
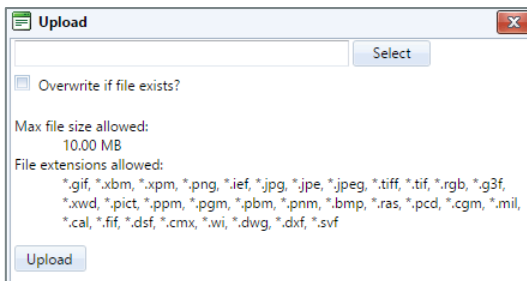


ABOUT IMAGES ON YOUR WEBSITE

- Presence supports all the standard web graphic formats: GIF, JPG, JPEG, TIFF, PNG.
- The built-in Image Editor can be used to edit, crop, re-size, and rotate images.

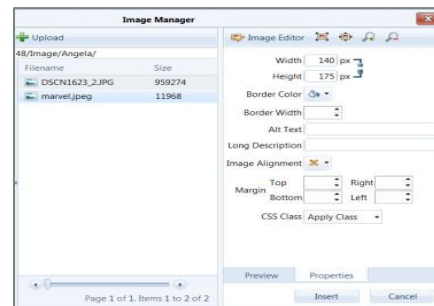
Uploading Images

1. Click the **Image Manager** icon 
2. Double-click the folder with your name on it.
3. Click the **Upload** icon.
4. Click the **Select** button.
5. Choose the image you want to upload from your computer and click the **Open** button.
6. Click the **Upload** button.
7. The image you chose will be uploaded into your folder.



Inserting an Image

1. Position your cursor at the location where you want to insert the image.
2. Click the **Image Manager** icon and browse to your folder.
3. Select the image you want to insert by clicking on the file name.
4. Click the **Properties** tab.
5. Enter the **Width** and **Height** you want to give to this image.
6. Enter a description of the image in the **Alt Text** field.
7. Click the **Insert** button.



Aligning Images with Text

1. Select and right-click the image.
2. From the drop down menu, choose **Properties**
3. Click the **Image Alignment** dropdown and select the alignment option of your choice.
Options: Top, Bottom, Left, Right, Center
4. Click the **OK** button to finish the process

