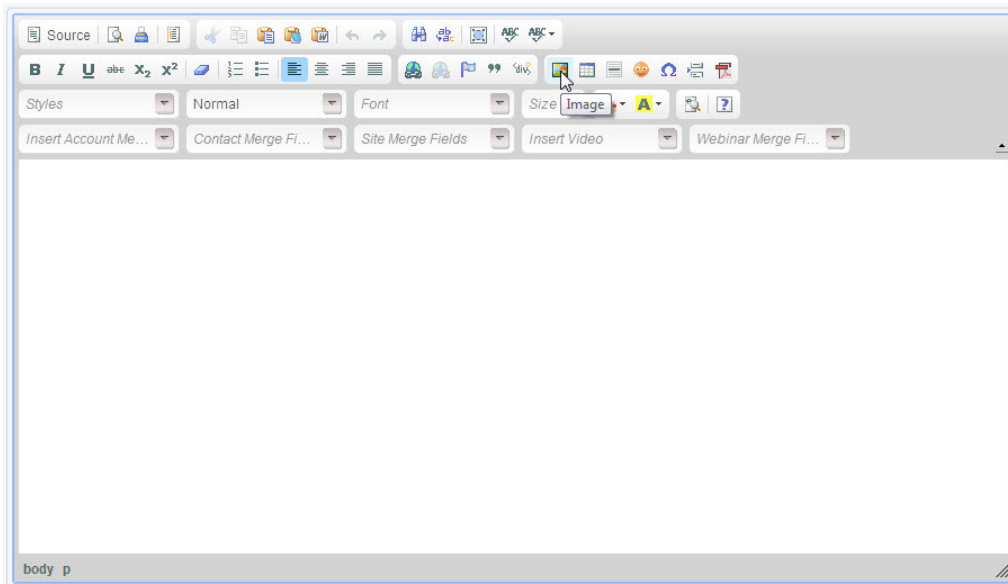


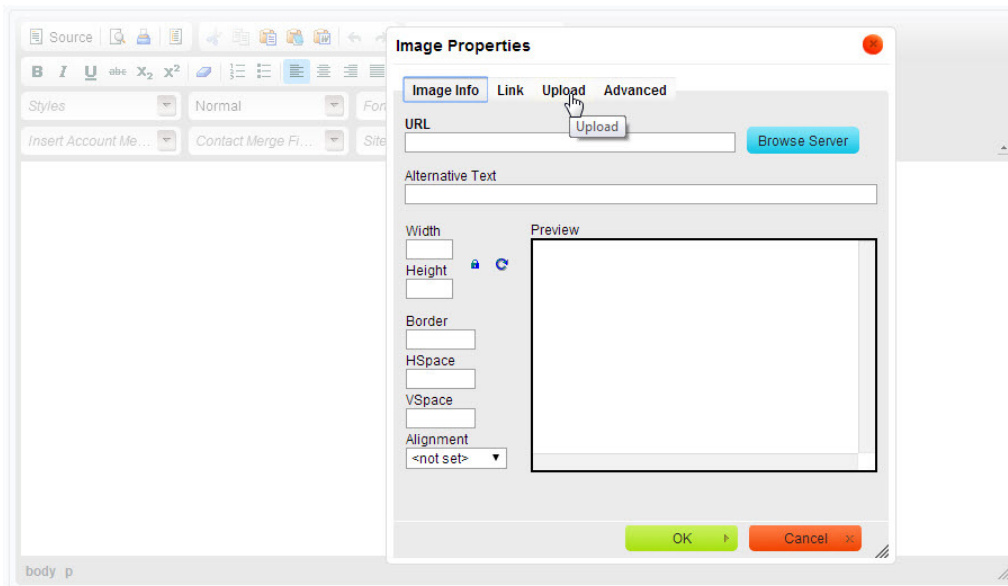
How Do I Insert an Image as a Link in the HTML Editor?

Step 1: Upload and Insert the Image into the HTML Editor

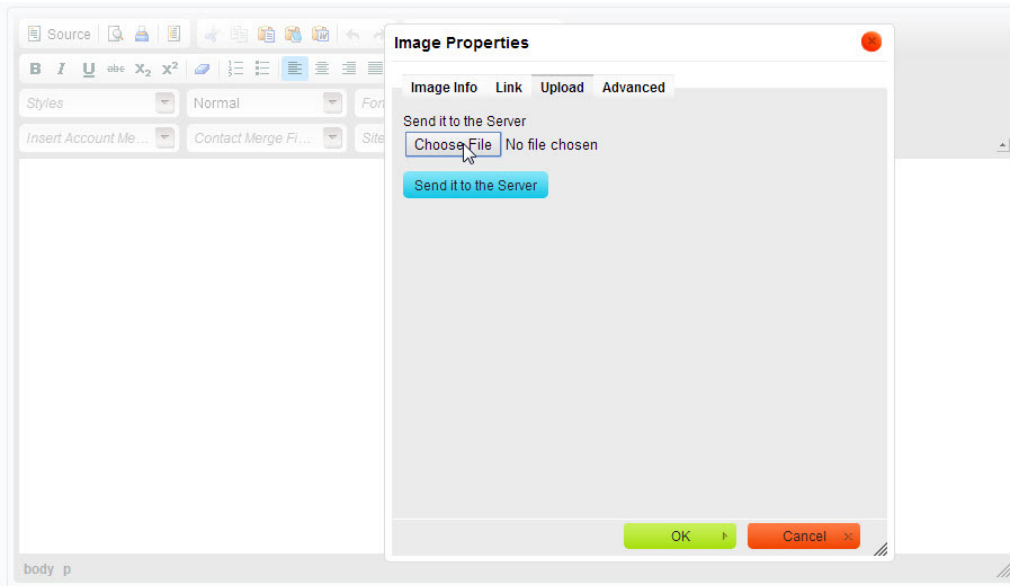
1. Click the **Image** button in the HTML Editor menu.



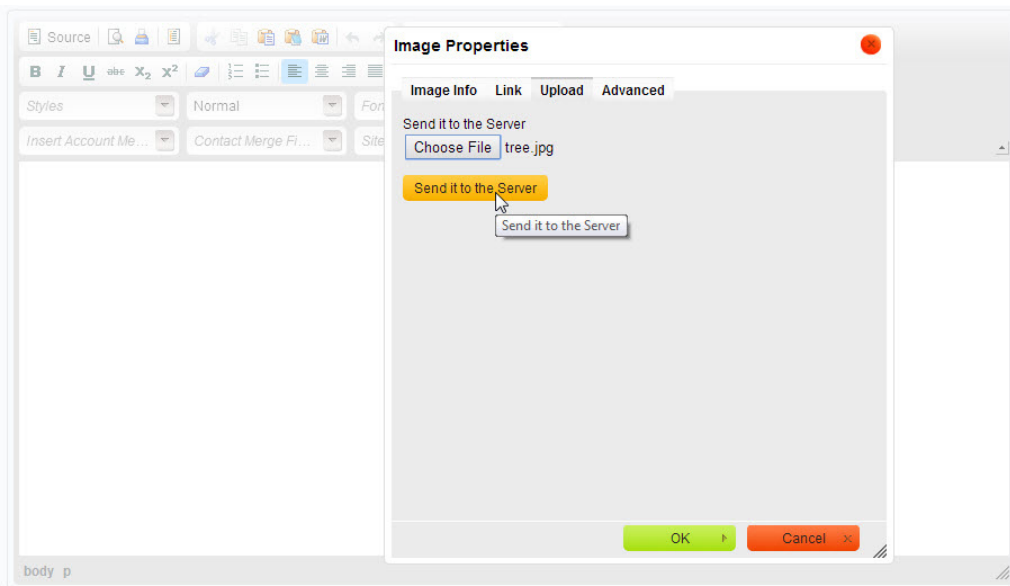
2. Click the **Upload** Tab in the Image Properties window.



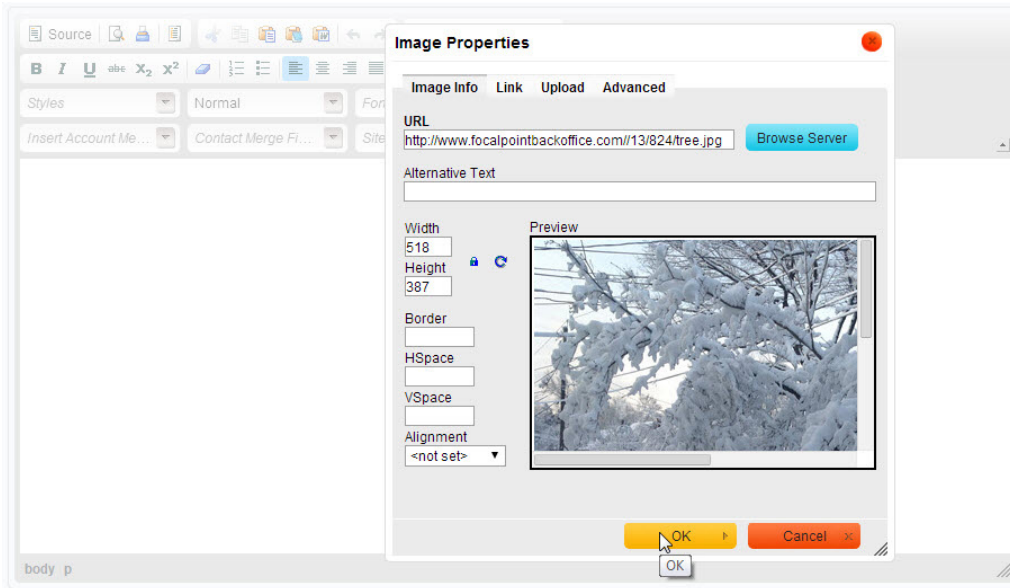
3. Click the **Choose File/Browse** button to find the image on your local computer.



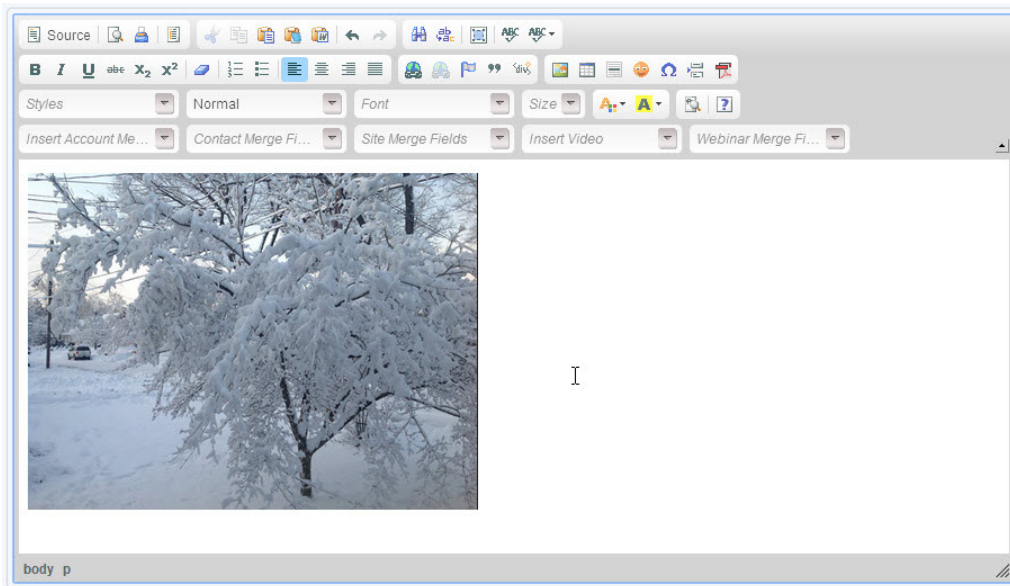
4. After you find and select the image file, click the **Send It to the Server** button to save the file to the system server.



5. Click the **OK** button to insert the image into the HTML Editor.

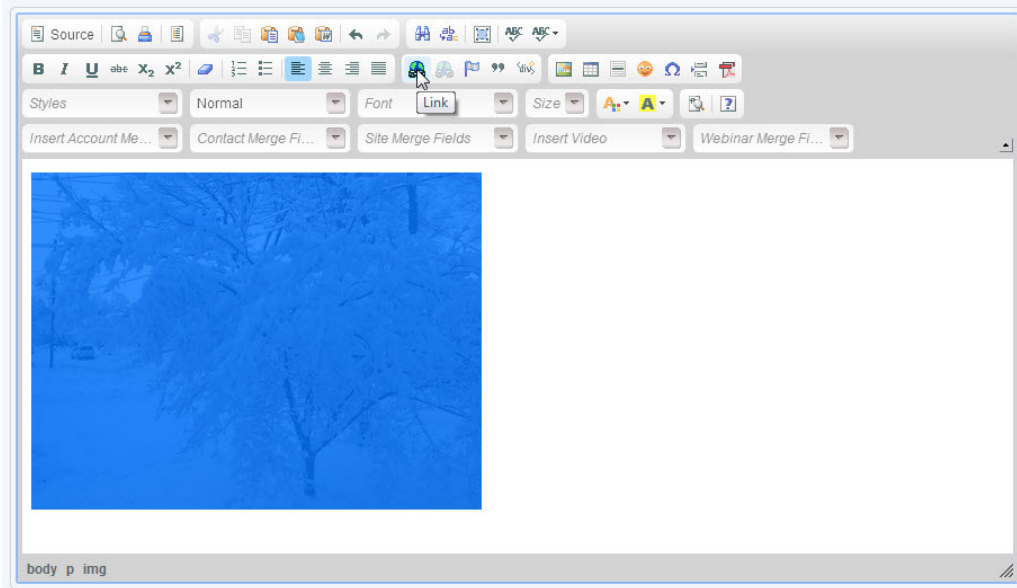


6. The image is now inserted in the HTML Editor.



Step 2: Make the Image a Link

1. Highlight/select the Image in the HTML Editor, and then click the **Link** button in the HTML Editor menu.



2. Select the appropriate protocol from the dropdown and enter the full URL in the URL Textbox.
IMPORTANT NOTE: The protocol must be correct and the whole URL must be entered for the link to function properly. If www is not entered for the URL, the link will not work.

