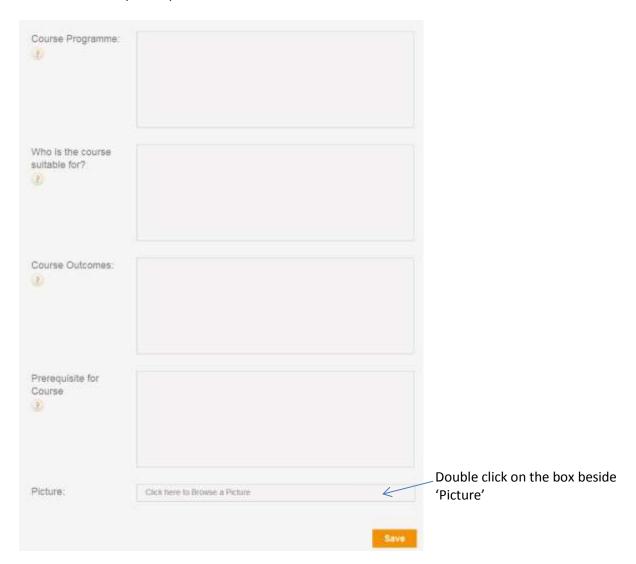# HOW TO UPLOAD AN IMAGE

Once you have logged onto e-PD, click on '**My Account'**, followed by '**Add Courses'**. (*Name your photograph using lower case with an underscore or hyphen instead of a space*). *Any space in the image name will prevent your photo from being uploaded.*

Please ensure your images have been reduced in size suitable for a website.

1. Proceed as normal if you are adding a new course, adding information to each of the boxes as you would normally, with your course information.

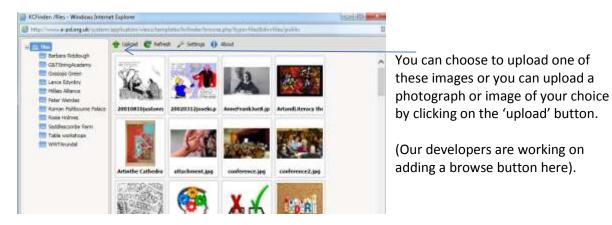Double click on the box beside 'Picture'

A pop up box will appear with sample pictures available for you to select. To select an image, double click on it and the path to the file will be entered in the 'Picture' box. The picture itself will display when your course is viewed.

Some providers have already loaded some photographs and these are saved in relevant folders on the left hand side.
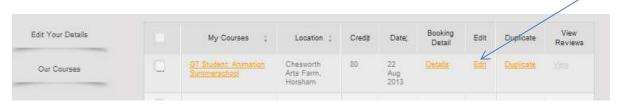
You can choose to upload one of these images or you can upload a photograph or image of your choice by clicking on the 'upload' button.

(Our developers are working on adding a browse button here).

2. To add images to courses you have already added:

Click '**Our Courses**' and select the appropriate course and then click on 'Edit'

Proceed as '1' above.

Please have a go at uploading images to help publicise your courses. The visual effect of an image is a very powerful tool helping to draw attention to your course (s).

Your own images/logo/photograph should also be added to your details as below, by clicking on the browse button.

Images can be uploaded under '**Edit School Details.**

and also under '**Edit Your Details**'