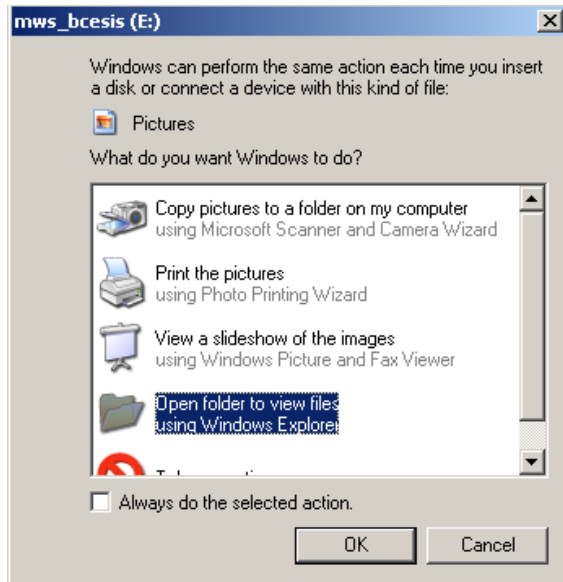


School Pictures follow up instructions:

Once you have the CD with your school pictures place the disk in your computer and navigate to the photos on the disk. You will have to copy the pictures to your computer.

- One method to accessing the pictures once the disk is placed in the computer is to select, “Open folder to view files” from the pop up screen shown below:

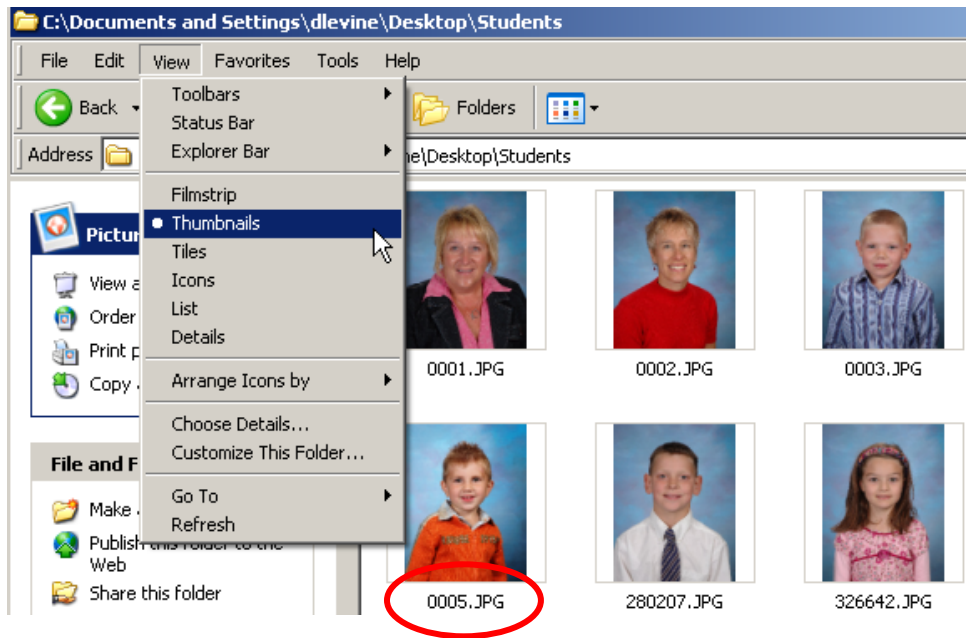


- Apparently, once you access the disk the photos are no longer in a folder. As such, you will have to create a folder on your computer for the pictures. I tend to place this on my desktop.



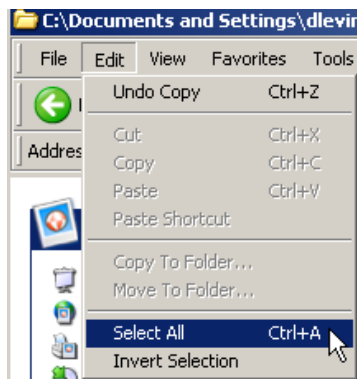
- You will now have to return to the photos disk, Select All photos, and Copy. Minimize your window and open the photos folder you just created in the previous step. Paste the photos in the folder on your computer.

- If your “View” is set to Thumbnails you will be able to see the pictures in the folder:

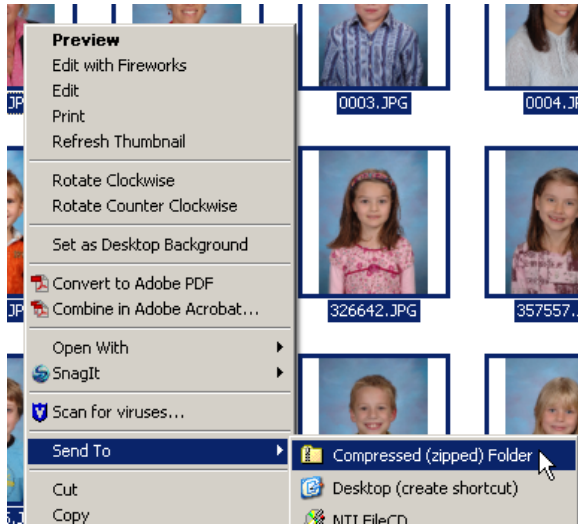


If there are pictures as in the example above where the file name is **not** the student's Pupil Number you will have to rename the file to the “correct_pupil_number.jpg”. If you do not, this student's photo won't be available in BCeSIS. The incorrect numbers will be grouped together at the top of the file list and will be obvious.

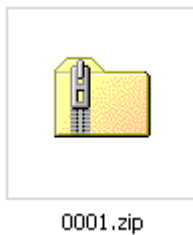
- At this point, you will use the Select All function to highlight all of the files in the folder:



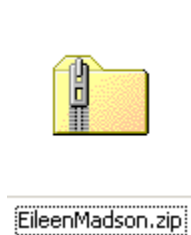
- Once the files have been selected, Right mouse click, go to Send To > Compressed Folder



- This process will create a zip file at the bottom of your picture folder:



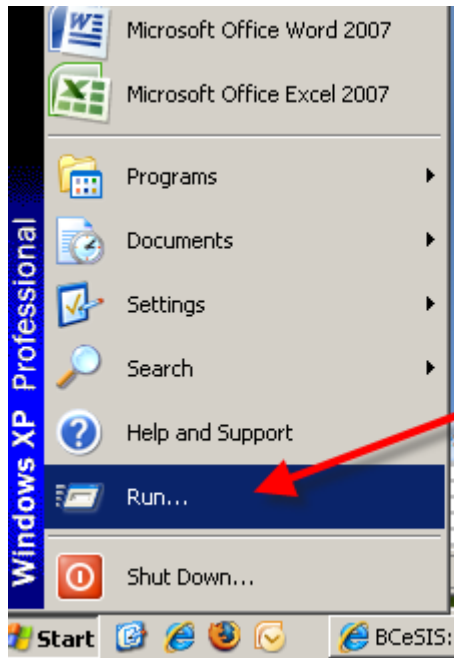
- Rename the zip folder to: “yourschoolname.zip” as in the example below:



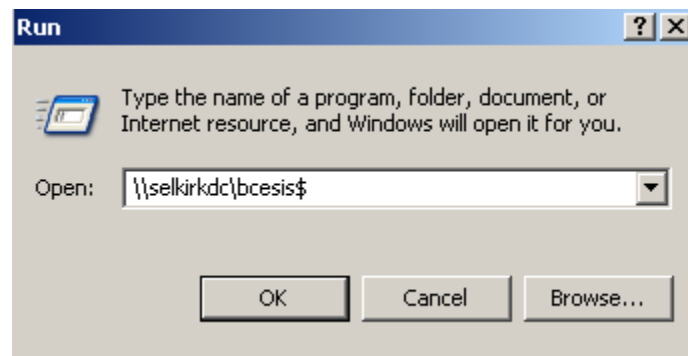
- Finally, attach this rather large file (@ 4 -5megs) to an email with the subject, School Photos. High Schools please send the file during a time when there is not as much network traffic.

Note: If the file is greater than 10 megs our email server will not allow it. In this case do the following.

From the Start button on your computer screen select, Run.



- From the Run window type in the path: [\\selkirkdc\bcesis\\$](\\selkirkdc\bcesis$)



- Paste your zipped photo file in this directory and email me that you have done so.