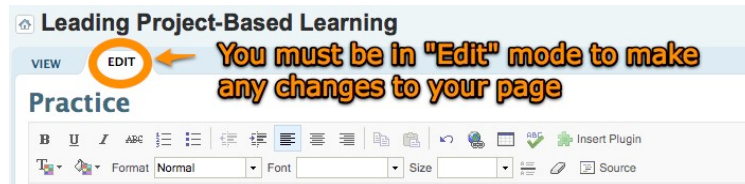
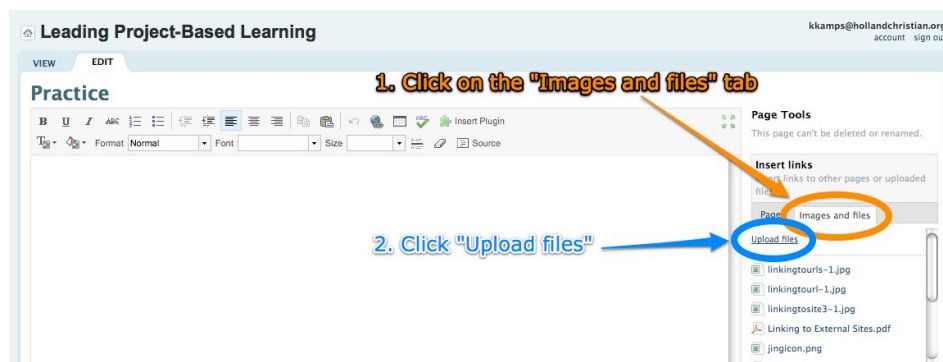


Uploading Images and Documents to the Wiki

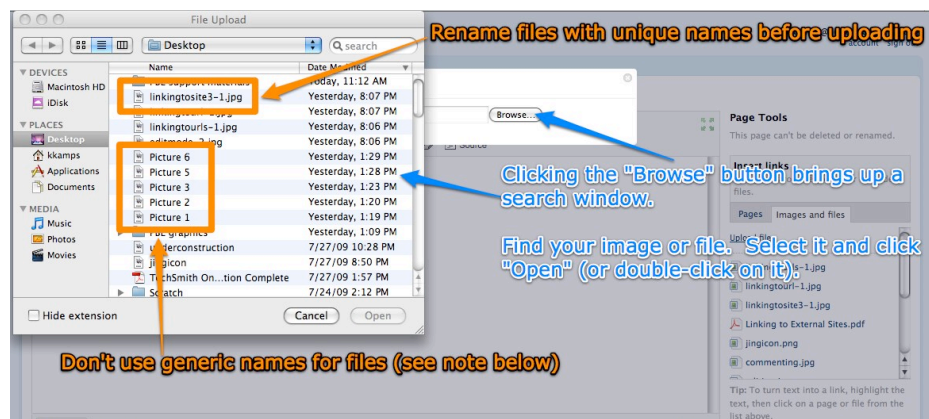
The directions for uploading an image or document (such as a PDF or a Word Document) are the same. Select the page you would like to add images or a document link to. Be sure you are in “Edit” mode (click on the “Edit” tab at the top of the page).



Click on the “Images and Files” tab on the right side of your window. Then click “Upload files.”



A new window will appear. Click “Browse” to find the image or file you would like to upload*.



*Be sure that images or files have UNIQUE names, such as “kkampsdoc.” Too often people make the mistake of uploading items with generic names, like “picture.” In that case, the next time someone uploads an item with the name “picture,” your image or file will be replaced. The last upload with the same name shows up on everyone’s pages.

Adding Images

Once your image is part of the workspace, you will need to add it to your page. Use the scroll bar on the “Images and files” window to find your image name. Add the image by clicking on its name. The image will appear on your wiki page wherever your cursor was. The image will be added as “in line text.” For further directions in [adjusting image properties](#), including text wrapping an image, see the [PBworks Help Page](#). You can change image specifications at any time, so you do not need to text wrap your image before saving your page changes. *(You can also add an image by using the "Add Link" button on your tool bar while in "Edit" mode but the steps listed here are less complicated.)*

Leading Project-Based Learning kkamps@hollandchristian.org
account sign out

VIEW EDIT

Practice

Images are added as "In line text."

Directions for text wrapping images are on the help page.

You can roll your cursor over the image name to get a preview of that image (this does not work for PDFs)

Click on the image to add it to your page.

Page Tools
This page can't be deleted or renamed.

Insert links
Insert links to other pages or uploaded files.

Images and files

Upload files

- linkingtours-1.jpg
- linkingtours1-1.jpg
- linkingtosite3-1.jpg
- Linking to External Sites.pdf
- linkicon.png
- commenting.jpg

Jing

Save or Cancel

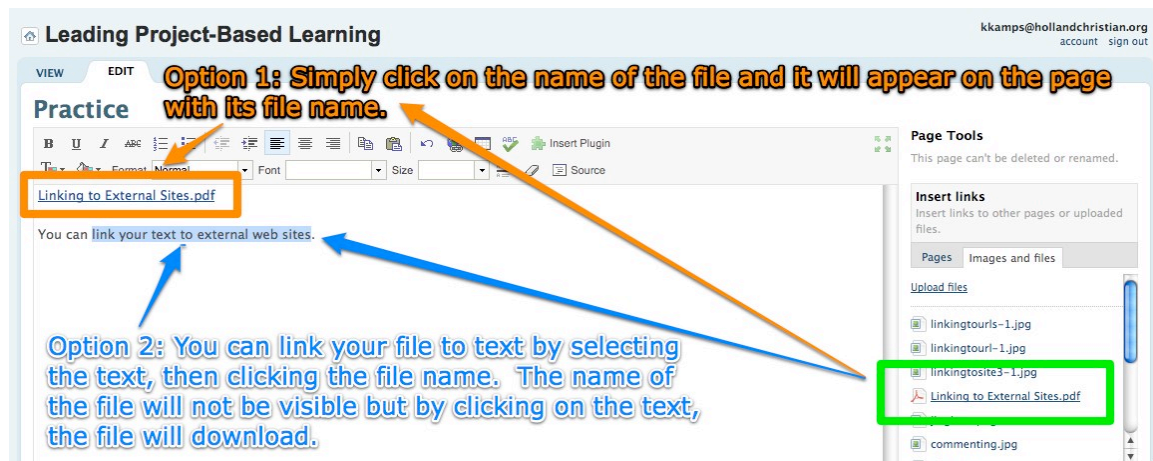
Draft saved 11:45AM (less than a minute ago) [Edit tags](#)

Adding Files

Files that are added to wiki pages are a little different from images. While you can view the actual image you add, you will only see a link to a file. You can either add the name of the file to your page or create linked text on your page. Find the file you would like to link to your page by using the scroll bar to the right of the “Images and files” window.

Option 1: Add the file name by placing the cursor where you would like the file link to appear on your page. Click on the name of the file under the “Images and files” menu. The file name will appear as an active link on your page.

Option 2: Add your file to the text on the page by selecting the text you would like to use a link. Next, click on the name of the file under the “Images and files” menu. The file link now appears on your page.



Links become active once you save your page.

**Be sure that images or files have UNIQUE names, such as "kkampsdoc." Too often people make the mistake of uploading items with generic names, like "picture." In that case, the next time someone uploads an item with the name "picture," your image or file will be replaced. The last upload with the same name shows up on everyone's pages.*