

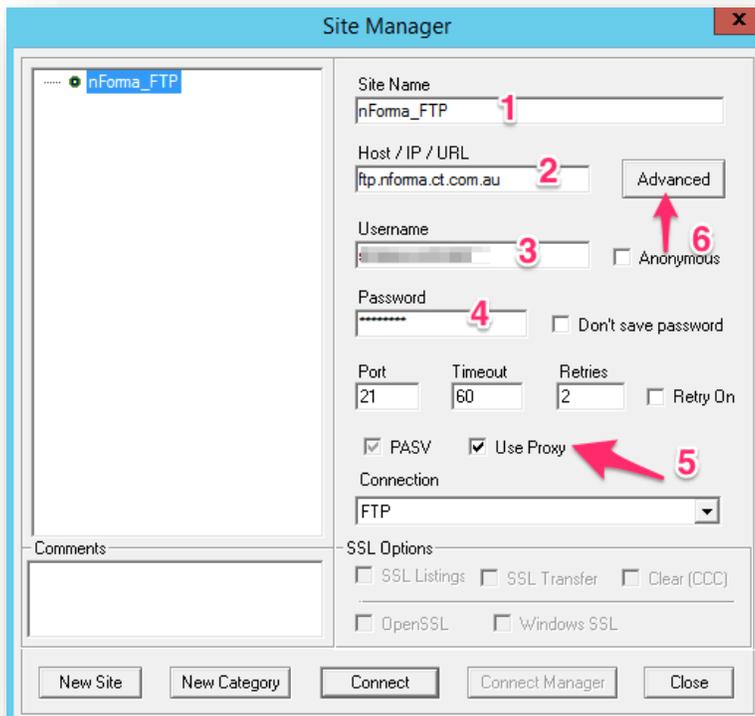


## Displaying Student Photos

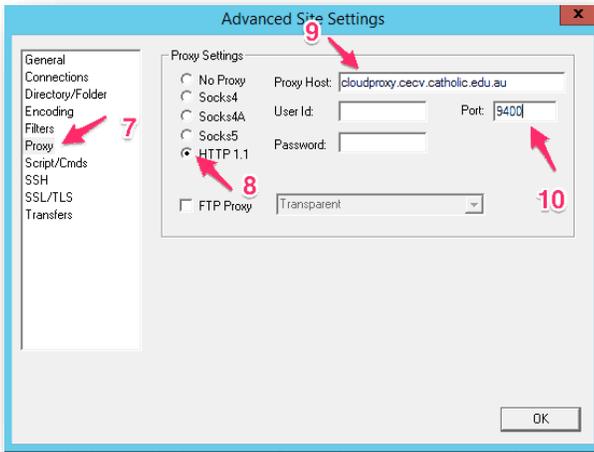
- Student images must have each student's registration number as the name.
- The recommended width & height for these photos is 90 x 100 and no more than 100kb in size. If they are too large, pages may take too long to load.
- Student images must be uploaded to the server by FTP. See below for details.
- The Front Cover must have a special placeholder for the photos. Please see the Front Cover Designer manual on the Downloads page at [www.cepl.com.au](http://www.cepl.com.au) for more details.

## Uploading Photos by FTP using Core FTP

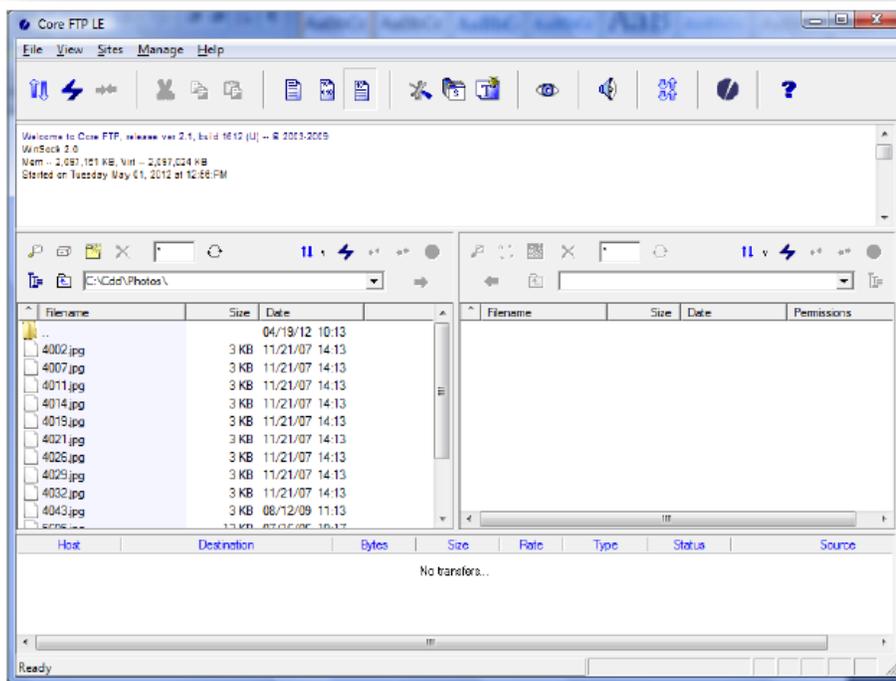
1. First you have to download an ftp program to transfer the files. There is a free one we often use called Core FTP. If you search for that on Google it should be the first result. Download and install it.
2. Once it's installed, open it up (the desktop icon is a small navy circle)
3. Create a new site called whatever you like (the name doesn't matter) and put in the details as shown below for your school.
4. Enter the Host name as shown below
5. Enter your User Name and Password
6. Click on Connect.



**NOTE:** Some schools may have to put in advanced settings as shown below.



7. A new window will open with your PC on the left hand side and the Hosting server on the right.



8. Navigate to find your photos on your PC.
9. Select them all.
10. Click the small arrow to transfer the files over to the server. Or simply drag and drop them to the right hand side.
11. You should see all your photos appear on the right hand side.
12. Close the ftp program when finished.

**IMPORTANT: If you receive a failed connection or cannot connect to server, it might be that your ftp port is disabled by CEM. Please call the CEM helpdesk and request the port to be opened.**