

# Photos


 Sample High School - Upload Photo

Photo (max 1Meg):

**Size Calculator**- Select a standard size      Standard Sizes:    
OR enter custom size Width:  Height:   
Area: 120K

Current Albums    
Album (optional)

Title:  Page Align

Position   Text Color  Background Colour "

Short Description (optional):

Photo # (1 to 999 ):

If you get an error message try reducing the size of the photo to < 1Meg since all photos will be reduced to less than 1Meg automatically.

SPDS

You can upload up to 10 (this number can be changed) photos. You can include these photos (10 only- this is fixed) in your personal page by typing {P1}, {P2} etc where you want the photo to appear on your page. If you have permission to upload more than 10 photos you must use the **Image** function to add these additional photos to your web page (see below on how to proceed).



The photo **MUST** be a jpeg file and cannot be larger than 6 Meg. All photos are reduced in size to that the maximum width is 600 pixels.

You can select where the title and description will appear as well as the colour and background of the description.

The most important part is the **Photo #**; if you want to overwrite an existing photo, just use the number of the existing photo and it will be replaced by the new one.

You can also use the Folders function to add a link to other photos on the server.

Sample High School Folders

Logged in for 1 minutes

Dashboard Add Notice **Folders** Upload Photo Upload PDF Edit Your Home Page

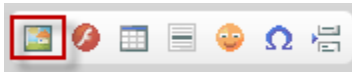
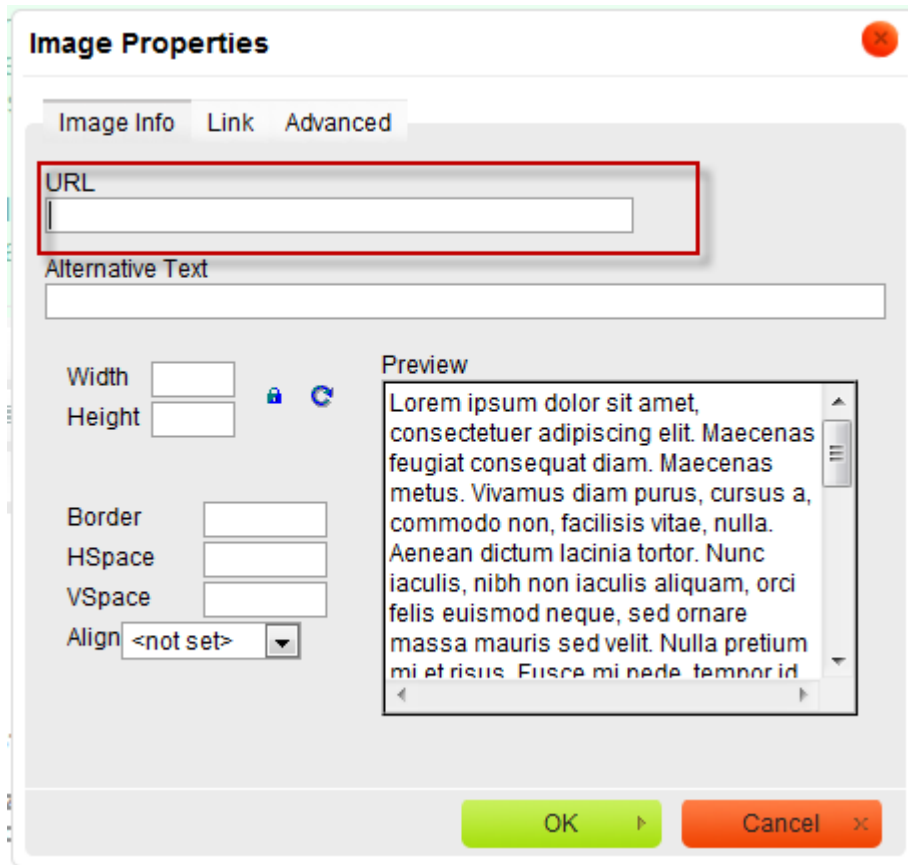
Events Upload Newsletter, Document Staff Remediation Courses Albums Upload Course Logout

Index of: [home/](#)

KEY Folder File |

[Show/hide statistics](#)

File	Size	Date uploaded
<a href="#">aboutus</a>	-	10 October 2009
<a href="#">administration</a>	-	10 October 2009
<a href="#">archives</a>	-	10 October 2009
<a href="#">calendars</a>	-	10 October 2009
<a href="#">courses</a>	-	10 October 2009
<a href="#">doc</a>	-	02 November 2009
<a href="#">email</a>	-	10 October 2009
<a href="#">events</a>	-	18 October 2009
<a href="#">governance</a>	-	10 October 2009



Click on the Image icon.

Paste the URL address into the URL box.

When you successfully upload a photo an image of the photo will be displayed below the upload form as show below.

Photo (max 1Meg):

Size Calculator- Select a standard size Standard Sizes: 400 x 300  
OR enter custom size Width: 400 Height: 300  
Area: 120K

Current Albums: Animals  
Album (optional): Animals

Title: Jellyfish Page Align: Center

Position: Left Text Color: 000000 Background Colour: FFFFFFFF

Short Description (optional):  
Jellyfish

Photo # (1 to 999): 8

If you get an error message try reducing the size of the photo to < 1Meg since all photos will be reduced to less than 1Meg automatically.

SPOS



You can also create albums, or add photos to an existing album.

Current Albums Enter a New Album Name Below ▾  
Album (optional)   
Title  Enter a New Album Name Below ▾

If you create albums, a list of you albums will appear you personal page.

**Sample High School Webmaster**

Home 1 **Photos** Email Me Events Newsletters Close

Photo Albums  
• **Flowers**

Hello,  
I'm the webmaster.  
I hope you find this site helpful.  
If you have any comments or suggestions for this web site just click on Contact Webmaster at the bottom of this page.  
Photos and captions can be customized easily when you upload photos to your page. When you hover the mouse over a photo a small icon will appear in the top left corner; clicking this icon will load a large version of the image.

Chrysanthemum Tulips Tulips

Once you have created one or more albums, the Photos link will only display photos that do not belong to any album.



Albums are completely optional, but if you wish to use them, please let me know so that I can increase your photo limit.

Your album names should be short since there is not much room on the left side of your web page.