pop-up window will appear.



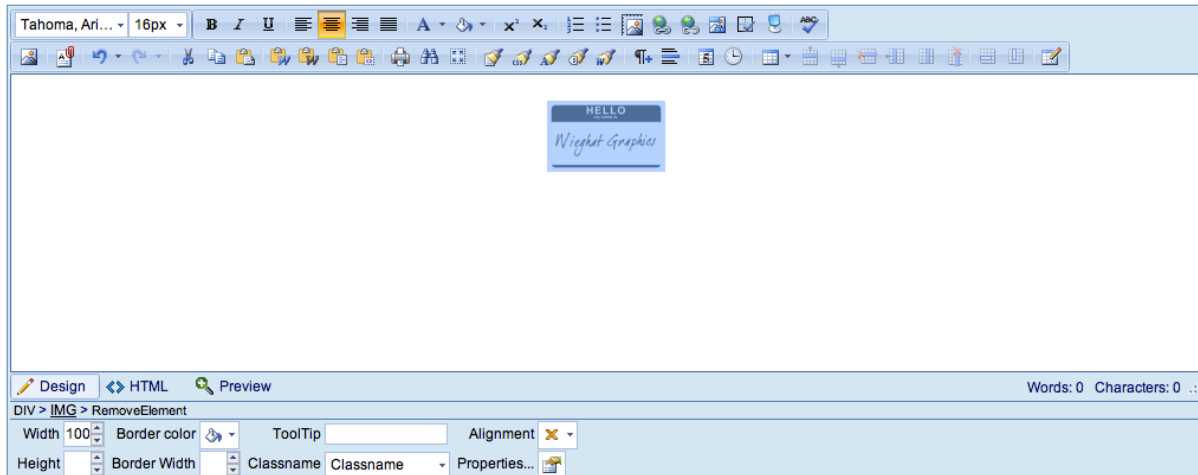
4. Click to select the image you wish to upload to your website.
5. Click . Your image will appear in the “Image Manager.”



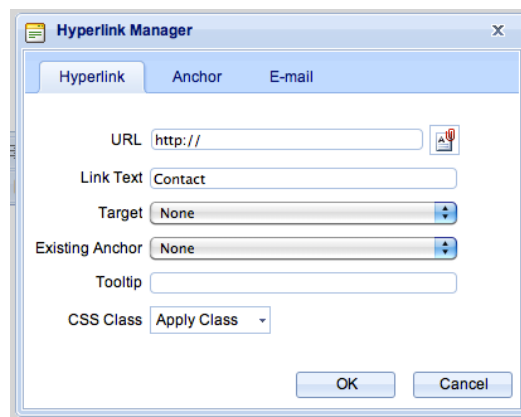
6. Click . Your image will appear in the “Edit Page.”



7. Use to correctly align your image, and the bottom toolbar to resize your image.
8. To hyperlink the recently uploaded picture, select the image.



9. Click , located in the top menu bar. The “Hyperlink Manager” window will appear.



10. Fill out the credentials on the “Hyperlink” tab.

URL: Where you wish to link to

Link Text: Do **Not** fill out if linking an image

Target: Where your hyperlink will open. ie: same window, etc.

Existing Anchor: Keep on “None.”

Tooltip: Short description of where you will be linking to (ex: Contact WG)

CSS Class: Keep on “Apply Class.”

11. If you want your image to link to an e-mail instead, click “E-mail” in the Hyperlink Manager. Then, fill out the credentials.

Address: E-mail address goes here

Link Text: Web page text that will serve as the hyperlink

Subject: Subject of e-mail

CSS Class: (Cascading Style Sheets Class) Keep on “Apply Class.”

12. Click 

13. Click [Save Changes](#)