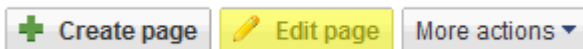


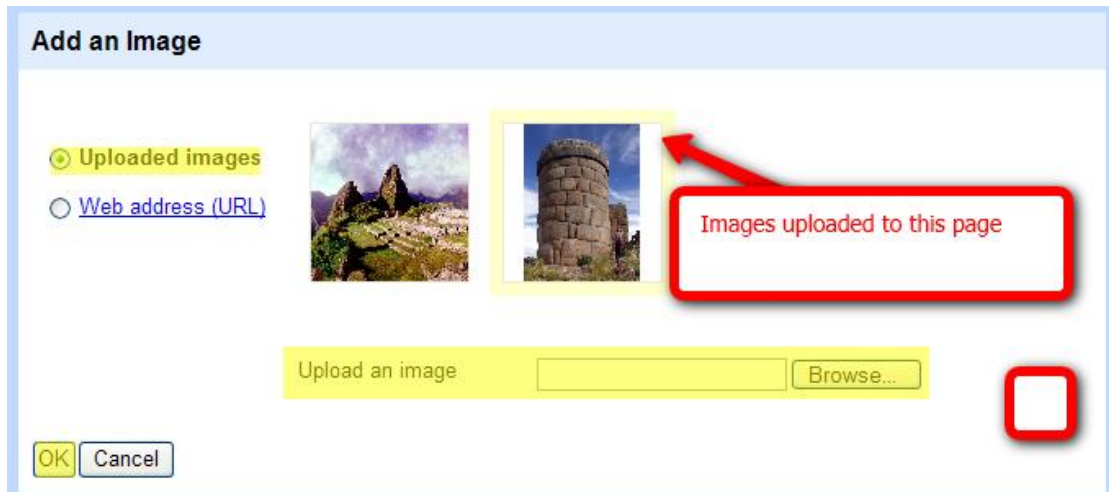
## How to Insert a Photo on your Google Site

Inserting photos can really personalize your website, it can also give people a different perspective on what your topic is ,as they say “A picture is worth a thousand words.” Just remember please keep your photos appropriate for a school environment.

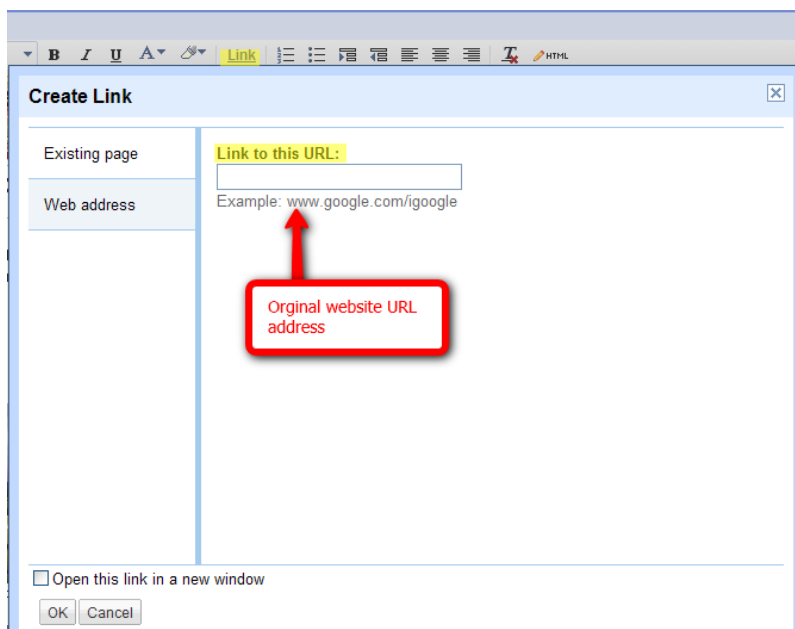
- 1.) On your main page, go ahead and click the **Edit Page** link, this will bring you in a format where you edit the information on your page, and this link will not only be on your main page but also on any other pages such as your attachments or announcements.



- 2.) Then on the upper left hand corner click **Insert** then scroll down till you find **Image**, click on **Image**, you will have the option to upload the image from your computer or from a URL address. It is easier to find a picture on the web and save it to your computer rather than looking for the URL address. If you do find the picture off the web, make sure you give credit to the source that you found it at, either by a caption with the web address, or make the picture into a link. Remember you wouldn't want people stealing your pictures without giving you the credit, so make sure you give the credit to the artist.

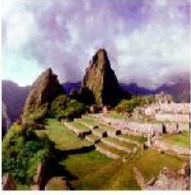


- 3.) This will place the image into your Site; you will have to play with the size and the placement to make it look ok. Getting the image to fit your website is the most important part of inserting an image. Remember to add your caption and link to the original, and cite the photo! Do this by highlighting the picture then clicking on the **Link** icon, then copy and paste the original link into the **URL** textbox.



- 4.) Once you complete, link and adjust your picture, it should be in line with your website. You can add, delete or format your pictures at anytime. It should look like something below, of course you can do something different. But the pictures should be appropriate, explained and formatted correctly.

Places of the Week



Machu Picchu, Peru



Incan burial chullpas  
at Cutimbo