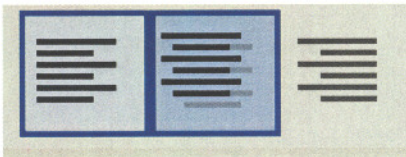
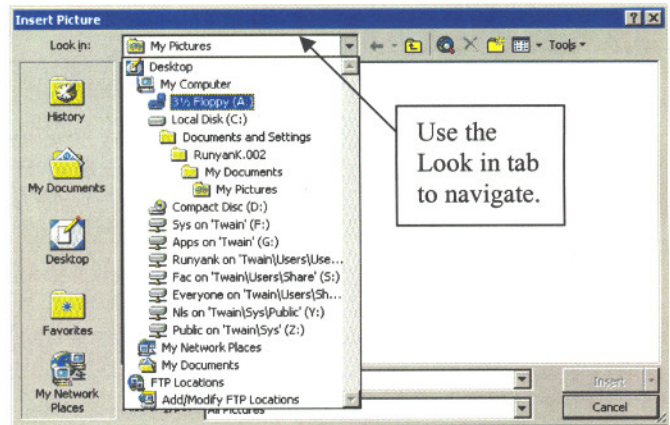
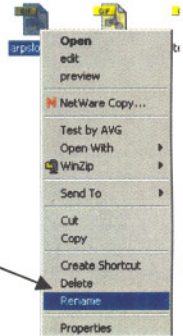


# ADDING DIGITAL PHOTOS OR OTHER PICTURES TO YOUR DIGITAL PORTFOLIO

- First you might want to preview your pictures. Open up to the folder the pictures are stored. (If it is on a floppy or on another media, first go to My Computer, then open up the drive with the **3 ½ inch Floppy** or whichever drive has your pictures) Click on a picture file; it will show a thumbnail (small version) of the picture.
- To see it larger, double click on a picture. It opens in **Microsoft PhotoEditor** or **Photoshop**. You need to close the picture before it is added to your digital portfolio.
- It's a good idea to rename the pictures you want to use for easy identification. When you are in the folder view, use the **Right Click** on the mouse and choose **"Rename"**. Type in the new name and click OK.
- Open the page you are working on in edit mode. Click on **Insert → Picture → From File**
- To add this picture or other pictures that you have saved as photos or from the internet, go to **Insert → Pictures → From File**.
- Use the **Look In** area to navigate to the place you saved the file or to the **3½ Inch Floppy**, click on your picture to select. Click Insert.



- Use the left, right, and center alignment tools to change the position of the picture.

- Each time you save with a new picture, it will ask you if you want to embed the picture. Click on **Picture Options** → Check on the original size. Try not to use too many pictures over 100 KB (the smaller the size of pictures, the quicker they come up on the page).
- You can rename the picture here as well— This is important for accessibility reasons. Web Text readers will read what the picture is and J0236449.gif does not tell what the picture is.

