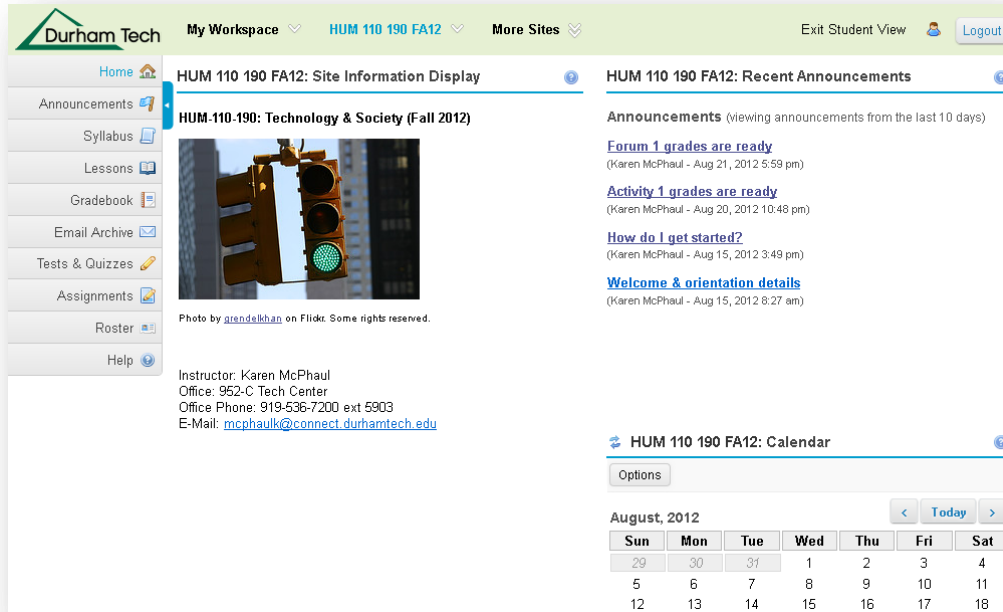


# Sakai Tools

## Site Info: Add your Faculty Info and a Course Image in Sakai



The **Site Information** area is a good place to provide your faculty info and a course image (picture of your textbook, etc.) for your students. This information will display in the center section of the Home area of each of your course sites.

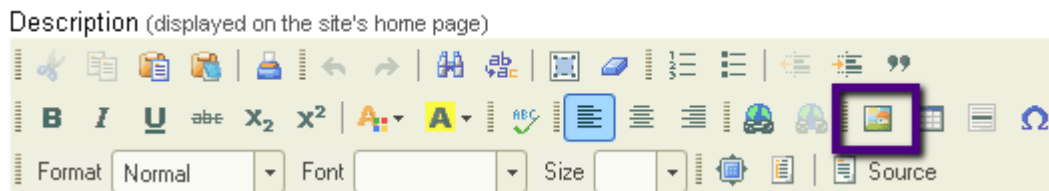
For other examples of courses, visit: [http://courses.durhamtech.edu/wiki/index.php/Sakai\\_Examples](http://courses.durhamtech.edu/wiki/index.php/Sakai_Examples)

To edit the **Site Information** area:

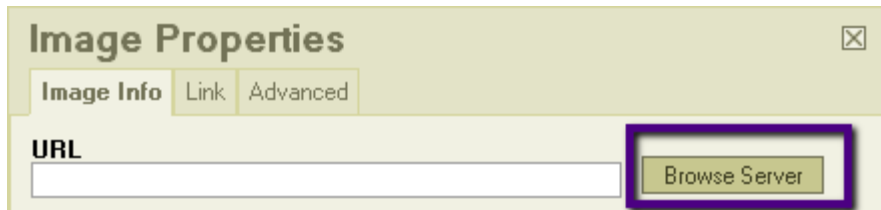
1. Click on the tool named **Site Info** in the left-hand course menu. The **Site Info** tool is like the Control Panel in Blackboard
2. Click on **Edit Site Information** (the first link at the top of the Site Info tool).
3. Go to the **Description** box and use the text editor to insert an image, and enter and format your instructor info.

### Tips for Adding an Image

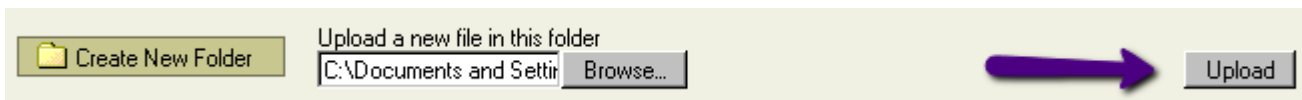
1. In the **text editor**, click on the **Image** icon



2. In the **Image Properties** dialog box, to the right of the URL, click on the **Browse Server** button.

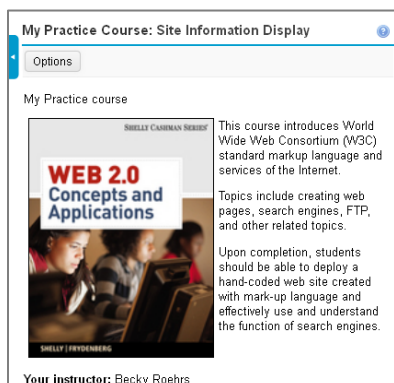


3. You'll now be in the **Text Editor Resources Browser** dialog box
  - a. At the bottom of the dialog box, click on the **Browse** button, to locate and select your image file.
  - b. Back in the dialog box, in the lower right, click on the **Upload** button. The image file name will appear in the file list in the dialog box.
  - c. Click the image file name to select it.



4. You'll return to the **Image Properties** dialog box. The URL will now contain your image address, and you'll see a preview of your image. If your image looks huge, we'll take care of that.
  - a. For **Alternative** text, type in a description of your image, such as: WEB-110 text cover
  - b. For **Width**, type in a number between 200 to 300 (it represents pixels, each dot on the screen). The height will automatically be adjusted.
  - c. If you want a line around your image, in **Border**, type a number of 1 or 2 (pixels)
  - d. If you want to place text next to the image, in **HSpace** (Horizontal Space), type a number of 1 to 5 (pixels). Space will be added to both sides of your image.
  - e. If your image needs space above and below it, in **VSpace** (Vertical Space), type a number of 1 to 5 (pixels).
  - f. In **Alignment**, we suggest you pick no alignment, or left. With left, some of your words will float to the right of your image.
  - g. Click on the **OK** button to add your image to your home page
  - h. When done with adding your course and instructor information, click **Continue**, then **Finish**.
  - i. To see what your course image looks like, click on the **Home** button on the course menu.

This image has the following Image Properties:



- Alternative Text: WEB-110 text cover
- Width: 200 Height: 258
- Border: 1
- HSpace: 5
- No VSpace
- Alignment: Left