How To Upload Images in the WebCT Presentation Area

1. Navigate to Your Student Presentation Area and click on the **[Edit Files]** link next to your e-Portfolio.

Homepage > Student Presentations > Group Projects > Manage Files > **Edit File**

Student Presentations
To view a project, click its linked title in the Description column. (If the title is not linked, the presentation is not yet in place.) If the Group column contains links, click a group name to view the members of the group. To import files to your presentation, click **Edit Files**.
Note: Please remember to name your first page index.html.

Mail	Group	Files	Description
✉	__Contribute to Course Portfolio	**Edit Files**	Untitled Document
✉	_Red Group	Edit Files	Group 2.
✉	_Yellow Group	---	Group one.

2. Click on the page you want to add an image to. Note the name of the image you want to upload – in this case "image.gif." You will need to know this name in step 6.

Homepage > Student Private Area > My e-Portfolio > Manage Files > **Edit File**

Folders and Files
Click on a folder below to view its files.

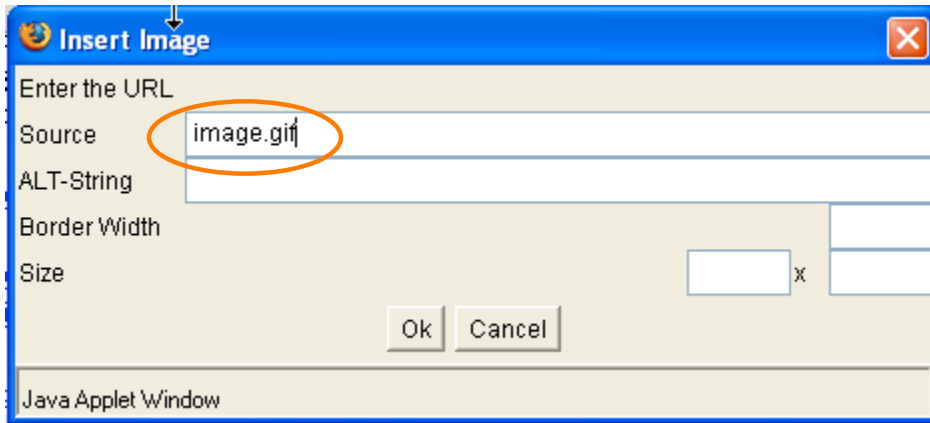| Name	Size (bytes)	Date	Time
☐ 📁 Library Guest			
☐ 🔍 📄 image.gif	8768	January 4, 2005	12:07pm
☐ 🔍 📄 index.htm	1116	January 3, 2005	12:27pm
☐ 🔍 📄 learning_questions.htm	1118	January 3, 2005	12:23pm
☐ 🔍 📄 project_development.htm	1152	January 3, 2005	12:23pm

3. Click on the HTML editor button HTML editor . A WYSIWYG (what you see is what you get) HTML editor will load. From here, you can edit documents much as you do in MS Word. For most people, it's a lot less messy and scary than raw HTML.

    NOTE: If nothing happens or you get a blank screen, go to www.java.com to download the latest version of the Java software (you need Java to do this step).

4. Place your cursor where you want the image to appear.

5. Click the "Insert Image" button 🖼 .

6. In the pop-up window that appears, type the name of the image in the Source field– for example, *image.gif*.

Insert Image

Enter the URL

Source   image.gif

ALT-String

Border Width

Size   x

Ok   Cancel

Java Applet Window

7. Click OK.

8. Mission accomplished. Your image should now appear in all its glory!

9. As a final step, click Update . If you close this page without clicking the "Update" button, your changes will be lost.