

Image Upload Instructions

To upload your jpeg image, please follow the instructions:

PREPARING:

First, prepare the image on your computer: 72 pixels per inch and at least 1920 pixels on longest side with file size on disk no larger than 5 mb.

UPLOADING:

1. Select the Upload photos button on the Album page.
2. A popup "Upload photos" will appear with five lines **though you will only enter ONE photo.**
3. Select a choose file option on one line for your ONE photo image; a display of your computer's file structure will appear.
4. Select the desired image on your computer and select the Choose button.
5. Select Upload from the resulting popup window; image will appear at the beginning of the list of images on this Album page.

CAPTIONING:

1. Select your image in the Album to enlarge/edit
2. Select the Add Caption button
3. In the caption box that appears under the enlarged image, type in the caption: name of artist, location and date and where appropriate the title (no quotes), size, medium. Description.
4. Example, John Smith at the easel at the Member Show Nov. 3, 2017 Paintout at Leonora Curtin Wetlands in Santa Fe.
5. Select Save
6. The appearance of the image on the Album page is acknowledgement that it is in the system. The image will be reviewed for sizing and quality.

If it is unacceptable administrators reserve the right to remove it and will inform you that you should resubmit.

If you do not see the image in the album in a few minutes notify the administrator, or Karen Halbert at Karen.halbert@gmail.com (with PAPNM Upload Image in the Subject line).