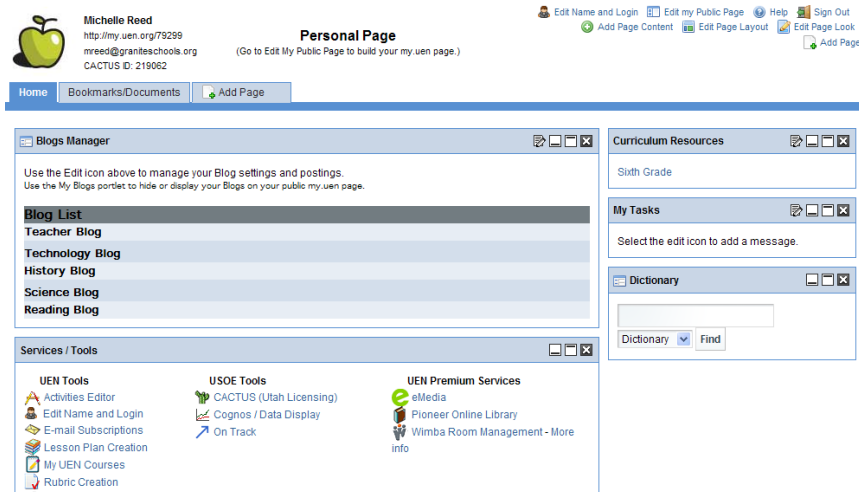
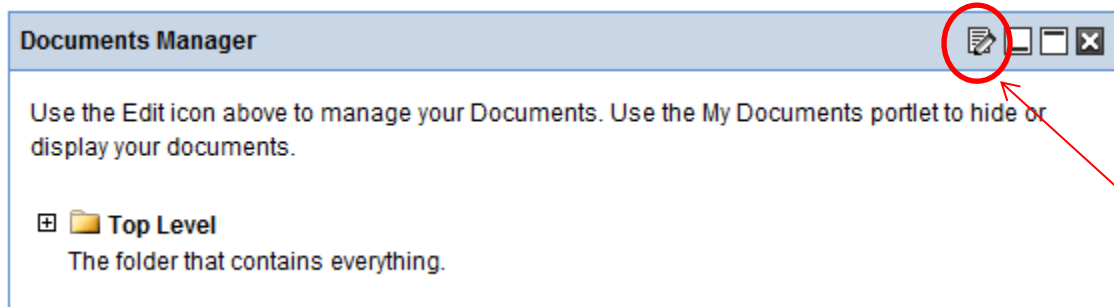


Adding Your Own Images

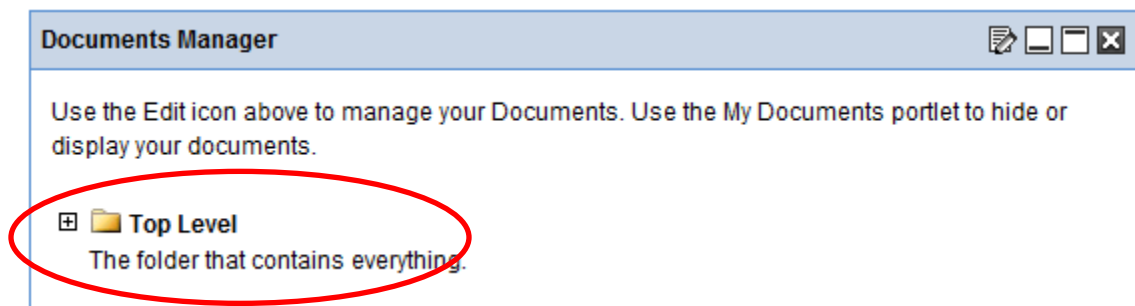
1. Save the image.
2. Go to your personal page.



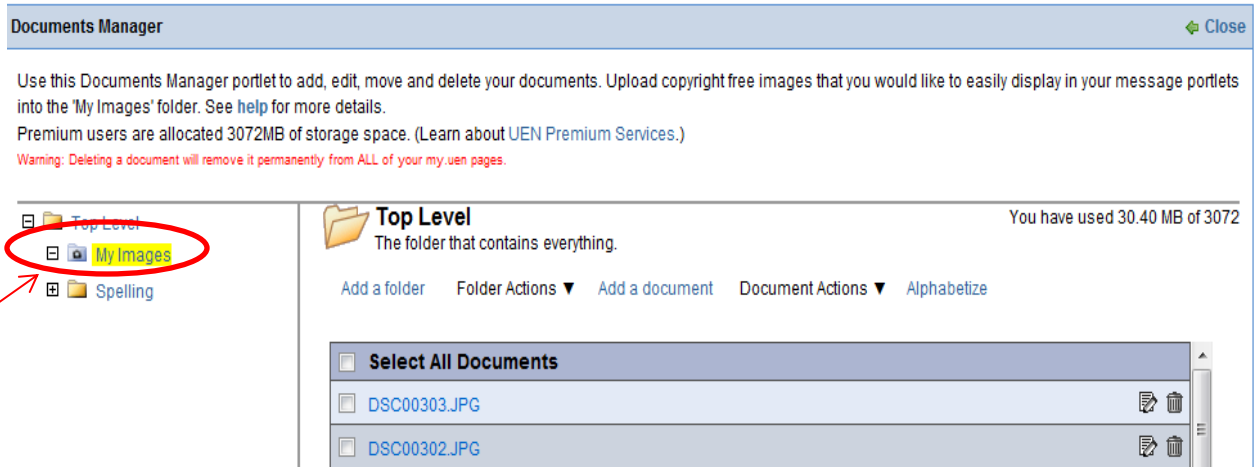
3. Click on Documents Manager – Edit.



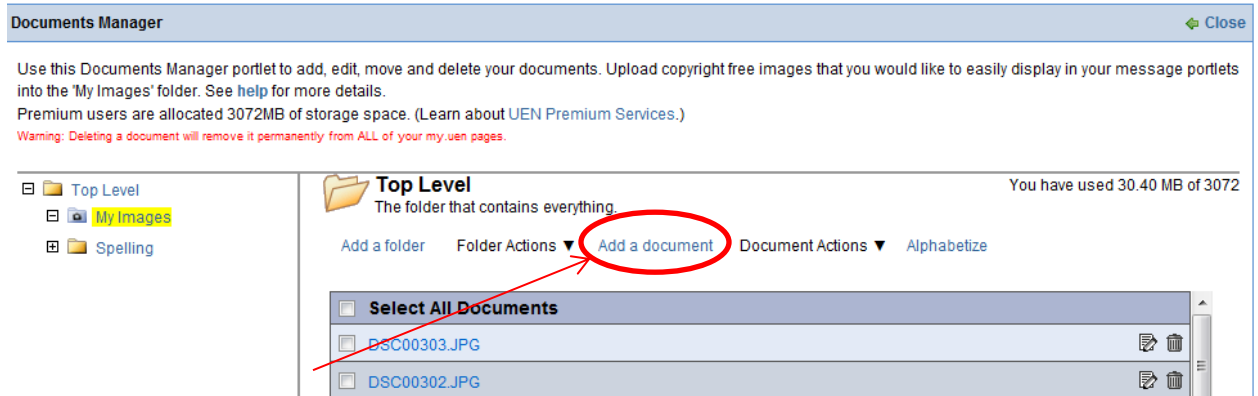
4. Click on Top Level.



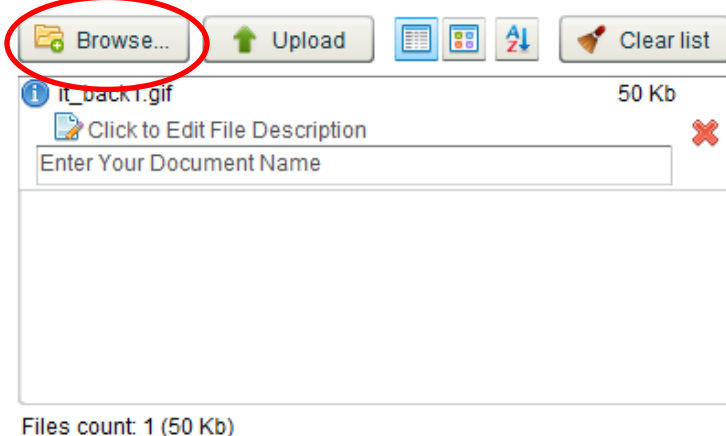
- Click on My Images.



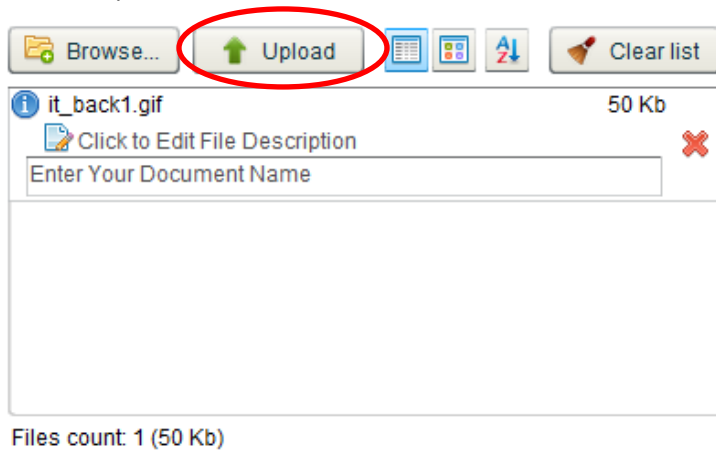
- Click on Add a document.



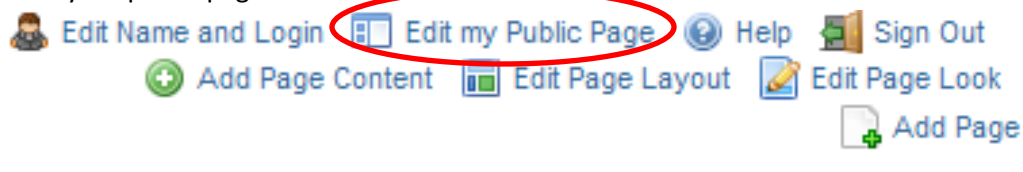
- Browse to your picture(s). You can upload more than one picture at a time.



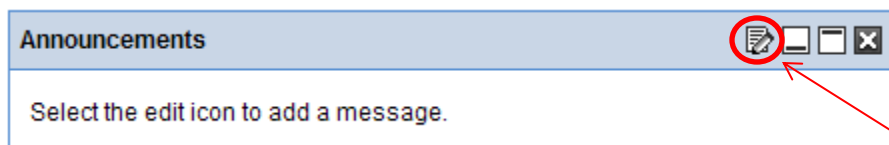
8. Click on Upload.



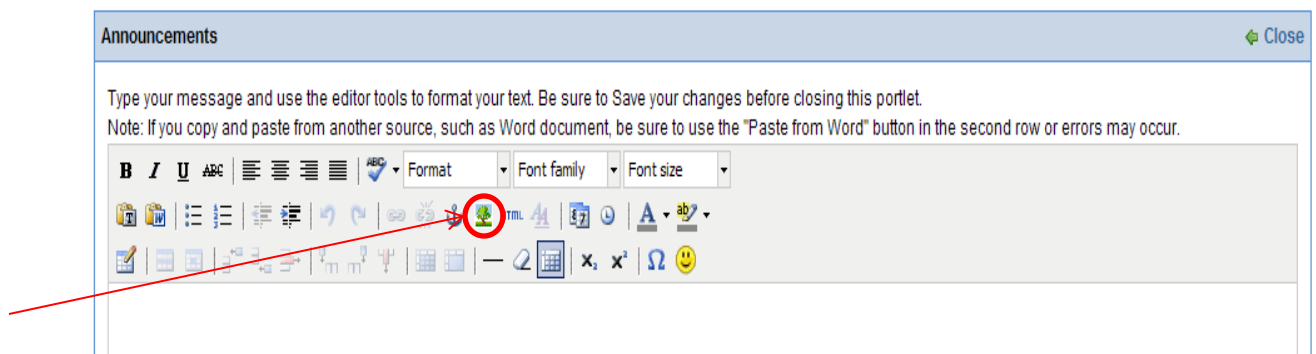
9. Go to your public page.



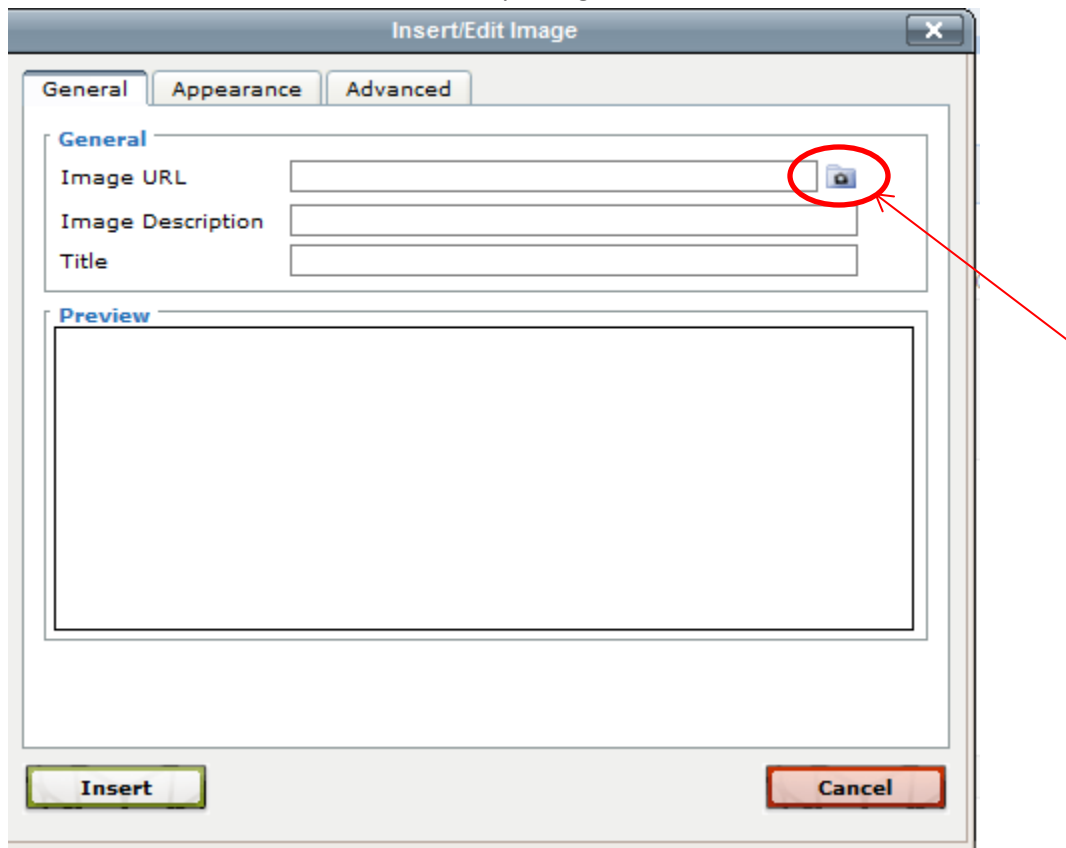
10. Click Edit on the message box where you want to put the picture.



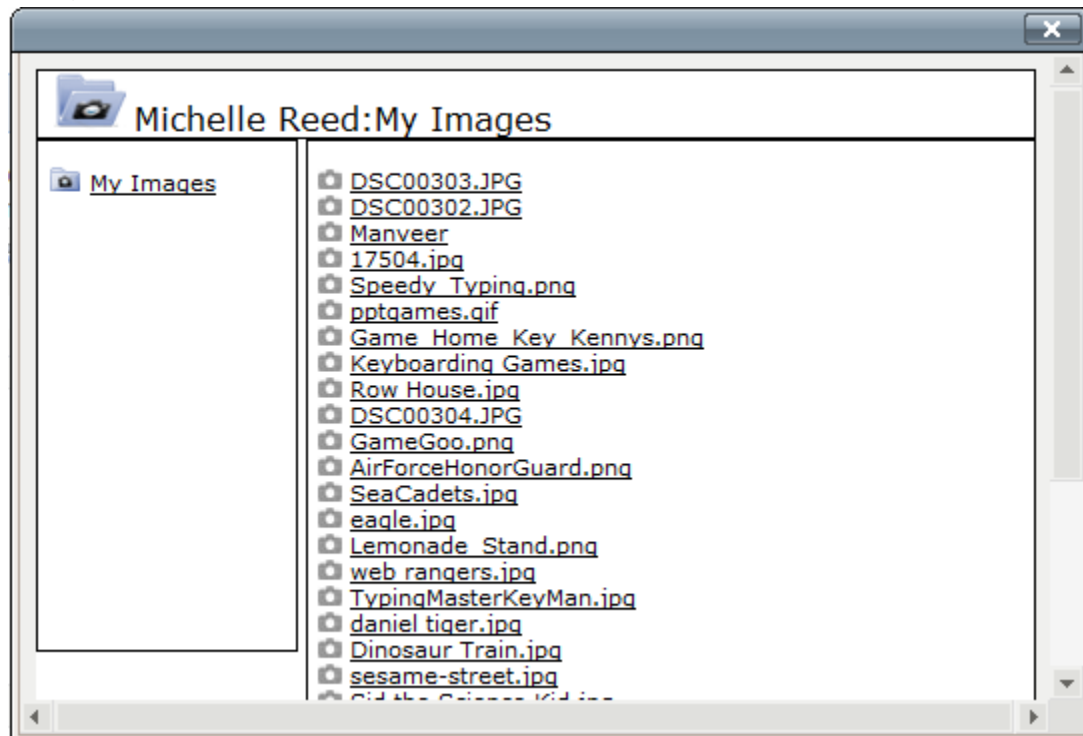
11. Click the picture frame.



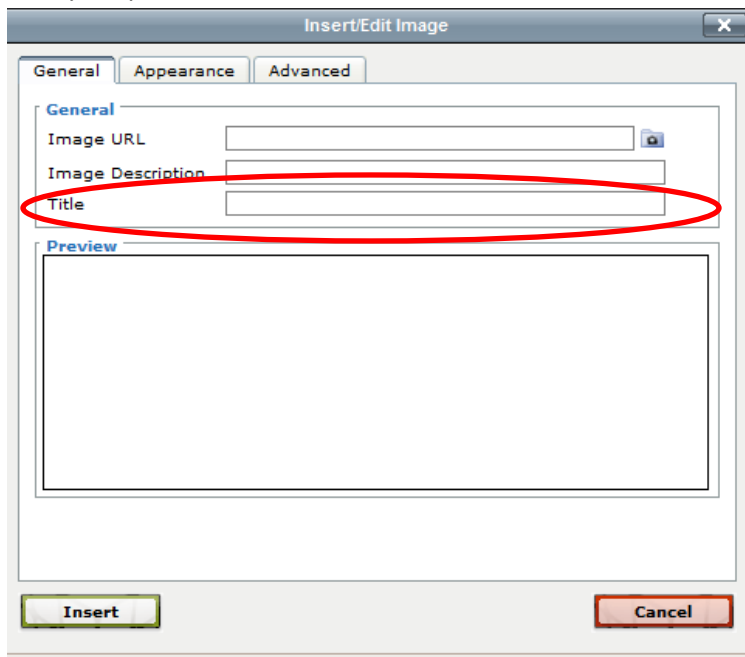
12. Click on the folder next to the line that says Image URL.



13. Click on the name of the picture that you want to insert. (You can only insert one picture at a time.)

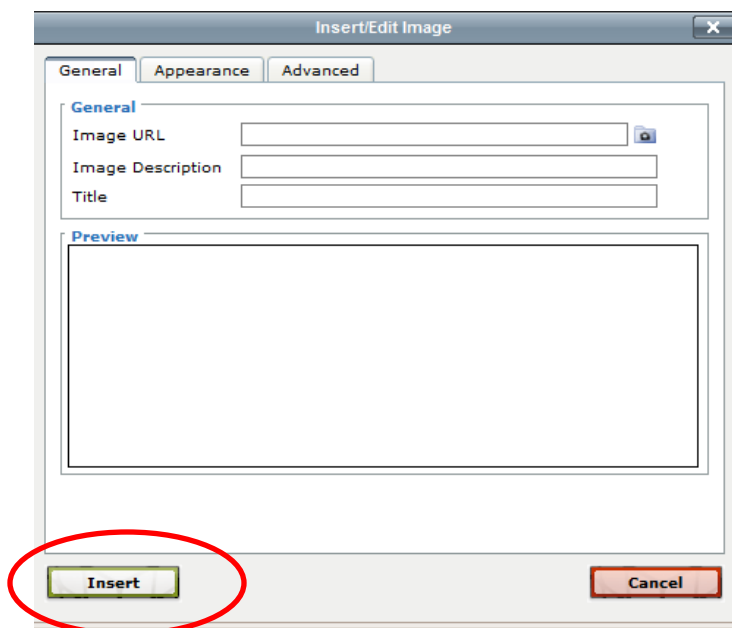


14. Give your picture a title.



The screenshot shows the 'Insert/Edit Image' dialog box with three tabs: 'General', 'Appearance', and 'Advanced'. The 'General' tab is active. It contains three input fields: 'Image URL', 'Image Description', and 'Title'. The 'Title' field is circled in red. Below these fields is a 'Preview' section with a large empty box. At the bottom are 'Insert' and 'Cancel' buttons.

15. Click on Insert.



This screenshot is identical to the previous one, but the 'Insert' button at the bottom left is circled in red.

16. You can resize your picture by clicking on it and moving the corners in or out.

