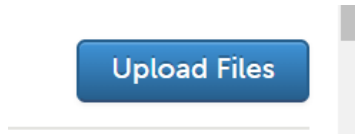


How to add pictures to Chalk and Wire

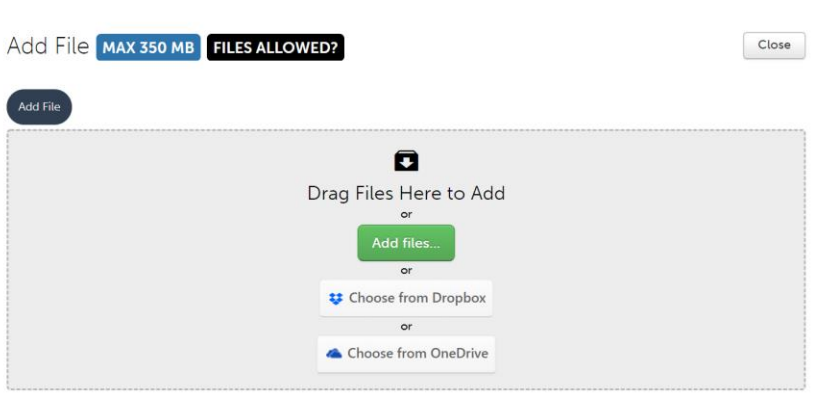
Log into Chalk and Wire

On the left-hand side, choose Menu, Work, File Library

Choose Upload Files



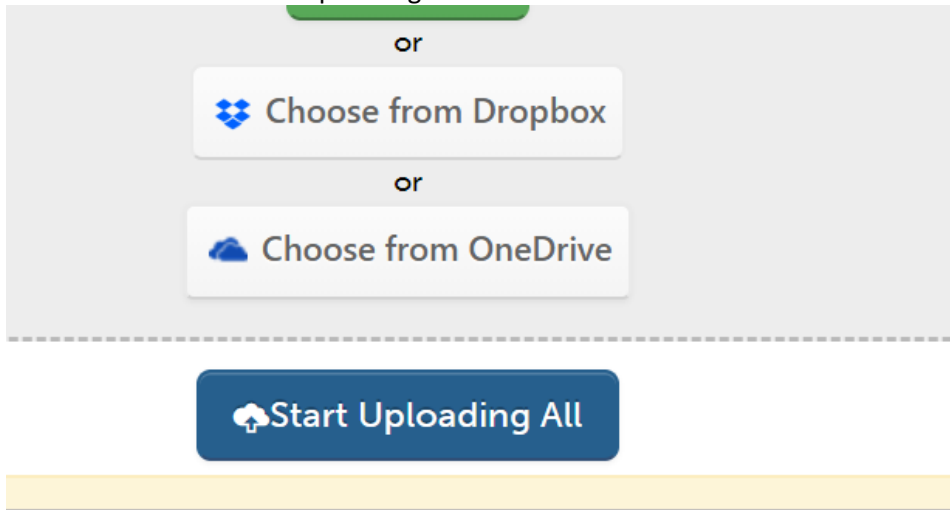
You will see this screen:



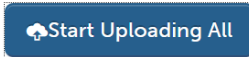
You may either drag the pictures to the Grey Box, or click on the Green Add Files button and add your picture that way.

You may add as many as you want to, just be sure you name them so you can find them later in your File Library.

Then click the blue Start Uploading All



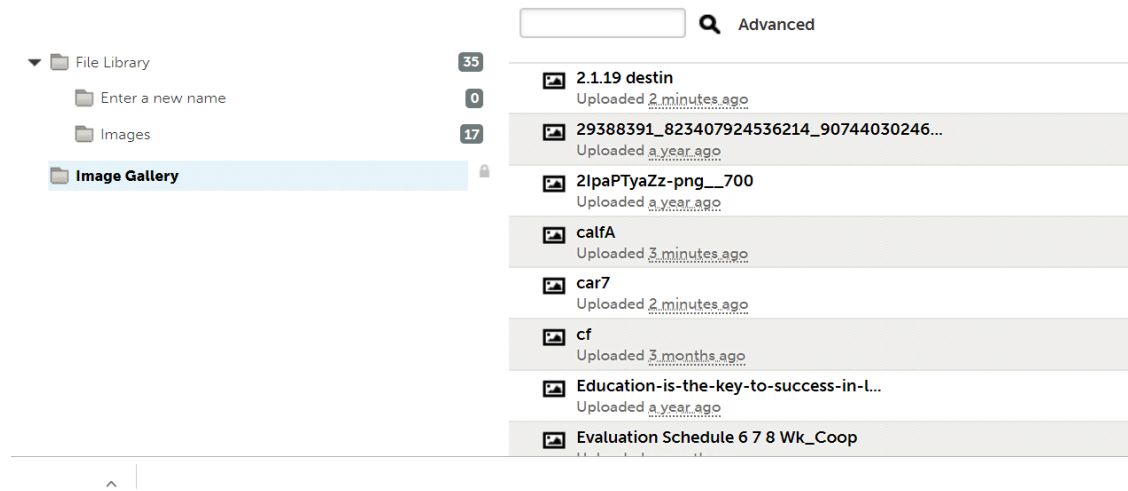
Look below the Blue Start Uploading All button and you will see all the pictures you added.



| | | |
|-----------------------|-------------------|---|
| Saved to File Library | calfA.jpg | ✓ |
| Saved to File Library | 2.1.19 destin.jpg | ✓ |
| Saved to File Library | car7.jpg | ✓ |

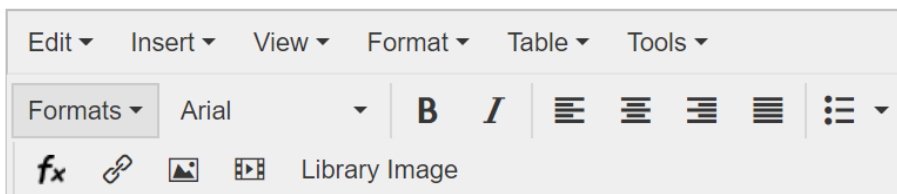
When you are all finished, go back up on the upper right-hand side and Close.

You can see your Image Gallery and it will show everything you have uploaded, both the current stuff and older stuff.



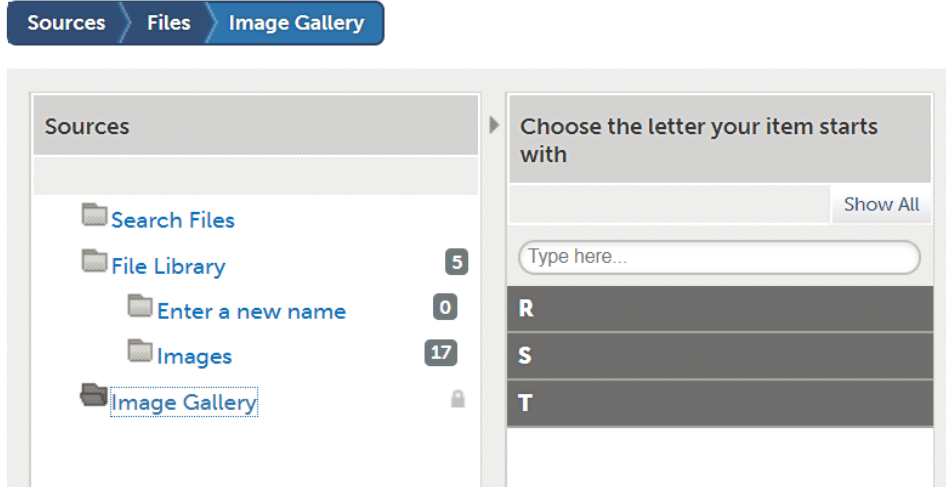
To add the pictures to your portfolio, go back to your portfolio. (If the portfolios link is not on your dashboard, go to Menu, work, my coursework, find your portfolio and edit portfolio)

Go to the page and exact spot you want to add your picture and choose Library Image.

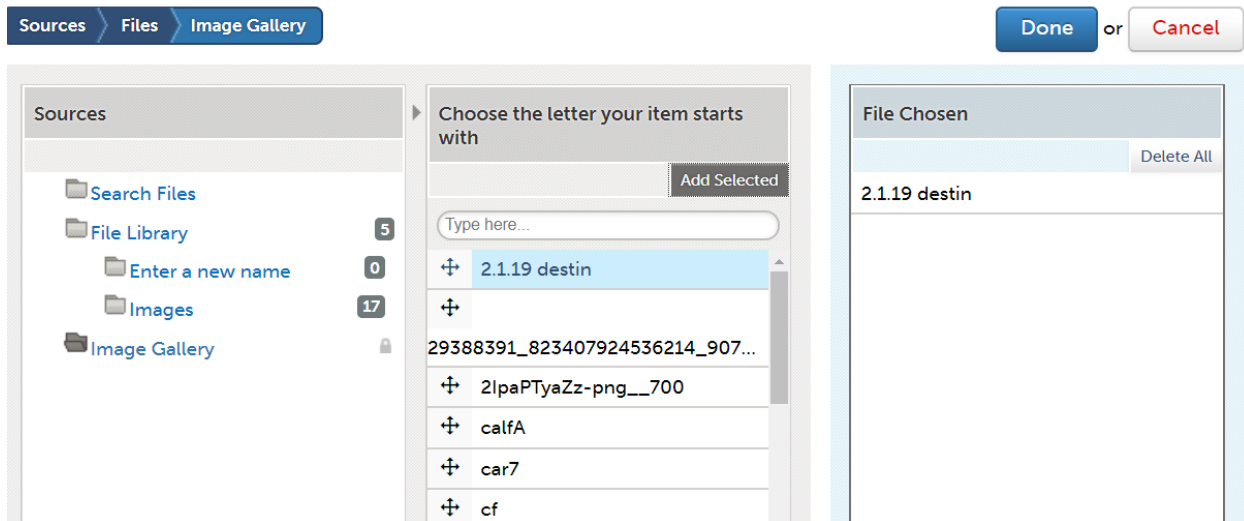


My name is Garnet Coulthard and I have wanted to be a teacher since I was a s
and it was my fourth grade teacher was a person that mentored me and helped

Click on Image Gallery and Show All



Find the picture you want to add and select it. It will turn blue. Click on add selected, and then Done.



Your picture will be placed in the exact location you selected. If it is not in the right spot, you can delete it and add it again. You can edit the size by dragging the corners to make it the right size for your page.