**MAKE SURE YOU ARE LOGGED IN**

1. Go to this page
	1. [http://openwetware.org/wiki/Biology\_210\_at\_AU:Lab\_Members/Section\_4\_%282015%29](http://openwetware.org/wiki/Biology_210_at_AU%3ALab_Members/Section_4_%282015%29)
2. On the left hand side, there is this menu.

1. Click on the upload file link. You must upload your image to the server before you upload it to your notebook.
2. It will bring you to this page (see pic below). Upload your file from your computer to the server by clicking “choose file”.
	1. In the “destination file box” make sure you name this something unique. “Alyssa\_Pedersen\_lab 1\_transect overview.png” would be a good name. This name still needs to end in picture file format, so don’t forget to include “.png” or “.jpeg”
	2. **Write down what you named your file. You will need this later.**
	3. Now click button at bottom “upload file”
	4. Your picture is now uploaded to the server.



1. Go back to this link:
	1. [http://openwetware.org/wiki/Biology\_210\_at\_AU:Lab\_Members/Section\_4\_%282015%29](http://openwetware.org/wiki/Biology_210_at_AU%3ALab_Members/Section_4_%282015%29)
2. click on “(Your name) notebook”
3. Click on the “edit” tab on the top of the page

8. Click on the “picture icon” (see pic below)

1. When you click on that button, text will appear (see below). Delete the “image: example” and insert your own picture file name. For example, one file would look like this.
	* 1. Make sure you have [[ ]] around the file name and that it ends in a picture format!
	1. [[Alyssa Pedersen Transect1.jpg]]

1. Go down to bottom of the page and click save!
2. Picture should appear!

Tips:

1. If you have forgotten the name of your file, go here:
	1. [http://openwetware.org/wiki/Special:ImageList](http://openwetware.org/wiki/Special%3AImageList)
2. Try not to upload huge picture files into OWW. The way that I do this is to save the image of the wanted size to my desktop, and that would upload to server.