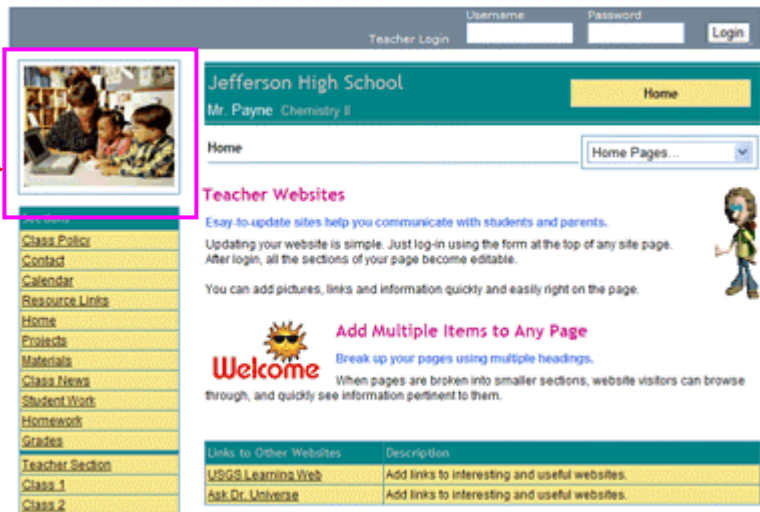


Image Control

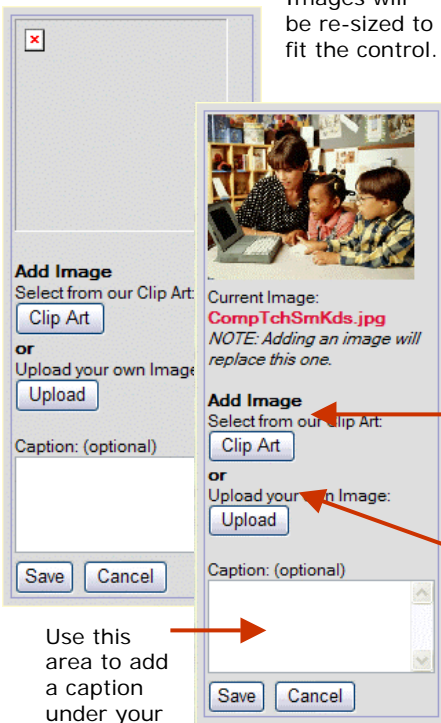
Images can be added in several places on your web pages. The process is the same as described below. You can use your own images, or our Clip Art collection.

Image Control

Used to add images. Images in this control are keyed to the Section Menu. The same image will show for any page in a particular Section.



Images will be re-sized to fit the control.



Use this area to add a caption under your image.

Image Control Editing

This is the way this control looks when your site is in **Edit Mode**.

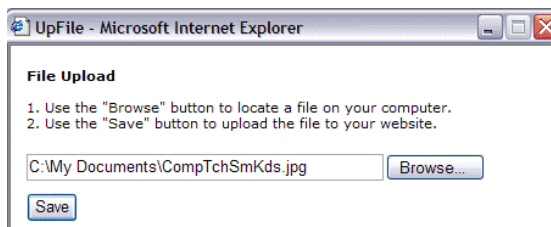
If the control has previously had an image set, it will show, along with the image's file name. To change an Image, just add a new one, and it will automatically replace the existing one.

Select from our Clip Art

If you choose the "Clip Art" button, a window will pop-up that contains links to our clip art images. Following the links allows you to browse the art collection and choose an image.

Uploading your own Images

To use your own image, click the **Upload** button. You will be able to select an image from your computer using the dialog box that pops up (see below).



You can use links on your **My Account Page** to view, and delete images and files you have uploaded, but no longer use.

You will need to select an image appropriate for viewing in a web browser. Images should be of type **.gif**, **.jpg**, **.jpeg**. If you upload an image that doesn't work, you can try again with another.

NOTE File sizes for images that you upload should be fairly small. Images from 10KB – 300KB are ideal. The larger the file, the longer it will take to upload, and the longer it will take for the page to load when visitors view the page.

Also, even with a fast Internet connection, such as Cable Modem, or DSL, upload speeds are much slower than normal viewing speeds. If a file takes too long to upload, an error may occur. Please choose another file, or reduce the file size of the current file.

A discussion of **Web Graphics** can be very complicated, and is beyond the scope of this tutorial. For more information please see: <http://hotwired.lycos.com/webmonkey/design/graphics/>