

Directions to put pictures or clipart on your BW webpage

File type must be .jpg (or .jpeg) or .gif


Change the file name in your directory to shorten it, eliminate spaces and special characters, and make all letters lowercase. Numbers are ok.

Naming convention:

- First two digits – your initials (lowercase)
- Next six digits – the date in mmddyy format – date of event or date of upload
- Anything you want that describes the photo, i.e. openhouse, puppets, etc.

Having a standard naming convention keeps it easier to track files not being used anymore for cleanup purposes. Example of filename: kw100804sedona.jpg

Display your BW webpage – go into edit mode (click on blue wrench on bottom right) – and enter your password

Scroll to the bottom of the screen and select the upload icon (black  icon)

<browse> to where the file is stored on your computer, find the desired file (hopefully renamed as suggested above), highlight it with your mouse, and click <open>

Press <upload>

If the upload works, "File Successfully Loaded!" displays

Click on "Return to webpage" and enter your password again

Scroll to the area on your page where you want to display the picture file

Click on the image icon to display the instruction window and copy the line with the code (highlight the line and CTRL-C) and then go to your edit webpage and in the desired location, paste the line of code (CTRL-V)

or type the following code:

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<img src=images/tpix/xxxxx.xxx>
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Then replace the xxxxx.xxx with your file name . extension, i.e. kw100804sedona.jpg

Scroll down to the bottom of the screen and press <Update Page>

Scroll down to the bottom of the edit screen again and click on display page (the magnifying glass) and your picture should now appear on your webpage.

If you want it to display a different size, you should use a graphics program (like Irfanview, Photoshop Elements, Gimp, etc.) to resize it and then upload it again with the same name.

Must have parent's permission to post photos of students if the student is identifiable in the picture.

This could also be used to upload scanned images of student artwork (jpg) or Kidpix saved as .gif or .jpg, etc.