Uploading your own Images

Subscription Required

This feature requires a Premium subscription. This feature is not enabled during the free trial period.

This section covers uploading your own images for events. For information about using the default clip-art library built into localendar, refer to the section Adding Clipart to an Event

Image Library

Accessing your Image Library

There are two places on localendar where you can access your personal image library.

The first is on the Event Editor, in the "Add an image to this event" section

Step 1 Choose a Category	Step 2 Choose an Image
General 🗾	airplane
Ipload your own clipart images	

The second is on the Colors Editor (select Options on the left menu, then choose the Colors tab)

Upload your own clipart images to use for backgrounds	My Clipart Library	-
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Browsing your Existing Images

The "My Clipart Library" window will display all the images you have currently uploaded, along with how much space they consume (and how much space you have remaining for new uploads)

Upload an image to your personal Clip Art Library				
Please specify the file (gif, png, jpg): Upload (Our Terms of Service prohibits members from uploading copyrighted material) firstplace ing uploaded successfully				
firstplace.jpg uploaded successfully. Clip Art Library Contents:				
□ <mark>b9-3.jpg</mark> 2 KB				
□ firstplace.jpg 3 KB				
T ribbon.jpg				
Check All Clear All Delete Checked Files				
Amount of space allocated to your account: 5 MB Total space in use: 7 KB Space remaining for additional uploads: 5235536 bytes				

Uploading a New Image

From the "My Clipart Library" window, you can Browse for an image stored locally on your computer and click Upload to store it on localendar

Please specify the file (gif, png, jpg):	
C:\images\b9-2.jpg	Browse
Upload	

If you upload an image with the same name as an existing image in the library, the old image will be replaced with the new one.

Removing an Image

You can remove images from the library by selecting the checkbox next to the image(s) and clicking the "Delete Checked Files" button

Using your Images

There are two places you can use your uploaded images: On Events, and on your calendar's background

All of the images you upload have their own URL. The basic format is: http://www.localendar.com/upload/<your member name>/<image filename>

Adding an Uploaded image to an Event

Event Title

- 1. Click the "Add an image to this event" header in the Event Editor to expand this section
- 2. Select the category, "Uploaded Images"
- 3. Select your uploaded images from the "Choose an Image" dropdown:

😻 Add an image to this event	
Step 1 Choose a Category	Step 2 Choose an Image
Uploaded Images 💌	b9-3.jpg 💌
	b9-3.jpg firstplace.jpg ribbon.jpg
Upload your own clipart images	
My Clipart Library	

After you save an event, the image will be displayed as part of the title. Here is an example:



Event Description

You can add multiple clip-art images to an event's description.

1. Click the "Insert/edit image" button on the Description toolbar:



Image URL	
Image list	
Image description	
Alignment	Not set 💌
Dimensions	x
Border	
Vertical space	
Horizontal space	

Your uploaded images are available at the top of the Image list (followed by the default localendar Clip-art library). Select your image and click Insert

Optional: You can set the image dimensions, alignment, and padding (space) using the other fields on this popup.



Calendar Background

Please consult the Colors and Backgrounds section for help on this topic.

Space Allotment for Uploaded Images

The space available to upload images depends on your subscription level:

Subscription Level	Space Allocation
Premium Personal	1 megabtye
Premium Webmaster	5 megabtyes
Premium Cobrander (for the Cobranding admin account)	5 megabtyes
Cobrander Ultra (for the Cobranding admin account and 5M for each sub-account)	5 megabtyes

Tips

If you are using custom HTML on your calendar, you can also access your uploaded images at:

http://www.localendar.com//upload/yourmembername/uploadedfilename

where "yourmembername" is your localendar logon, and "uploadedfilename" is the name of the file you have uploaded