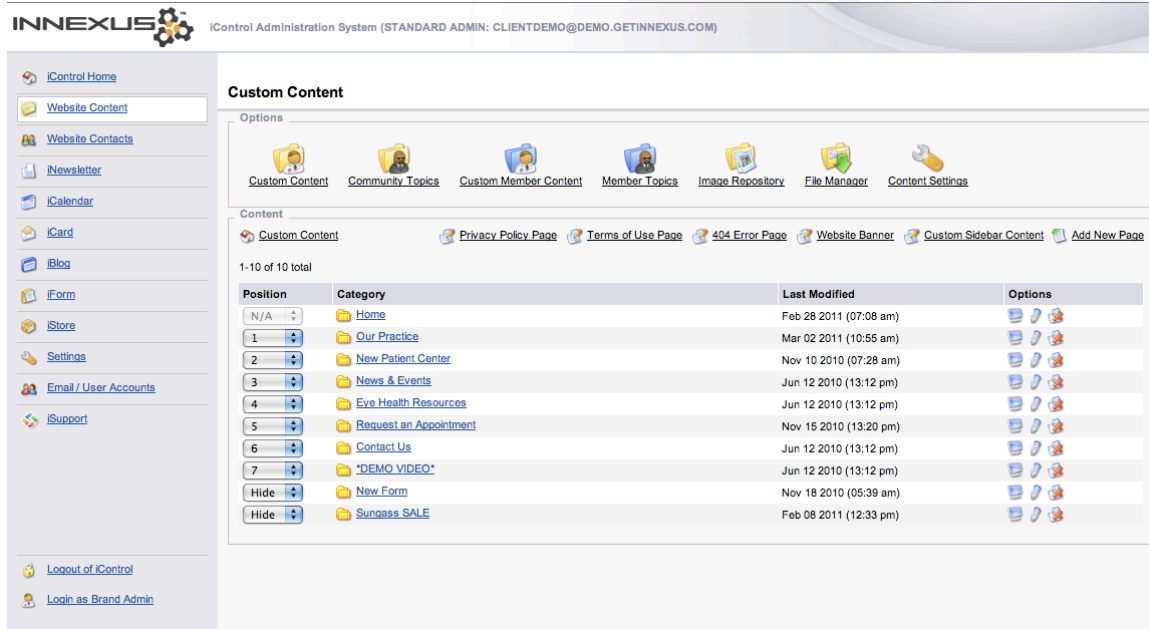


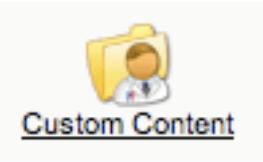

## INSERTING AN IMAGE – COMPUTER

1. Login to iControl
2. Click on **WEBSITE CONTENT** on the left navigation menu




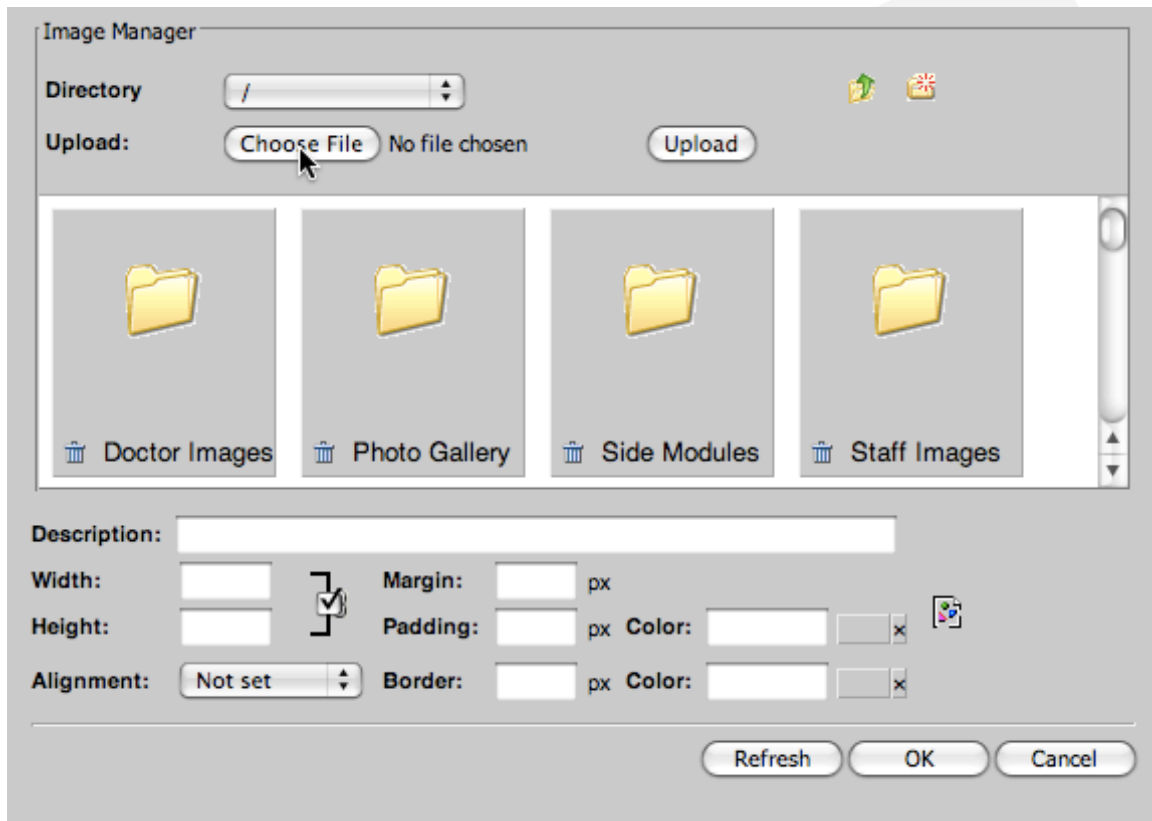
The screenshot shows the iControl Administration System interface. On the left is a navigation menu with items like 'Website Content', 'Website Contacts', 'Newsletter', 'Calendar', 'iCard', 'Blog', 'iForm', 'iStore', 'Settings', 'Email / User Accounts', and 'iSupport'. The main area is titled 'Custom Content' and contains a table of content items. Below the table are 'Options' for each item, including icons for edit, delete, and other actions.

Position	Category	Last Modified	Options
N/A	Home	Feb 28 2011 (07:08 am)	[Icons]
1	Our Practice	Mar 02 2011 (10:55 am)	[Icons]
2	New Patient Center	Nov 10 2010 (07:28 am)	[Icons]
3	News & Events	Jun 12 2010 (13:12 pm)	[Icons]
4	Eye Health Resources	Jun 12 2010 (13:12 pm)	[Icons]
5	Request an Appointment	Nov 15 2010 (13:20 pm)	[Icons]
6	Contact Us	Jun 12 2010 (13:12 pm)	[Icons]
7	*DEMO VIDEO*	Jun 12 2010 (13:12 pm)	[Icons]
Hide	New Form	Nov 18 2010 (05:39 am)	[Icons]
Hide	Sungass SALE	Feb 08 2011 (12:33 pm)	[Icons]

3. Click the  Icon
4. To edit the actual 'Home' page, click the  icon on the right hand side under **OPTIONS**.
5. Click once in the area where you see text to activate the editor

The screenshot displays the INNEXUS iControl Administration System interface. The top header shows the INNEXUS logo and the text "iControl Administration System (STANDARD ADMIN: CLIENTDEMO@DEMO.GETINNEXUS.COM)". A left sidebar contains navigation links such as "iControl Home", "Website Content", "Website Contacts", "iNewsletter", "iCalendar", "iCard", "iBlog", "iForm", "iStore", "Settings", "Email / User Accounts", and "iSupport". The main content area is titled "Edit Content: Custom Content" and includes an "Options" bar with icons for "Custom Content", "Community Topics", "Custom Member Content", "Member Topics", "Image Repository", "File Manager", and "Content Settings". The "Image Repository" icon is highlighted. Below the options is a "Content" section with a "Category Label" dropdown set to "Home" and a "File Content" rich text editor. The editor's toolbar includes options for format, font, size, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, table, and other functions. The preview area shows the text "Welcome to Excel Eye Care!" followed by a photograph of a smiling couple. Below the preview, there is a "Path:" field and "Save Page" and "Cancel" buttons.

6. Click the  Icon
7. In the new window that pops up, click the button that says *Choose File*



8. Find the picture on your computer and double click it
9. Press *Upload* button
  - Note: pictures can only be up to 5MB in size
10. (Optional) The picture is now uploaded. To use it on this page, simply click it once and press 'OK'.