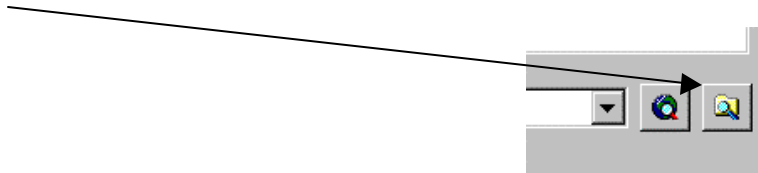


## How to Insert A Picture or Animation into Your Web Page from Your Disk

1. Make sure you have the disk you saved your picture and/or animation on in the computer.
2. With the page you want to put the picture or animation on open, put your cursor where you want the picture or animation to go.
3. Next, click on **I**nsert on the menu bar. On the menu that drops down, click on **I**mage. Another window will pop up. In the lower right-hand corner, click on the symbol that looks like a folder with a magnifying glass.



4. On the next window that pops up, next to **Look in...**, click on the arrow to select **3 1/2 Floppy (A:)**. Click **OK**.
5. Choose the picture you saved from the list that comes up. Click it to select it, then click **OK**.
6. That's it! Your picture or animation has now been inserted into your Web page!
7. To see how your picture or animation will look when it's posted to the Web, click on the **Preview** tab at the bottom of the page.