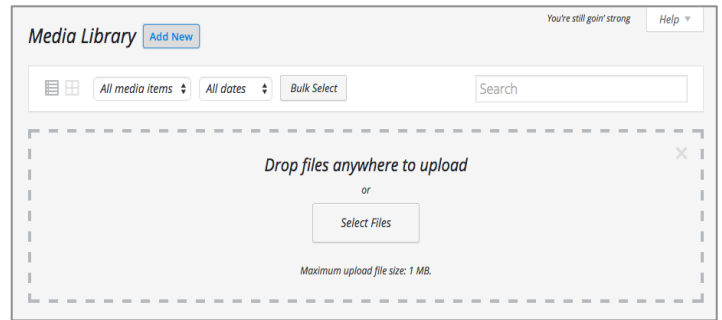




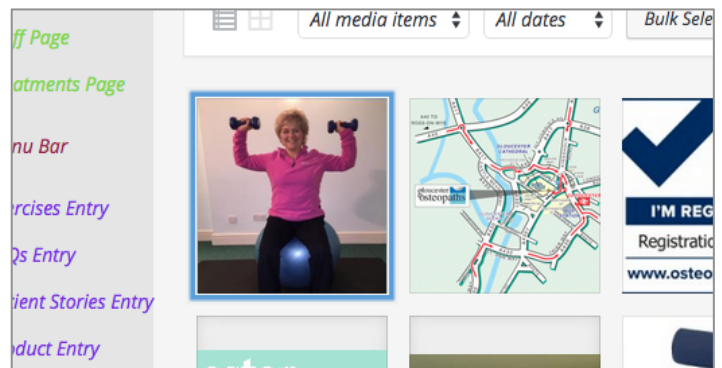
How to... Add a Photo or PDF

Click on **"Photo and PDF Library"**.

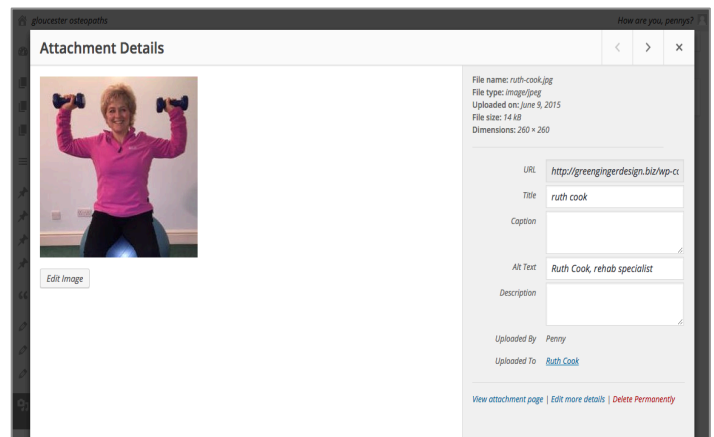
Click on **"Add New"** – this box will appear. Either select an image or pdf file from your computer, or drag and drop.



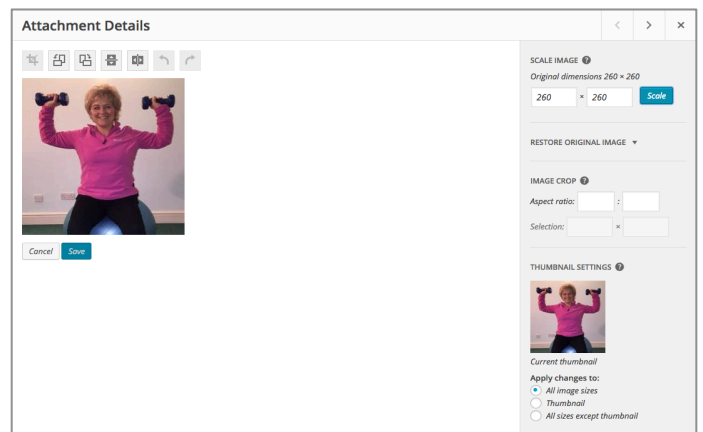
You now need to **add some text**. Click on photo:



Under **"Alt Text"**, add a short description of the photo. This is used by computer readers to explain what is on the page to people with limited or no sight. In this case, "Ruth Cook, rehab specialist". You can also edit the photo's title.



If you want to edit this, or any, photo, click on **"Edit Image"** underneath the photo.



To crop the photo, hold down your mouse, and drag to where you want the crop. Then click the crop box (top left button).

Click **"Save"** when you have finished.