



Uploading Pictures and Documents

Prue Amner
January 2020

Objectives

- To understand file formats that can be used
- To upload text files and link them to a webpage
- To use simple formatting to link files to text in a webpage
- To prepare images for the website
- To upload images to the website
- To maintain files
- To know where to find **Help**

File formats

Files will be human readable documents:-

- PDFs
- Word-processed files

Once uploaded a file cannot be changed. You will need to remove the file and upload the new version.

Uploading files

- From the editing menu choose
UPLOAD FILE

Demonstration1

<https://u3asites.org.uk/code/edit/editsite.php>

Uploading text files

- From Upload File menu choose Upload File
- Is this file to be password-protected?
- Use the **Browse ...** button to find the file on your computer
- Maximum file size is 5 megabytes
- Ensure your computer shows **All Files** in folder
- Register the details to link file to webpage
- Ensure the file name is exactly correct to link to webpage text

Linking files to webpage text

Adding the text in a webpage to a file linked to it:-

- File name **MUST** be same as the text

| file name |

Demonstrate 2 - an example

Review and Edit Files

Review

Click on the Links tab on Website

- Shows all the Links
- Shows which Page they are on

Edit Links within the Editor

Demonstration 3

Images on a website

- Full size pictures will be shown reduced in size on normal text pages
- Pictures may be enlarged by clicking on them
- Pictures are added changed or removed using menu options but preparatory work will need to be done.

Preparing image files for the website

- Maximum number of images on website - 800
- Maximum number of images on page – 25
- Normally digital images are very large and the uploaded images are limited to 1.5 Mb
- Need to reduce the image width to 1200 pixels before uploading

Reduce the size of an image

Several applications may be used for this

Use the **Resize** option within the application:-

- Microsoft Paint
- Photos App in Windows 10
- Apple?

Change the dimensions to have a width of 1200 pixels

Demonstration 4

Uploading pictures

- All image files must have a UNIQUE file name
- Only use alphanumeric characters [includes hyphen]
- Only these file extensions are accepted

.jpg

.jpeg

.png

.gif

You must give a title and optionally some details

Demonstration 5

Organise Pictures

In the **Editor** click

- Change and Organise Pictures
- Change Picture Display Order
- Change the Picture number to move it
- Confirm to change display order.

Demonstration 6

Inline pictures

- Thumbnail images can also be inserted into normal webpage text.
- Example U3A Yatching

Maintaining files

Admin menu

Utilities option

Bulk file management

- Remove pictures
- Download pictures
- Remove documents
- Download documents

Sitebuilder Help

On the Sitebuilder login page [before you login]

Click **Find out More**

Click **Complete Index**

There are all the instruction handouts

Sitebuilder Help

- Introductory material
- Standard menu options
- Editing functions
- Creating extra pages
- Uploading pictures and files
 - [Pictures overview](#)
 - [Picture menu options](#)
 - [Inline pictures](#)
 - [File uploading](#)
- For site administrators

QUESTIONS?

Objectives

- To understand file formats that can be used
- To upload text files and link them to a webpage
- To use simple formatting to link files to text in a webpage
- To prepare images for the website
- To upload images to the website
- To maintain files
- To know where to find **Help**