

Uploading Images to the Web

File Preparation

Numbering & Naming your files

It is very important that your files are numbered correctly to insure that your images upload successfully.

- Jpeg files **only**. (All other files - .Tiff, PSD, etc. will not upload.)
- All files being uploaded must be located in **ONE FOLDER**.
- File numbers/names should not exceed **Eight (8)** letters and/or numbers. We recommend no less than **Four (4) Digits** (example: 0001, 0002, etc.).
- No spaces please! Empty spaces (including at the beginning of your files) are not allowed.
- Do not include any Non-Alfa Numerical characters with your files. (example: ! @ # \$ % ^ & * ")
- **Black & White** files must be **RGB only**. (De-saturated **not Grey Scale**)

File Rotation

Make sure that your images are rotated correctly before uploading. The best way to check rotation and rotate your images is with Windows Explorer. (Click on View and Thumbnails to see the files.)

PLEASE NOTE! If you have a digital camera that auto rotates your files be sure they are actually rotated. Early versions of in camera rotation just rotated the thumbnail display data, not the actual file.

Getting Started

To use this service, your studio must be assigned a user name and password. Contact customer service for details.

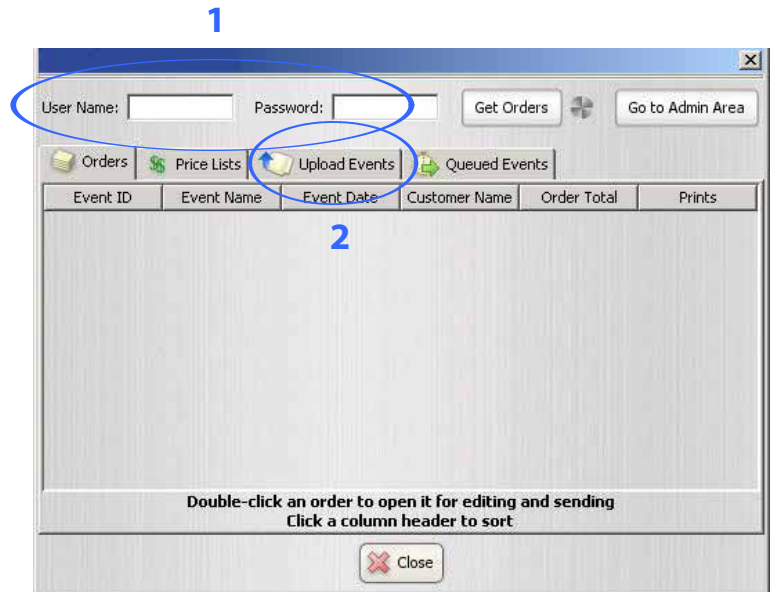
Select the images you want to post online by:

- 1) Clicking on the "Folder" button.
- 2) Select the file folder.
- 3) Make sure all your images are displayed on the light table.
- 4) Then click on the Web Site button

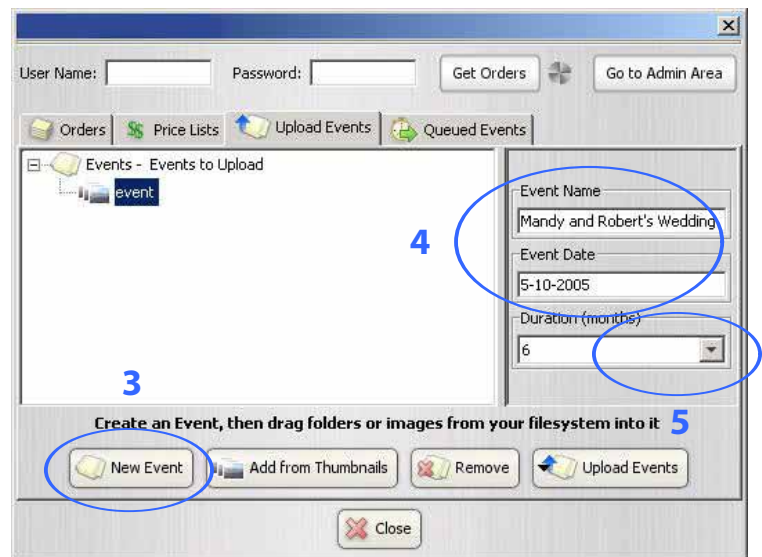


On the WebSite Interface Window

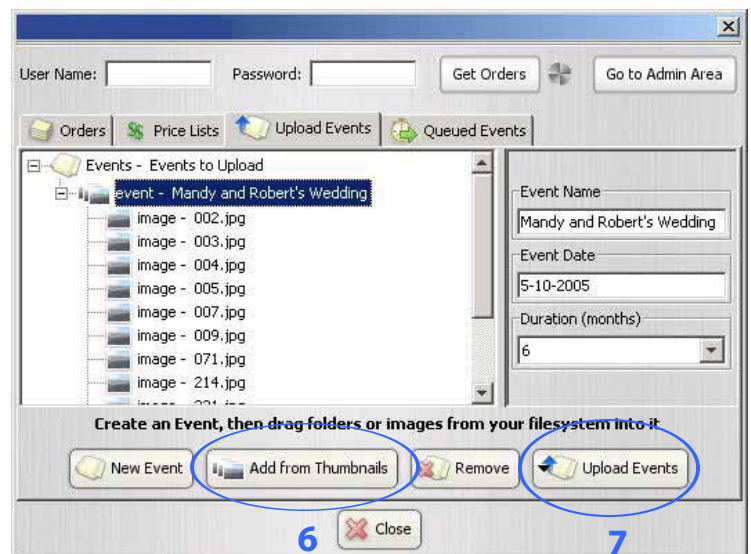
- 1) Be sure to enter your User Name and Password
- 2) Click on the "Upload Events" tab.



- 3) Click on the "New Event" button.
- 4) Enter the Event Name and Date.
- 5) Select either 6 or 12 Months Duration.
(Additional \$ for 12 month)



- 6) Click on the "Add From Thumbnails" button.
(This will add the images displayed on your light table.)
Note: You can also drag a folder of images from your file system (like Windows Explorer) for a faster workflow.
- 7) Next click on the "Upload Event" button
You can chose to "Upload Now" or queqe the event for "Uploading Later"



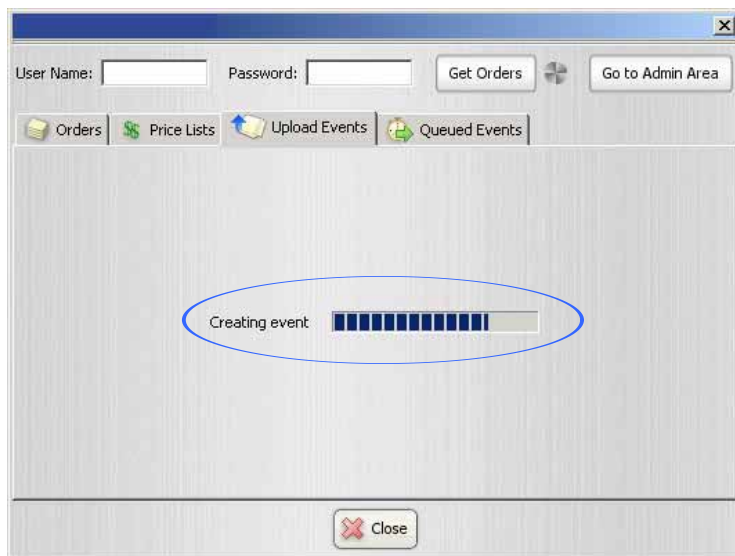
This Screen will appear

The Progress Bar will indicate the event upload status

Creating Event...

then

Uploading Event...



The program will notify you when the upload is complete

Click "Go to Admin Area" to login to your online account and edit the event and set the password.

Note: See the "Set-up and Getting Started instructions" for more info on the Photographer Admin Area.

