FAQ 2- How to upload your pictures to your SharePoint Site

- 1. Login to your SharePoint Site. For example mine is <u>http://jn002.k12.sd.us</u>
- 2. Click on Sign In
- 3. Remember your username: k12sd1\EmailUserId and your password is whatever your e-mail password
- 4. Now you need to create a site that is for storing your pictures
- 5. Click on Site Actions Create
- 6. In the Web Pages Column Click on Sites and Workspaces
- 7. Title can be anything you want it to be. I am using Pictures Area as my title
- 8. Now where is says URL name: type in PicturesArea
- 9. Set as Blank Site
- 10. When you have done steps 7-9 it should look like the figure below.

| New SharePoint Site - Windows | i Internet Explorer | |
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| <u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools | Help | |
| 🚯 🔹 🕜 Infinite Campus | New SharePoint Site X | |
| Computer Science - Intro to Of | ffice 2007 Computer III - Desktop Publishing Schedule Help Desk DH | TML SharePoint |
| New 1 | Area Schools Network Administrator Site > Create > New SharePoi SharePoint Site | |
| Use this pa | ge to create a new site or workspace under this SharePoint site. You can specify | y a title, Web site a |
| Title and | Description | Title: |
| Type a title | e and description for your new site. The title will be displayed on each page in | Pictures Are |
| ute site. | | Description: |
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| Web Site Users can i browser. Y to rememb | Address navigate to your site by typing the Web site address (URL) into their 'ou can enter the last part of the address. You should keep it short and easy er. | URL name: http://jn002.k |
| For examp | le, http://jn002.k12.sd.us/ <i>sitename</i> | |
| Template | Selection | Select a template |
| | | Collaboration Team Site Blank Site |
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| A blank site | e for you to customize based on your requirements. | |
| ine . | | |

| Windows Internet | Explorer | | | | - 7 🛛 |
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| Use this page to create | e a new site or workspace under this SharePoint site. You can speci | fy a title, Web site addr | ess, and access p | ermissions. | Cancel |
| Title and Description | n | Title: | | | |
| Type a title and description for your new site. The title will be displayed on each page in the site. | | Pictures | | | |
| | | Description: | | Description | |
| Web Site Address | | IIRI name• | | | |
| Users can navigate to browser. You can enter to remember. For example, http://jn | your site by typing the Web site address (URL) into their r the last part of the address. You should keep it short and easy 002.k12.sd.us/sharepointdemo/ <i>sitename</i> | http://jn002.k12. | sd.us/sharepointi | demo/ Pictures | |
| Template Selection | | Select a template: Collaboration 1 Team Site Blank Site Document Works Wiki Site Blog | Meetings Custo | m | |
| document library, and discussions. | say organize, author, and share information. It provides a lists for managing announcements, calendar items, tasks, and | User Permissions: | | | _ |
| You can give permissio | n to access your new site to the same users who have access to | Use same perm | nissions as parent | site | ~ |
| | | | 6 | Internet | 100% • |

- 12. Click Create
- 13. Now we should be in our site called Pictures Area
- 14. Go to Site Actions click on create
- 15. Under the Libraries Column Click on Picture Library name it whatever class it's for. Mine I called Computer1
- 16. Click Create
- 17. Click on Actions Open with Windows Explorer (It may ask you to put in your username and password, if does please put it in)
- 18. It may take a couple minutes when you do this. It will look like the figure below.

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- 20. Now you will drag pictures from whatever folder on your T Drive that you have resized pictures in. Whenever you are uploading pictures it will take a couple of minutes
- 21. Now Click on the Actions Drop down Menu -View Slide Show.
- 22. Now I have to figure out the path where my pictures are. If you look at the figure below. Where I have the red circle that is what my path is.



23.

- 24. Copy what I have circled by highlighting the address and do a right click copy
- 25. Now we are going to go to your Home Page where we are going to setup a link to your pictures slide show.
- 26. If you do not have a pictures link like I do on my Quick Launch Bar you will need to go to SiteActions Click Create and Setup your Picture Library
- 27. Once step 26 is done. Click on Site Actions Site Settings
- 28. Under the Look and Feel column click on Quick Launch
- 29. Click on **New Link** The Figure below is what you should see. Now Click on where you see **http://** the **Right Click** and **Paste.** This will paste in the slideshow URL
- 30. For the Description put in whatever you would like for a description. I am going to use Computer I Slide Show Then where you see the word sites do the drop down menu and change it to Pictures (This will put the link under the Pictures heading) Then click OK

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32. Click on Home and you should see your link now. Get your popcorn out and enjoy your slide show. (: