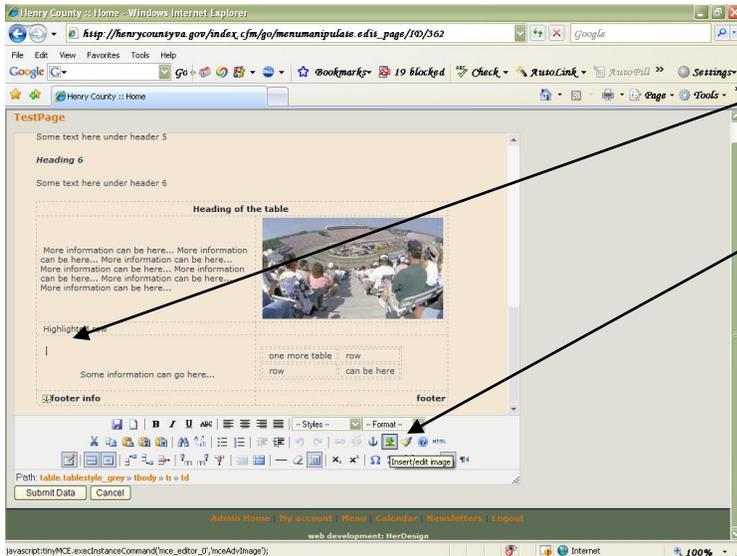
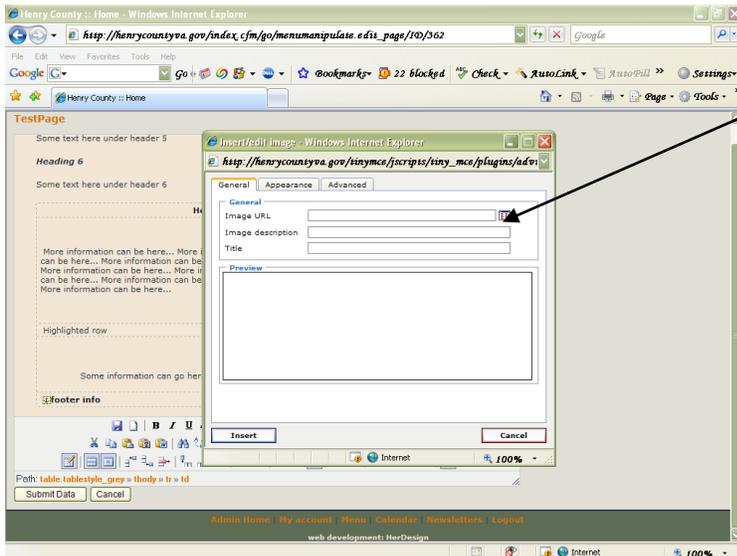


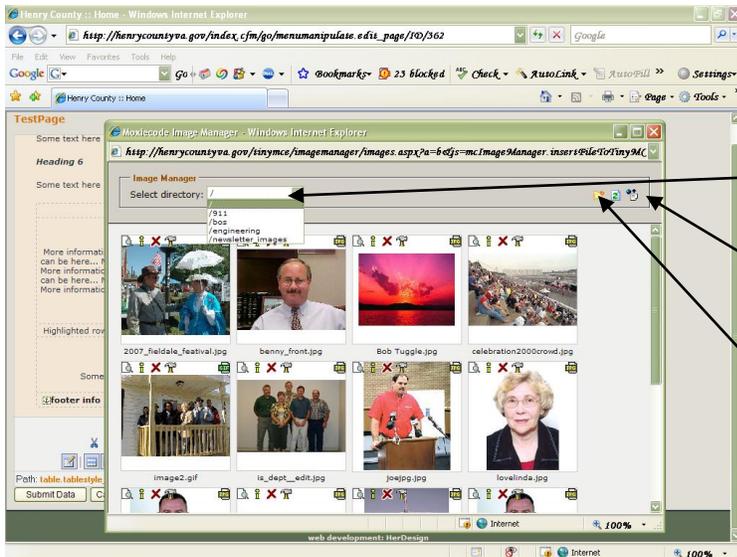
# How Do I Insert an Image



To insert a picture or image, place your cursor where you want the picture and click on the **Insert Image** button



Click on the **BROWSE** button

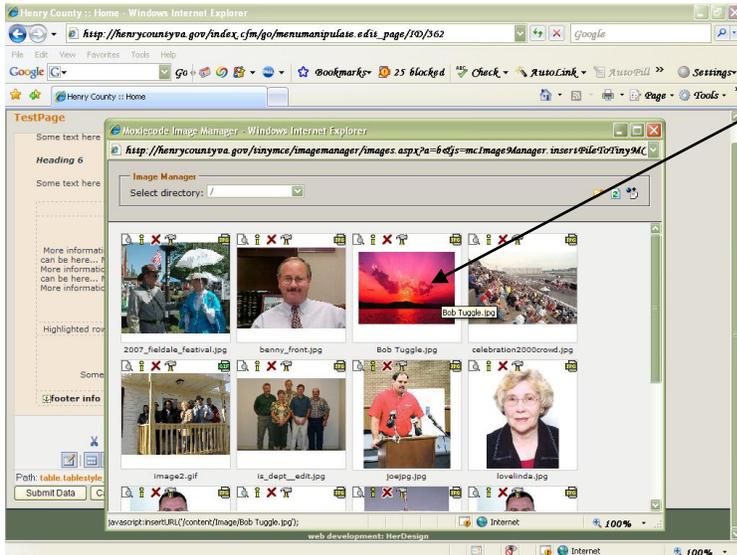


You can choose any of the following options:

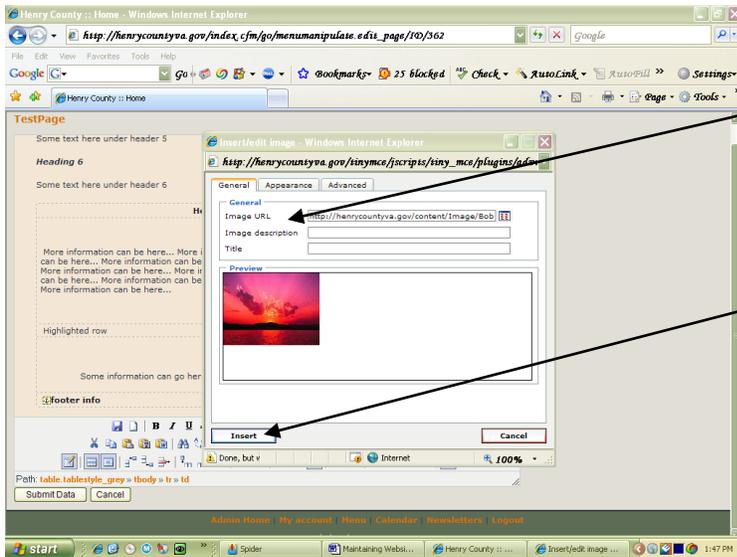
**Select Directory** – Click the down arrow and choose a directory that has an image you want to insert

**Upload Image** – Click on the upload image button to add a picture

To create a folder for your department, click on the folder

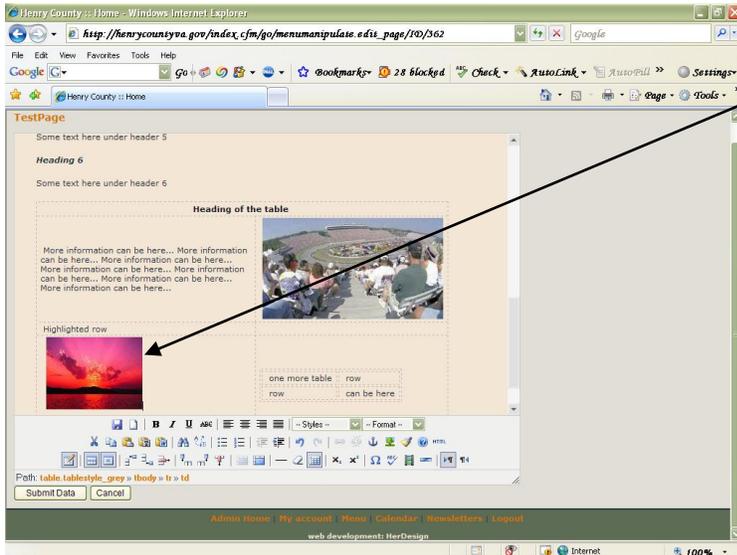


To choose a picture that already exists, click on the picture

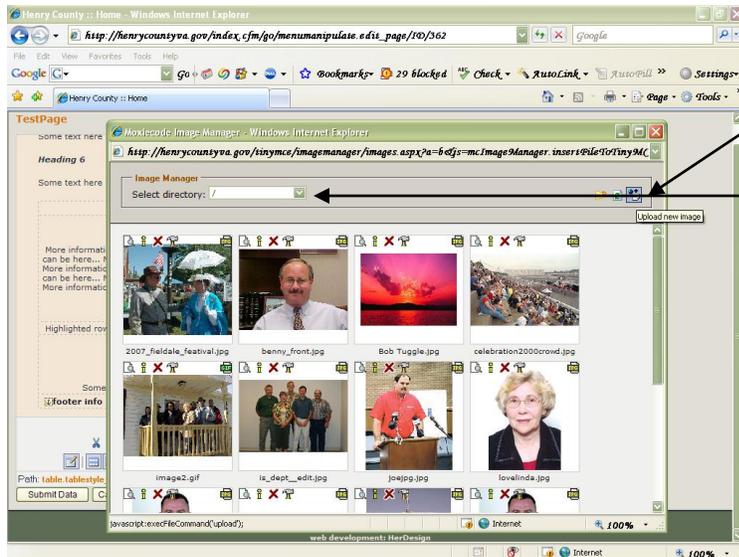


**Image Description** – This must be added to accommodate individuals covered by the American Disabilities Act

Click **INSERT**

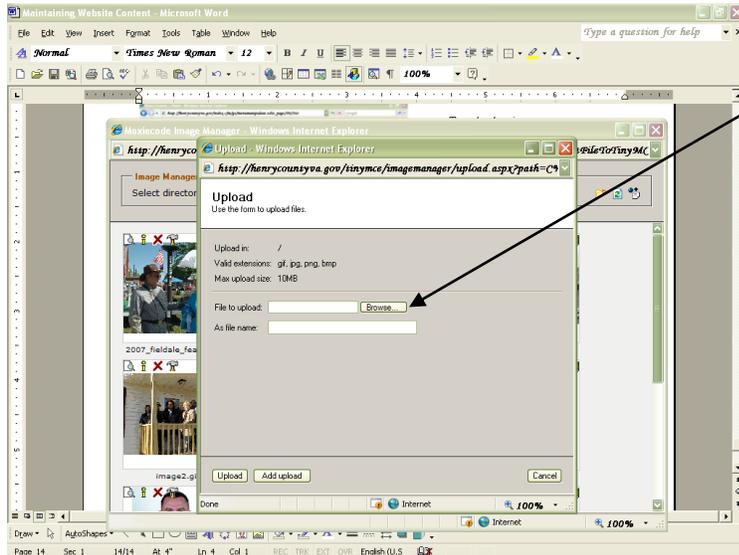


Picture has been inserted

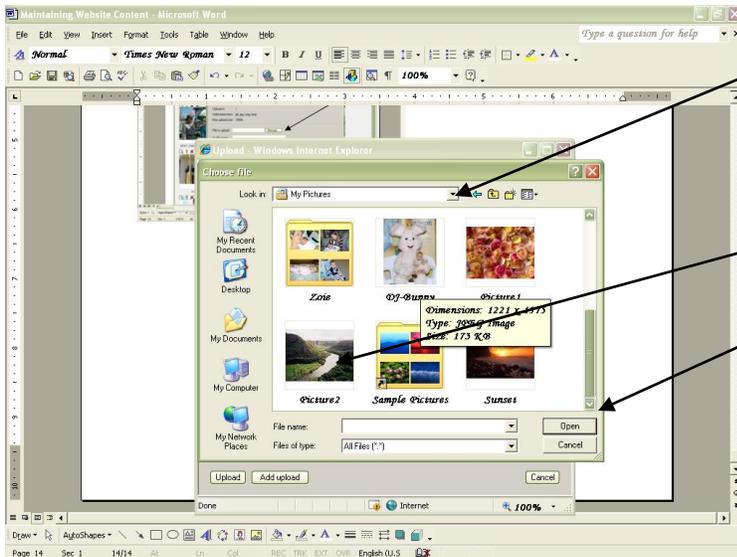


To upload a picture to your directory, click on the upload image button

Be sure you choose the directory that you want the image to be uploaded to



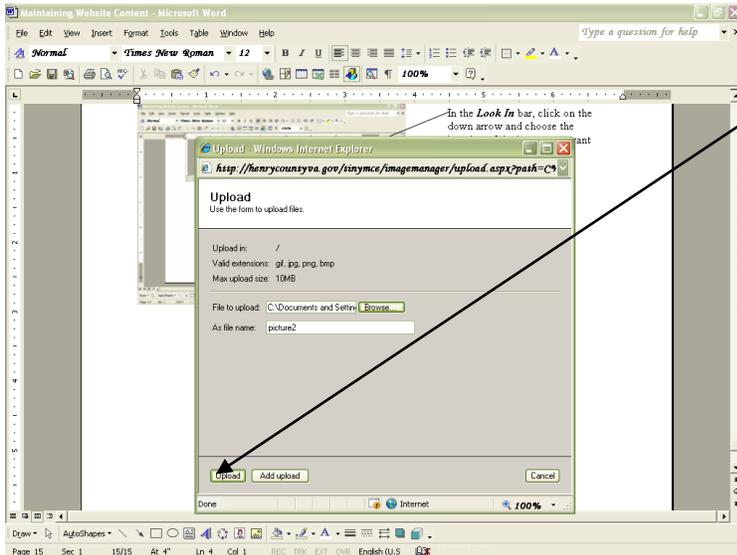
Click on **BROWSE**



In the **Look In** bar, click on the down arrow and choose the location of the image you want to insert

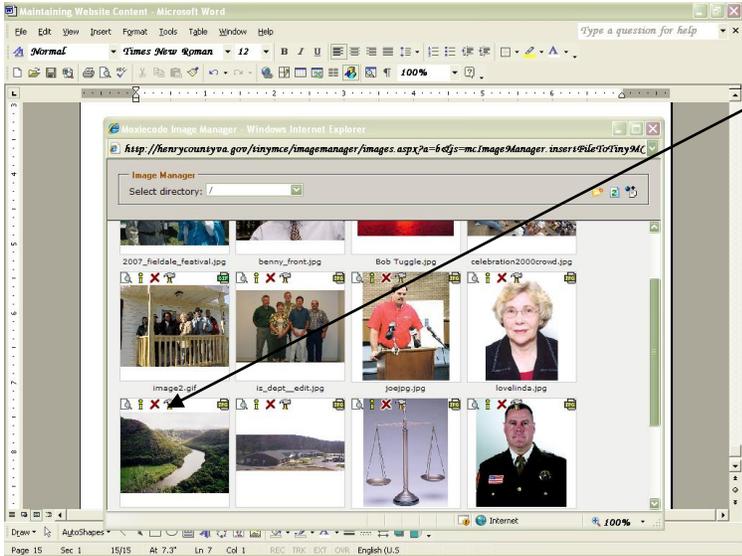
Click on the image

Click **OPEN**

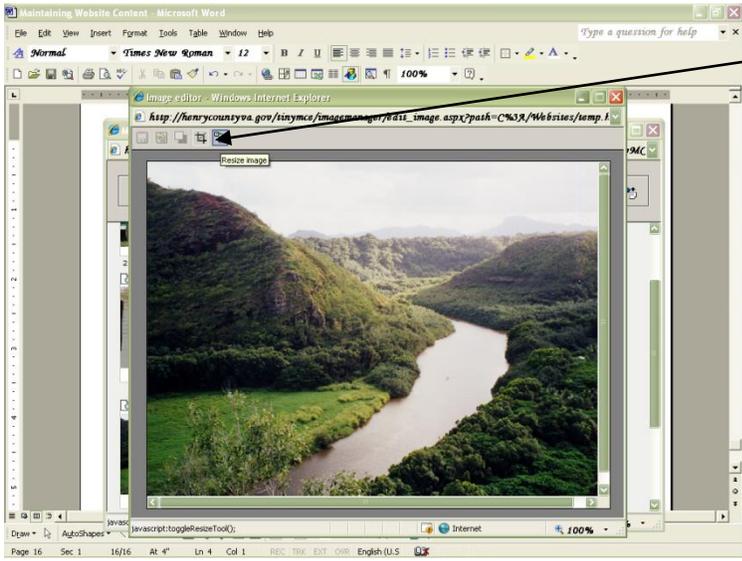


Click **UPLOAD**

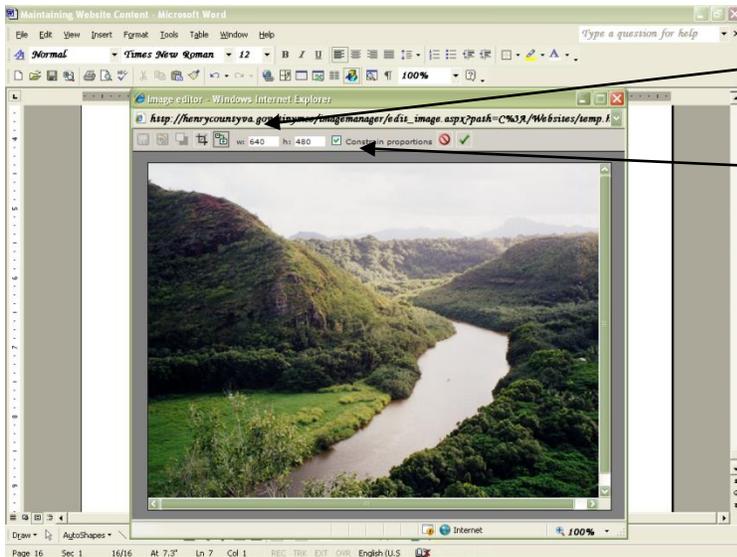
The picture will be uploaded to the chosen directory



Click on the hammer at the top of the image

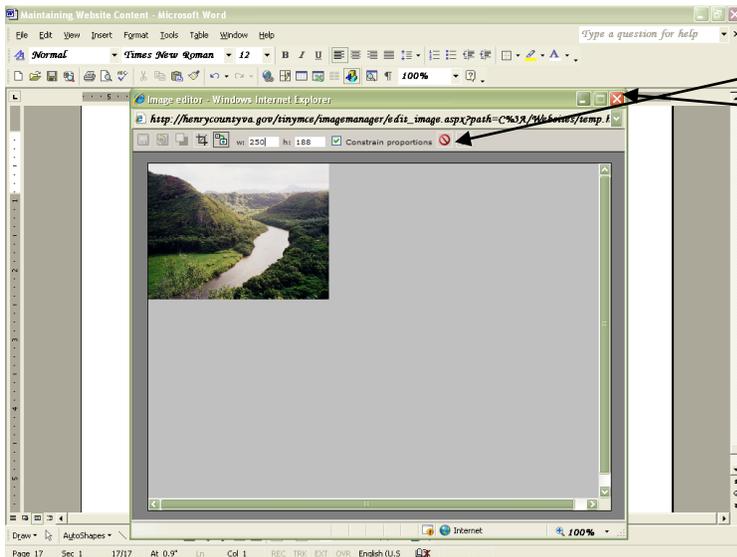


Click on the resize button



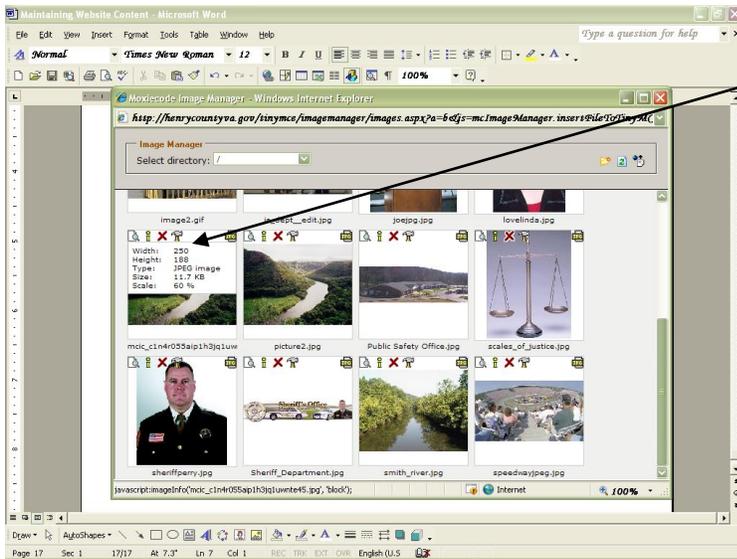
Change the width size to less than 570px wide.

The height will change accordingly if the *constrain proportions* box is checked



Click on the *green check*

Click on the X in the top right hand corner



The image has been saved with the new size

It is now ready to be inserted into the web site following the directions for inserting an image