

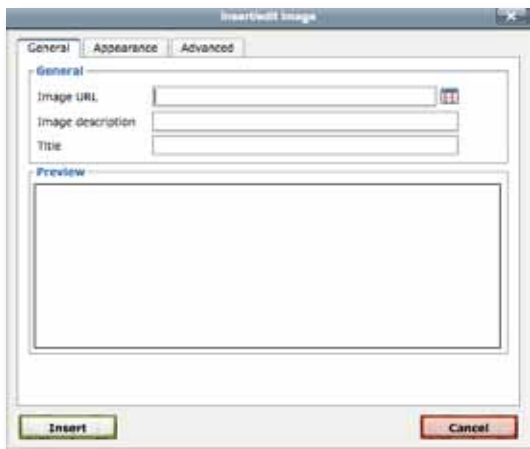


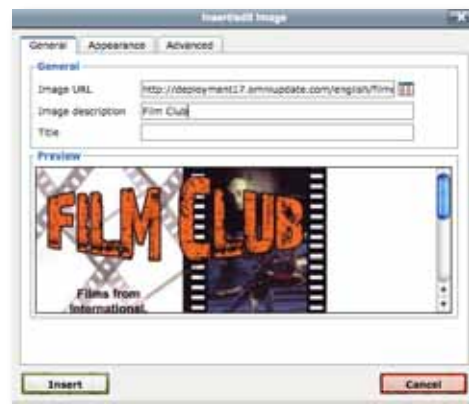
OmniUpdate Web Content Management

Upload and Insert Images into an Existing Web Page

1. Navigate to the web page where the image will be added.
2. Click on the © 2009 at the bottom left of the page to login.
3. Login with your ECom user name and password.
4. Click on the **edit button**  above the area the image will be added.
5. In the second row of formatting tools, choose the **insert/edit image** icon. 
6. To select the Image URL, click on the square to the right of the text box to open the **File Browser**.



7. In the **File Browser**, click on the **select image button** and the photo will be visible in the image preview, click the **select file button**. Be sure to add an **Image description**. Click the **insert button**.



8. Users also have the option to click on the **upload image button** and choose an image from another source. Once an image is selected it will open in a window and give the user options to increase or decrease the size, crop, rotate, save as (saves the image to a specified area on the local computer), or upload as (saves the file to web page files). Once the file is selected, click the **select file button**. Click the **insert button**.
9. Right click on the image to change the alignment or edit the image.