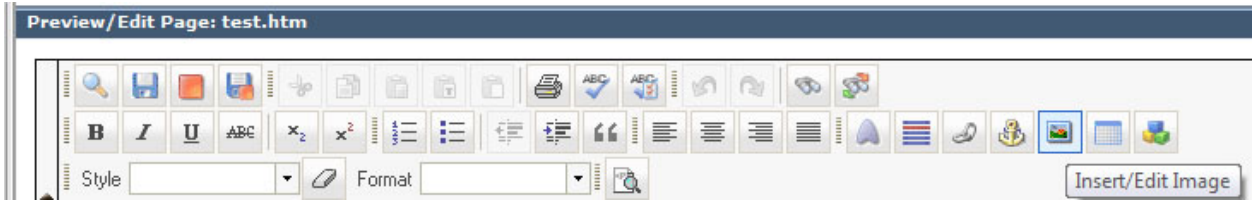
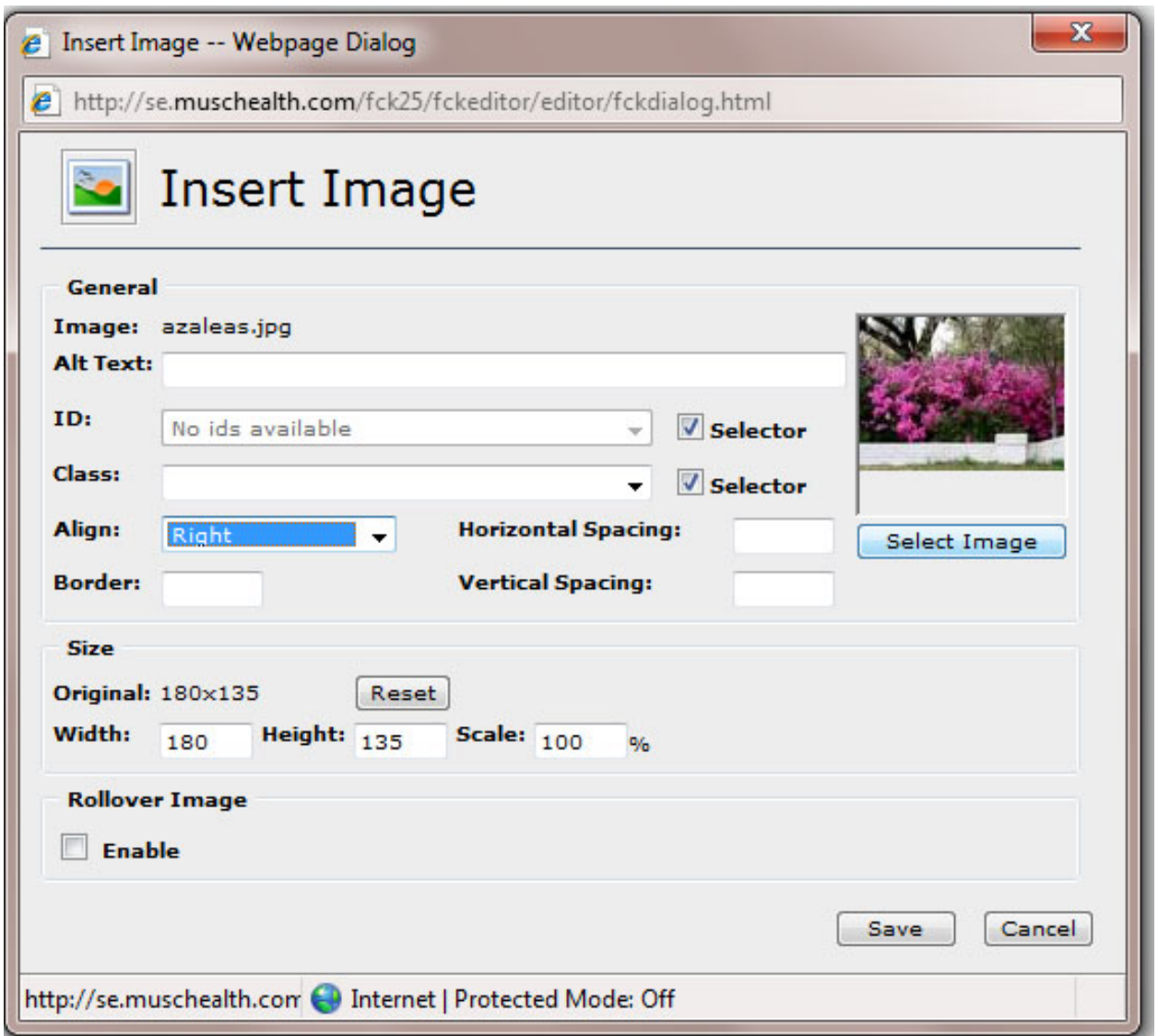


How to Create a Page with a Picture and Text

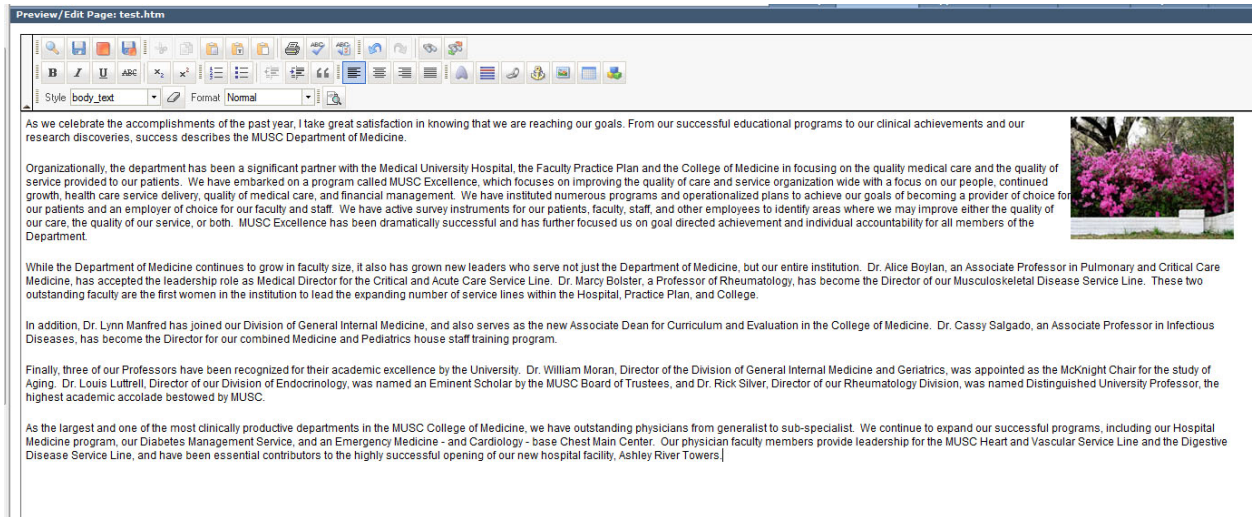
1. Navigate to the page you would like to insert the picture with your text and click “Edit Page”.
2. Click the “Insert/Edit Image” button



3. In this window, select the image you would like to use by clicking the “Select Image” button. Once you have your image selected, make sure to make the “Align” field set to “Right”. This will put your image on the right side of the page, instead of the default left side.



4. This will now allow you to insert your text on the page and allow your text to wrap around the picture.



Alternatively, there is another, and slightly more complicated way of doing this. It involves copying a page that looks like the page you want to create and then redoing the picture.

1. Click the page you would like to copy and click the "Desktop" tab that is on the right hand side. Then click the "Copy Page" icon.

Page Maintenance:



Rename Page



Copy Page



Move Page



Delete Page

2. Then select where you would like to put your new page and rename the page in the "Page Name" field.
3. Now edit the page. You can delete all the text on the page and replace it with your new text, and right click on the image to change. Select "Image Properties" and a new window will pop up.
4. Like before, click "Select Image" and find the picture you would like to insert into the page.