



EMBEDDING AN IMAGE

1. Log onto the eMAGC editor by going to www.yourwebsite.com/eMAGC
2. Click on **NAV & CONTENT MANAGER** tab on left
3. Click on page you wish to add a **PHOTO** to
4. Click **FILES** on the right and then click **UPLOAD** and select which photo to upload
5. Leave **FILE DESCRIPTION** blank
6. Keep the file hidden and **COPY** upload filename, then go to **CONTENT**
7. Place cursor in text area and click **INSERT/EDIT IMAGE** (tree icon)
8. **PASTE** filename into **IMAGE URL** and edit **APPEARANCE**
9. Click **INSERT** and after all changes are made, click **SUBMIT** at the bottom of the page and **CLOSE WINDOW** on left

