

Add a Graphic to Your new.schoolnotes.com Page

1. First you choose a graphic from the SchoolNotes Help Site *image tag examples*: http://snhelp.edgate.com/image_tag_webpage/Image_Tag_Examples.htm Or from the RSS provided images: <http://www.rss.k12.nc.us/sngraphics.html>

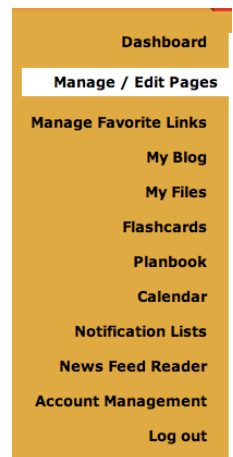
2. Highlight and *copy* the image's URL. (On the RSS site, use exactly what accompanies→ the graphic. On the SchoolNotes help site, use the address shown between the quotation marks.) → → → → → → →



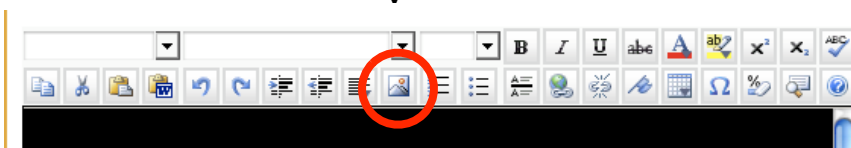
3. Log into your account. →

4. On the left, click on Manage/Edit Pages. → → → → Click the edit pencil for your page. ↓

Delete	Title	Visits	Last Modified	View	Edit	Visible
	Technology@Koontz	1487	Nov 12 2010 5:04am PST			



5. Click into the text field to place your cursor where you want the graphic. Above the text box where you enter text for your page, you will see a bar with editing tools. Click on the button with the 'sun and mountain' icon. ↓



6. A dialog box opens.

Paste the copied address into the → address field and click the OK button. →

7. If necessary, close the dialog window. Your graphic should appear among the text where your cursor was when you pasted the address.

8. Repeat the copy and paste address process for as many graphics as you wish to insert.