



INFORMATION TECHNOLOGY SERVICES

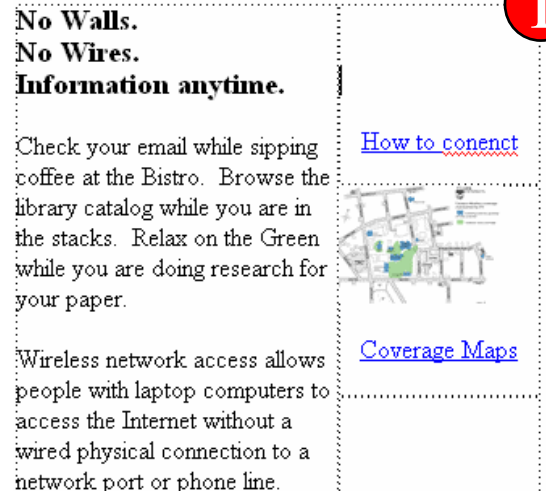
Help Document Series: Inserting documents and images into a website using SharePoint Designer

In order to display an image or link to a file, such as a PDF or .doc, the file in question must be uploaded to your website. This means the file will be stored online, and thus be accessible to anyone viewing your web site.

Inserting an image

Step 1

With an .htm file already open within SharePoint Designer, choose where you wish to insert the image. You should take care to arrange the pictures in a logical manner that fits within the template. The area for content on the Clark web site is 500 pixels wide, so no image should be larger than about 400 pixels wide. Images should be resized before they are uploaded.



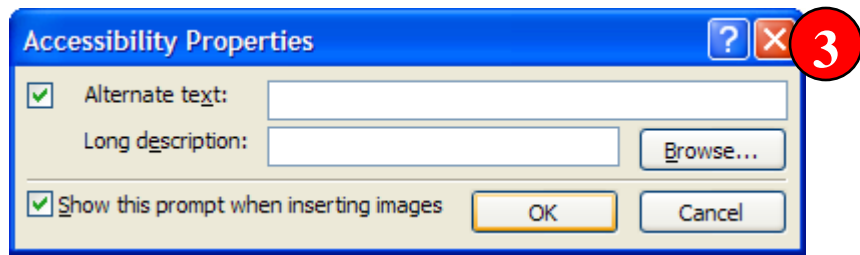
Step 2

Open the folder on your local machine that contains the image you wish to upload. Drag the image from within its folder into the SharePoint Designer window where you wish the picture to appear.



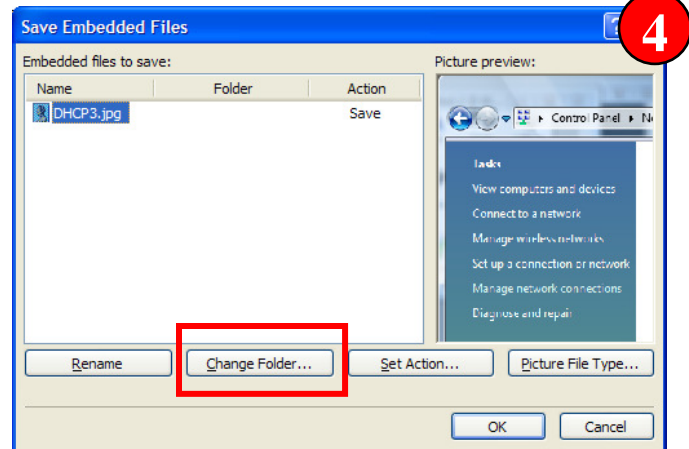
Step 3

You will be prompted for “Alternate Text” which is what appears if you mouse over the image, or will be read by a “screen reader” that is reading the page aloud to a sight-impaired person. Add the text and click “ok.”



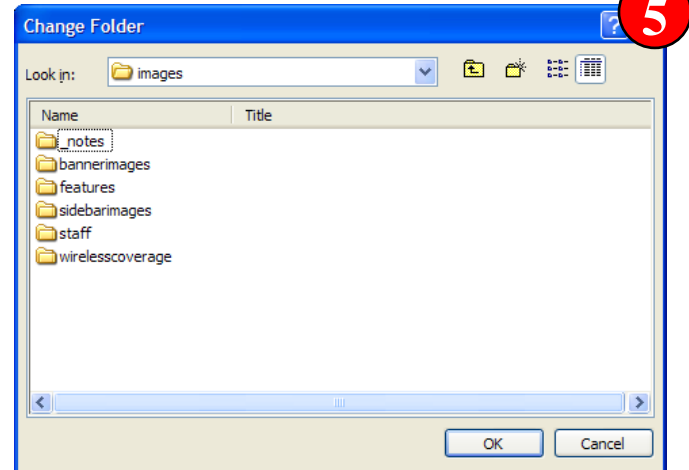
Step 4

When you have the image positioned where you would like it, save your document. This will prompt SharePoint Designer to upload the image to your web site. In order to keep the site organized, you should have SharePoint Designer save the image into a single **images** folder, within your web site. Click on the **Change Folder...** button.



Step 5

Once you are in the **Change Folder** window, browse to the top level of your web site, and then select the **images** folder. Click the **OK** button to proceed.



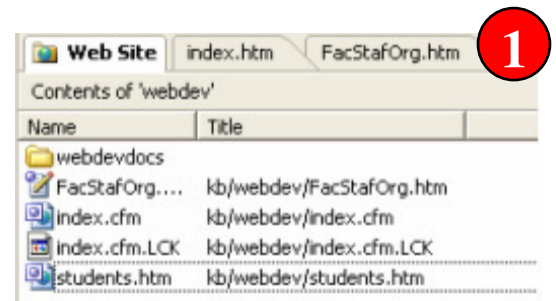
Step 6

Once you have changed the folder, you will return to **Save Embedded Files** window. Click the **OK** button to save the file to your web site. This will ensure that the image can be viewed by those visiting your pages.

Creating a new folder

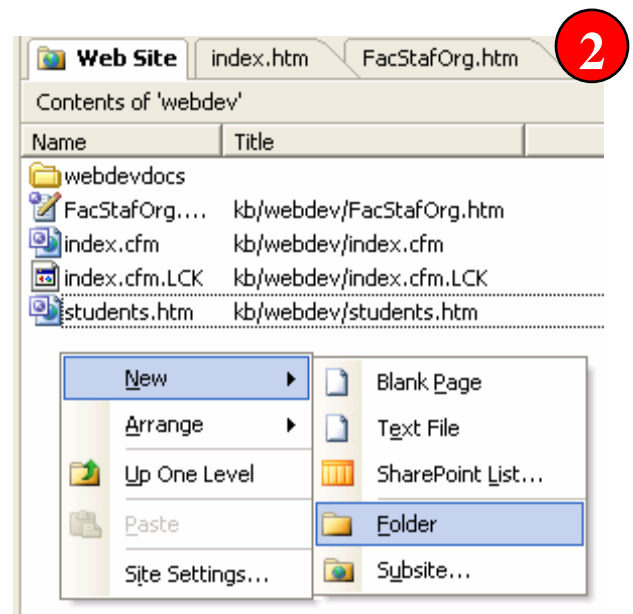
Step 1

Because organization is one of the most important things in web design, it is wise to make a new folder to contain documents you wish to add to a particular part of your site. Using the **Folder List**, browse to the part of your site you wish to add documents to. Within this folder, you should see the "index.htm" file that contains the content. If no folder exists for the documents you wish to upload, you can make one here. If a folder has already been created to house your documents, you can skip down to the next section.



Step 2

Next, right-click in the contents of your web site tab, in the white space under the files you already have. From the drop-down menu that opens, select the **New** and then **Folder** options.



Step 3

Give the folder a name by clicking on it and typing in the desired name. The name should reflect the sort of documents the folder will be housing.



Uploading document files

Once you have a folder you wish to add files to, you can easily open the folder by double-clicking it, and then upload files directly from your computer. When a file is dragged from the local machine to the SharePoint Designer window, it is instantly uploaded and can then be linked from your web pages. (For information on inserting links, see http://www.clarku.edu/offices/its/kb/software/sharepoint/Sharepoint_insert_hyperlink.pdf)