

# Album Uploading Instructions

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To upload your painting's image onto a website album please follow the instructions:

## Upload

- Log onto the site as a member
- Select the Upload photos button in the album
- A popup "Upload photos" will appear with five lines (you may choose up to 5 photos **UNLESS** instructed to enter only one).
- Select choose file option on line; a display of your computer's file structure will appear.
- Select the desired image on your computer and select the Choose button.
- Select Upload from the resulting popup window; image will appear in the album.

## Caption/Edit:

- Select your image in the Album to enlarge/edit
- Select the Add Caption button
- In the caption box that appears under the enlarged image, type in caption.
- Select Save.
- If you need to edit the caption then select the image to enlarge and then the Edit button (followed by Save).

## Verify:

The appearance of the image on the Album page is acknowledgement that it is in the system. If you do not see the image in the album notify the administrator/coordinator.