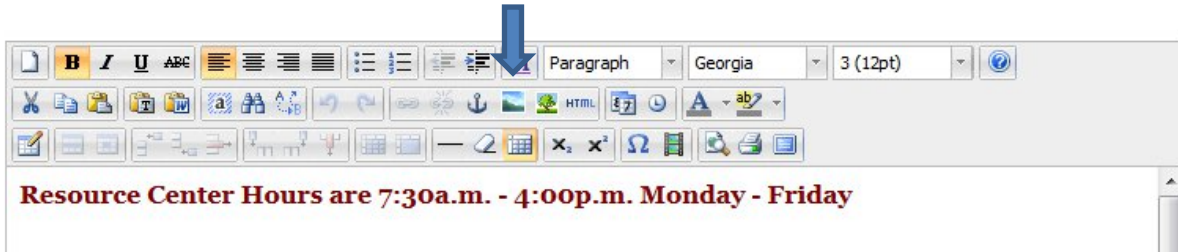
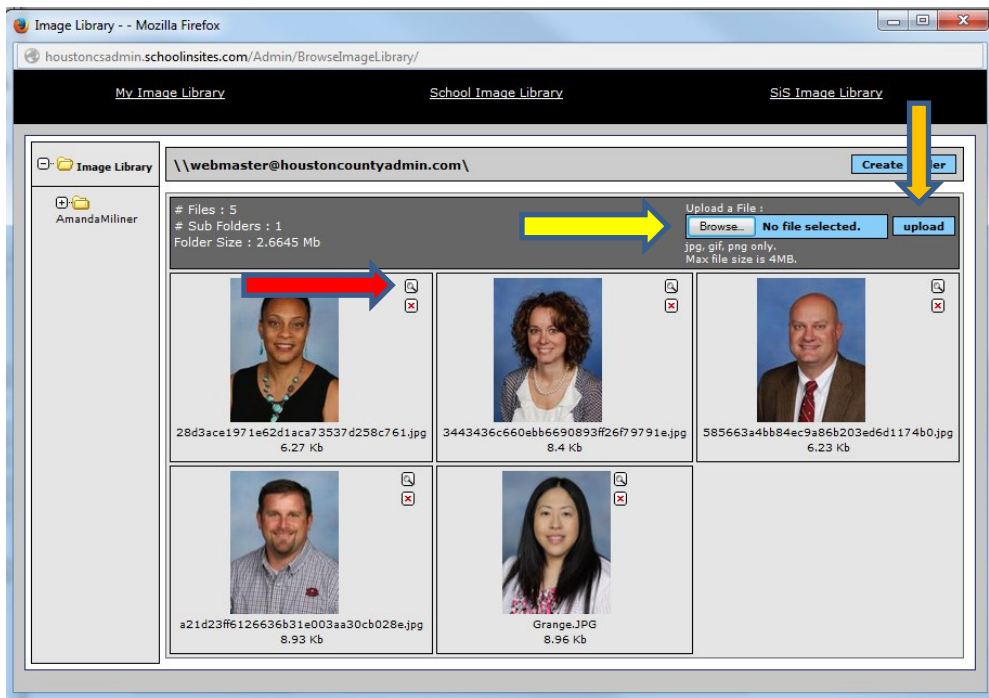


# Uploading Pictures Into SchoolnSites

1. Log into your school's website. Navigate to the page where you want to upload your picture.

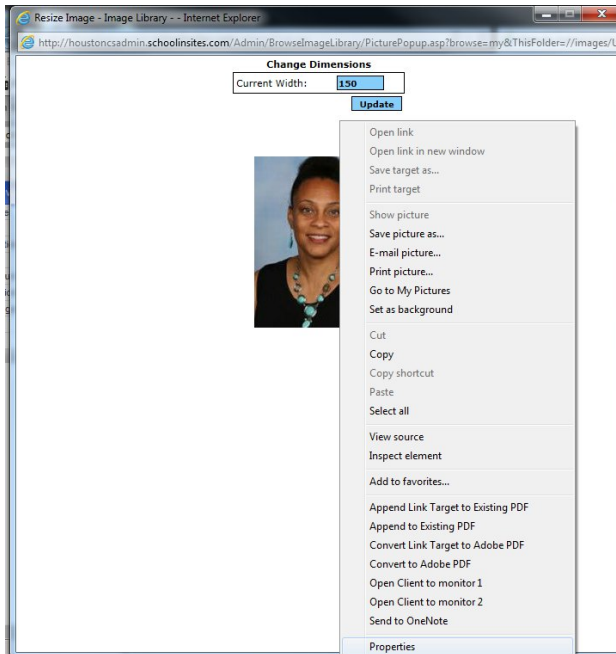


2. Click on the landscape icon next to the "tree" (blue arrow)

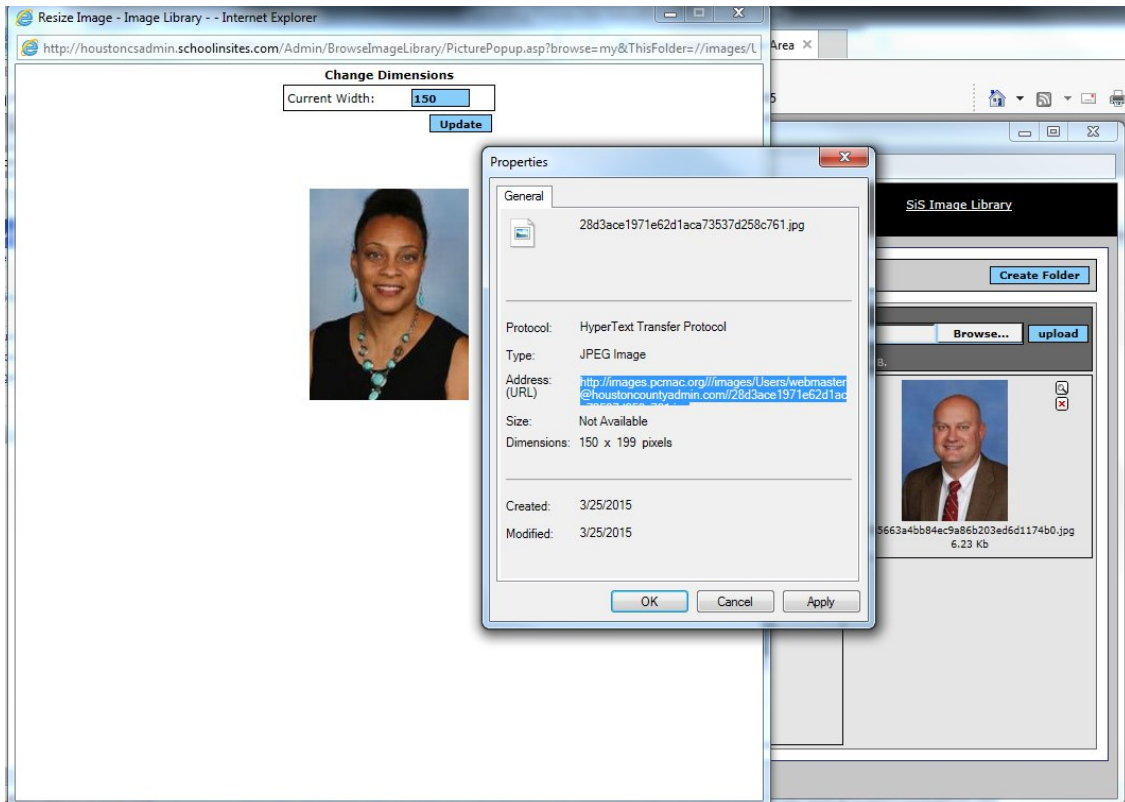


3. Browse for the picture on your computer (yellow arrow) and then upload it into the Image Library (orange arrow).
4. Once the image is uploaded – you will need to click on the magnifying glass next to it (red arrow).

5. When the image opens up – right click on the picture and select Properties.

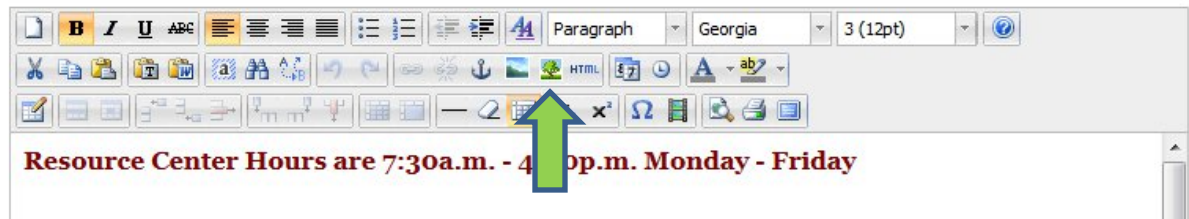


6. Highlight and copy the URL located next to the Address URL in the pop up.

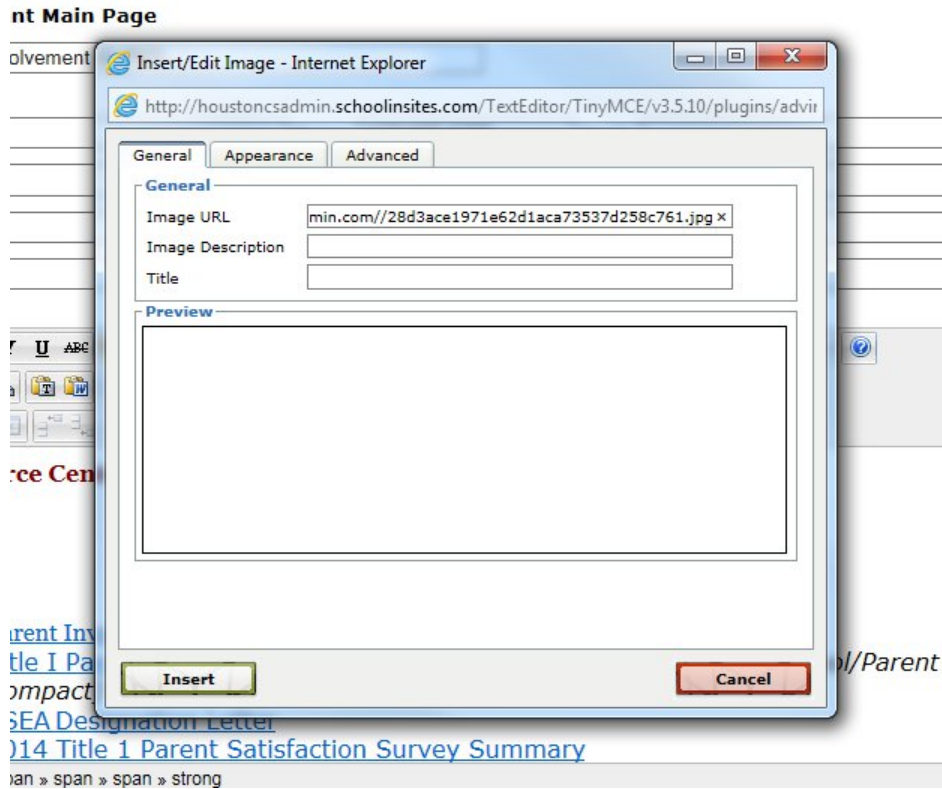


7. Close the Properties, Resize Image-Image Library, and Image Library pop ups.

8. Click on the Tree icon in your toolbar (green arrow).



9. Paste the URL into the pop up window next to the Image URL.



10. Click Insert. Your image should now appear.

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[File Manager \(Documents\)](#)  
[Forms](#)  
[Help](#)

Title:

Picture: [add picture](#)


Contact 1 Name:  Phone:  Email:


Contact 2 Name:  Phone:  Email:

Contact 3 Name:  Phone:  Email:

Contact 4 Name:  Phone:  Email:

Article :





Path: p » img

END