

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

1. Login to your SharePoint Site. For example mine is <http://jn002.k12.sd.us>
2. Click on Sign In
3. Remember your username: **k12sd1\EmailUserld** 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 Internet Explorer

http://jn002.k12.sd.us/_layouts/newsbweb.aspx

File Edit View Favorites Tools Help

Send to Students

Infinite Campus New SharePoint Site

Home Computer Science - Intro to Office 2007 Computer III - Desktop Publishing Schedule Help Desk DHTML SharePoint

Deubrook Area Schools Network Administrator Site > Create > New SharePoint Site

New SharePoint Site

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and template.

Title and Description

Type a title and description for your new site. The title will be displayed on each page in the site.

Title:

Description:

Web Site Address

Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, <http://jn002.k12.sd.us/sitename>

URL name:

Template Selection



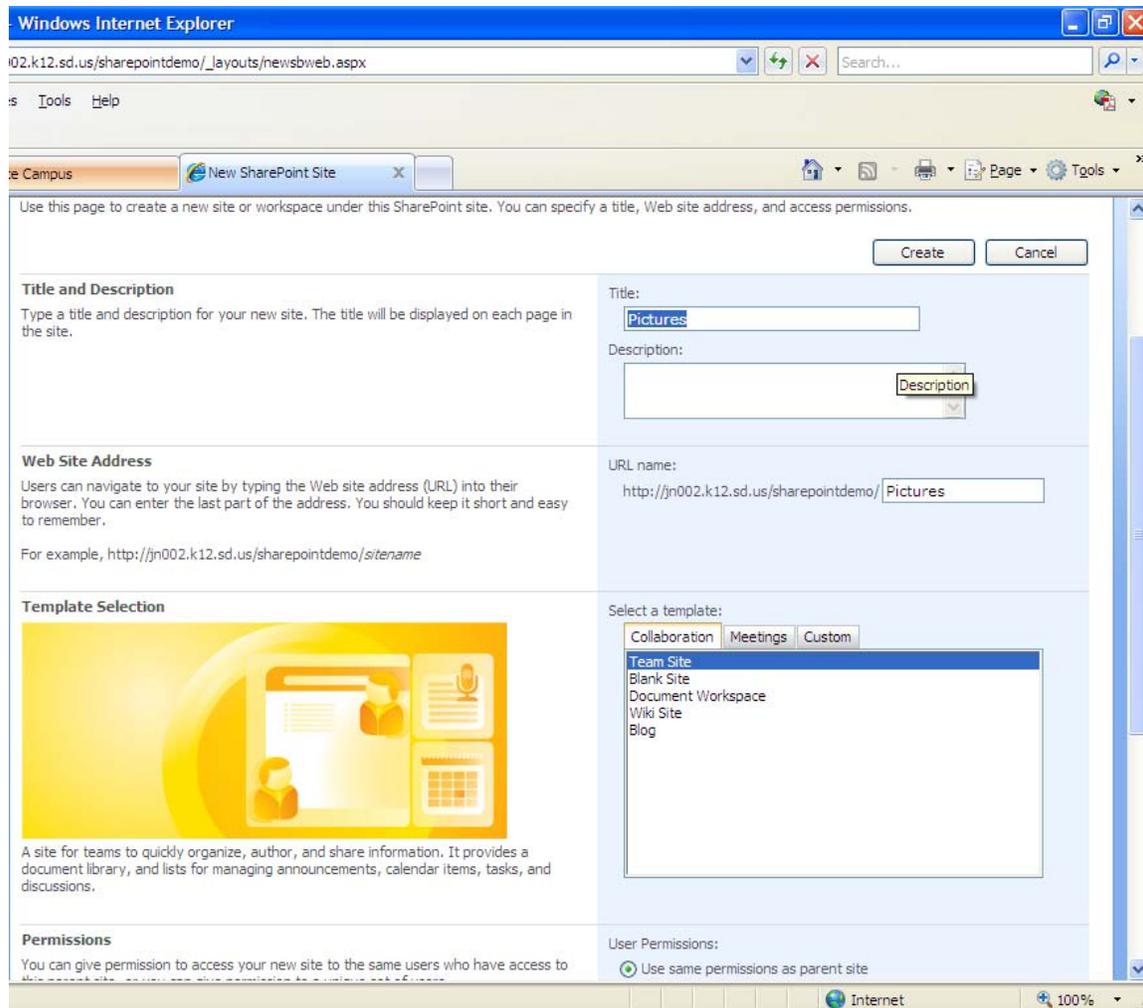
A blank site for you to customize based on your requirements.

Select a template:

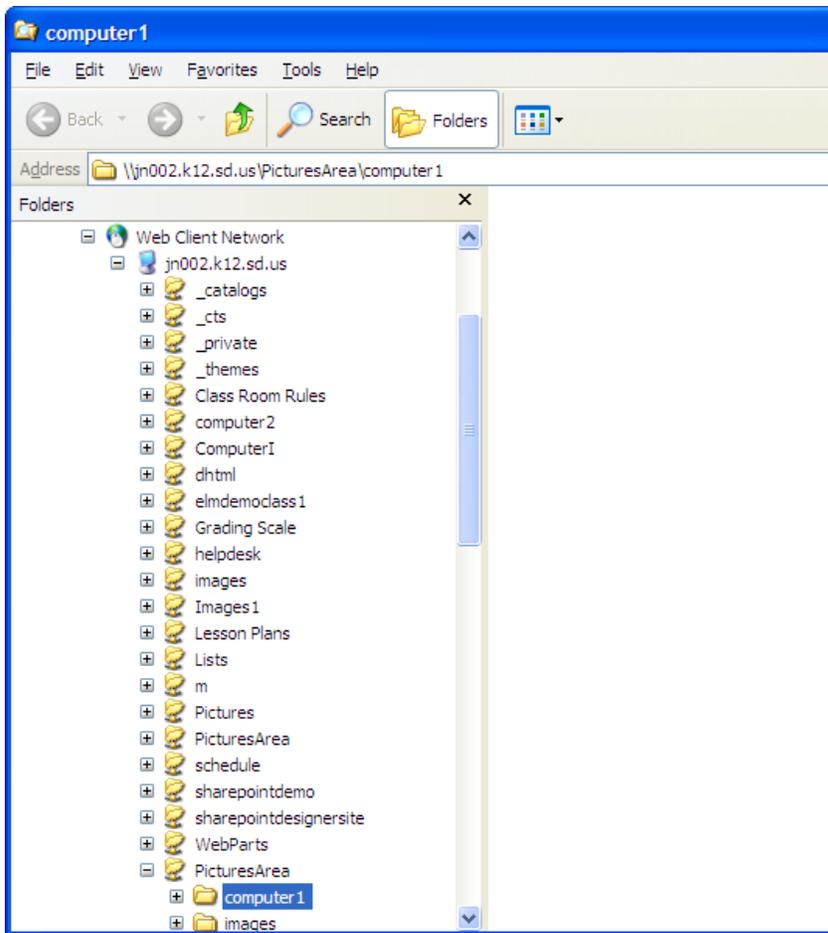
- Collaboration
- Team Site
- Blank Site
- Document Work
- Wiki Site
- Blog

Done

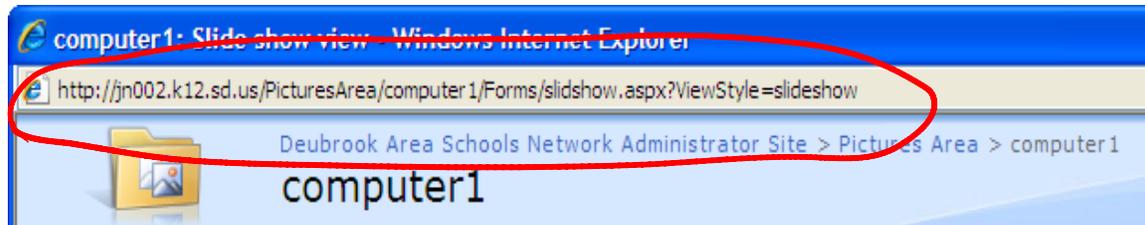
11.



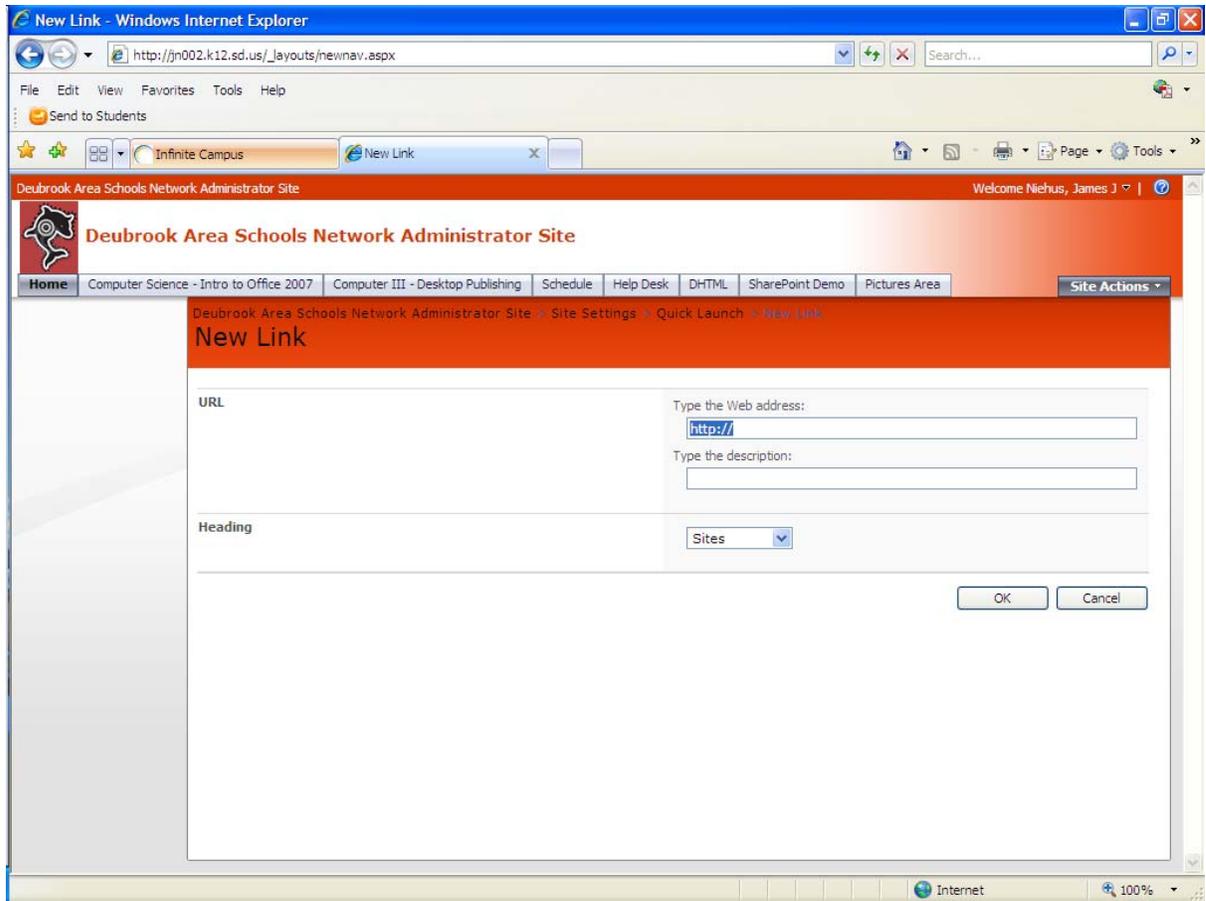
12. Click **Create**
13. Now we should be in our site called **Pictures Area**
14. Go to **Site Actions** - click on **create**
15. Under the Libraries Column – Click on Picture Library – name it whatever class it’s for. Mine I called Computer1
16. Click **Create**
17. Click on **Actions – Open with 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.



- 19.
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**



- 31.
32. Click on **Home** and you should see your link now. Get your popcorn out and enjoy your slide show. (: