

# Enable image upload in text fields for Special Ed Documents (Delaware)

Last Modified on 04/30/2026 10:25 am CDT

Tool Search: Digital Repository Preferences

This guide explains how to {insert a brief description of the task}.

Allows SPED staff to upload images into text fields...

The screenshot shows the 'Digital Repository Preferences' tool interface. The 'Cost Calculation' section is highlighted, displaying the following information:

- \$2.50** Price - 1 GB/Year
- \$0.00** Estimated Billable Usage/Year
- 0.56 GB** Non-Billable Allotment - 1 MB/Student
- 0.16 GB** Total Usage - All Locations

A blue callout box titled 'Estimated Billable Usage/Year' contains the calculation:  $(0.16 \text{ GB} - 0.56 \text{ GB}) \times \$2.50 = \$0.00^*$ . A note states: 'Total Usage does not exceed Non-Billable Allotment'.

Below the cost calculation is a section for 'Usage By Location'.

*Digital Repository Preferences Tool*

## Before you start

- You must be logged in as a user who has NOT accepted the Terms and Conditions for images. This is only done once.
- See the [Digital Repository Tool Rights](#) article for additional information.

## Enable Image Uploads in Special Education Documents

The screenshot shows the 'Special Education' options within the Digital Repository Preferences tool. The following options are checked:

- Enable
- Enable document attachment within Special Education module, by Tool
- Documents

*Special Education Digital Repository Preferences Options*

1. Navigate to the [Digital Repository Preferences](#) tool.

2. Scroll down to the Special Education section.
3. Mark the **Enable** checkbox.
4. Mark the **Documents** checkbox under the "Enable document attachment within Special Education module, by Tool" section.
5. Click **Save**.

## {Impact}

Summary of what you just did...

When the Subtask is an alternate way to accomplish the same task, the impact section should come after the subtask.

## {Subtask}

{This section is optional for related tasks after completing the main task. Include a subtask only if the task is big and complex, or is an alternate way. Include a sub-task for an optional step that requires the context of the same page to be useful.}

## What's next

{Include references and/or links to other related documentation such as other how-to guides, conceptual topics, troubleshooting information, and limitation details if any.

- Reference link
- Concept link
- Troubleshooting link