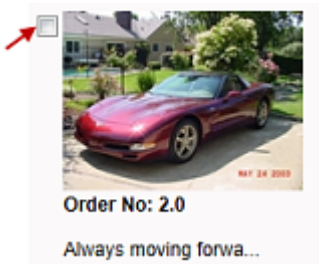
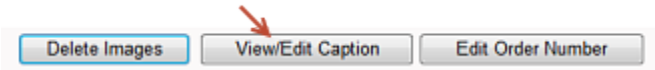
Edit Image Captions

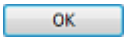
From the Dashboard:

1. Select the icon you have chosen for your image Gallery.
2. Check the box on the upper left of the image whose caption you would like to edit.

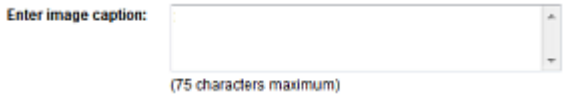


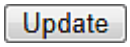
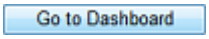
3. Scroll to the bottom of the page and click the ‘View/Edit Caption’ button.



4. Click ‘OK’. 

5. Enter your caption.



6. Select ‘Update’. 

7. Select ‘Go to Dashboard’.