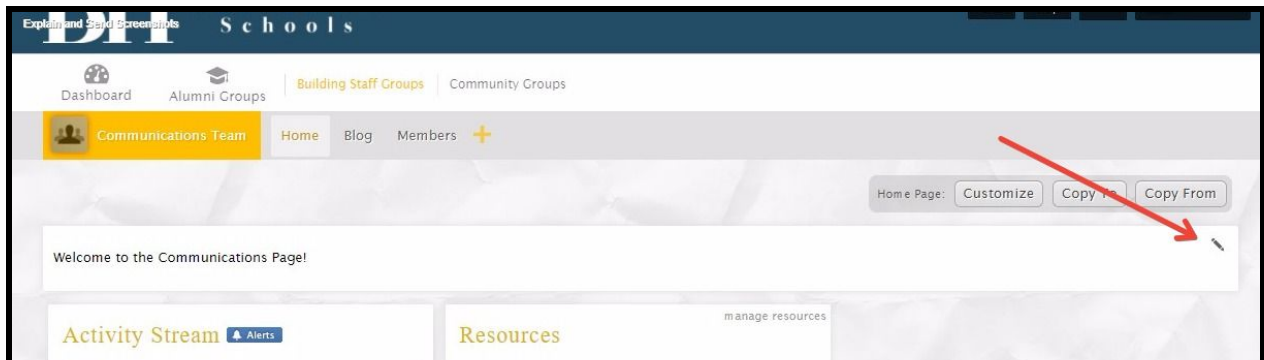
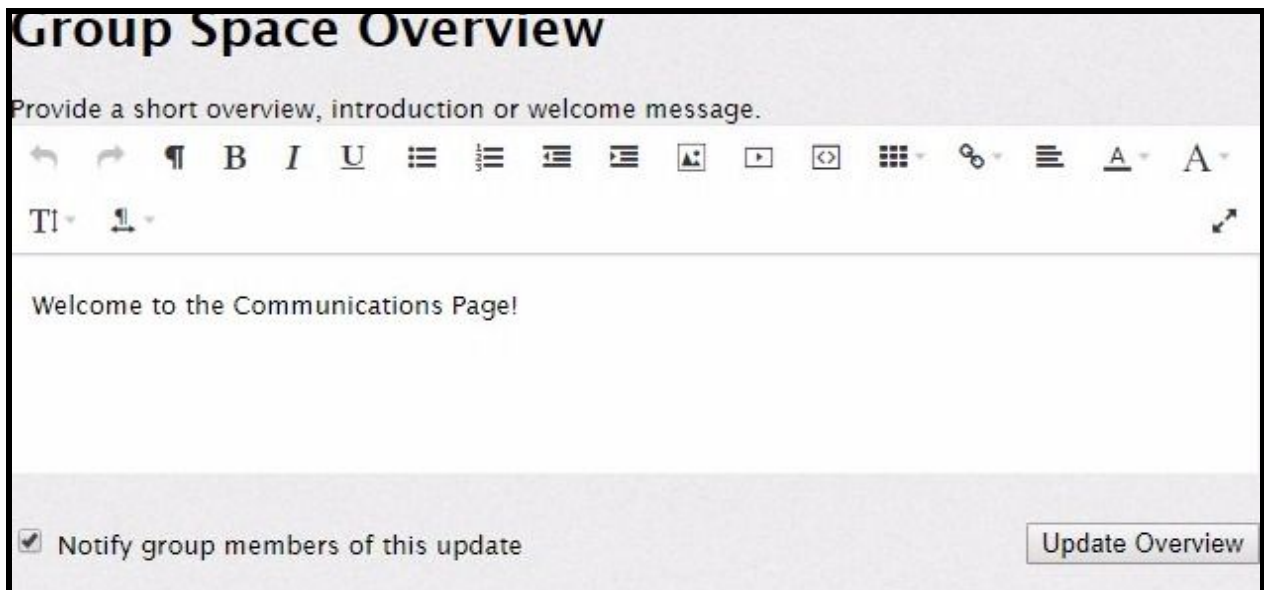


Adding an image to a text block in My Bloomfield:

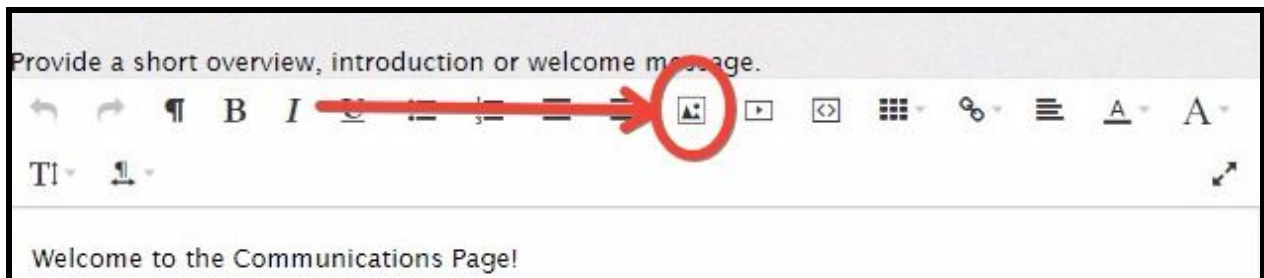


Find the little pencil on the group's homepage and click on it.

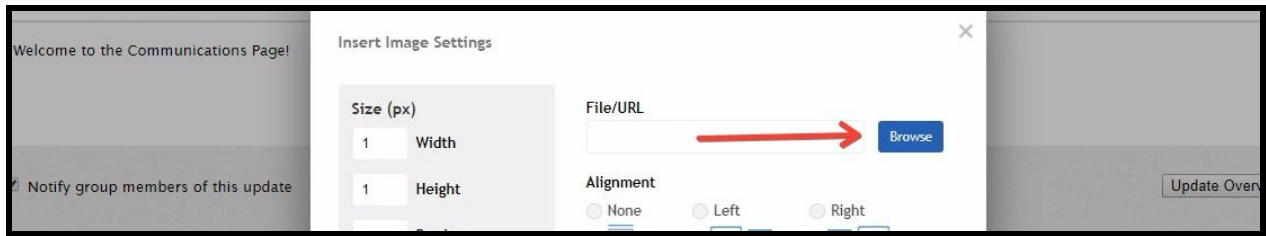
A new window will appear (you may have to enable pop-ups on your browser) and you may edit the text in the box, just as you would in Word or Google Docs.



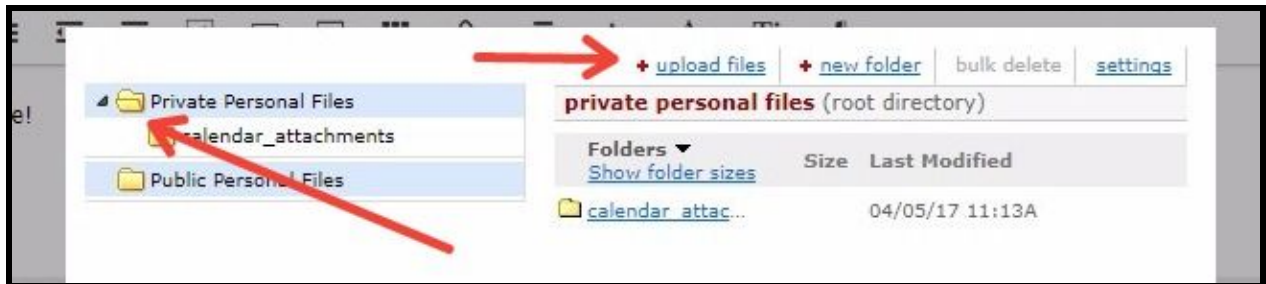
To add an image, find the image icon above the text editor.



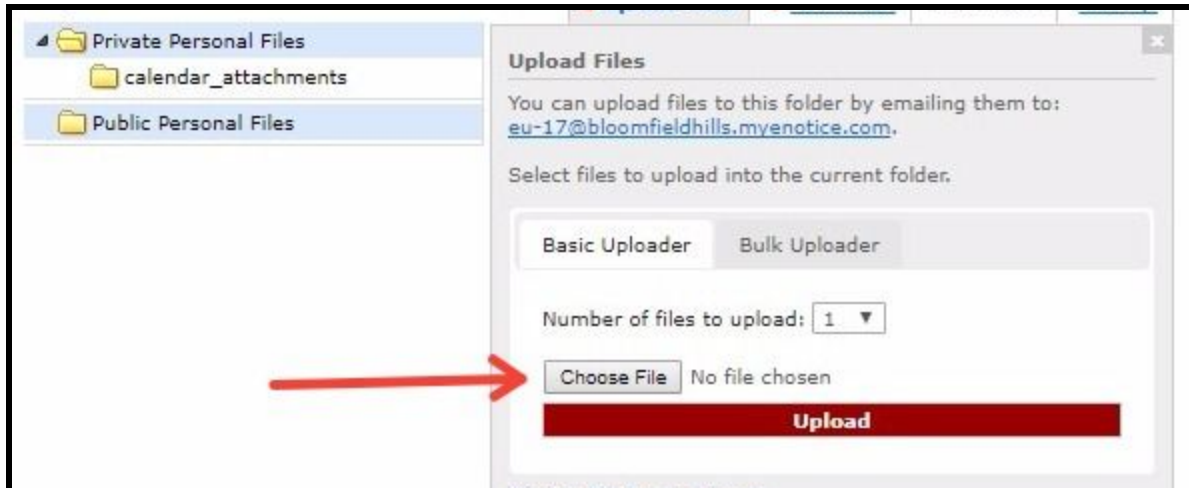
Click the image icon and a new box will appear. Use the blue “Browse” button.



Select a folder on the left and then click the “upload files” link.



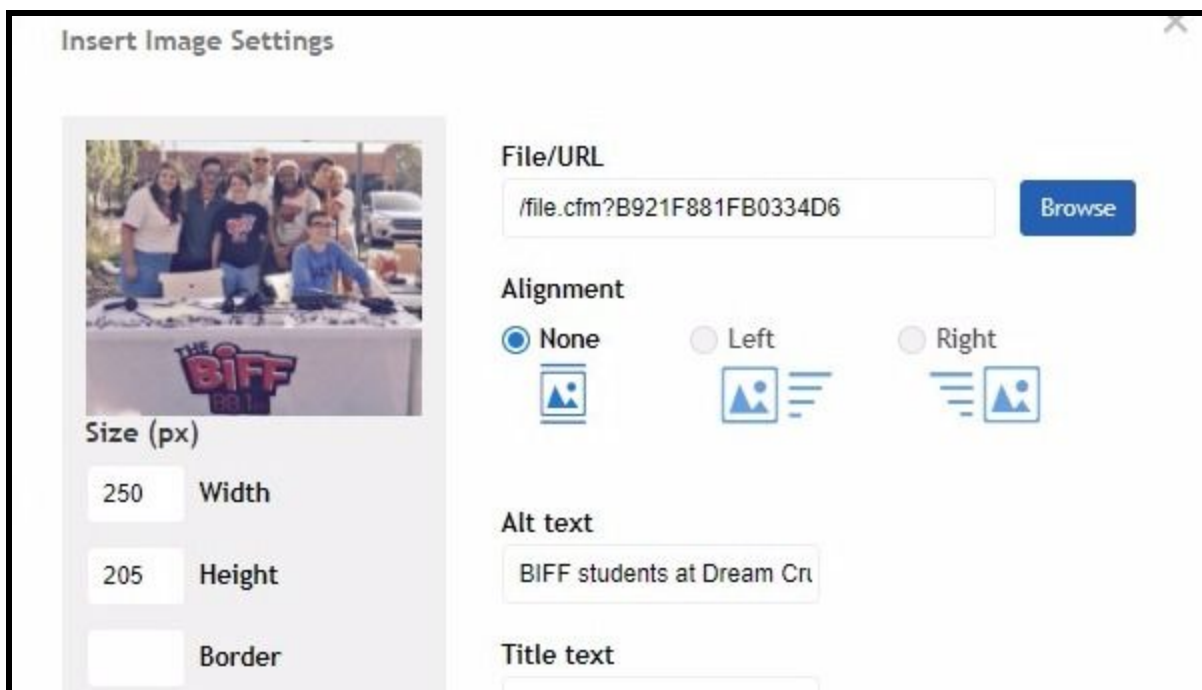
Use the “Choose File” button to select an image from your computer to upload and then click the “Upload” button to begin the file upload.



Once the upload runs, you'll see your file in the list of available files. You can now use the little eye icon to preview it, use the "x" to delete it, or use the pencil to edit it. To add the file to your content area, click the blue name of the file itself.



Now that you've selected the image you want, you'll see the thumbnail in the top corner, the name of the file, and a few options. You'll want to select the alignment for the image (none, left, or right), based upon where you want it on the page. You'll also want to change the dimensions of the image on the left to approximately 250px wide. The height will adjust automatically. Finally, enter a description of the image in the "Alt text" box because this will make your image ADA compliant for those with visual disabilities.



Finally, you'll click "save" at the bottom and the image will be added.