

## Guidelines to Uploading Tables and Figures

Any image such as tables and figures should be uploaded and inserted into the body of the text by following the guidelines below. For each image, a caption describing the image must be written.

For tables, a caption is to be written above:

**Table 1.** Estimated number of individual forage fish on plates of potlatch guests.

Species	Sally <sup>a</sup>	Bob <sup>b</sup>	Kathryn
Pacific herring ( <i>Clupea pallasii</i> )	4	1	1
South American pilchard ( <i>Sardinops sagax</i> )	1	2	2
Pacific sand lance ( <i>Ammodytes hexapterus</i> )	3	1	4
Californian anchovy ( <i>Engraulis mordax</i> )	14	16	10

- a. Sally is blind so her self-reported data should be interpreted with caution.  
b. Bob's estimate is from Kathryn's casual observations of Bob and his plate.

For figures, a caption must be written below:

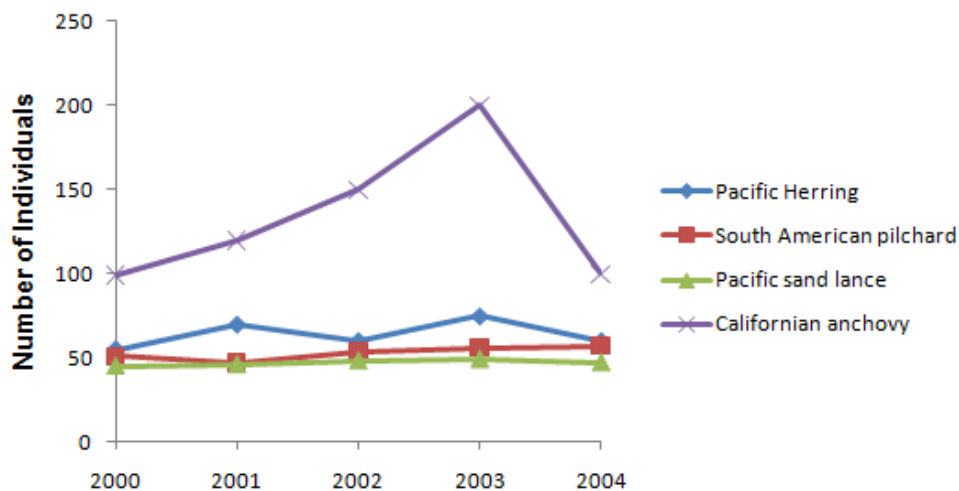
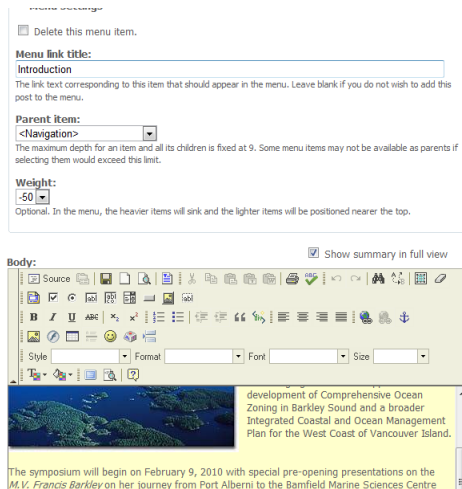



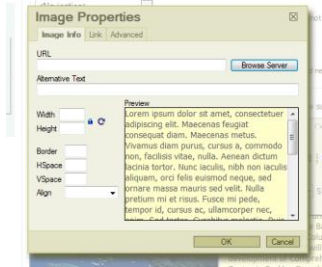
Figure 1. Total estimated number of forage fish on plates of Potlatch guests over 4 years.

Continue to next page.

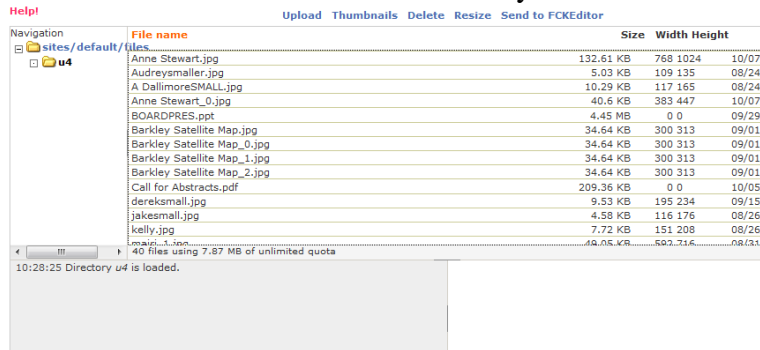
1. To begin, click Edit which takes you to the screen in which you can edit your article.



2. Click on the image icon  which takes you to the "Image Properties" box.



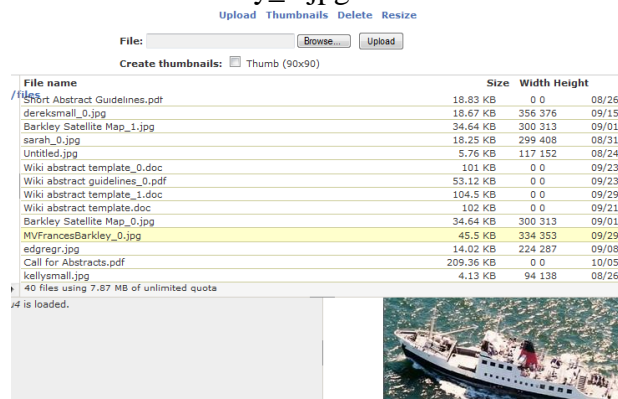
3. Click on 'Browse Server' which takes you to the FCKeditor:



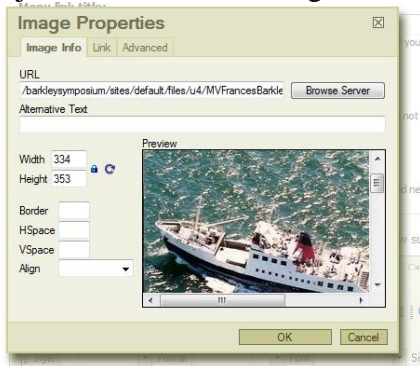
4. Click on 'Upload' in the top left of the list of actions. A 'File' textbox with "Choose File" and an "Upload" button (on the right) should appear. Locate your file on your computer and click 'Upload'.

Continue to next page.

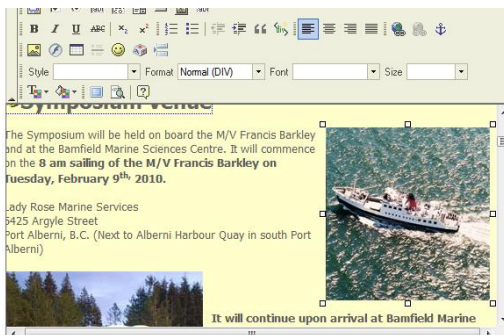
5. Make sure the uploaded file is highlighted in the list of the FCKeditor. You'll notice I've put 'MVFrancesBarkley\_0.jpg' in the folder to test out this procedure.



6. Click "Send to FCKeditor". You should now be back at the 'Image Properties' box. You can adjust the Width and Height of the image here.



7. Press OK. You may also adjust the size of the image by dragging the corners of the image, when editing the main body of the article.



If you encounter any problems, please contact: [symposium@westcoastaquatic.ca](mailto:symposium@westcoastaquatic.ca)

End.