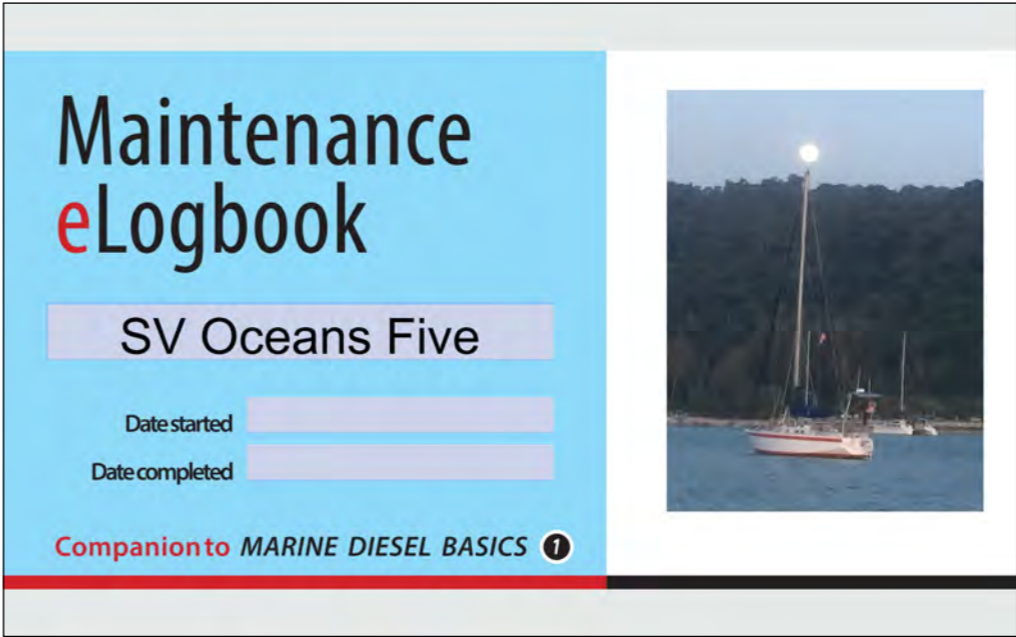
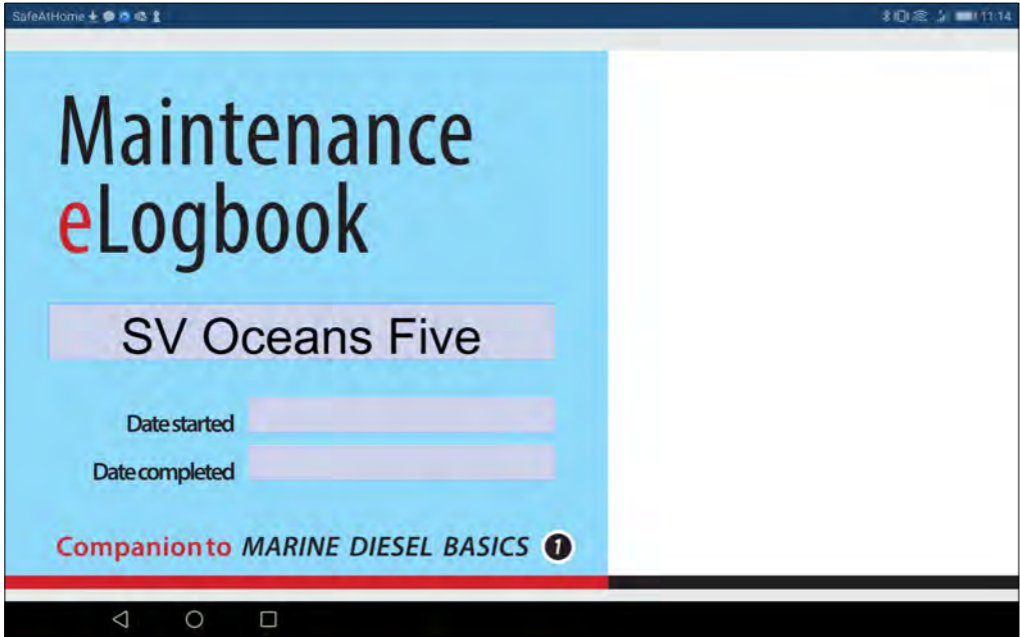
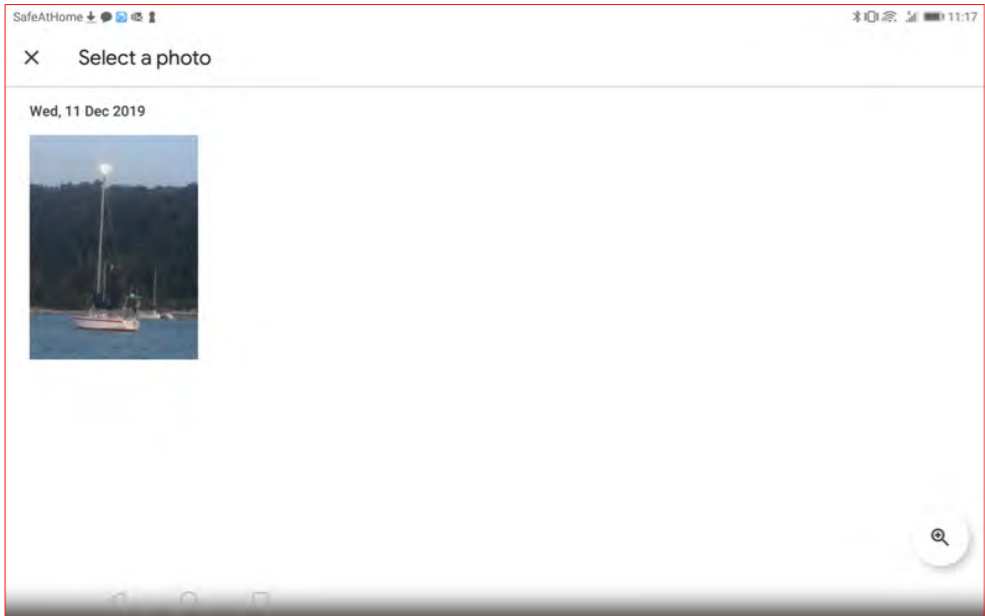


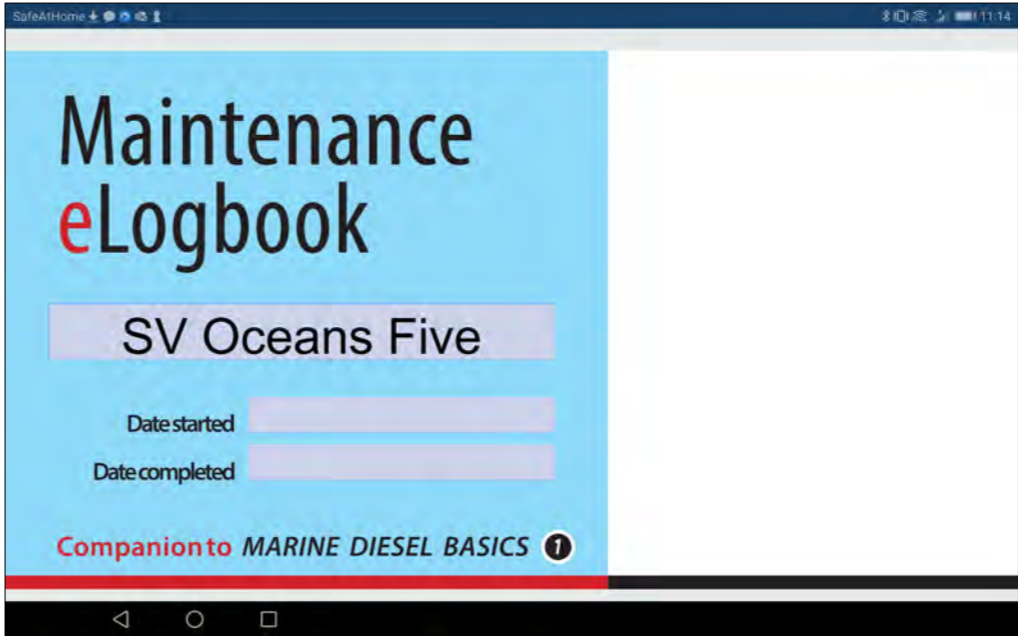
# How to Insert a Photo into the Marine Diesel Basics Maintenance eLogbook using Xodo PDF



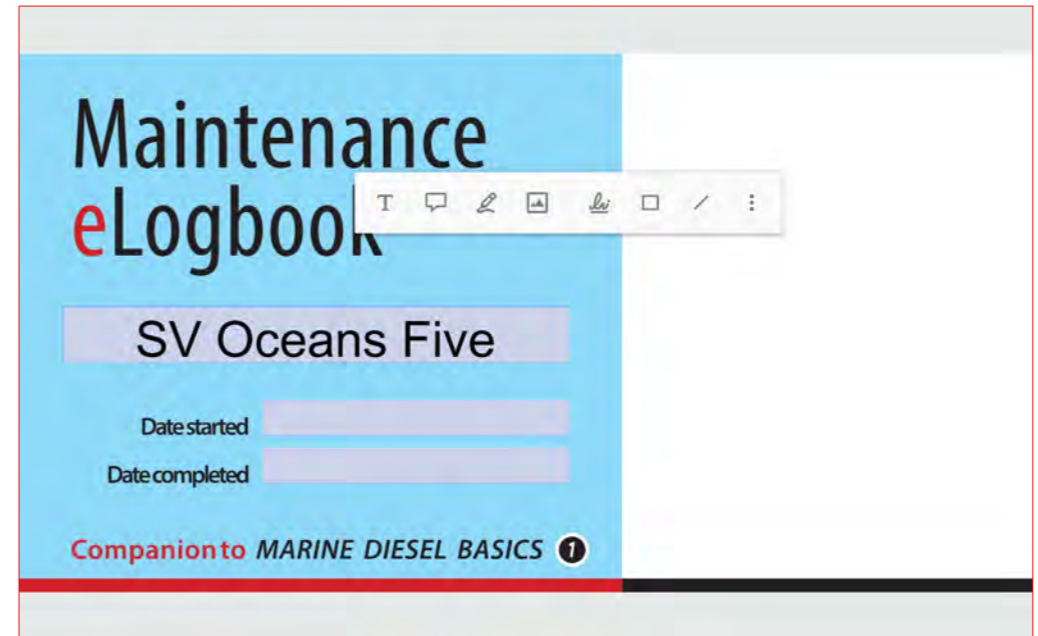
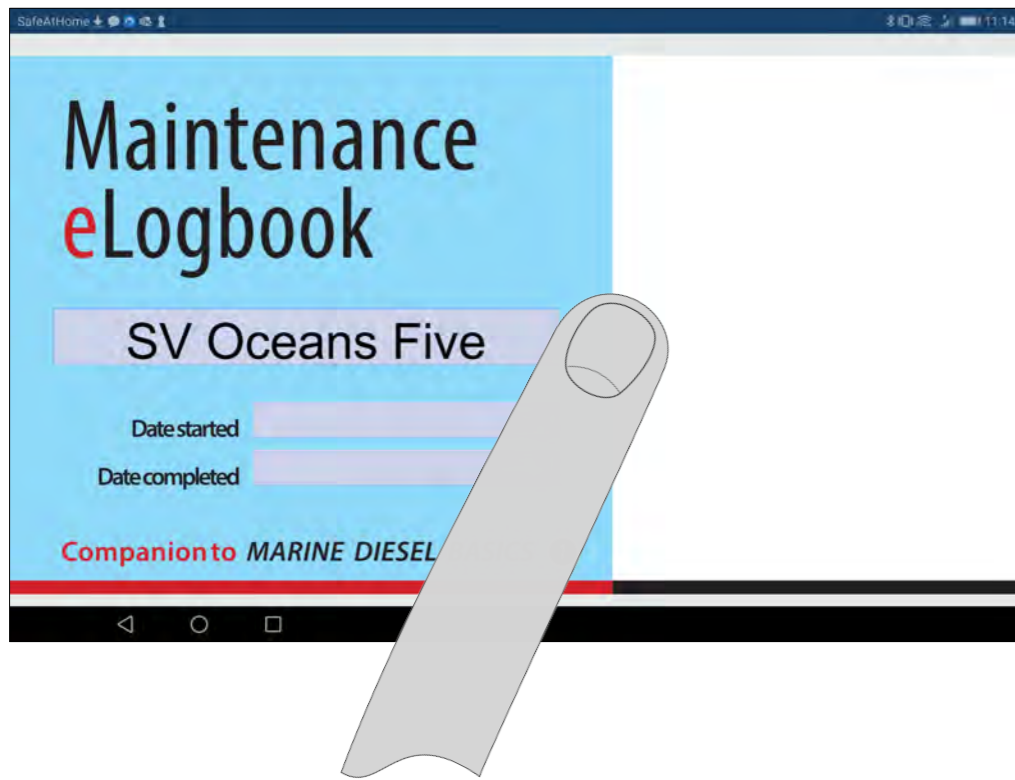
1) Have the photo(s) you want to use ready on your device



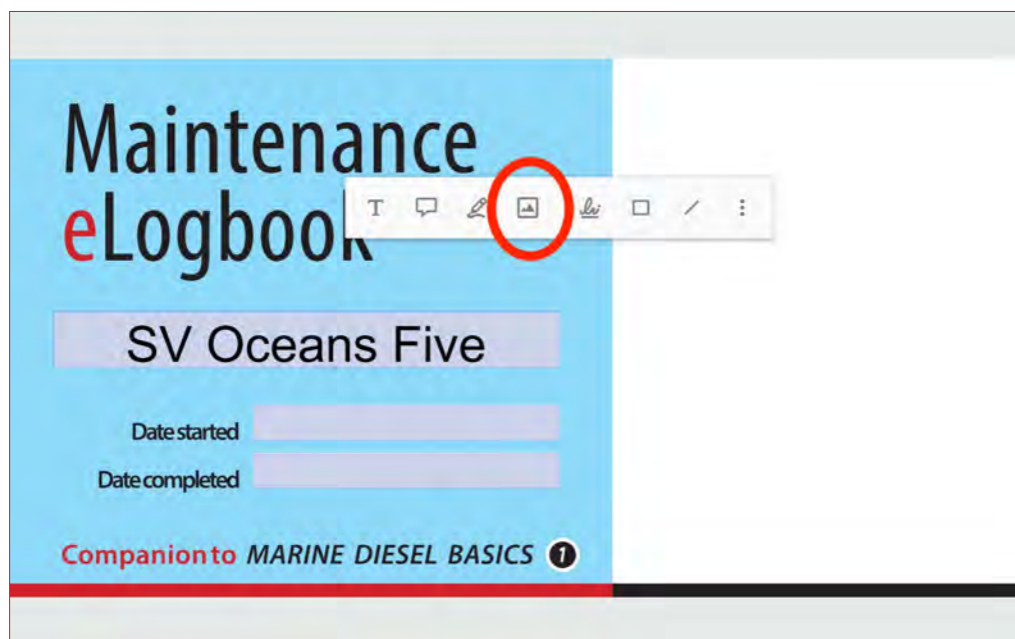
2) Open the eLogbook in Xodo PDF



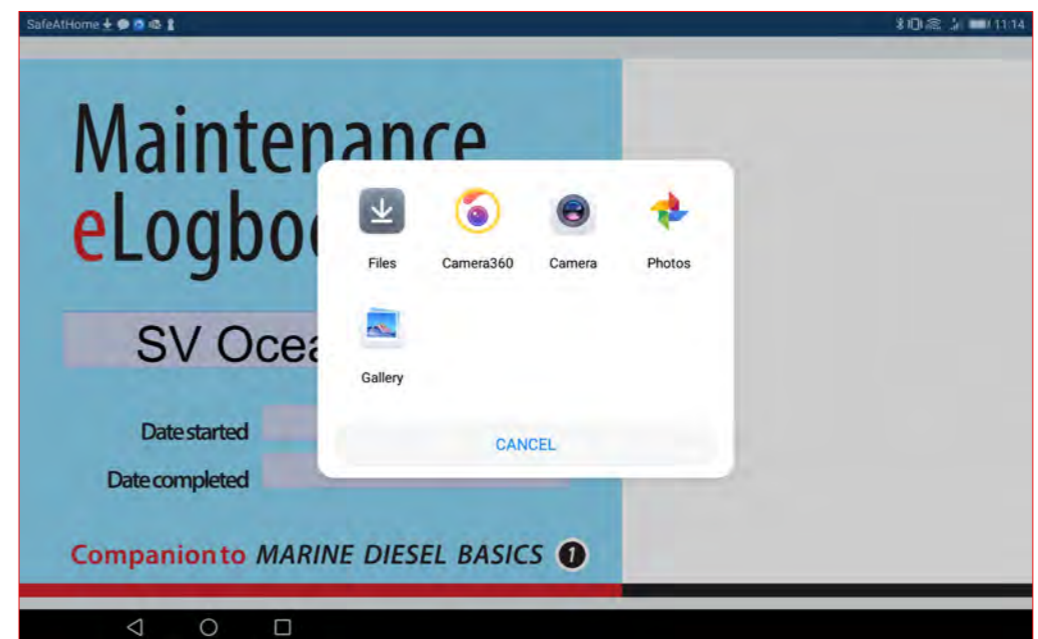
3) **Long** tap on the screen with one finger will call up the Editor



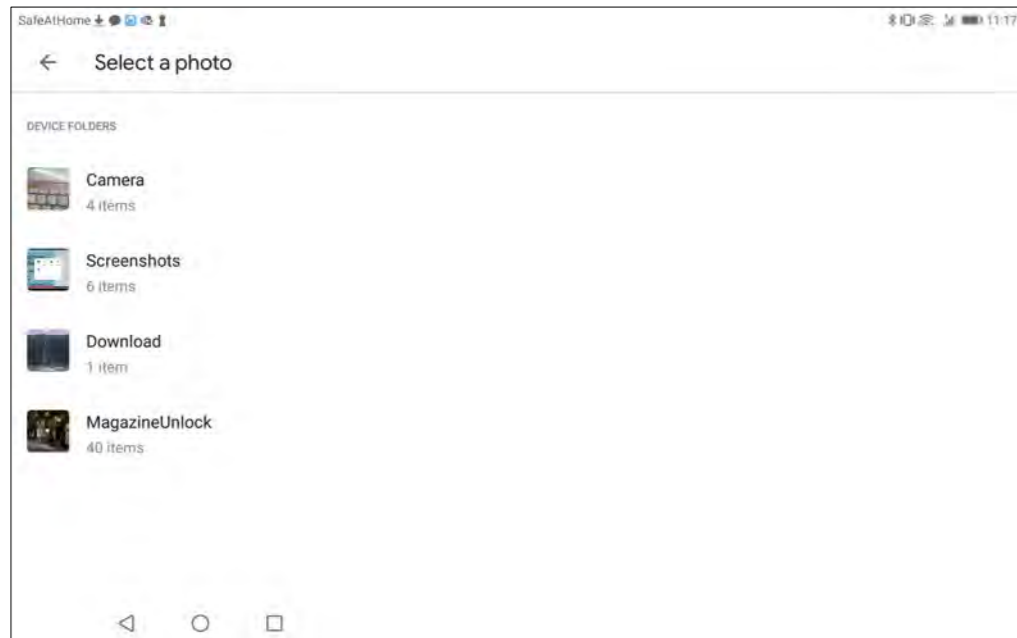
4) Tap on the Photo icon



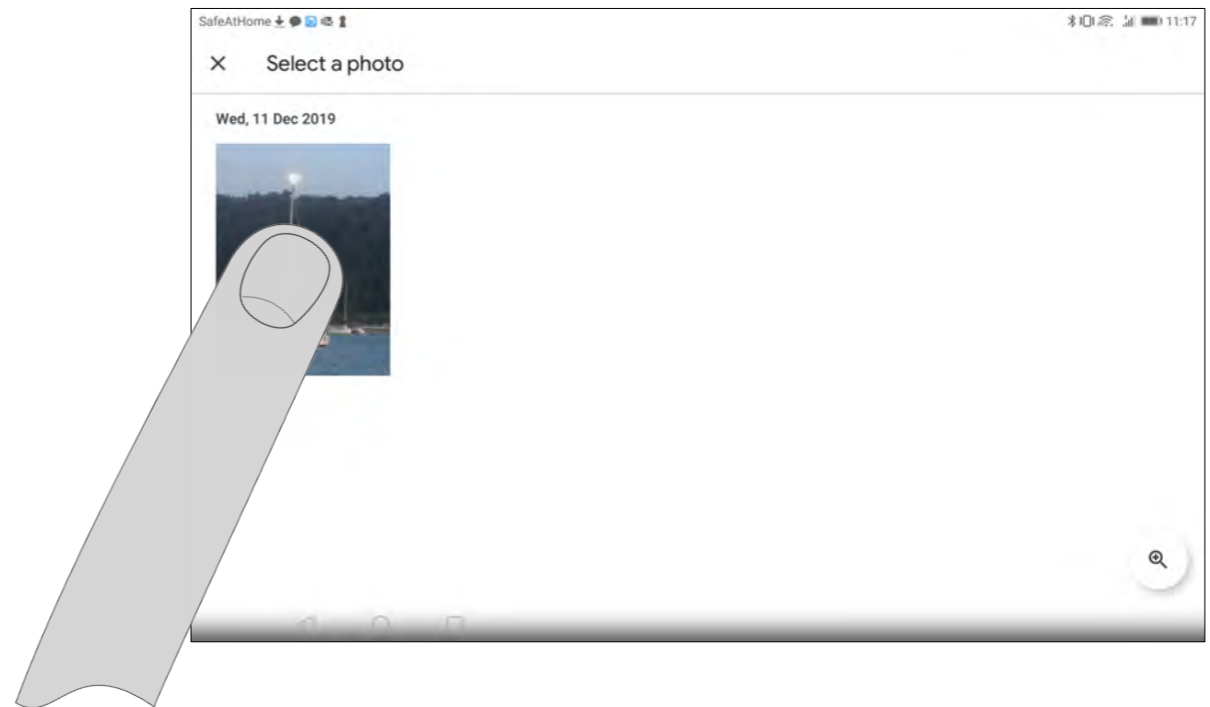
5) Tap on the source location of your photo(s)



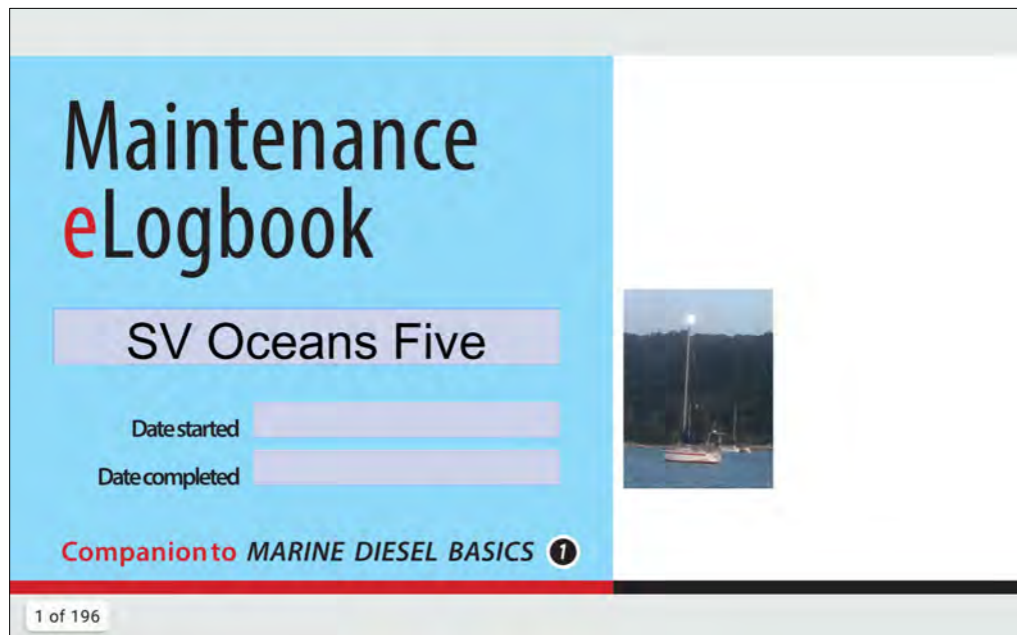
6) Tap on the Album with the photo



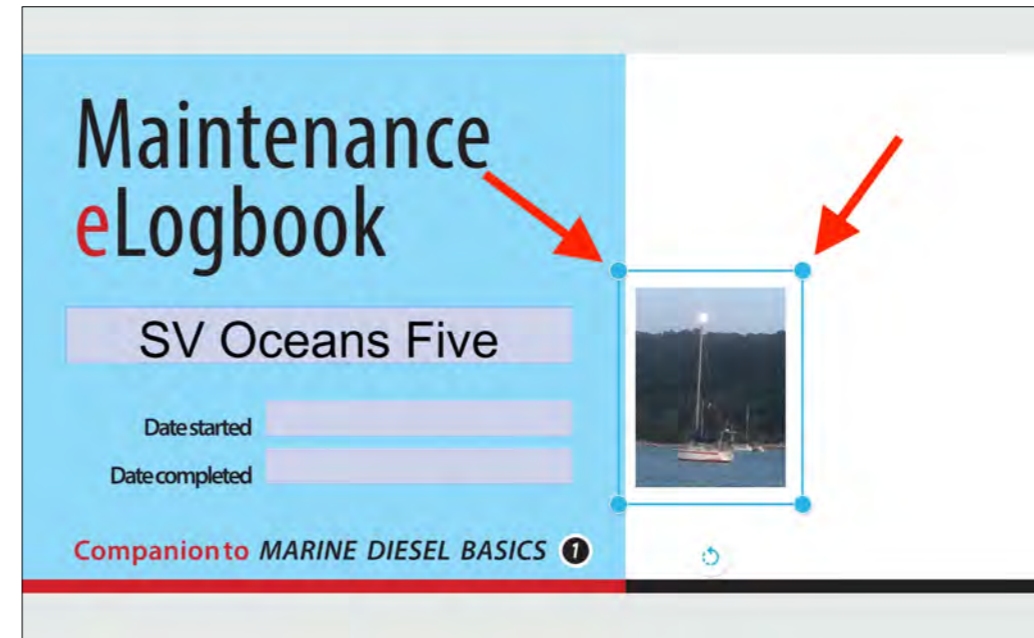
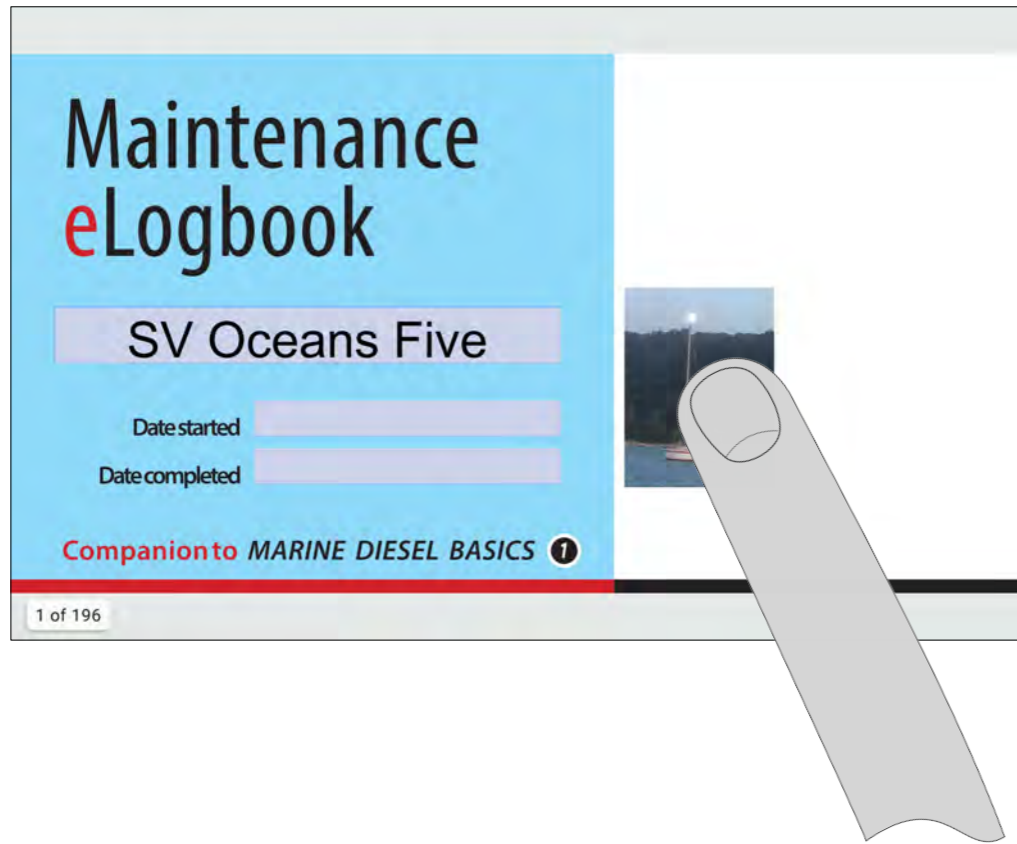
5 Tap on the photo you want to use



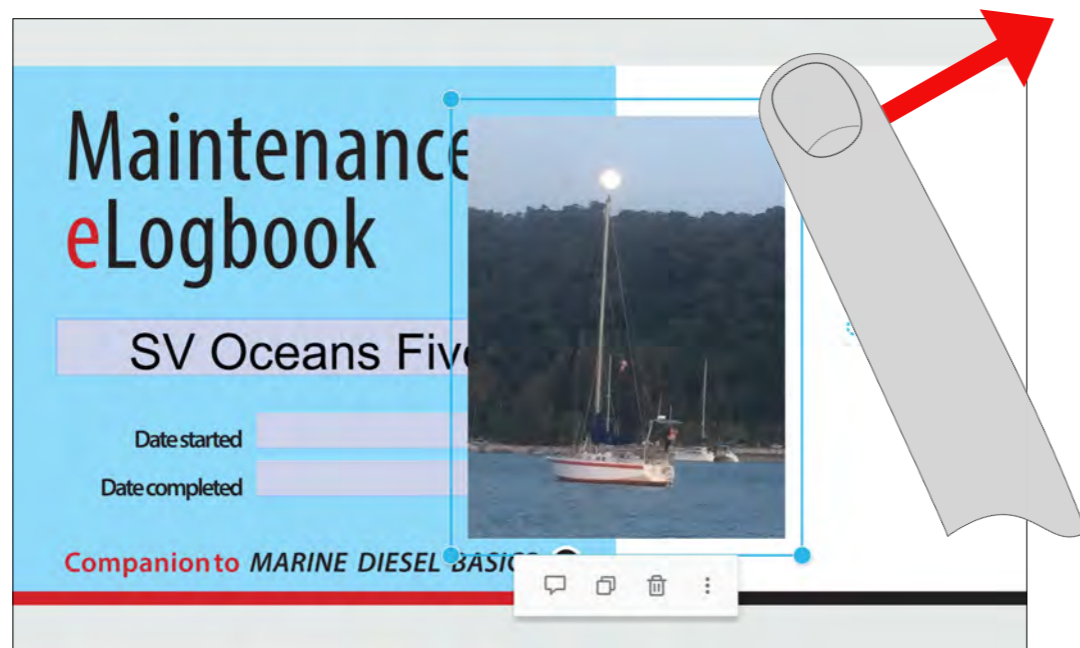
6 It will be automatically added to the cover page



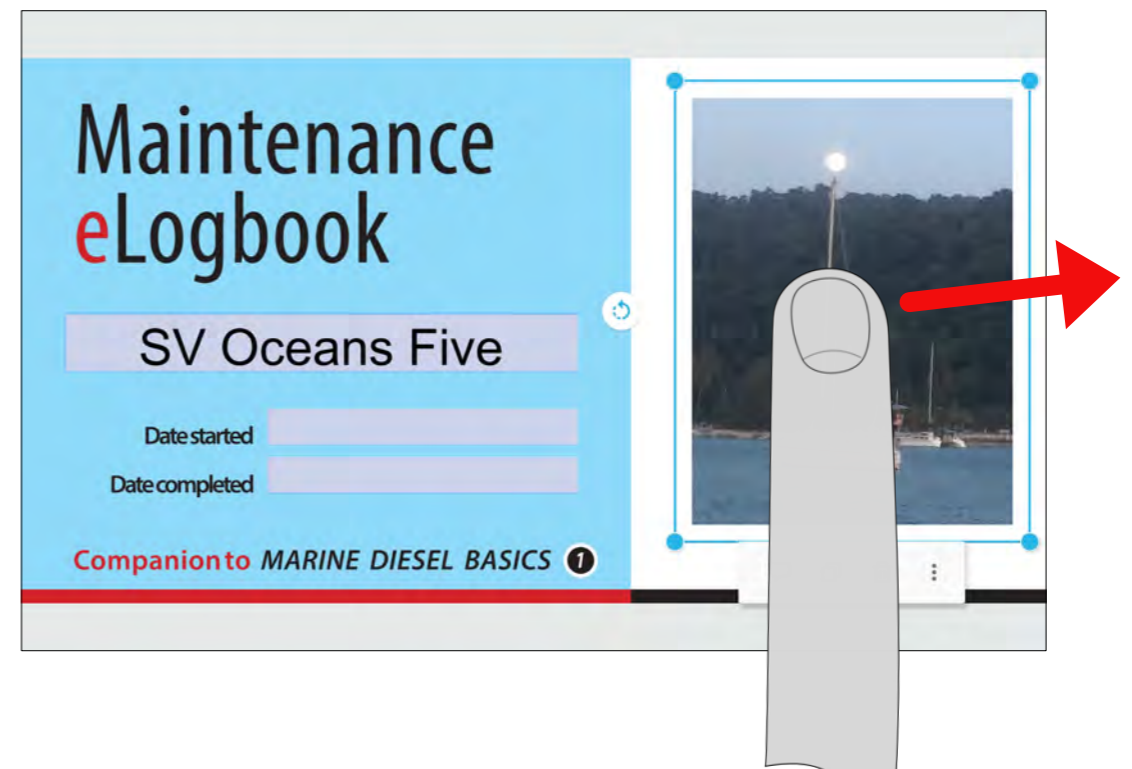
7) Tap the photo to highlight the handles



8) Tap & drag one handle to resize the photo



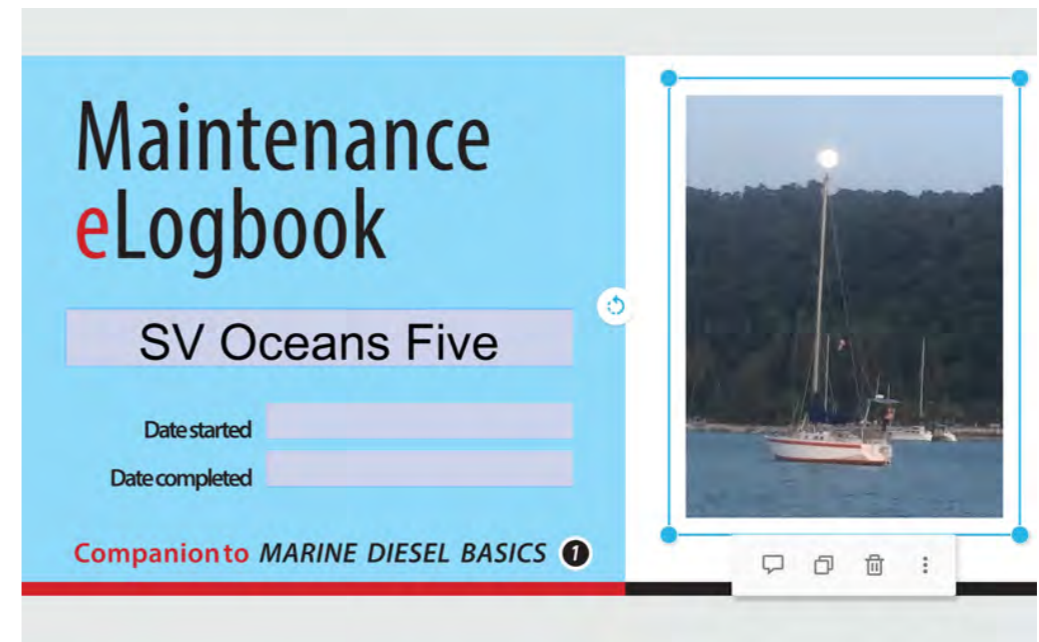
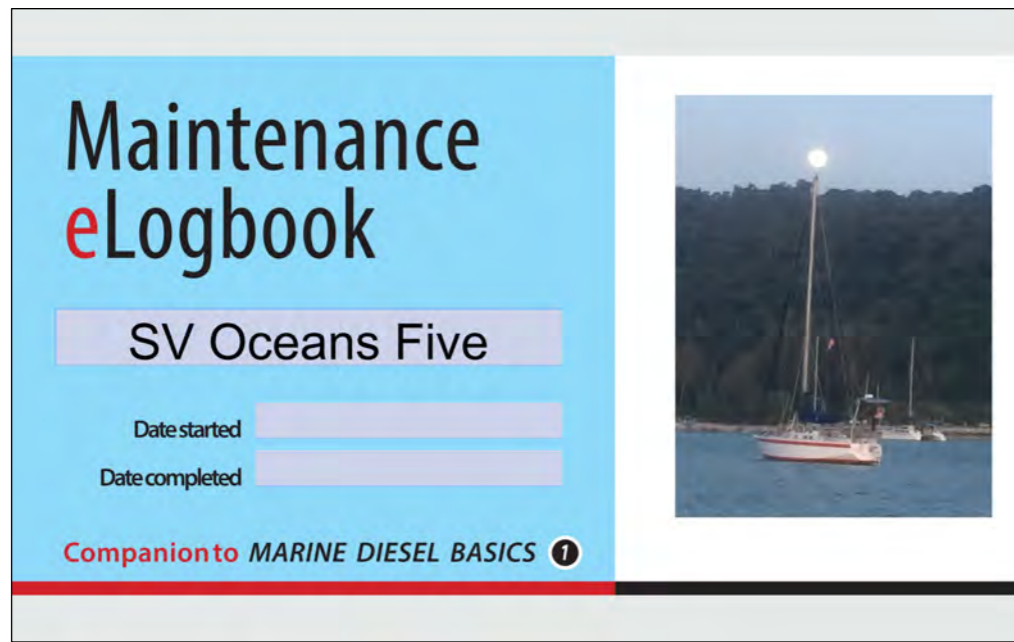
9) Tap & drag **the photo** to reposition it



10) Remove your finger - the photo will be automatically saved with the file.

You can edit, resize, reposition or replace the photo at any time

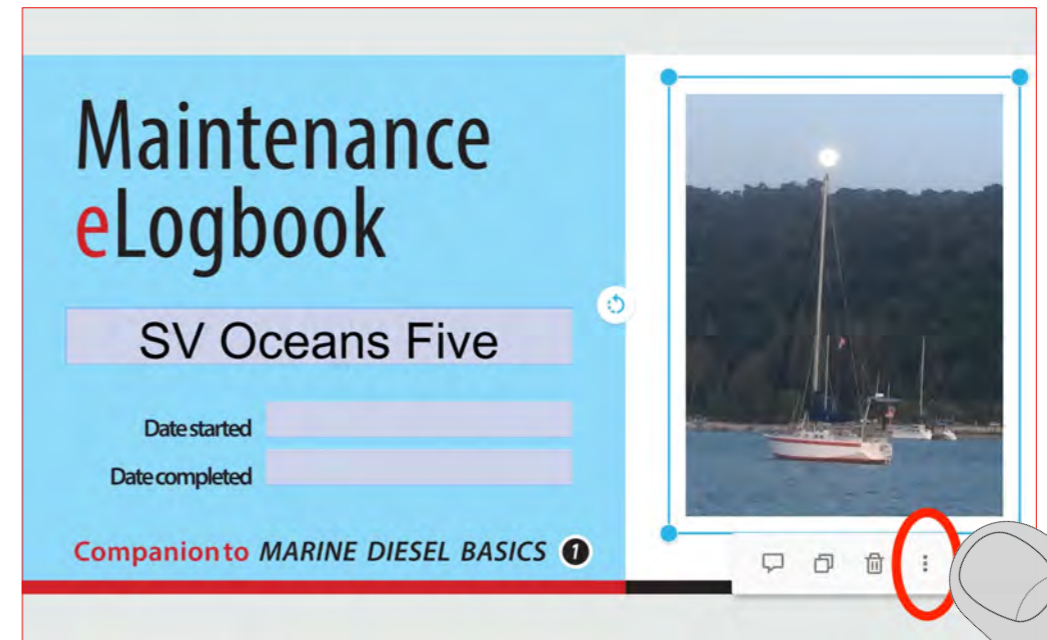
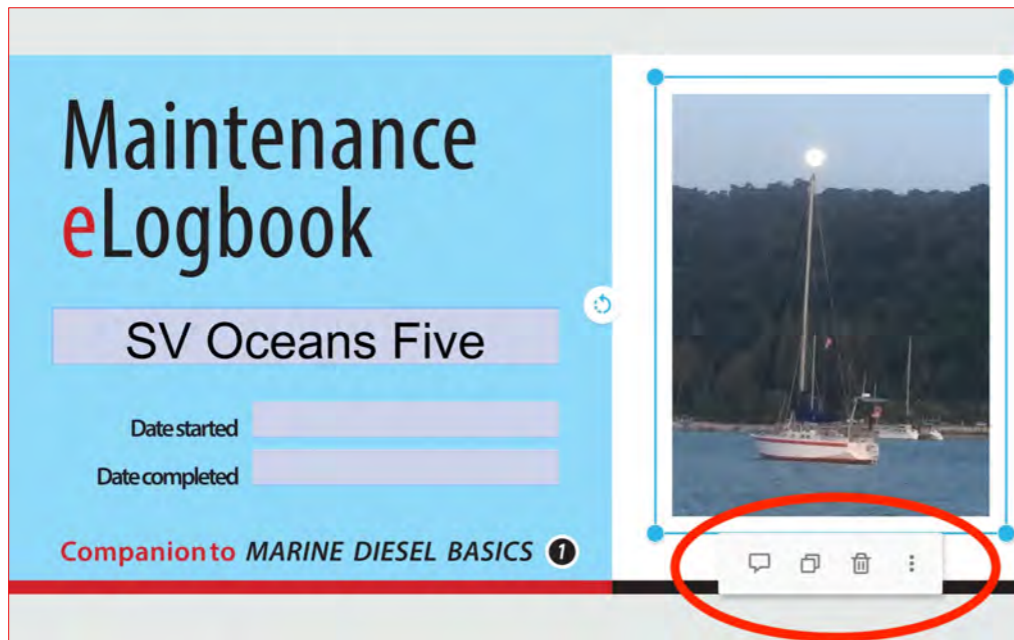
You can close and reopen the eLogbook and the photo(s) will be there.



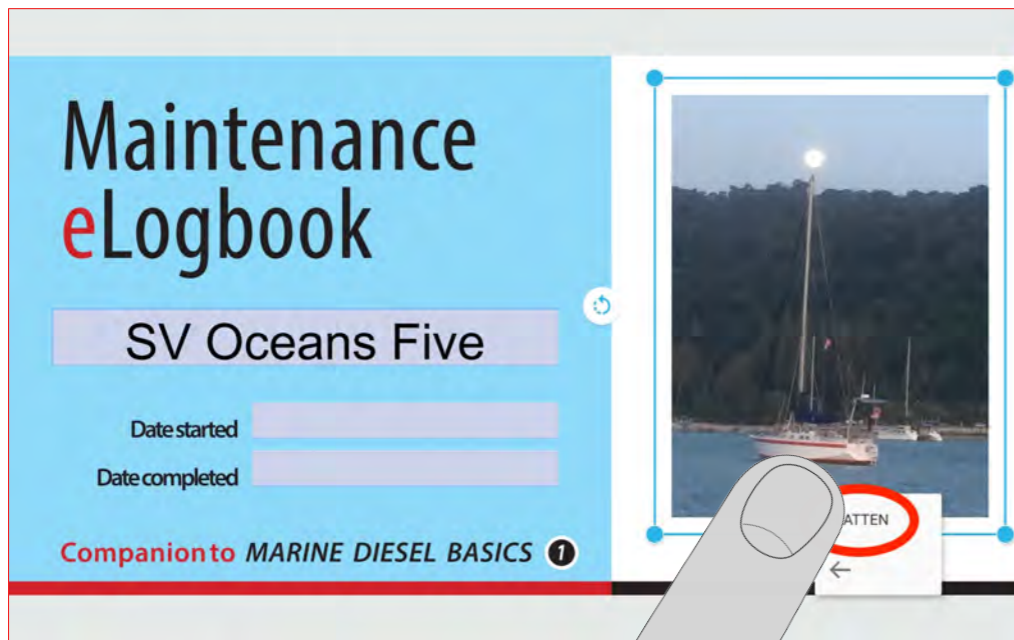
To add more photos to the page - repeat **steps 3 to 9**

Making the photo(s) permanent so that it cannot be resize, replaced or removed - is called *flattening*

11) To flatten the photo, tap on the 3 dots on the right-hand side



13) Tap on FLATTEN



The photo is now a permanent part of the eLogbook. The text boxes can still be edited

