




Add Image to Bulletin

On the Bulletin Template:

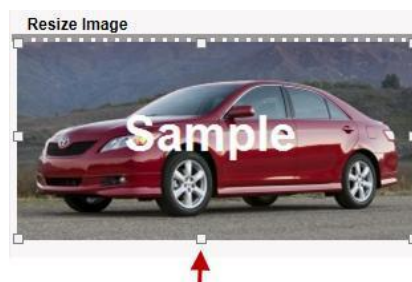
1. Select 'Add Image Block'. 
2. Click 'Add/Edit Image'. 

On the Bulletin Form:

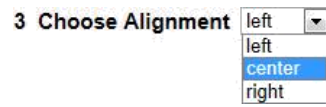
3. Click 'Browse Image'. 
4. If the image is in your image gallery click on the image (not the check box) and go to step 10.
5. To add an image to the gallery from your computer, click 'Browse'.



6. Double click on the image file that you would like to upload. Note: You may only upload images that are jpeg, jpg, gif or png.
7. Enter a name for the image.
8. Select 'Upload'.
9. Your image will now appear in the Image Editor. Click on the image (not the check box).
10. The system will automatically resize your image to fit the width of the image block.
11. To adjust the image height, go to the bottom of the image until you see the grabbers. Pull the grabber with your mouse up or down until your image is adjusted properly.



12. Note: The system will not allow you to make the image wider than the image block.
13. If using the bulletin template, choose the alignment of your image by selecting from the drop down box in step 3.



14. To hyperlink your image, see 'Create Link to Image' in the Help Menu.

15. Lastly, select the 'Insert' button in Step 5. 

16. Your image will now appear in the image block on your bulletin.