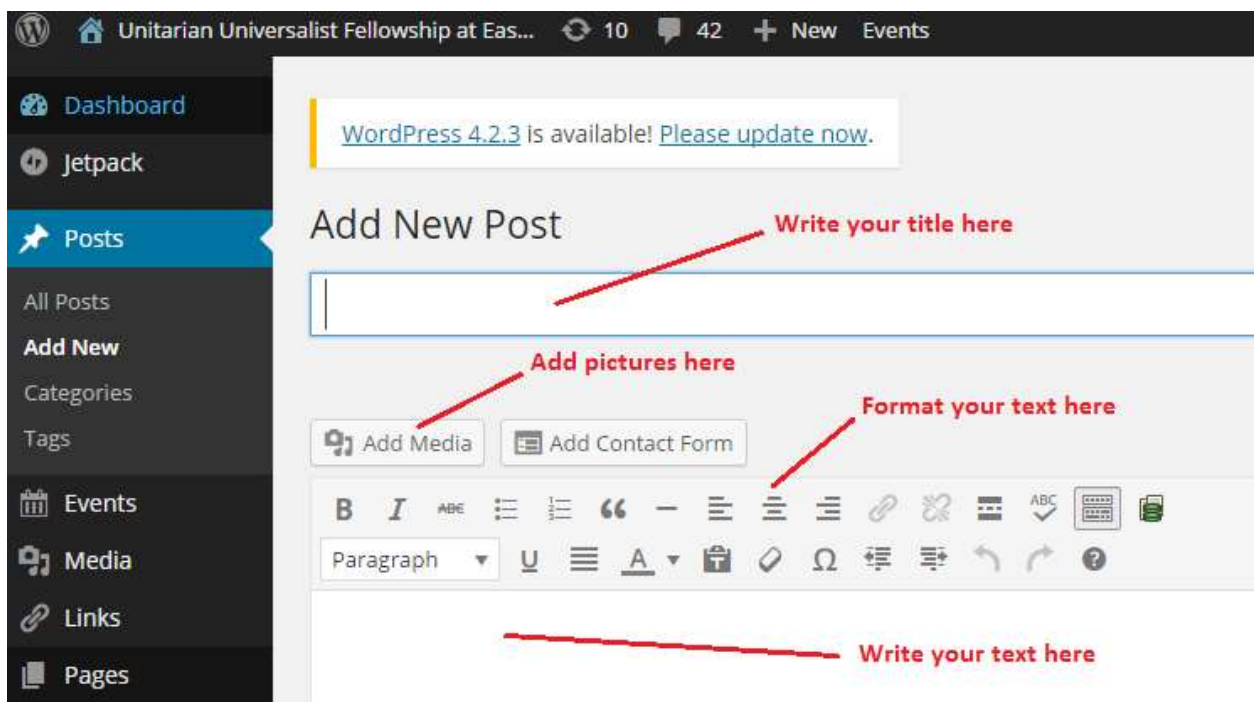# How to Add a Picture and Position It Just Right

For help or more info, contact the Communications Team: web@uufeaston.org

1. See the other tutorials about how to log in, or recover your password, or create and edit a blog post or web page.

2. Write some text. It's easier to position your picture if your text is already in place.

3. Add your picture by clicking *Add Media* as shown above.

4. You can upload a new image file or use one already in the Media Library on the website. If you upload a new file, please size your picture to 400-600 pixels wide, which is about the right width for most web pages. Smaller image files will load faster into web browsers and mobile devices. If you don't know how to resize your image file, please ask the Communications Team: web@uufeaston.org.
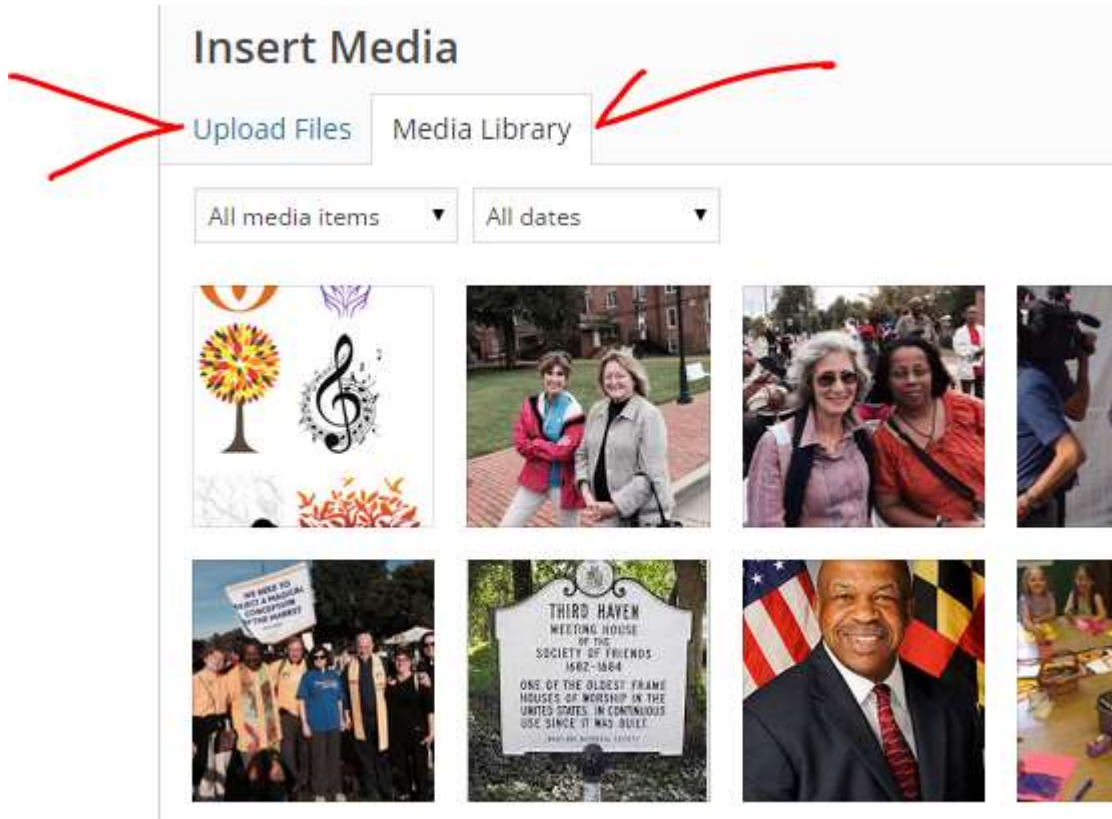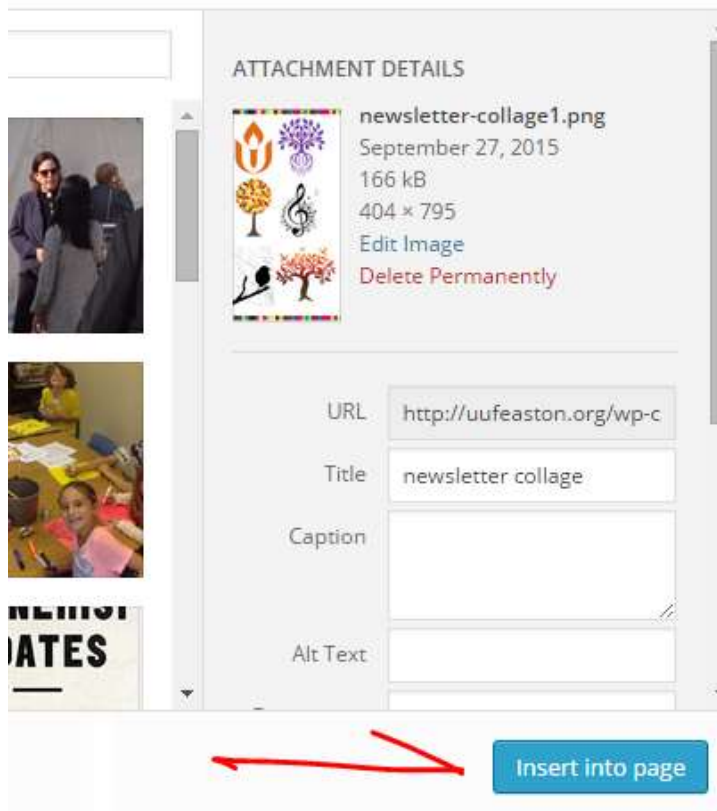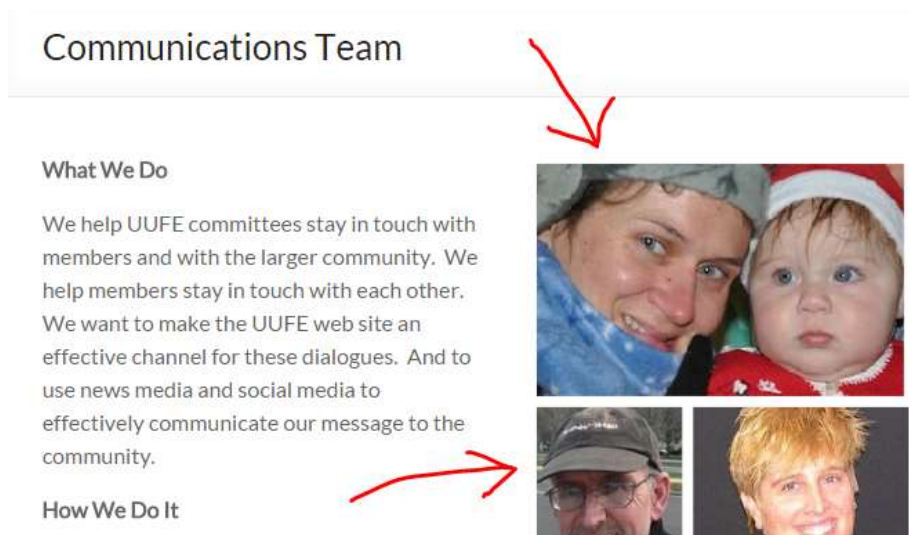
5. After your file uploads, click *Insert into Page*:

6. The next step will show you how to position your image on the right side of the page, like this on the Communications Team web page.

7. Click your inserted image and choose the right-alignment option:

8. Select the image and hold down your mouse button. (This is hard to do with a laptop mouse pad.) Drag cursor to the beginning of the paragraph on which you want to align the image.
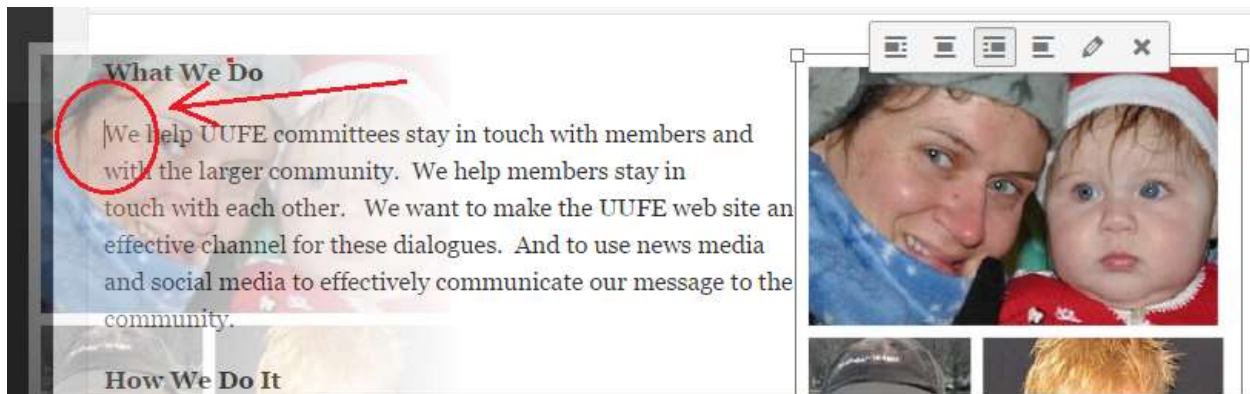
This is tricky! You may have to experiment to get it right.

9. Click off the image. Save your page. View your page to see if it looks right.