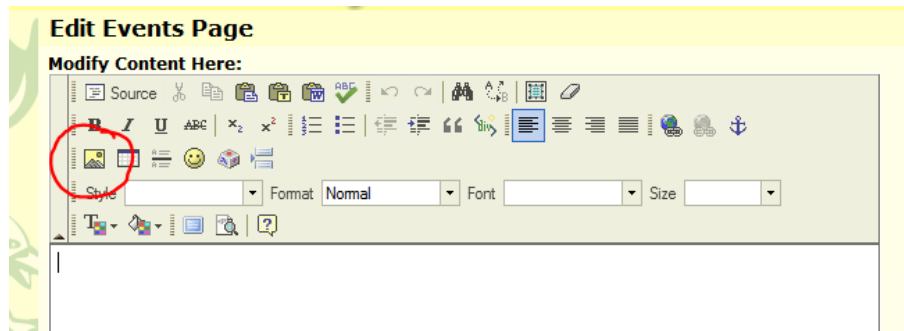


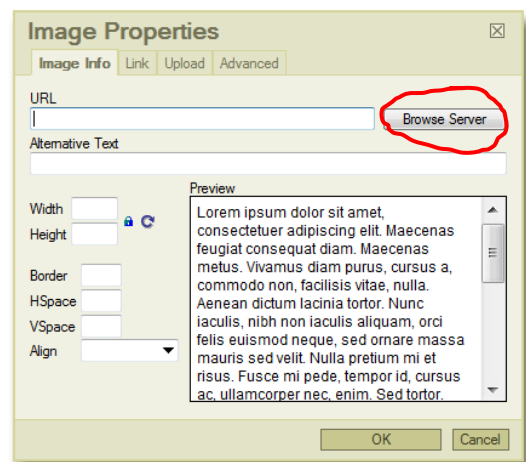
## Classroom Webpage

### Adding Word Documents, PDFs, Pictures, or Graphics to Webpage by Uploading item to Server

1. **ACCESS** the Teacher Admin Home Page by going to this link. [http://homan.lcsc.us/teachers/lc\\_admin/](http://homan.lcsc.us/teachers/lc_admin/)
2. **LOGIN** by typing your **USERNAME** and auto-generated **PASSWORD**.
3. Select the page you are editing so that you see the WYSIWYG, or what looks like a Word Document.

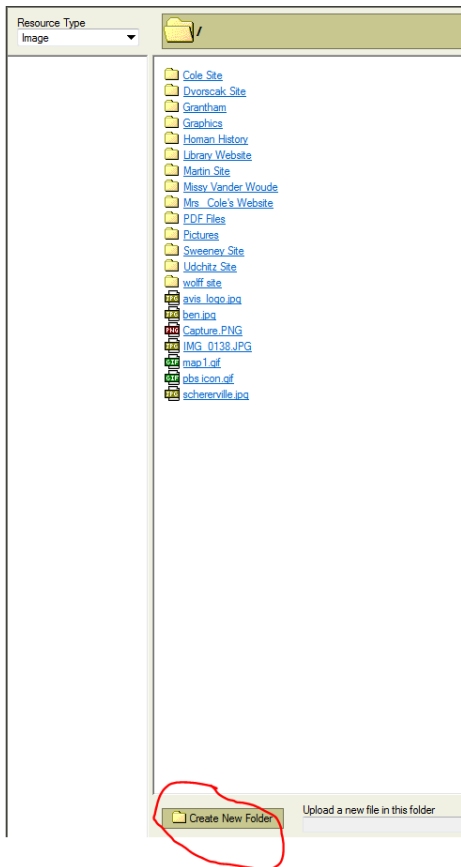


4. Click the **INSERT** Image icon.

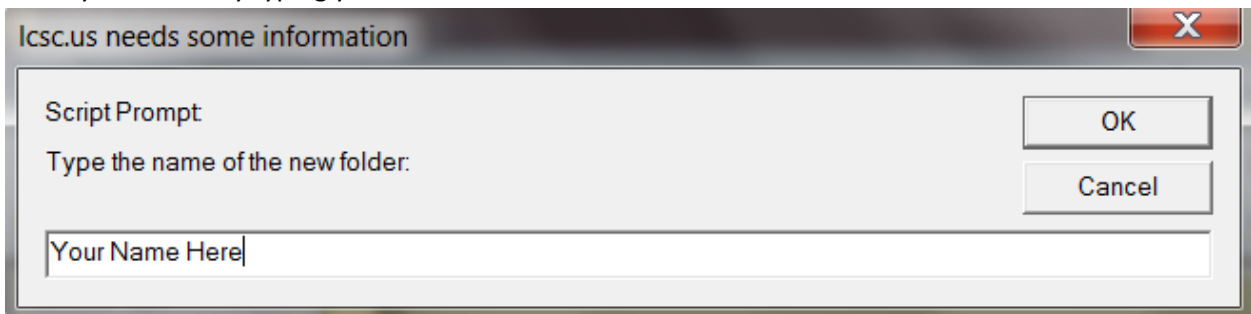


5. In the Image Properties Window click **BROWSE SERVER**.

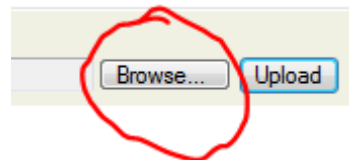
6. If this is your first time to upload something, select **CREATE NEW FOLDER**.



7. Name your folder by typing your name in the textbox. Click OK.

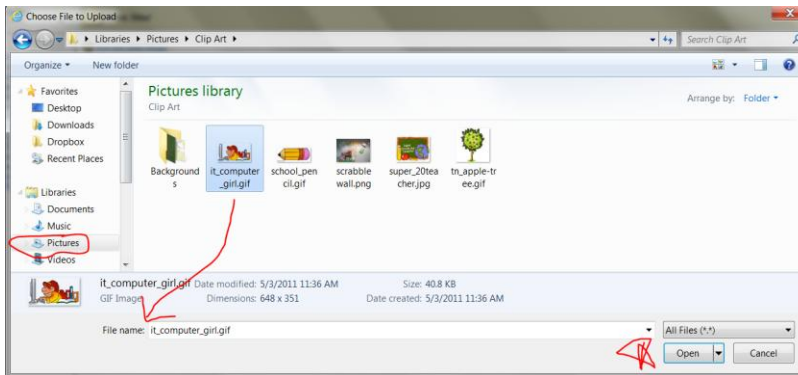


8. Select that folder so that you see **YOUR NAME** in the greenish / gold bar at the top. To add something to the

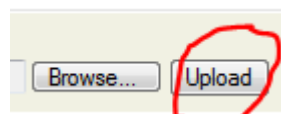
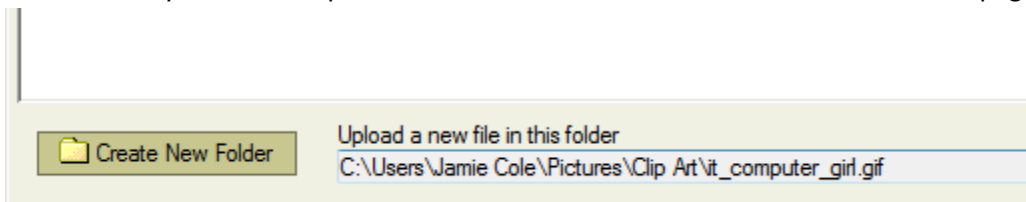


server, click the **BROWSE** button in the lower right hand corner.

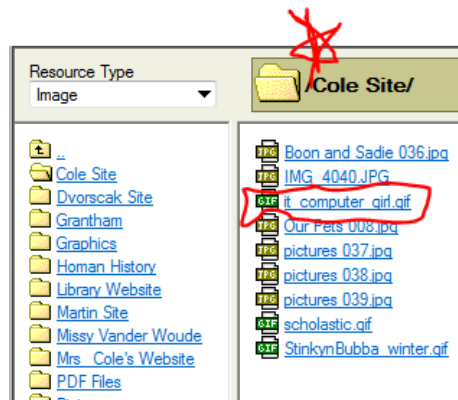
9. Find the picture, Word document, or pdf on your computer. Select it and Click **OPEN**.



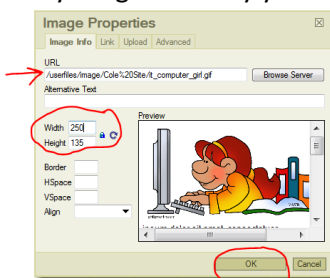
10. The filename you want to upload is now listed in the textbox at the bottom of the page.



11. Click the **UPLOAD** button.



12. Click the file you that you just uploaded.
13. The picture, Word document, or pdf now appears in the **IMAGE PROPERTIES** window. You should see the name of the file listed in the textbox under **URL**. The width should be about 250 – the height will adjust automatically by simply typing in the width you want. You have the option to **ALIGN** your picture too. When everything is the way you want it and click **OK**. The image should now appear on your website.



14. To add more pictures, graphics, documents, or pdfs, simply follow these same steps remembering to make sure to add them to **YOUR FOLDER** on the server. If you add them to someone else's by mistake it can only be corrected by our website company, as webmasters do not have the ability to move or remove files.
- Lake Central School Corporation / Technology Instruction & Integration