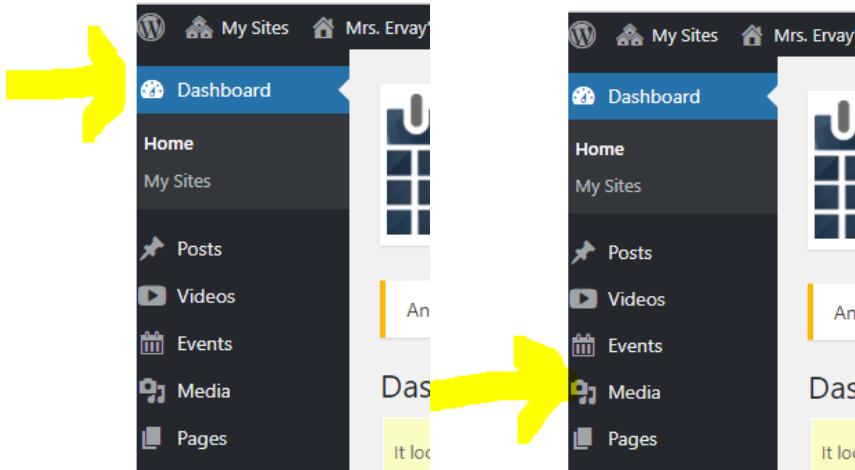


## WordPress Site

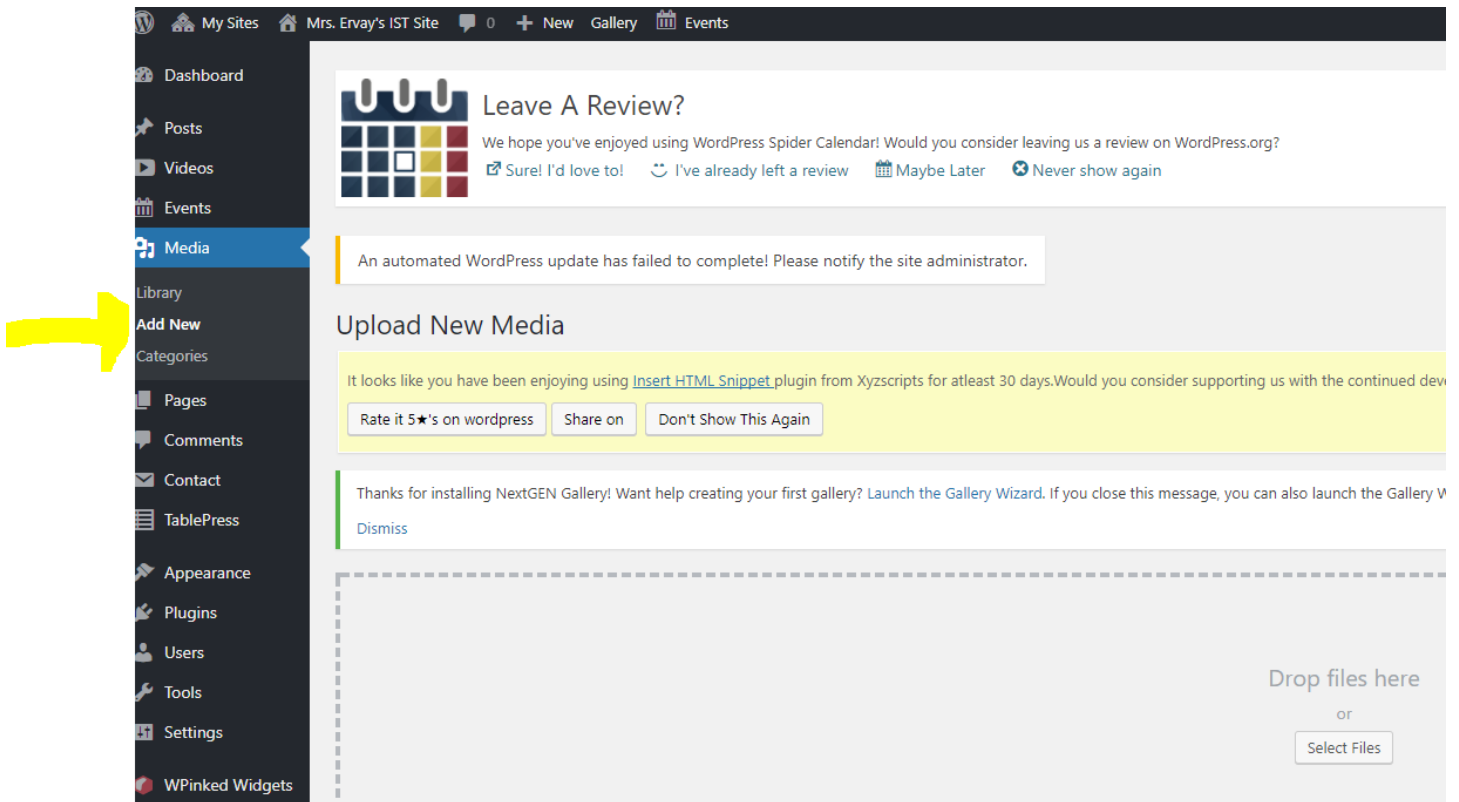
### Adding Media:

Log into your site at [sites.gstbooces.org](https://sites.gstbooces.org)

Make sure you are on the Dashboard. Click on Media



Click on Add New under Media. A Drop Box will be available for you to either drag and drop or select files from your computer to have in your Media Library to place on pages or home page of your site.

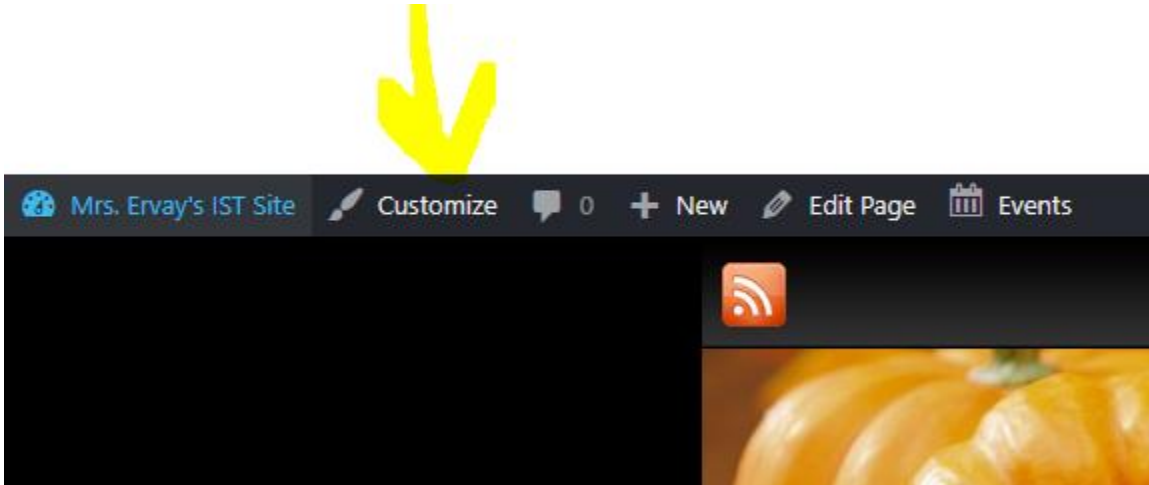


Please note that where ever your cursor is on a page that is where your picture will land when you insert media from the Media Library.

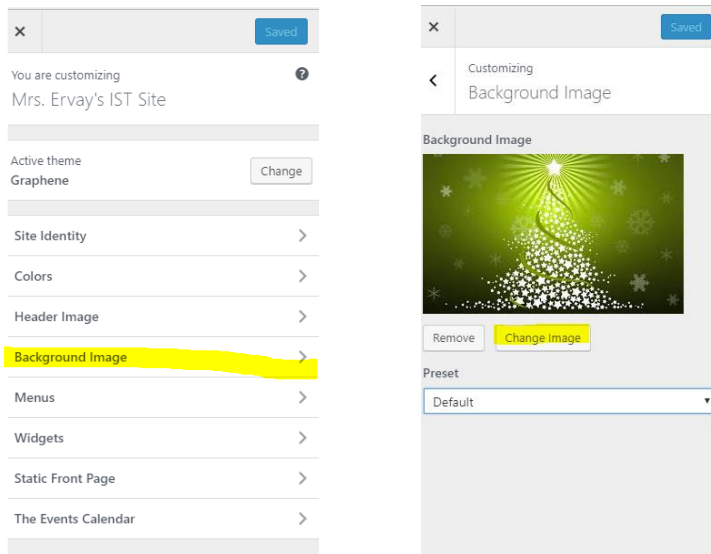
Changing your picture:

Log into your site at sites.gstbooces.org

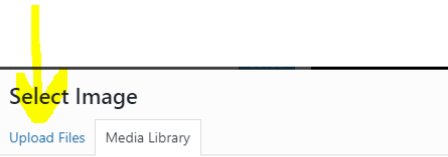
Along the top you will find customize with a paintbrush



A customizing window will appear on the left side of your screen. Choose background image. Then choose Change Image.



Your Media Library will open. You can add to your Media Library by uploading or dropping files in the Upload Files Tab.



Once you upload your files, you can choose the image in Media library.