

Quick Tip #6

Add Images to your Image Library:

- Click on *"My Account"* on the main menu toolbar
- Click on *"My Image Library"*
- You are presented with an Image Search function which you can use to find images in your library after they are uploaded
- Scroll down to near the bottom of the page and select one of the upload option buttons, *"Add a Single Image"*, *"Upload Multiple Images"*, or *"Add an Image Sequence"*
- **Single Image:**
 - o Read the instructions
 - o click on the *"Select"* button just below the instructions
 - o a file manager will open on your computer for you to find and select the image
 - o once the file is uploaded a green dot will appear to the left of the filename. If it is red then the upload failed and a reason should be shown. You can click on the *"X"* to the right to cancel the upload and find another file
 - o *"Image Type"* - leave as Digital
 - o *"Title"* - enter a title – required. Suggest no more than 50 characters
 - o *"Owner Image ID"* – leave blank unless you have a personal image numbering system you wish to use, the system does not use this information
 - o *"Wildlife"*- check this box if the image meets the *"Genuine Wildlife"* definition (not currently used)
 - o *"Restrictions"* – leave the default
 - o Click on *"Save"* at the bottom of the page
- **Multiple Images:**
 - o The upload page for multiple images is a bit different than for single image
 - o Read the instructions
 - o *"Image Title"* – enter a title for your image –required
 - o *"Optional Authors Image ID"* – leave blank, unless you have a personal image numbering system you wish to use. The system does not use this information
 - o *"Genuine Wildlife"* – click this only if your image meets the *"Genuine Wildlife"* definition
 - o Click on *"Select"* to open a file manager on your computer to find and select the image to upload
 - o A green dot will appear the left of the filename when the upload is complete. If it is a red dote then the upload failed and a reason should be given. You can click on the *"X"* on the right side of the filename to cancel the upload and find another image
 - o *"Spell Check"* can be selected to check your title spelling, US English dictionary.
 - o When you have selected the first image for upload the entire upload dialogue area is duplicated underneath the current file upload. Repeat the upload steps for each additional image to be added, up to a max of five
 - o When all your images uploads are completed (green dots) click on *"Save Images"* at the bottom of the page
- **Add an Image Sequence:**
 - o Not currently used