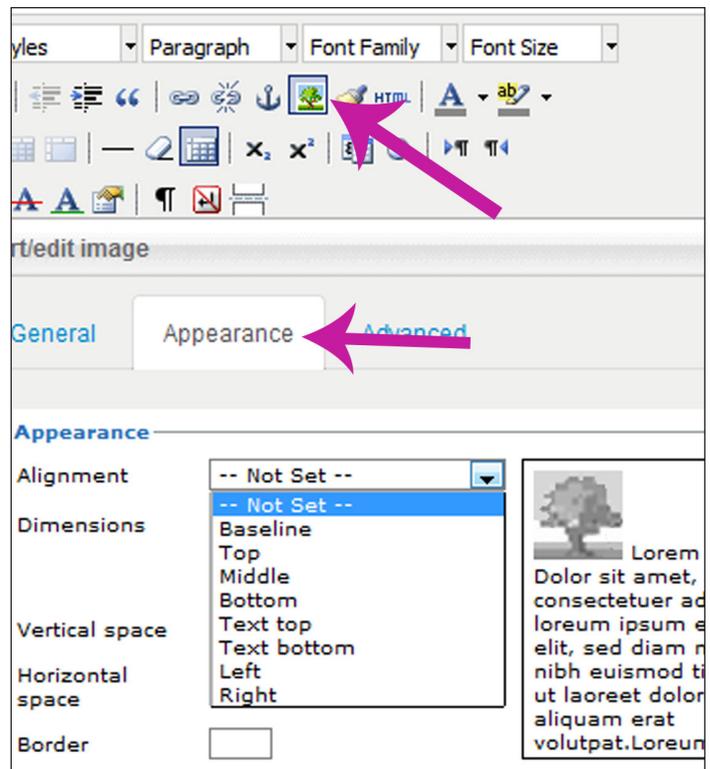


## Determining Image Size:

1. Log in and go to the page where you are wanting to add/edit images.
2. Once on the page where you are wanting to edit, click 'Edit' in the top left hand corner.
  - \* If you hover; additional options will display and you can click 'Edit this page' from here.
3. In 'Edit' mode, click on the picture so it has the little handles, in the edit bar click on "Insert/edit image", (looks like a tree, see screenshot) this will pop up the 'insert/edit image' menu.
4. Click on the 'Appearance' tab.
5. Dimensions: displays the current image size. You can size the image smaller, making the image larger increases the risk of the image looking 'fuzzy'.
  - \* You can use this image size to crop new images to the exact size.
  - \* Image sizes are in pixels (or px) and the resolution is 72 dpi.
6. Then click 'Update' in the bottom right to save changes.
7. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.

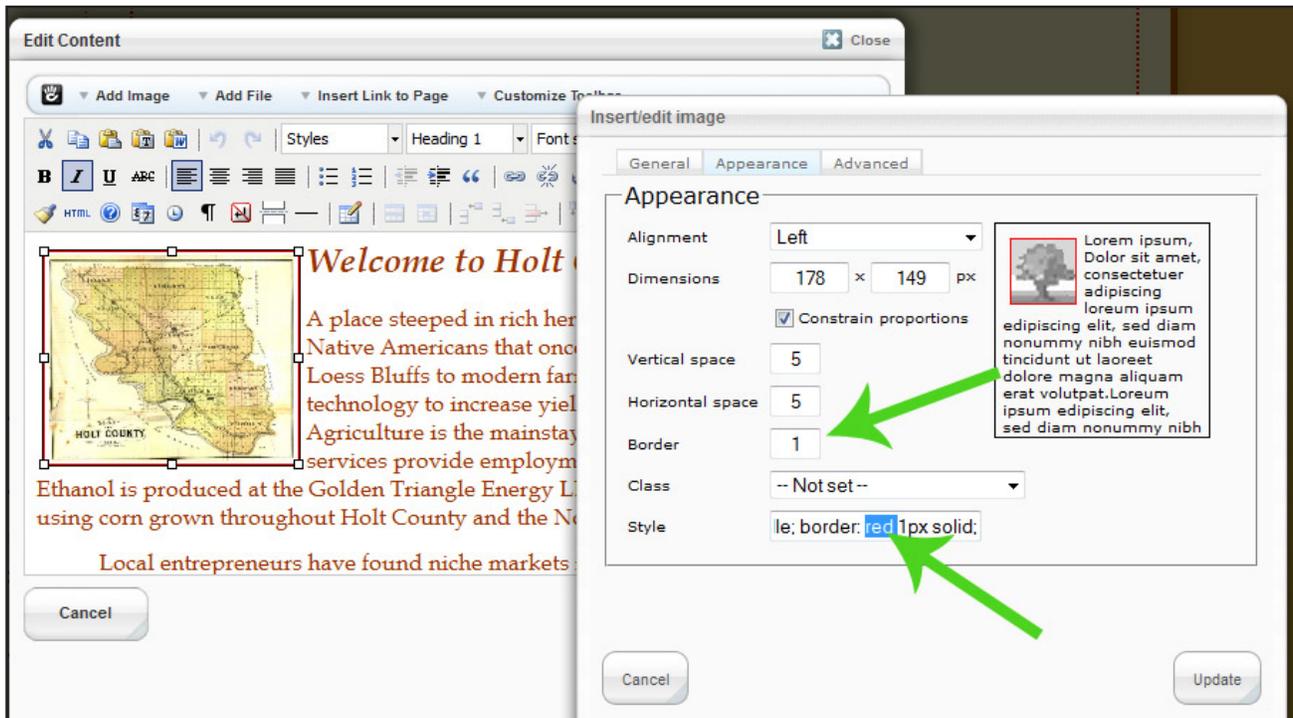
## Image formatting with text:

1. Log in and go to the page where you are wanting to add/edit content.
2. Once on the page where you are wanting to edit, click 'Edit' in the top left hand corner.
  - \* If you hover; additional options will display and you can click 'Edit this page' from here.
3. In 'Edit' mode, click on the picture so it has the handles, in the edit bar click on "Insert/edit image", (looks like a tree, see screenshot) this will pop up the 'Insert/edit image' menu.
4. Click on the 'Appearance' tab.
  - \* Alignment: Adjusts how text flows around the image. Most common: left & right
  - \* Dimensions: displays the current image size. You can size the image smaller, making the image larger increases the risk of the image looking 'fuzzy'
  - \* Vertical & Horizontal space: creates white space around the image, recommend adding 5px.
  - \* Border: adds a border around the image, enter numbers. ex: 1
5. Then click 'Update' in the bottom right to save changes.
6. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.



## How to add/change border color on an image:

1. Log in and go to the page where you are wanting to add/edit images.
2. Once on the page where you are wanting to edit, click 'Edit' in the top left hand corner.
  - \* If you hover; additional options will display and you can click 'Edit this page' from here.
3. In 'Edit' mode, click on the picture so it has the little handles, in the edit bar click on "Insert/edit image", (looks like a tree) this will pop up the 'Insert/edit image' menu.
4. Click on the 'Appearance' tab, add a 'Border' however wide you're wanting.
5. When you do this, it adds information to the 'Style' box...edit the border color here by finding the default setting of 'black' and changing to your desired color.
6. Then click 'Update' in the bottom right to save changes.
7. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.



## Deleting an Image:

1. Get into Edit mode on the page you are wanting to edit.
  - \* Select to edit the box where the image is you're wanting to delete. If it is an image inserted into text, you should be able to click on the photo, the box will display 'handle' around the edges, then hit delete on your keyboard.
2. Get into Edit mode on the page you are wanting to edit.
  - \* If it is part of a slideshow then get in edit mode to open up the box, to the right there is a trashcan icon, click the can and it will delete.
  - \* It doesn't ask you if you are sure you want to delete so if you accidentally delete the wrong image, don't update the box, click cancel.