**Web Page Instructions**

**Insert Clip Art**

Click on Gallery

Select from one of the tabs: **or**  While in the My Images tab, choose

My Images Galleries Icons Browse to retrieve file from another

Select image Location. Upload Images. You can

Click once (can change image properties) Add a border, text, etc.

 Or Click 2x to automatically insert Insert.

 Use the align and justify option on top of page to position object

**E-mail Link**

Insert icon by following directions above or type e-mail address

Click on link (a world and a chain)

In URL line type: mail to: your e-mail address

Select okay

**Adding a File**

Click on Files tab at the of page

Upload new file

Browse

Select file

Give it a friendly name

Save or Add 1 more

Update

**Links**

The first choice will add the links to the bottom of your page. You will only see them online. The second choice allows you to type the link where you want it and you will be able to view it on your page even if you are working on your page.

Click on Links tab at top of page

Next to URL enter the website address

Give it a friendly name

Write a description, if you would like

Save

Sort the order on the left by renumbering

Update

Page Info Save

To view changes-click on view site

 **Or**

Type the wording you want or insert a picture or icon

Click on link (the world and chain)

Type in the URL (the website address)

Give it a title if you would like

Click okay

**Adding a Web Site Counter**

Go to [www.easycounter.com](http://www.easycounter.com)

Register for a free account

Add the counter to your website

Highlight the code at the bottom of the page right click and select copy

Log in to edit your web site

At the bottom of your page, choose the HTML tab

Then make sure you are at the bottom of all the existing code (click on your page and drag the cursor down until the end of the html code)

Right click and select paste

Select save