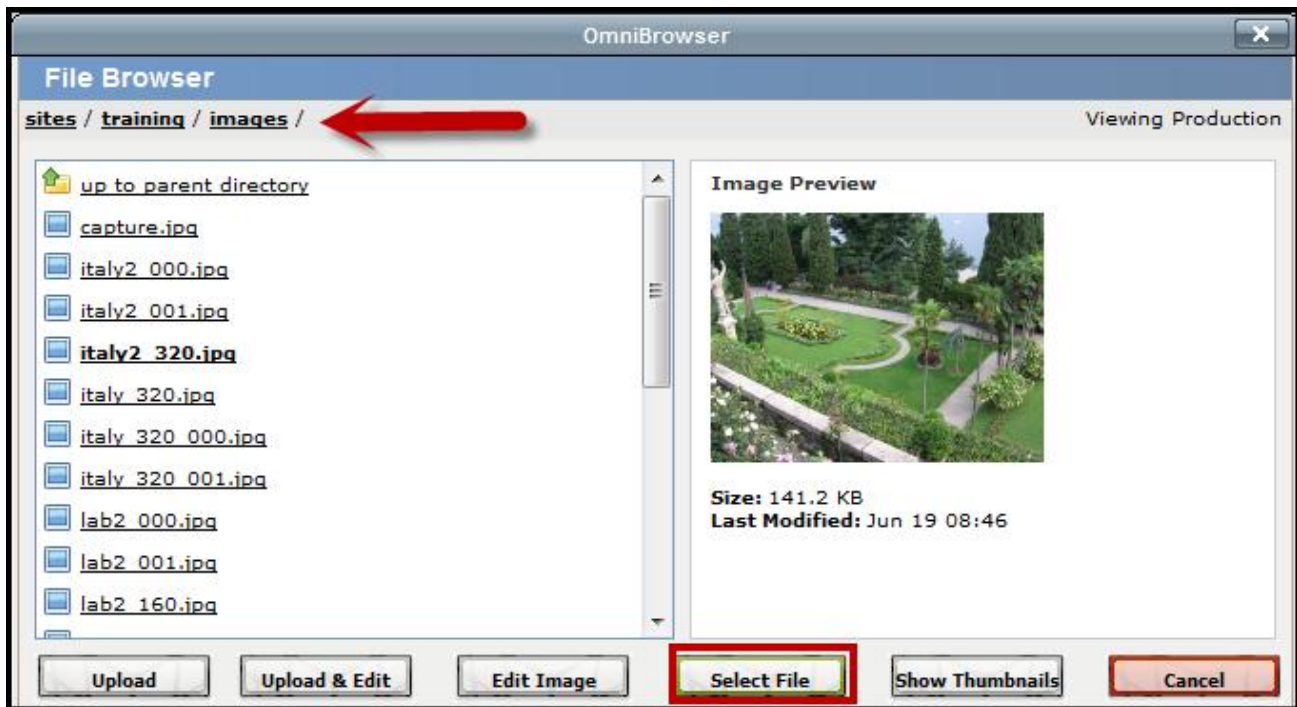
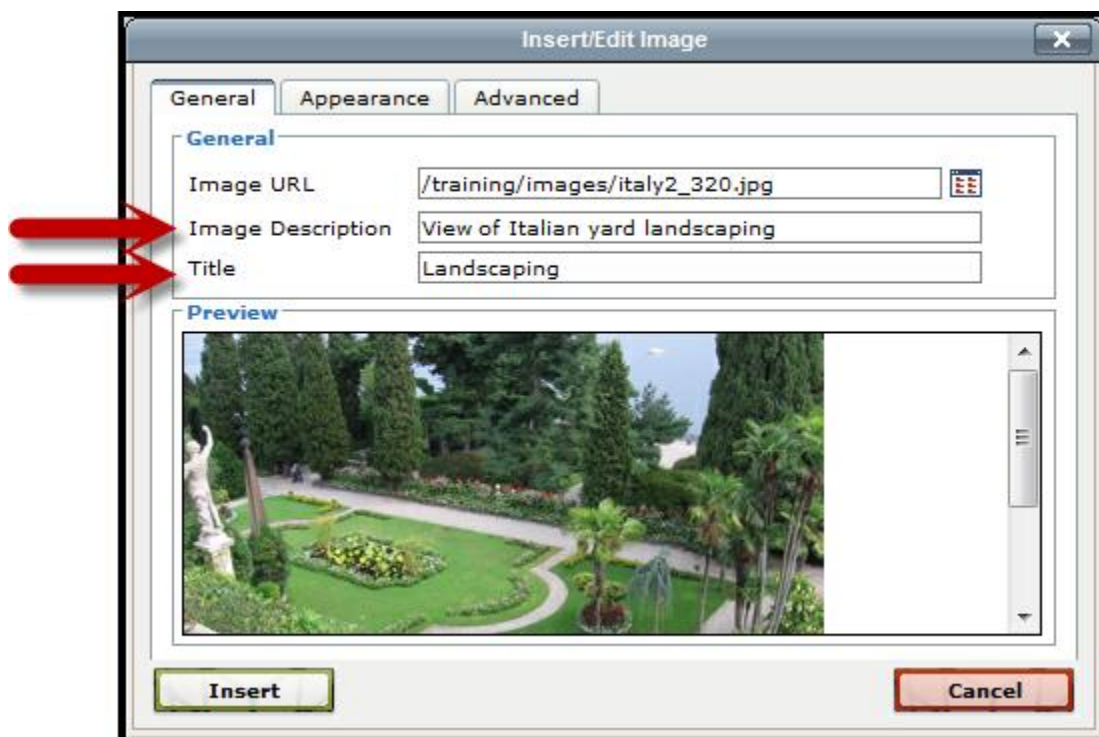




- Once in the **images folder**, click the desired image once to preview it. To view thumbnails of all the pictures choose the Show Thumbnails button **Show Thumbnails** under the Image Preview.
- Once you find the desired image, click **“Select File.”**



- After selecting the image, you must add an **“Image Description”**, also known as an Alt Tag, for accessibility compliance. The image description must be at least 7 characters long. If you attempt to insert the image without the image description you will get an **“Image description cannot be blank”** error message.



8. To change the alignment of the picture, choose an option in the **Alignment** drop down menu.
9. If you want to change the dimensions, click the **Appearance tab** and modify the pixels in the **Dimension** width and height. Make sure to leave Constrain Proportions check marked to avoid distortion.
10. To make the text wrap around the image choose an option such as Image Right, Image Left or Image Center from the **Class** dropdown menu.
11. Click **“Insert.”**

