

HOW TO INSERT A PICTURE ON TO A SHAREPOINT WEB PAGE

- Find Picture to use
- Right click on the picture and then Edit photo
- You need to reduce the size to about 300 x 195 or close. Try to keep the first number around 300.
- Save AS
- Go to Website
- Go to Web Pics on left hand side of page
- Go to upload picture
- Find picture and Upload it
- Click on it until you get the actual picture not thumbnail
- Copy the URL at the top of the page
- Go to the section that you want the picture inserted
- ON right hand side of page go to RICH Text Edit
- Paste URL
- Press OK