

University of Wisconsin - La Crosse
Information Technology Services
ITS Support Center
785-8774 103 Wing

UW-L Web Templates - Adding Pictures to Web Pages

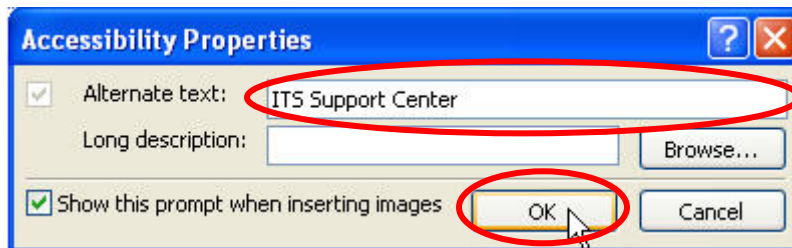
You may add pictures into the content area of your UW-L web template based web pages. These instructions cover inserting pictures into your pages using SharePoint Designer.

Before adding pictures to your website, check each file's size. If a file is large, edit the picture to make it smaller BEFORE adding it to your website. Try to keep each file's size at 120 KB or below. Adding large files to your website will make your pages load slowly, and could cause problems for people visiting your website over a slow internet connection.

1. Open your website in SharePoint Designer, and create your web page(s). For information on accessing your website and creating new pages visit www.uwlax.edu/itssupport/onlinehelp/webtemplates.htm.
2. Find the picture on your computer that you would like to add to your web page. Drag it onto the page wherever you would like it to go using your mouse (you may need to resize the SharePoint Designer window to be able to drag the picture onto your web page).



3. After you place the picture you will be asked to provide **Alternate text** for the picture. It is important to add **Alternate text** to your pictures to make your website accessible to people using assistive technologies to browse the internet. **Alternate text** should be descriptive and to the point. Type your **Alternate text** in the text area and click **OK**. For more information on Web Accessibility visit <http://itssupport.uwlax.edu/webaccess>.



4. The picture is now on the web page, complete with Alternate text.

Welcome to the ITS Support Center

h3



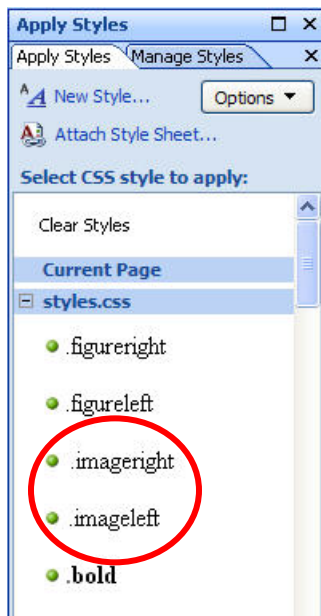
**ITS Support Center
103 Wing Technology Center
785-8774
itssupport@uwlax.edu**

Location

103 Wing Technology Center

Wing is located between Main Hall and Morris Hall. We are on the first floor just inside the main doors on the east end of the building.

5. If you would like text to wrap around the picture, use the **imageright** or **imageleft** style from the **Apply Styles** menu located at the lower right hand side of the SharePoint Designer window.



6. To use the **imageleft** or **imageright** style, select the picture and then click the style on the **Apply Styles** menu. Text will flow to the left or the right of the picture depending on which style you choose. Pictured below is the text flowing to the left after the **imageright** style has been applied to the picture.

Location

103 Wing Technology Center

Wing is located between Main Hall and Morris Hall. We are on the first floor just inside the main doors on the east end of the building.

Hours

Standard Hours during Fall and Spring Semesters

Monday	Tuesday	Wednesday	Thursday	Friday
7:30am - 6:30pm	7:30am - 6:30pm	7:30am - 6:30pm	7:30am - 6:30pm	7:30am - 4:30pm

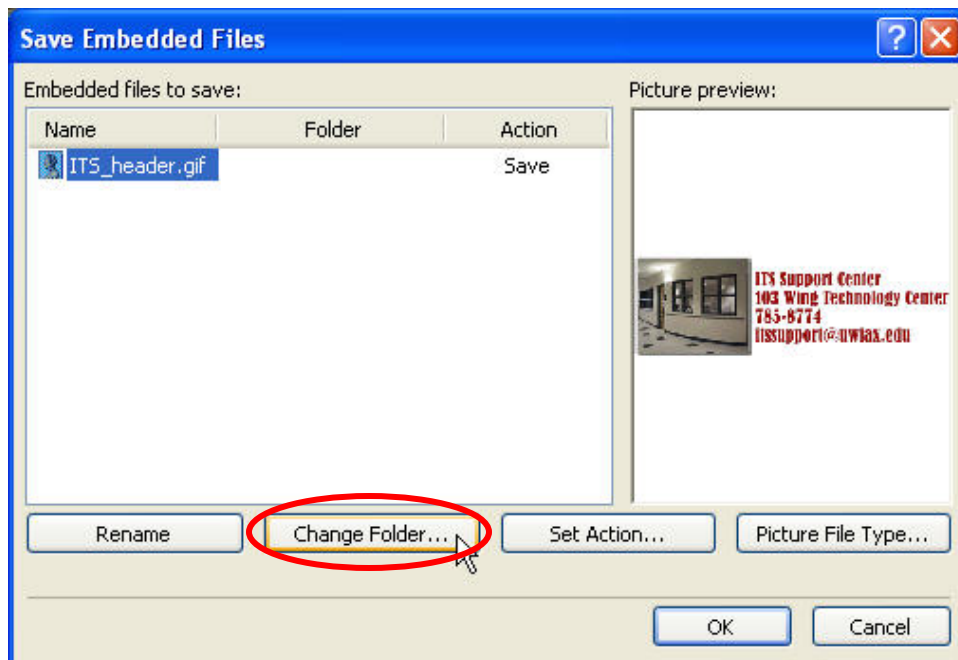
Hours during Interim Sessions, Summer Session or between Sessions

Monday - Friday; 7:30am - 4:30pm

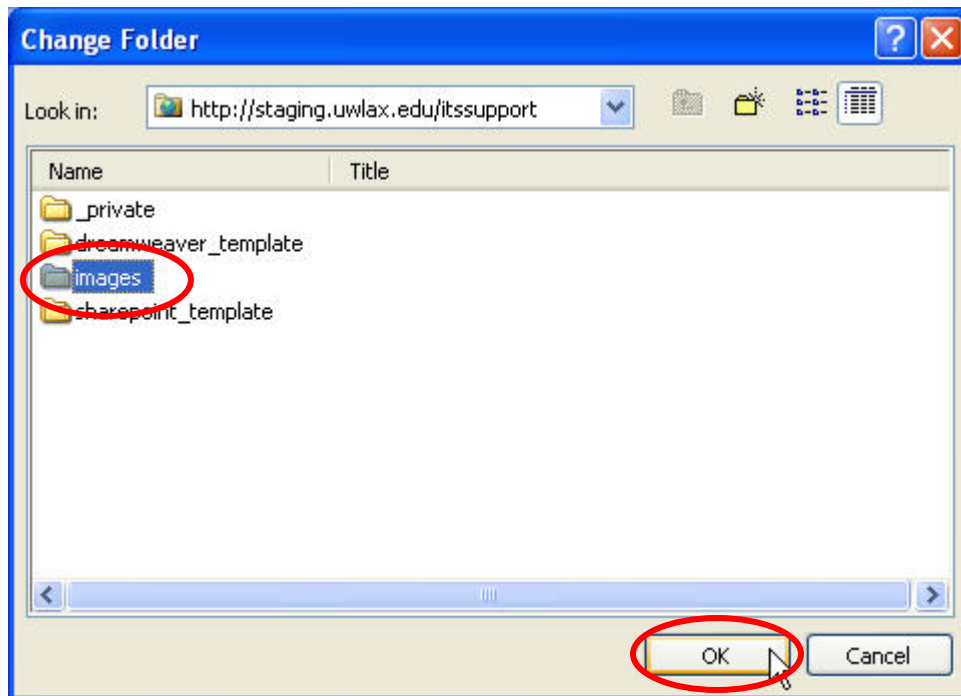


The screenshot shows a web page with a header image of a hallway. The text 'ITS Support Center 103 Wing Technology Center 785-8774 itssupport@uwlax.edu' is positioned to the right of the image. The 'Apply Styles' menu is open on the right side of the page, and the 'imageright' style is selected. The image and the 'imageright' style are both circled in red.

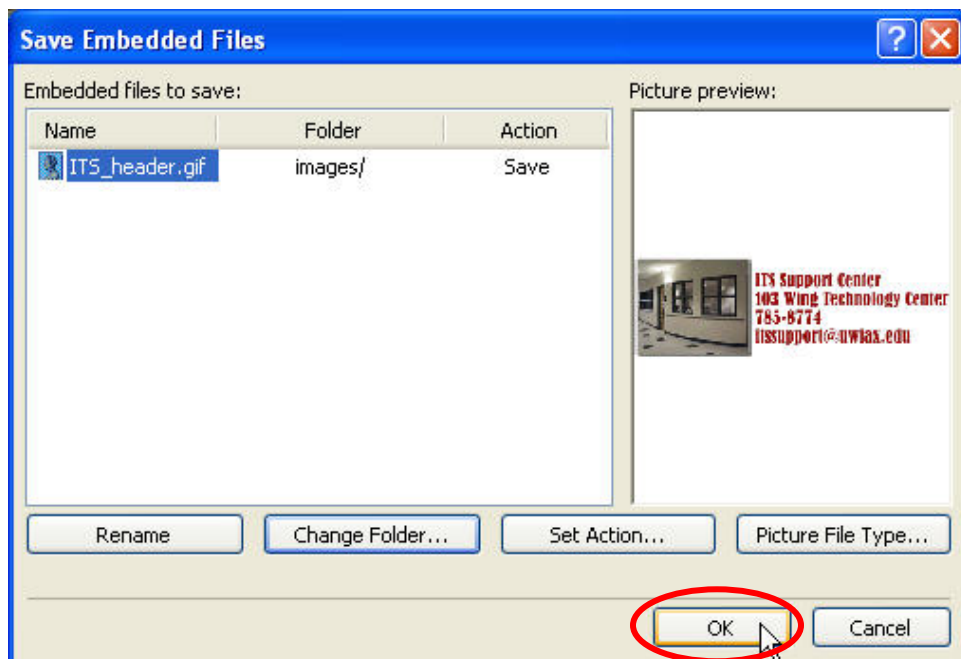
7. After you have inserted and arranged your picture(s) save the web page. While saving you will be prompted to save the picture(s) you have inserted to the web server. **You must do this, or the picture will not be visible when your website is visited by others.** By default SharePoint Designer will try to save the picture to the root directory of your website. It is highly suggested that you click **Change folder** and choose the **images** folder for saving pictures.



8. After clicking **Change folder**, select the **images** folder in the dialog box and click **OK**.



9. Ensure **images/** is listed under **Folder** before clicking **OK**. If it is not, click the **Change Folder** button and repeat the previous step.



10. Once you have finished you should see the picture(s) you inserted on your web page and also in the images folder in the Folder List.

