

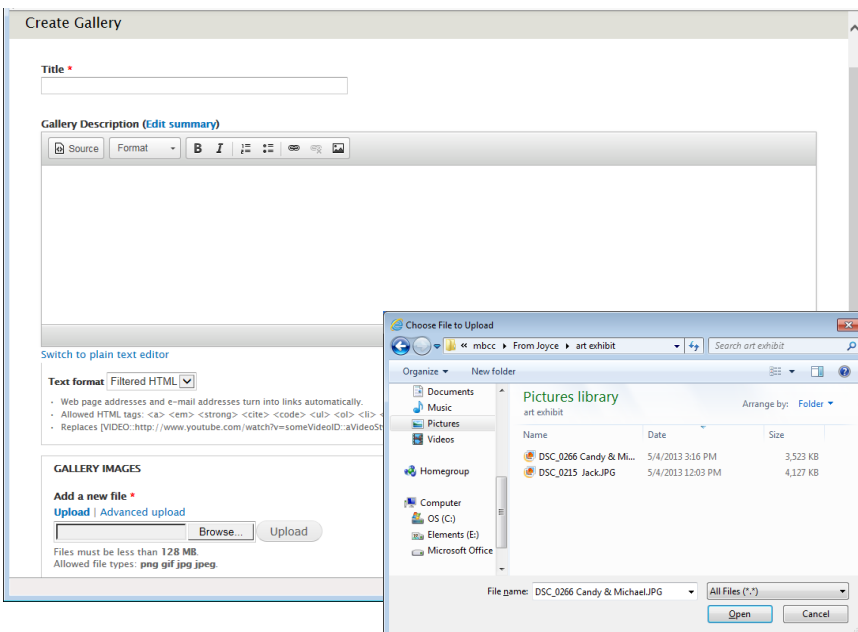
Instructions for Posting Gallery Photos

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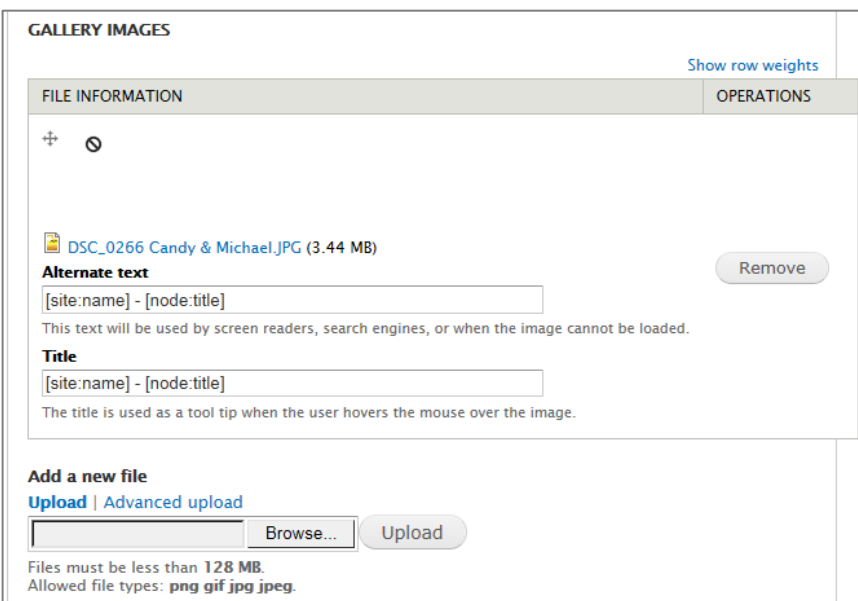


Let Rick Hefner know you will be posting, and need to be granted “Editor” status. He’ll confirm when you are set.

Log into the website, and navigate to the Home page. Select **Gallery** under the **Create content** link on the top bar.



Enter **Title** and a **Gallery Description**. To post pictures, select **Browse**. In the pop-up window, navigate to where the picture file is stored on your PC, select it, and click **Open**. You will return to the previous screen, where you select **Upload**.



You can add **Alternative Text** (which is displayed when the user’s browser is loading the picture) and a **Title** for the picture.

To add more pictures, select **Browse** under **Add a new file**, and repeat the process until all pictures are loaded. You can also select **Save and continue** at the bottom to save your current progress to the website, while you continue to load more pictures. Finally, select **Save** at the bottom.



The pictures will appear under **Gallery** on the homepage.



Clicking on a picture will enlarge it.