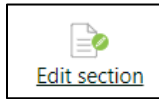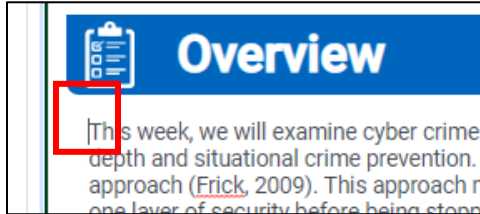# Adding Images

Here's how to add images, such as photos, charts, tables, descriptive graphics.
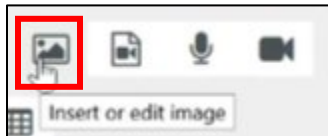
1. To add an image to a section page, such as Week 1, scroll to near the bottom of the page and click on **Edit section** to access the editor.
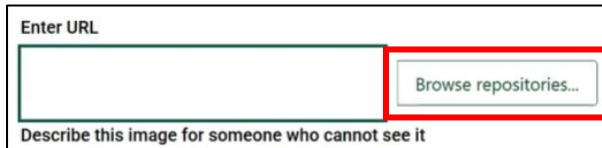

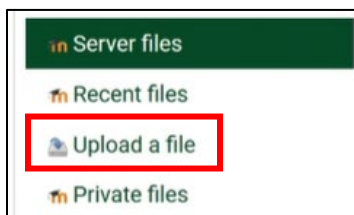2. Click in the text where you want to add the image.
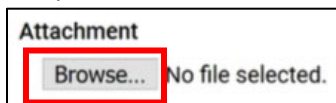

3. Select **Insert or edit image**.
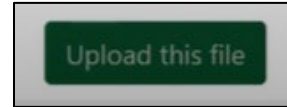

4. Select **Browse repositories**.

5. Select **Upload a file**. *For other file selection options, view the Adding Images video.*
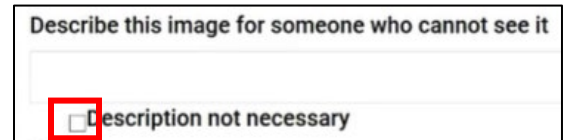

6. Click on **Browse** to locate the image file on your computer.

7. After you have selected your image, click on **Upload this file**.

8. Enter a **Description for someone who cannot see it** (e.g., National Guard members rescuing three people from a flooded home.), or check **Description not necessary**, if the image is just for decoration.
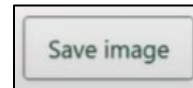

9. You may choose to make the image smaller, by either entering a new pixel width or a percentage (e.g., 450 or 30%) in the first size field. Be sure to leave **Auto size** checked.

10. Choose preferred **Alignment** from the drop-down menu.
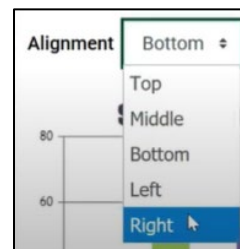
11. Click on **Save image**.

12. Ensure the image appears as expected in the Preview area. If not, click **Cancel**, as it can be easier to start over than to correct the placement. If it appears correctly, click on **Save changes**.