
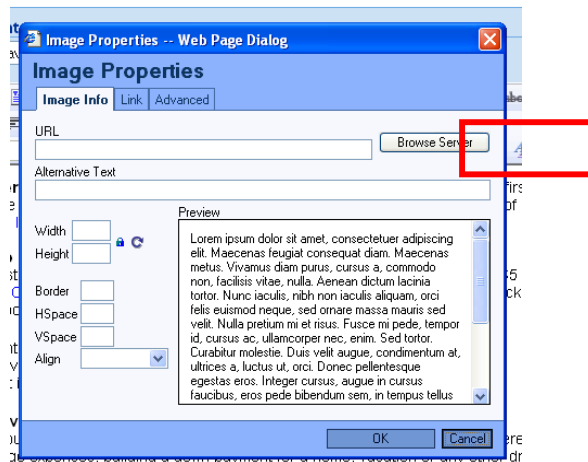


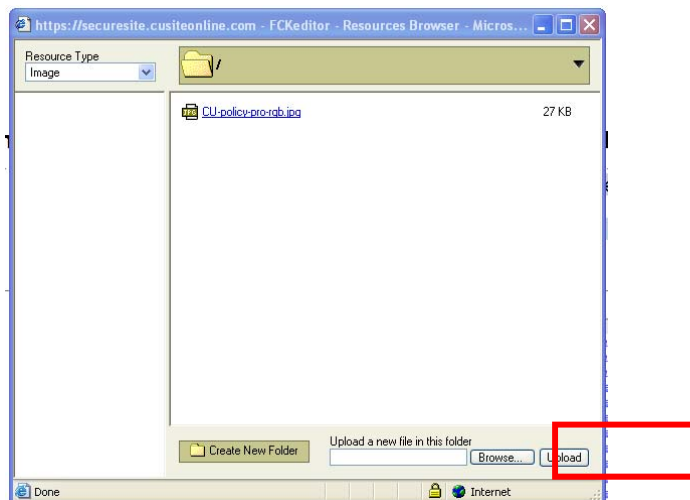
Inserting Graphics into a Policy

To insert a graphic:

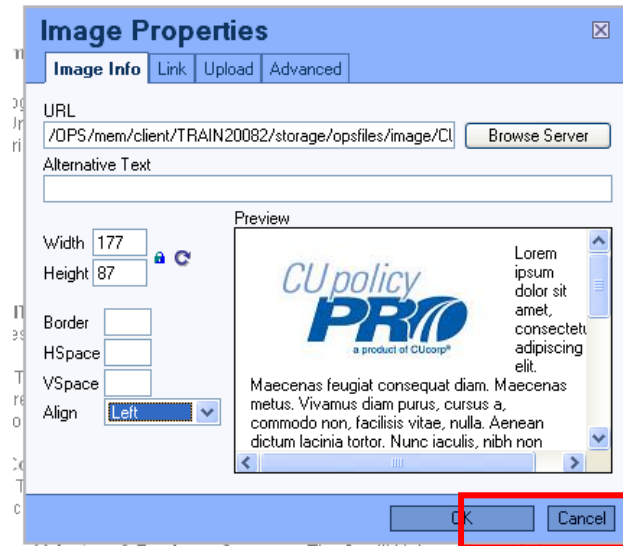
1. Make sure your cursor is in the exact position where you want the graphic inserted.
2. Click the “Insert/Edit Graphic” icon. 
3. A form will pop up giving you some options for your picture.
4. To upload your own image or access existing images in the image library, click the “Browse Server” button.



5. A new window will open showing a directory of all the images in the image library. To choose an image already in the library, click on the linked name of the image.
6. To upload a new image, use the “browse” button to find your image, then click the Upload button to add the image into the library. You can create new folders for ease of organizing and finding images.



- Once you have clicked on the image to be inserted, you will be shown the image properties, as well as a preview box so you can see how the image will interact with your text based on the assigned properties.
- When you have set your image properties, click OK to insert your image.



- Using Image Properties. You can change image properties prior to inserting the image or after an image has been inserted. To change properties after the image is inserted, right click on the image and choose "Image Properties".

Alternate Text: Used commonly on Web sites, this is descriptive text that is displayed by Web browsers when the picture has not yet been downloaded. Also, the description is recommended to assist those with sight disabilities.

Width: the width (in pixels) of the image. The width can be changed, *however, the recommended method for changing an image size is to resize it using a photo program then re-uploading the image.*

Height: the height (in pixels) of the image. The height can be changed, *however, the recommended method for changing an image size is to resize it using a photo program then re-uploading the image.*

Border: Creates a box around the picture. The default is 0 (no border). The larger the number, the thicker the border appears.

HSpace: Horizontal padding (in pixels) to the left and right of the picture. The larger the number, the larger the space.

VSpace: Vertical padding (in pixels) to the left and right of the picture. The larger the number, the larger the space.

Align: This aligns the photo relative to the text. Generally "Left" or "Right" create the best look on a Web page.

Note: Your uploaded images will be stored (and are visible) in the Storage Area (file Opsfiles > Image). Do Not Delete these files from the Storage area or they will not be available for your manual! Images uploaded to this folder through the Storage area are also available when adding images to a page.