

## **An image upload procedure for Both Mac & PC.**

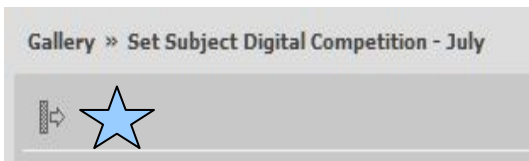
1. Size your image and assign filename in format:

authors name\_image title

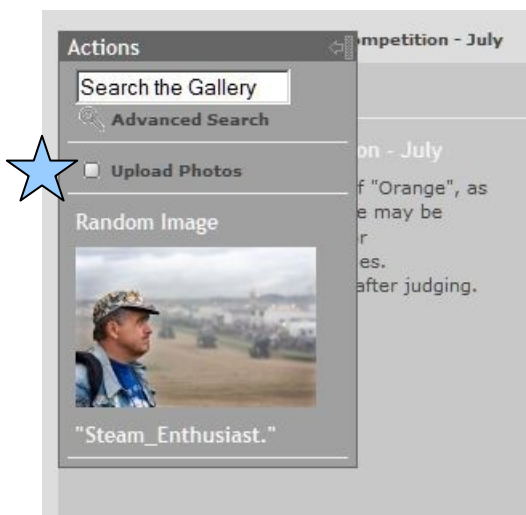
eg; **john\_smith\_morning\_sunrise**

2. Log in as usual.

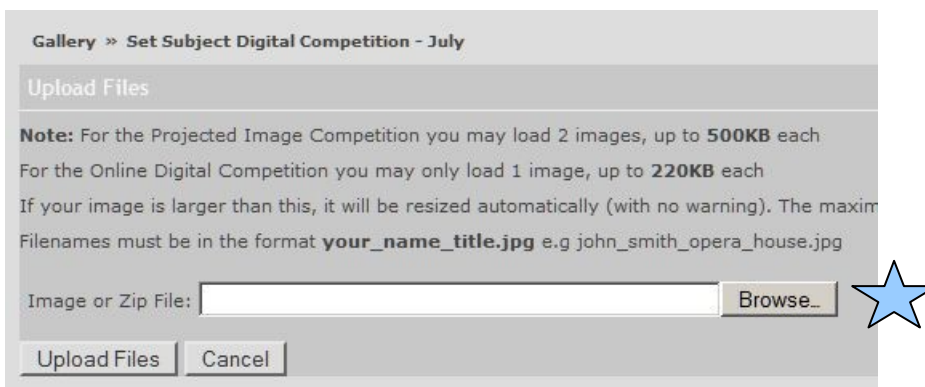
3. Click on Side arrow:



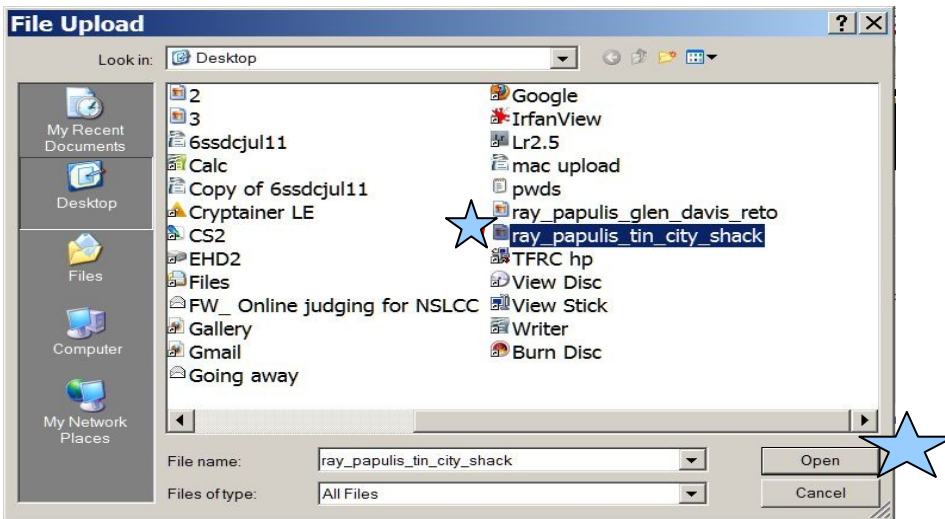
4. Click on "Upload Photos"



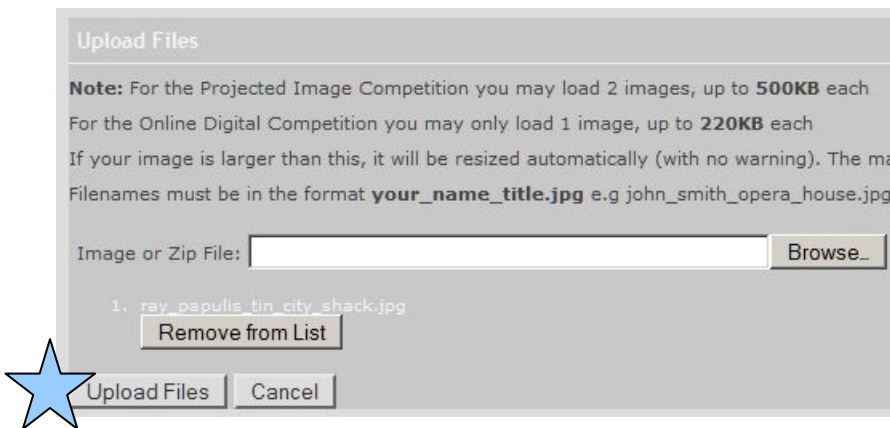
5. Click on "Browse"



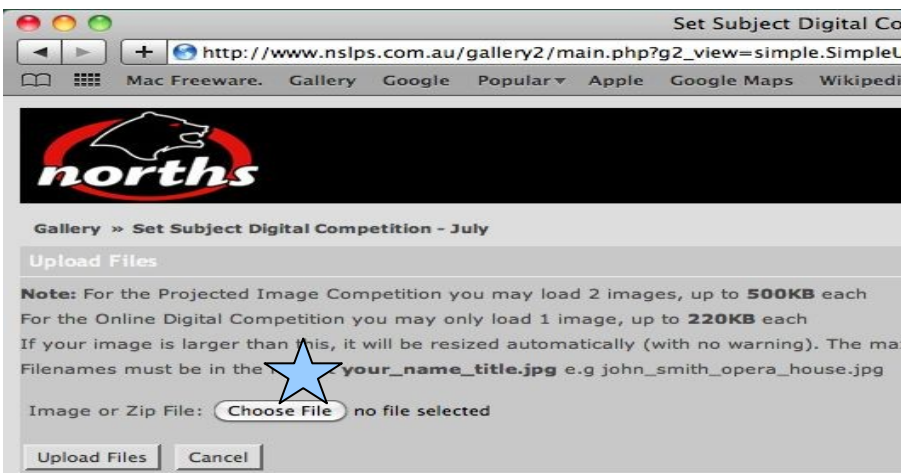
6. For PC, select image to upload and click on "Open", then click on "Upload Files"



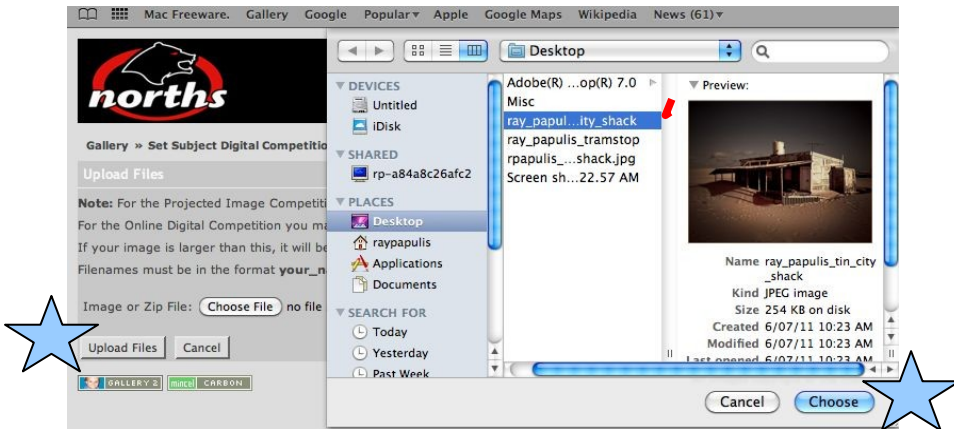
6a.



7. For Mac, click on "Choose File" to select image for upload.



8. For Mac, select image to upload, click "Choose" and then click on "Upload Files".

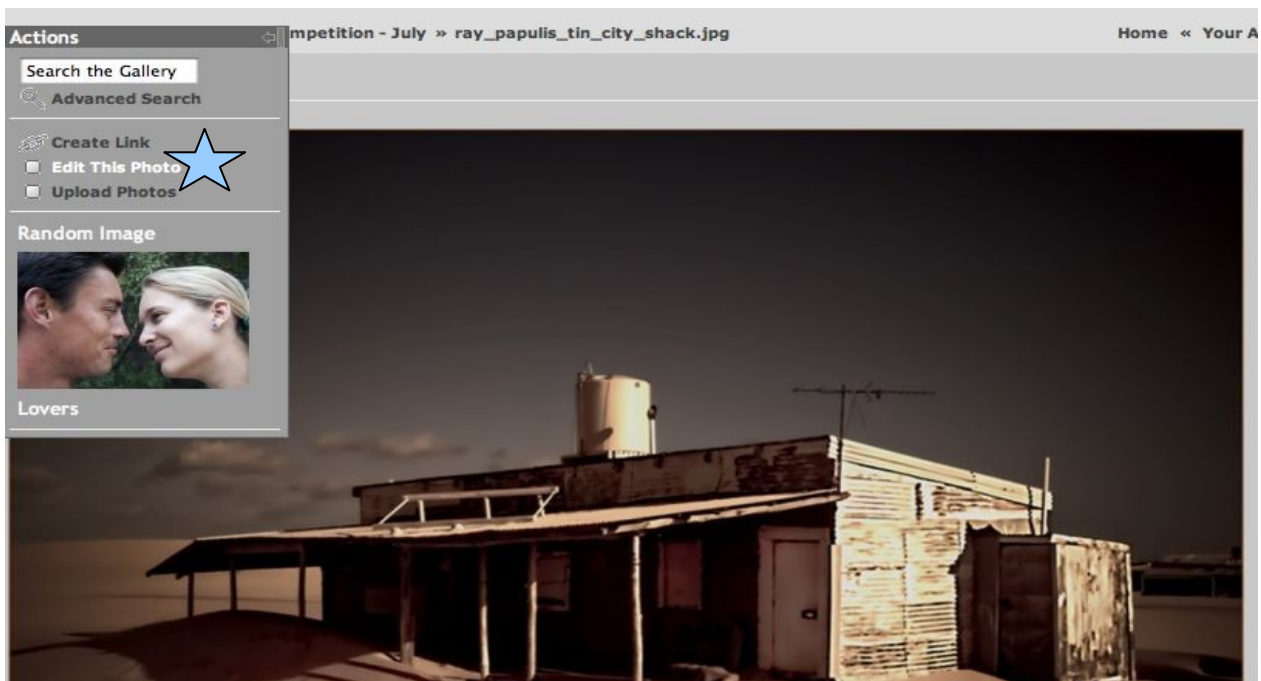


9. For both ***PC and Mac***, enter image "Title" (keep it short, please) and any "Description" if desired. Click on "Submit".



### ***To Edit or Delete an uploaded Image: (for both PC and Mac)***

1. Double click on the album thumbnail to enlarge the Image. Click on "Edit This Photo".



2. Edit Image "Title", "Description" or tick "Delete This File". Click "Submit".

Edit Details

Delete this file: ray\_papulls\_tin\_city\_shack.jpg

Title  
Tin City Shack

Description  
Fishing shack on Stockton Beach



 Rotate Image 

Note: Any rotations must be undone manually.