



## Uploading Images/Graphics to the Image Library

Your SCHOOLinSITES software includes the ability to insert images from three levels of image folders. All images work similarly but the folder structure and available images are controlled at different levels. This exercise teaches you how to create folders and upload images to your own personal image library area on the SCHOOLinSITES server.

NOTE: Image formats are restricted to .jpg or .gif.

1. Click in the Insert Image button on the toolbar.
2. Click on **My Image Library**
3. Click the **Create Folder** button (upper right-hand side of screen).
4. Type desired folder name. Click **Add**.
5. Open newly created folder by clicking the + adjacent to folder.
6. Click the **Browse** button, locate and double-click the desired image from your computer.
7. Click **Upload**.

You may now use this image in two ways:

Insert it into the Text area of your pages

Copy it and paste it for use on any computer you access our program from!

(See the **Inserting Images** job aid for further information about how to use images in your text area.)