

How to Add Images to Your Teacher/Class Web Page

- 1. Start Internet Explorer and locate an image that you want to add to your web page. Either Google or Yahoo has images from which you can choose. Once you find one, go to step two.**
- 2. Right-mouse click on the image you want to use.**
- 3. From the menu drop-down, select Save As.**
- 4. Navigate to the folder where you want to save the image. This is usually titled My Pictures.**
- 5. Change the name of the image to something that makes sense. Do this by clicking on the name that's already in the File Name box and type a name.**
- 6. Click on Save.**
- 7. In the Address box at the top of your Internet Explorer window, type admin.pjpii.org and press Enter.**
- 8. Log into the PJPII Web Content site.**
- 9. Click on the class that you want to add the new image to.**
- 10. Click on the Edit button**
- 11. In section #3, Click on the Browse button.**
- 12. This will take you to the My Pictures folder. If the new image is there, click on it. Otherwise, you need to navigate to the folder where you saved your new image.**
- 13. Click on Open. The file name of your new image will appear in section #3.**
- 14. Click on Save.**
- 15. Log out of the PJPII Web Content page.**
- 16. In another Internet Explorer window, go to your class page and check to see that your new image is now there.**

If you have problems with these steps or any other steps, please see Patricia Youngross in room 106, or send an email to pyoungross@pjpii.org!