

How to Add Pictures to a Club Page

Click EDIT PAGE

Click ADD PICTURE

Click BROWSE

Go to your desktop or wherever you have the picture stored

Double click on the picture

Click UPLOAD FILE

Click CLOSE WINDOW

HIGHLIGHT the URL (The image file name is:)

Right click and copy the URL

Go to the TREE

Right click on the IMAGE URL and paste

If you then click in the IMAGE DESCRIPTION you will see part or all of your picture!

Go to APPEARANCE, ALIGNMENT and click the arrow and indicate wherever you would like the picture to show up.

Click INSERT

Click OK

You can now resize the picture and place it wherever you want it to be.

Click SAVE at the bottom of the page

Click CLOSE WINDOW

Click **REFRESH**

WHAT WENT WRONG ????

You get a funny little square with no picture!

Delete the square

Copy and paste the URL again

You can't do anything on the page!! You don't see Edit Page...

You forgot or Carolyn forgot to give you ADMINISTRATIVE PRIVILEGES to work on the page!

To Add Pictures to the Image Gallery

Go to IMAGE GALLERY

Go to ADD NEW GALLERY

Put in the name of your new gallery

Click ADD and the new gallery will jump up to the GALLERY:

Click on UPLOAD PICTURES

Go to wherever you have your pictures stored

Click and drag them to the loading page

Click START UPLOAD

Click REFRESH

You should see your pictures!

