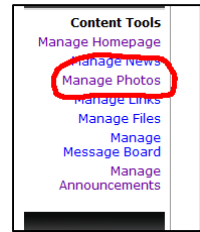


# Introduction to Course Studio: Lesson 7

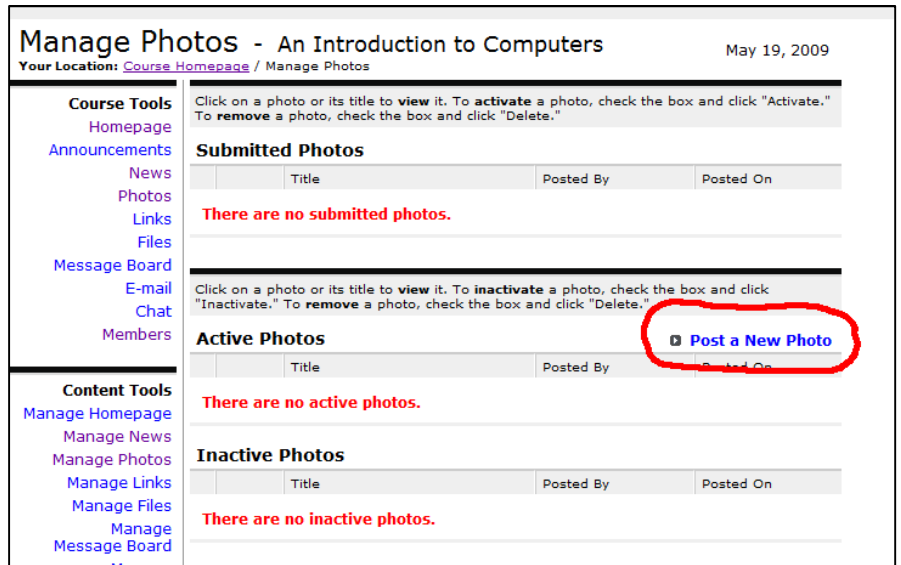
## Managing Photos

### Posting a Photo

To post a photo, click on **Manage Photos** in the **Content Tools** menu.



In the "Manage Photos" page, click on **Post a New Photo**.

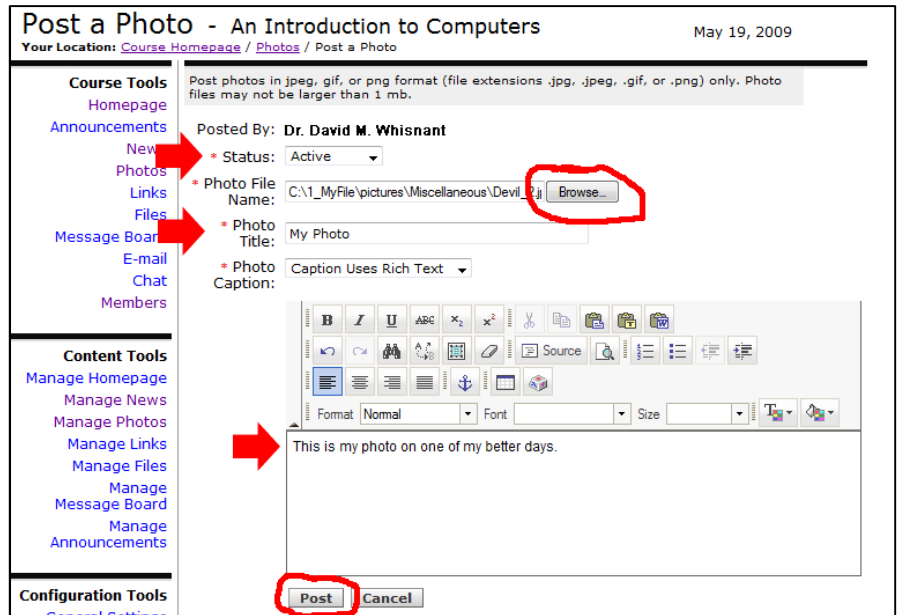


Set the **Status** to **Active**.

**Browse** to find the picture

Enter a **Title** and **Caption** for the photo if you want.

**Post** the photo.



## Viewing Photos

You will see the photo listed in the “Active Photos” section.

The screenshot shows the 'Manage Photos' page for the course 'An Introduction to Computers'. The page is dated May 19, 2009. On the left, there are two navigation menus: 'Course Tools' (including Homepage, Announcements, News, Photos, Links, Files, Message Board, E-mail, Chat, Members) and 'Content Tools' (including Manage Homepage, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Announcements). The main content area is divided into three sections: 'Submitted Photos', 'Active Photos', and 'Inactive Photos'. The 'Submitted Photos' section is empty, displaying the message 'There are no submitted photos.' The 'Active Photos' section contains one photo titled 'My Photo' posted by 'Dr. David M. Whisnant' on 'May 19, 2009'. Below the photo is a red box containing the 'Inactivate' and 'Delete' buttons. The 'Inactive Photos' section is also empty, displaying the message 'There are no inactive photos.'

If you click on the **Photos** link on the course Homepage, you will see a thumbnail image of the photo and a portion of the caption.

Click on **View Photo** for a better view of the image.

The screenshot shows the 'Course Photos' page for the course 'An Introduction to Computers'. The page is dated May 19, 2009. On the left, there is a navigation menu with 'Course Tools' (including Homepage, Announcements, News, Photos, Links, Files, Message Board, E-mail, Chat, Members) and 'Content Tools' (including Manage Homepage, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Announcements). The main content area shows a thumbnail of the photo 'My Photo' (posted on May 19, 2009 by Dr. David M. Whisnant) with a red box around the 'View Photo' link. Below the thumbnail is a red box containing the 'Post a photo' button.

## Inactivating or Deleting Photos

To inactivate or delete a photo, click on the checkbox next to the photo and click on the **Inactivate** or **Delete** button.

This screenshot is identical to the first one, showing the 'Manage Photos' page. However, a red box highlights the 'Inactivate' and 'Delete' buttons located below the 'My Photo' entry in the 'Active Photos' section. The checkbox next to the photo is also checked.