

## MEMBER User Guide: The Image Upload Process

<p><b>Step 1</b></p>	<p><b>Login</b> using your <b>USER NAME &amp; PASSWORD</b></p>	
<p><b>Step 2</b></p>	<p><b>TO UPLOAD YOUR DIRECTORY IMAGE, FEATURE IMAGE, and PORTFOLIO IMAGES</b></p> <p><b>Click any of the following links</b></p> <ol style="list-style-type: none"> <li>1) the <b>EDIT IMAGE</b> link beside the heading <b>PROFILE</b></li> <li>2) The <b>VIEW PORTFOLIO</b> link beside your picture under your name</li> <li>3) the box: <b>CLICK HERE TO UPLOAD AN IMAGE</b></li> </ol>	

**Step  
3**

**Your DIRECTORY IMAGE**

This image will be displayed with your listing  
**Choose** a digital image you have to represent yourself in the artist directory. i.e., your art, self portrait, your organization’s logo, etc..

**YOUR FEATURE IMAGE**

If you have a Silver or Gold Membership, your Feature Image is displayed on a rotating basis on the IndianaArts.org Home Page. **You may upgrade your membership level for free anytime.** Select the **MANAGE MY ACCOUNT** link on the right side of your Member Home Page, then selecting the desired Membership Level.

**Choose** an image representing your work – a sample of your visual art, your studio or organization, a performance, etc.

**DIRECTOY & FEATURE IMAGE Format Requirements**

Acceptable file formats are .jpg and .gif

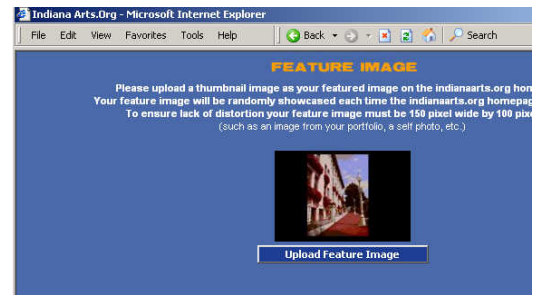
Pictures must fit in a 4x6 aspect ratio at a maximum pixel size of 150 px high by 100 px wide

Images exceeding the max width will not upload. Images that are smaller than either height or width will be stretched to fit and may distort.

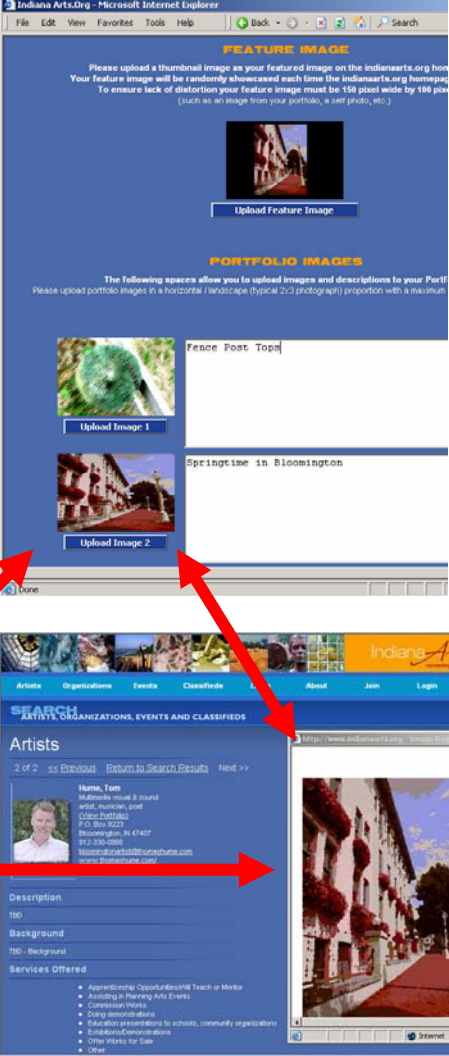
You may modify your existing picture in a photo editing program such as Adobe Photoshop, or use an online web-based program such as:

- [www.gifworks.com](http://www.gifworks.com) (gif only)
- [www.myimager.com](http://www.myimager.com)

**To upload your image to IndianaArts.org** , click the **UPLOAD IMAGE** button and follow the online instructions



**Learn more about image editing for the web**  
To learn more about digital image preparation for the web and more about promoting your work or your organization online, ask your local or Regional Arts Organization to schedule an IndianaArts Web Workshop, or email us at [info@IndianaArts.org](mailto:info@IndianaArts.org)

<p><b>Step 4</b></p>	<p><b>TO UPLOAD A PORTFOLIO IMAGE &amp; DISCIPTION</b></p> <p>You may upload between 3 to 20 images to your portfolio – depending on the membership lever you selected.</p> <p><b>You may upgrade your membership level for free anytime.</b></p> <p>Select the <b>MANAGE MY ACCOUNT</b> link on the right side of your Member Home Page, then selecting the desired Membership Level.</p> <p><b>PORTFOLIO IMAGE Format Requirements</b> Your Portfolio images and descriptions may be Portrait or Landscape format (typically 2x3 photograph) with a maximum resolution of 400 x 600. Larger images will display slowly for visitors using a dial-up connection to the web from their computer.</p> <p>To upload your images, click the button <b>UPLOAD IMAGE</b></p> <p>All thumbnail images of your work will be stretched and possibly distorted to fit the thumbnail image window view under your listing.</p> <p>The larger Portfolio views will be displayed in the correct aspect ratio when the Thumbnail is selected and at the <b>VIEW PORTFOLIO</b> link</p> <p>To learn more about digital image preparation for the web and more about promoting your work or your organization online, ask your local Arts Organization to schedule and IndianaArts Web Workshop or email us at <a href="mailto:info@IndianaArts.org">info@IndianaArts.org</a></p>	
<p><b>For More Information</b></p> <p>Schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organizations.</p> <p>Workshops include:</p> <ul style="list-style-type: none"> <li>• Digital Imaging for the Web</li> <li>• Using IndianaArts.org to promote yourself, your organization, or events</li> <li>• Using IndianaArts.org Surveys</li> <li>• Using IndianaArts.org Networking Web Hosting, and Web Design Services</li> <li>• Best Practices in Bulk Email Communications</li> </ul>	<p><b>Contact us about the IndianaArts.org</b></p> <p>Call or email anytime to schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organization, or to provide us with your comments or suggestions about this website:</p> <p>Contact: Tom Hume, Program Manager 812-330-0868 <a href="mailto:Tom@IndianaArts.org">Tom@IndianaArts.org</a></p> <p><b>For all Technical Support issues, please email</b> <a href="mailto:info@IndianaArts.org">info@IndianaArts.org</a></p>	