

Instructions for Uploading Photos to Your Web Pages - Basic

There are many different ways to upload photos to your site. Below is the most basic way to do so.

1. In editing mode, go to the page you want to add a photo to and click “Edit page (e)” at the top (the pencil icon).
2. Put the blinking cursor on the spot where you want to insert a photo.
3. In the upper left corner, click “Insert” and select “Image.”
4. In the pop-up box that appears, select the “Choose File” button to browse your computer for the photo you want to upload.
5. When you double-click on the image you want to upload, it will appear in the pop-up box. If you do NOT see the image, it may be too large to upload. You should re-size it and try again.
6. In the pop-up box, you will see a box called “Alt text (optional).” It’s standard Web practice to add text here describing your photo, making your site ADA compliant.
7. Click “OK” and the photo will appear on your page, along with tools to do some basic editing of the size and placement of the image. For instance, “Wrap on” will make the text near your photo wrap around it and is a useful editing tool.
8. When you have inserted all the photos you wish to have on the page, click the blue “Save” button at the top to see your final page.