

ADDING IMAGES

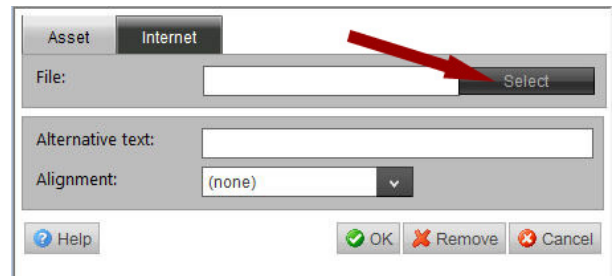
- To add an image, open the text editor and click in the area of the page where you want the image added
- Click on the Insert Image button on the far right hand side of the text edit menu



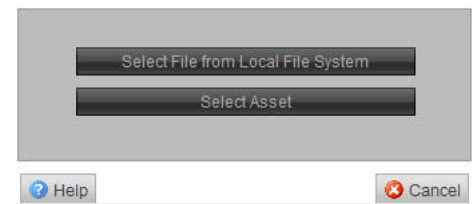
- In the box that pops up choose the Asset tab. You'll know you are in the asset tab because it will be a lighter color than the other one



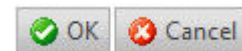
- If you are uploading an image from your computer, or using an existing image, click on the Select button



- In the box that comes up, choose Select File from Local File system if you have the file on your computer, or choose Select Asset if the file has already been loaded into the system.
- Once you have chosen where to get the image, follow the steps to insert the image into the page



- When you have the image selected, click the OK button on the lower right hand side



- When you are done editing the document click the OK button to save your work and close the screen to return to the Red Dot page navigation area. Just clicking the Save button will save your work but keep you in the text editor

