


Images

Introduction

You can enhance the appearance of the articles, adverts and forms published on your church web site by adding images to the document.


This quick start guide explains how to upload an image to the **media** view in your group and add it to your document.

Uploading a new image


- If you haven't logged into the web site already, do so now. Click the **Login** link at the top of the home page and enter the login name and password as supplied.
- Once you have successfully logged in, click the **web office** link at the top of the home page. The Web Office will be displayed shortly afterwards.
- Select a  **group folder** where your images will be stored. For example click on the **youth** group folder if the images relate to the youth group.
- Select the **media** tab to display the existing images available in this group.

Not sure what a group folder is? Media tab not available? For more help see the quick start guide called "Web Office Tour".


- Click the  **Add an image to *groupname*** task link.

Note: You can also access this feature whilst you are creating a document; click on the  button to add an image and select the same task link at the bottom of the window.

To upload an image stored on your computer

- Select the  **I want to transfer an image from my computer** task link.
- Click on the **Browse** button to display the **Choose file** dialogue box; select the .gif, .jpg or .jpeg file you wish to upload and click the **Open** button. For more information on preparing your images for upload see the churchinsight white paper "Preparing Images"
- Once the file has been successfully uploaded the image will be displayed below the image title, caption and size. Enter a **title** and **description** for your image.
- Click the **save** button to complete the upload process; the **media** view will be displayed shortly afterwards with the new image added.

To upload an image from another web page

- Click the  **I want to use an image from the internet** task link.
- Open another internet browser window to locate the image you wish to use. If you are using Microsoft® Internet Explorer you can start a new browser window by holding the **Control** key and pressing **n**.
- Once you have located the image, click with the right mouse button over the image to display the context menu and select **copy**.

- Return to the browser window displaying the web office and click on the **I've found an image** button.
- Once the file has been successfully transferred the image will be displayed below the image title, caption and size. Enter a **title** and **description** for your image.
- Click the **save** button to complete the upload process; the **media** view will be displayed shortly afterwards with the new image added.

Note: Please ensure that you have copyright permission for any images you wish to use on your church web site.