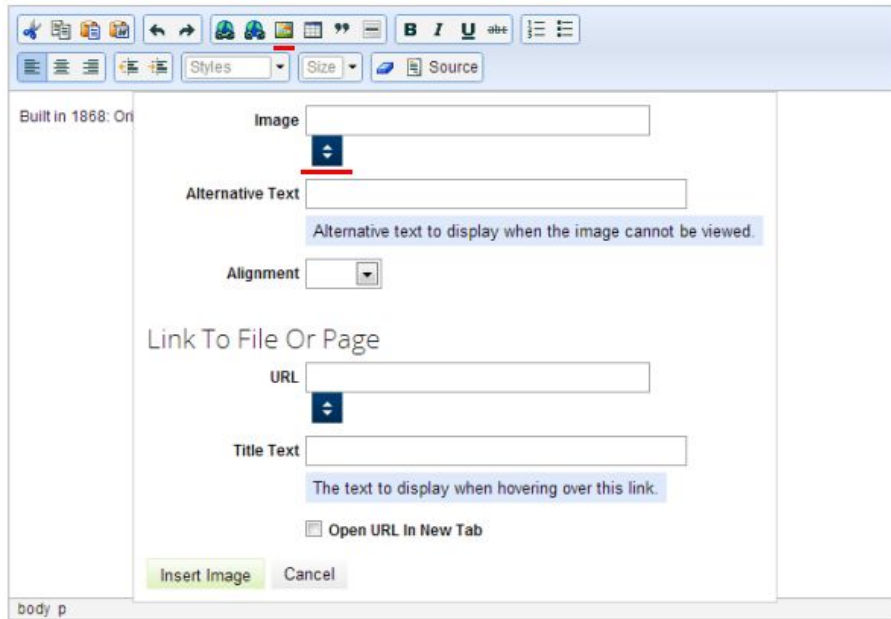


Adding Photos To Your Content

To add a photo:

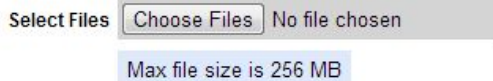
- Place your cursor in the region of text you would like your picture to be and click the “add photo” icon in the toolbar. This opens a new menu, as seen below.
- When this menu opens, click the blue icon below “image,” as seen here.



- Select the photo from the files displayed or to upload a new photo select



Upload Files



- To select the file from your computer’s hard drive, select that file using the tool provided.

Once you have selected the photo, hit “Upload”.



- Select the photo you uploaded. This will submit it to your post and give you sizing filters and more to optimise your image for display in the page.