1. Login to CommonSpot by entering in your CommonSpot username and password at http://www3.nl.edu/login.cfm. Navigate to the page you wish to add a background image to. Switch to Author Mode.

2. On the current page, find the element you wish to add the background image to. You will see 4 small, round icons in the top-left corner of the element.

3. Click on the second icon in the top row, the “Cell Properties” icon. A menu will appear. Click the “Cell Properties…” option, which is listed first.

4. You will now have a pop-up properties box for the current element’s table cell properties where you can add a background image. Click on “Select Image” where you will then be given the image menu. You can use an existing image, or upload a new image to use, much like adding an image inside of a formatted text block in CommonSpot.