

ADA

Checklist on adding images

- ☐ Open Adobe Acrobat & select file
- ☐ OCR option is on the left hand navigation, click scan OCR & save
- ☐ Login Finals site website & click on resource folder icon on left
- ☐ Go to school site tab & click tab you where you want to add doc.
- ☐ Drag document or image to the corresponding folder
Not school name folder
- ☐ Add title or name then save
*(Only for images) After saving click on image, scroll to "generate alt text" & save
- ☐ Once uploaded to resource folder go to feather icon & click on school site
- ☐ Go to page you want to add image/doc.
- ☐ Click on compose button (editing mode) & add element
- ☐ Click on add content/ find image icon & click on it to browse for image
For images only

ADA

Checklist on adding images part 2

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Adjust sizing to your liking/ add verbiage if needed

* Wrap around text is an option / below is details*

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Go to justification icon

- center image
- click justification
- align left

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Adjustment / right click image properties

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Go to advanced/ on right side column add “30”

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Click okay & save