



1. click "Image" icon
2. Click "Browse Server"
3. at the bottom of the listing, you can browse a file for upload, and click "Upload" to add to list
4. Select file from list (sorry it is in a random order, this is not easy to fix)
5. Set the width (will auto-resize height) -- 210 wide is a good size
  - don't worry about any other settings, just click OK once re-sizing
6. Once back on the main edit screen, select image and click the "Style" dropdown and select either "Image on Left" or "Image of Right"