

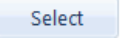
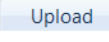


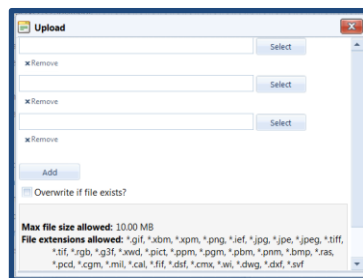
About Images on your Website

- SharpSchool supports all the standard web graphic formats: GIF, JPG, JPEG, TIFF, PNG
- The built-in Image Editor can be used to edit, crop, re-size, and rotate images

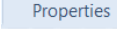
Uploading Images

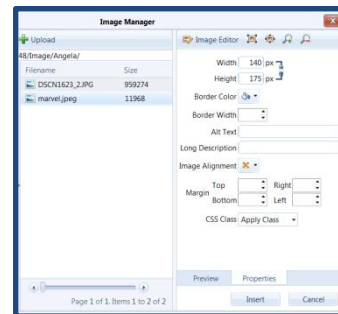
1. Click the **Image Manager** icon 
2. Double-click the folder with your name on it
3. Click the Upload icon  Upload
4. Click the **Select** button 
5. Choose the image you want to upload from your computer and click the **Open** button
6. Click the **Upload** button 
7. The image you chose will be uploaded into your folder

Tip: You can upload more than one image at a time. The three **Select** buttons allows you to select 3 images. In addition, you can upload more images by clicking the **Add** button.



Inserting an Image

1. Position your cursor at the location where you want to insert the image
2. Click the **Image Manager** icon and browse to your folder
3. Select the image you want to insert by clicking on the file name
4. Click the **Properties** tab 
5. Enter the **Width** and **Height** you want to give to this image
6. Enter a description of the image in the **Alt Text** field
7. Click the **Insert** button



Aligning Images with Text

1. Select and right-click the image
2. From the dropdown menu, choose **Properties**
3. Click the **Image Alignment** dropdown and select the alignment option of your choice. **Options:** top, bottom, left, right, center
4. Click the **OK** button to finish the process

