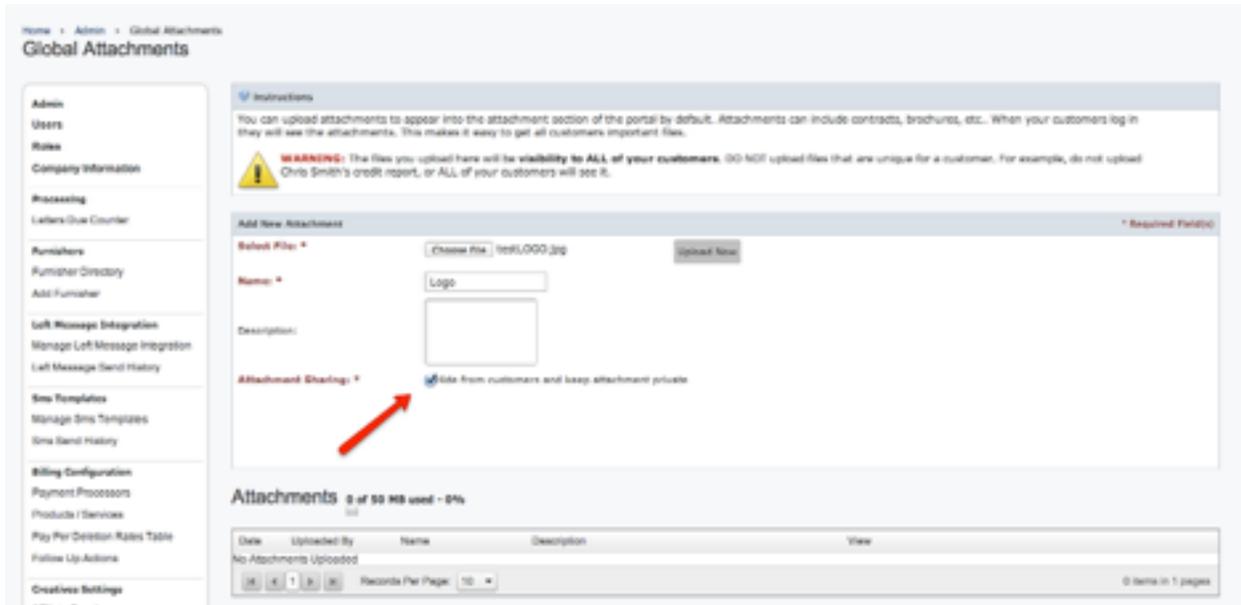
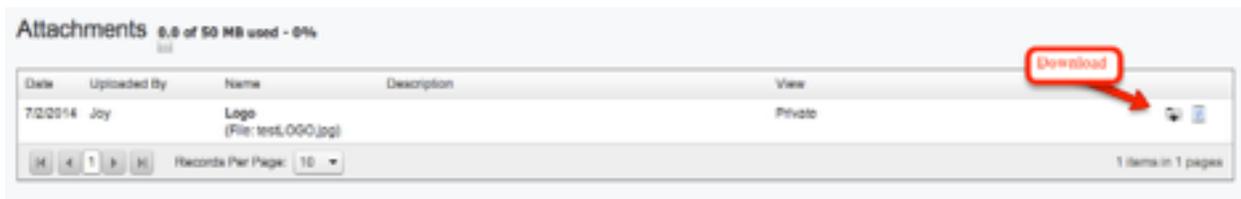


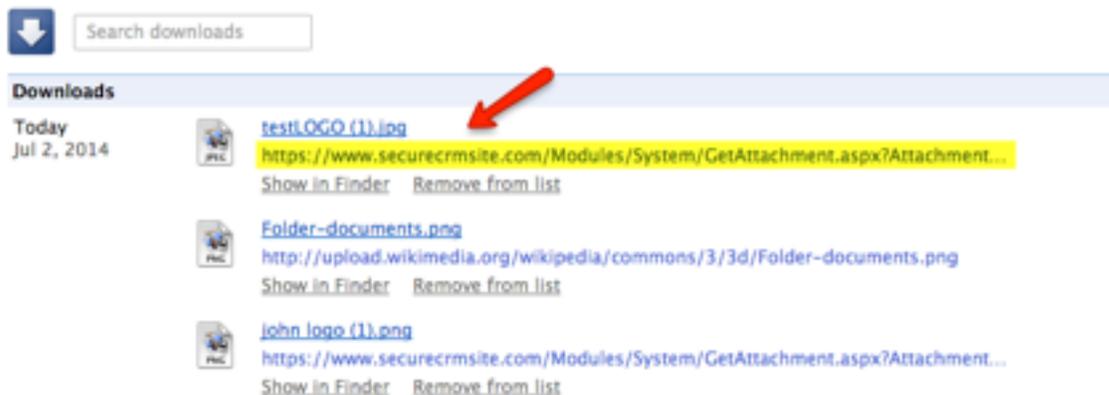
1. Upload image within the Global Attachments page. Make sure the image is no bigger than 700 x 136 px.



2. Once the image has been uploaded, click on the Download icon.



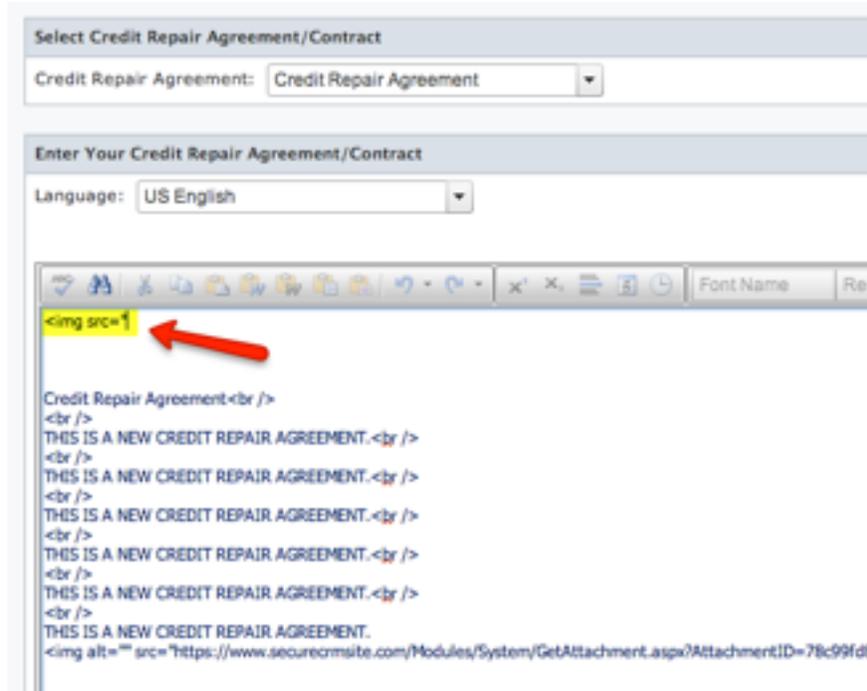
3. Open the “Downloads” folder within your browser and locate the uploaded file. Right click on the file and select “Copy Link Address”.





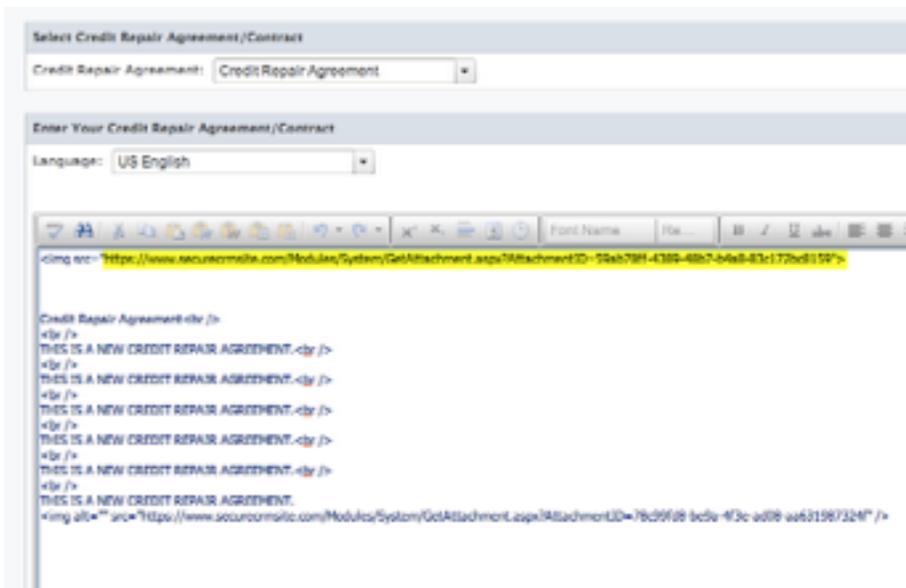
6. With your mouse, click at the very top left of the editing box and hit Return a few times. Then type the following HTML code:

<img src=""



7. Once you get to the quotation marks, right click with your mouse and paste the copied link address from the Downloads page. Then “close” the code with another set of quotation marks and > sign. See below:

“>



8. On the bottom left of the editing box, click on “Preview” to see how the logo will be displayed. Then hit “Save”.

