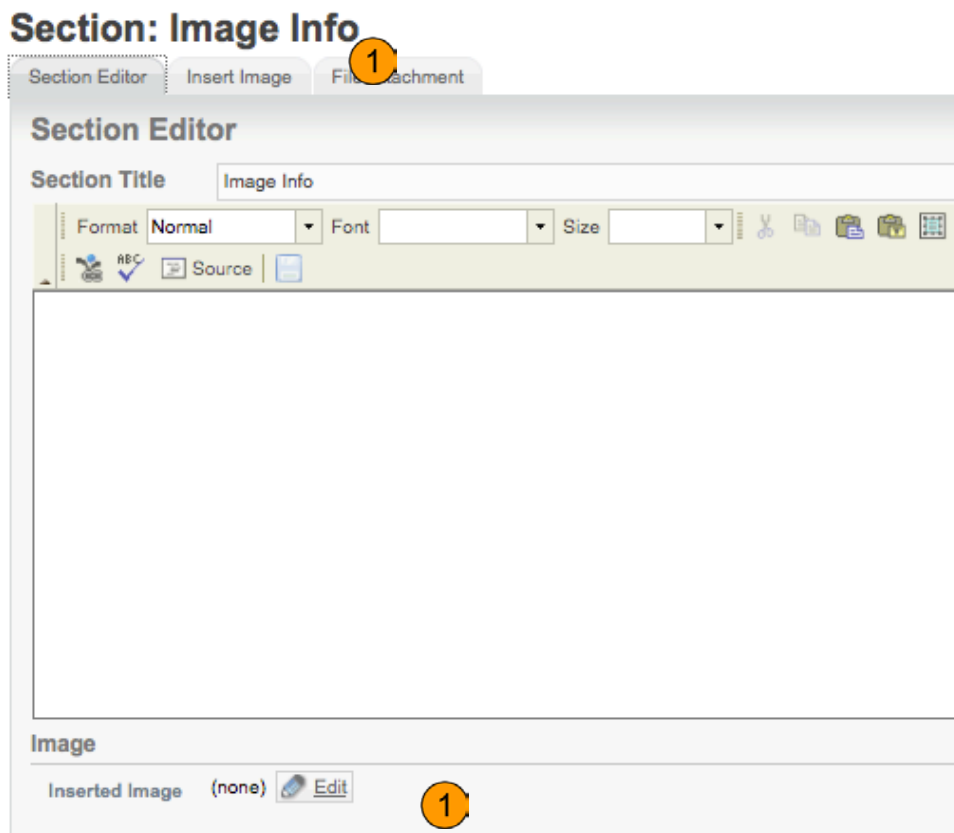


Adding an Image to a Document Section

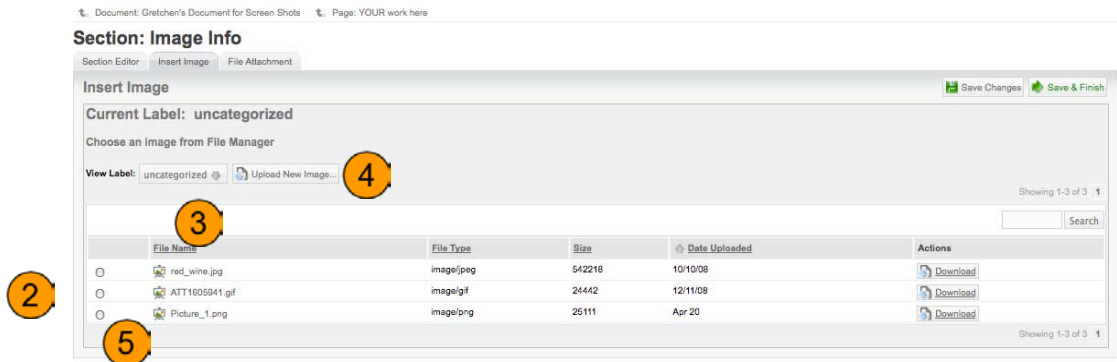
Adding images and web resources like sound bites and movie clips are a valuable way to enrich your document. A single image or resource from your computer's hard drive or CD-ROM can be added as follows:

1. In the editor mode (see **Edit a New Document** above for more details), select **Edit** from the image section at the bottom of the section or click on the **Insert Image** tab near the top of the section.

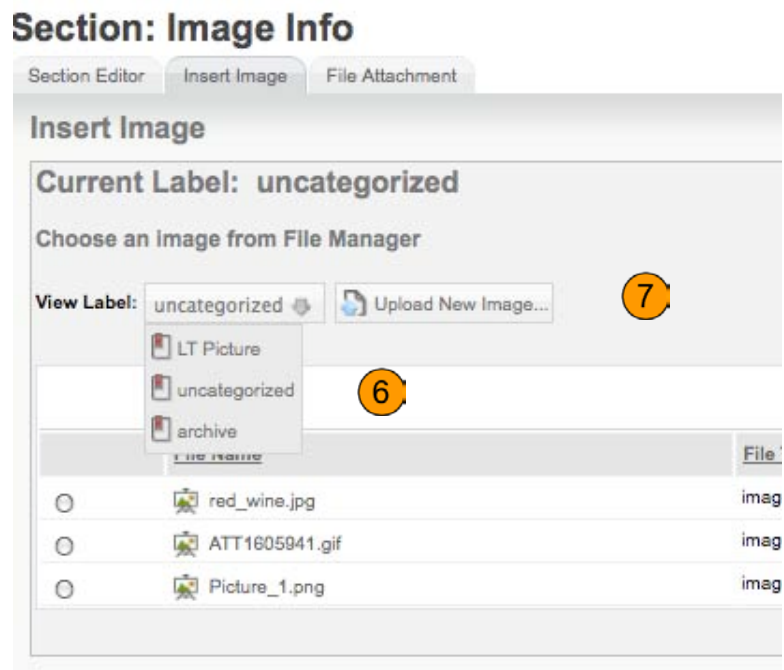


2. A list of the uncategorized images currently in your File Manager will appear near the bottom of your screen.
3. A labels button (defaulting to **Uncategorized**) is near the top of the screen. If you have created labels to categorize your File Manager contents (see File Manager section of this guide for more details), you may change which label's contents are displayed using this button.

- There is also an **Upload New Image** button. Click this button to upload the image you want to use if it has never been previously uploaded to LiveText.

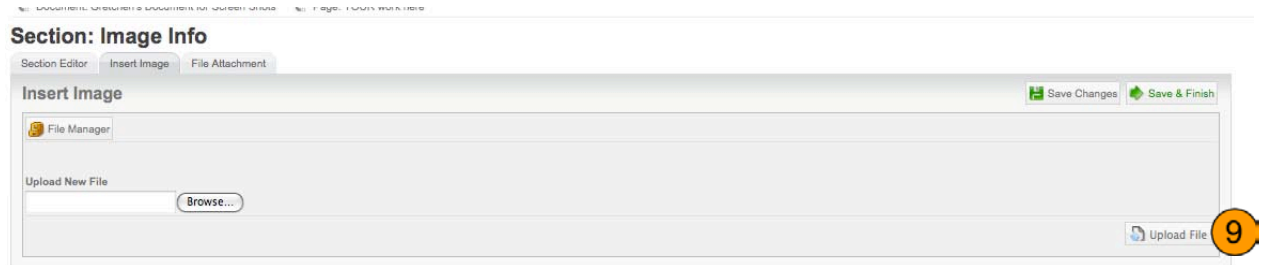


- To add an image that you have previously uploaded, just click in the radio button next to the image and click **Save and Finish**.
- If you have previously organized your File Manager using labels, you can select a different label to view using the drop down label button. Once you have located the image you wish to use, complete the process as described above.

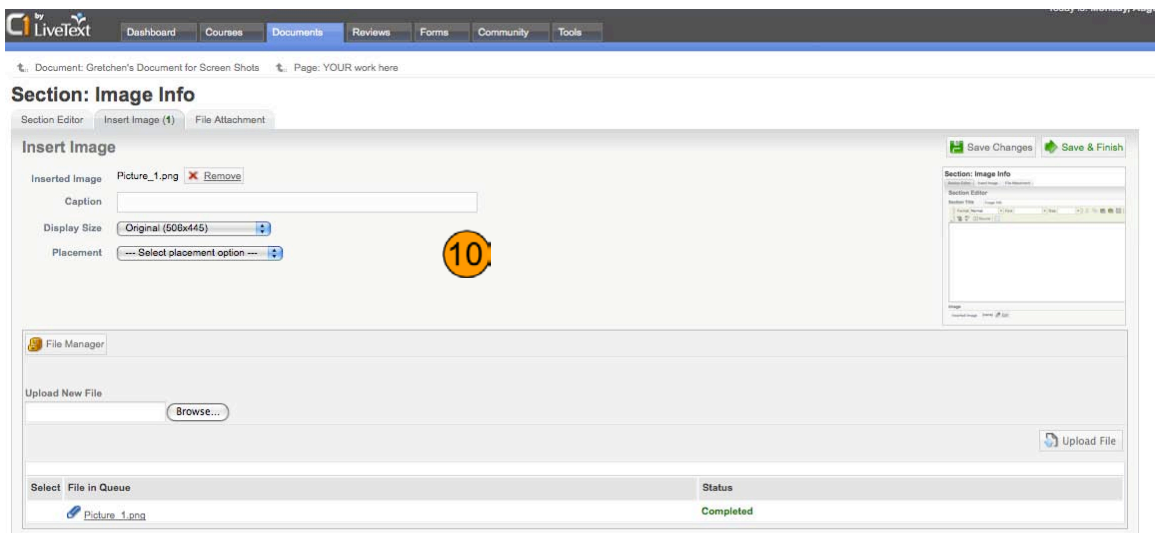


- To upload a new image, click the **Upload New Image** button.
- Click the browse button and locate the image file you want to use.

9. Click the **Upload File Button**. A file queue will appear which will give you the status of the upload process.



11. Once the status of the upload is complete, you will be taken to a screen that gives you the option of writing a **Caption** for your image, **Display size** (small or medium is probably best, especially if you are using photos taken at high resolution), and **Placement** of the image. Please note that as far as placement goes, if you choose "Above Text" or "Below Text" the image will not be centered on the page.



12. Click **Save and Finish** to see your section with the image in place.