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| **Replace this image with one of your choosing** | **Title, First Last Name**  **Position Title**  Center/Office/Department or Division  1200 Murchison Road  Fayetteville, NC 28301  Phone  FSU related URL |

**How to Replace an Existing Picture**

1. Click on the image under the FSU logo to select it (you'll see small squares or circles appear around the edges)
2. Right-click on the selected picture
3. Choose "Change Picture" from the menu that appears
4. Select where you want to get the new picture from:
   * "From a File" to browse your computer
5. Navigate to your desired image, select it, and click "Insert"
6. The new picture will automatically replace the old one in the same position