1. Log into the self editing here: **http://cms.glikstorm.com** (there is no "www")

2. Enter your email and password. Click the **Login** button.

3. Click the name of the page you would like to edit.

Prepare Your Pictures (Images)

When you take a photo with your camera or phone, it will normally be a large, print-quality image that is too big to use on your website without some optimization. Online, images display at 72 pixels per inch (instead of 200-300 pixels per inch when printing on paper).

Images for your website will need to be edited so that they are less than **890 pixels wide.**
Most images on your website should be less than **40 KB** in memory size each.
The lower the memory size, the faster the image will open on the Internet.

The maximum limit for an image's memory size is **150 KB**—but at that size it may open slowly and slow down your website. If your image file size is measured in MB or GB, it is too big for Internet use.

You can use this free online service to optimize your own photos: **www.webresizer.com**
or contact us for additional help: **Jen@glikstorm.com**

Add A Picture (Image)

Click a spot on the page where you would like the picture to appear. Click this icon:
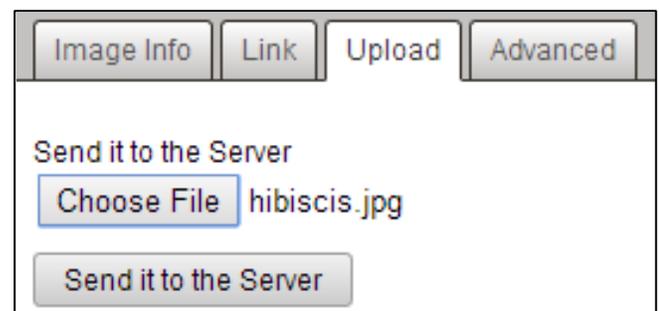

Click the **upload** tab

Click the **Choose File** button.

Choose the picture file on your computer.

Click the **send it to the server** button.

In the box under **Alternative Text** write a short explanation of what the image shows.

You can change the height and width if you choose.
 (if you change one number, the other will adjust)

You'll normally want to type "0" for the border.

CAUTION- if you change the Hspace, VSPace or Alignment....strange things can happen.
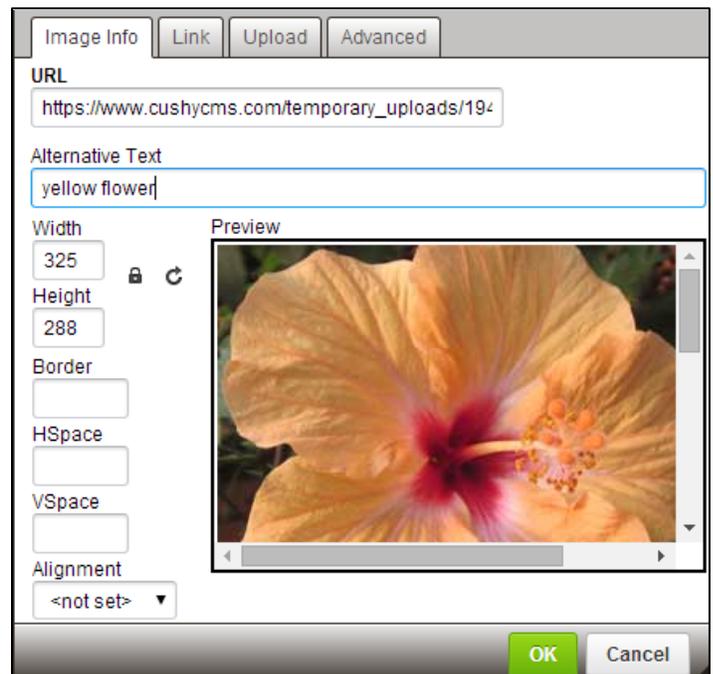
Near the bottom, click the **OK** button.