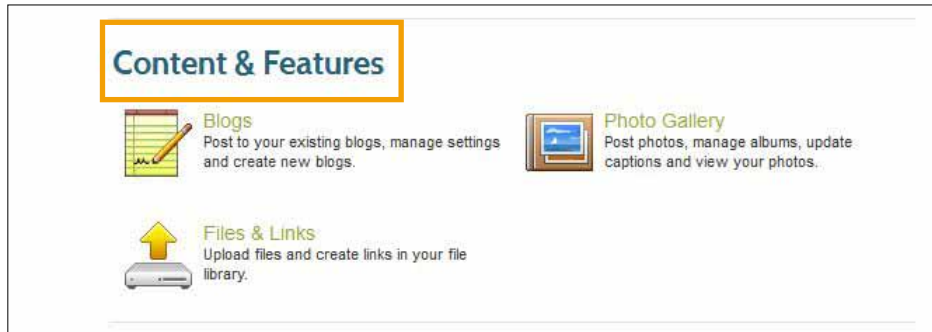
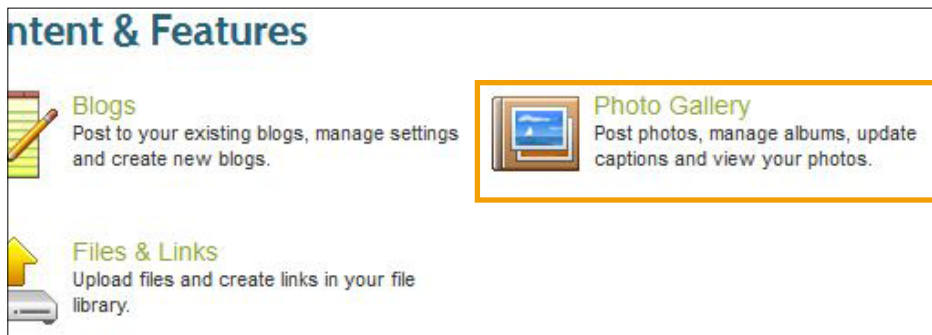


How To: Upload an Image to your Photo Gallery

- 1.) Go to www.academyonline.org, and sign in to your member account.
- 2.) Click on **Manage Profile**, and scroll to the section titled **Content and Features**



- 3.) Click on **Photo Gallery**.



- 4.) You are now on your Photos page.



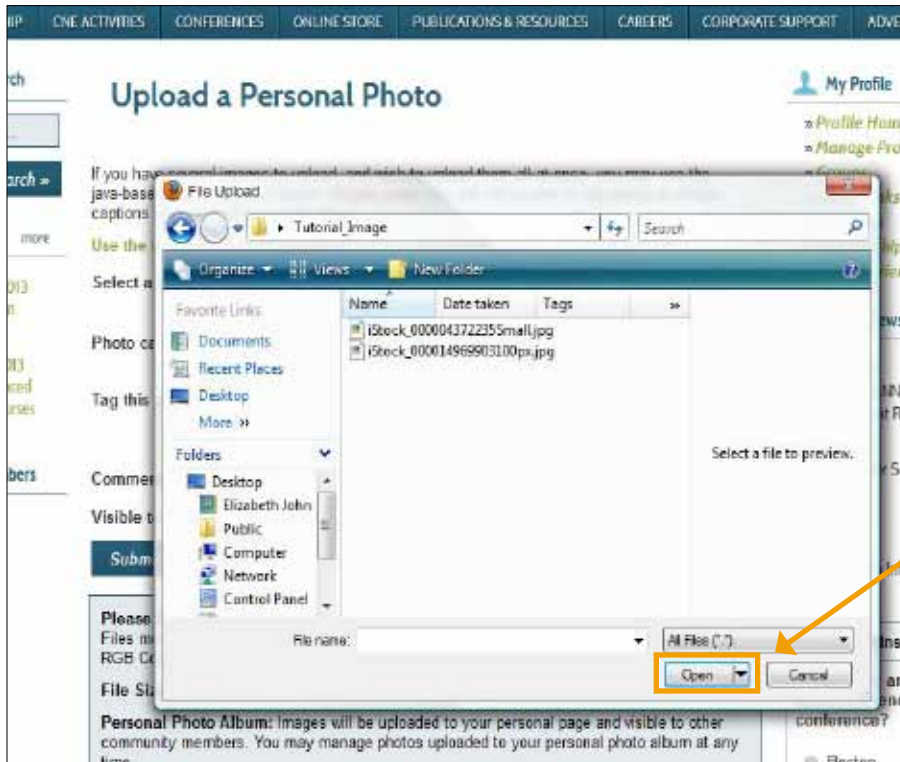
5.) To upload a new photo, click on the link **Upload a Photo**.



6.) You are now on the photo upload screen.

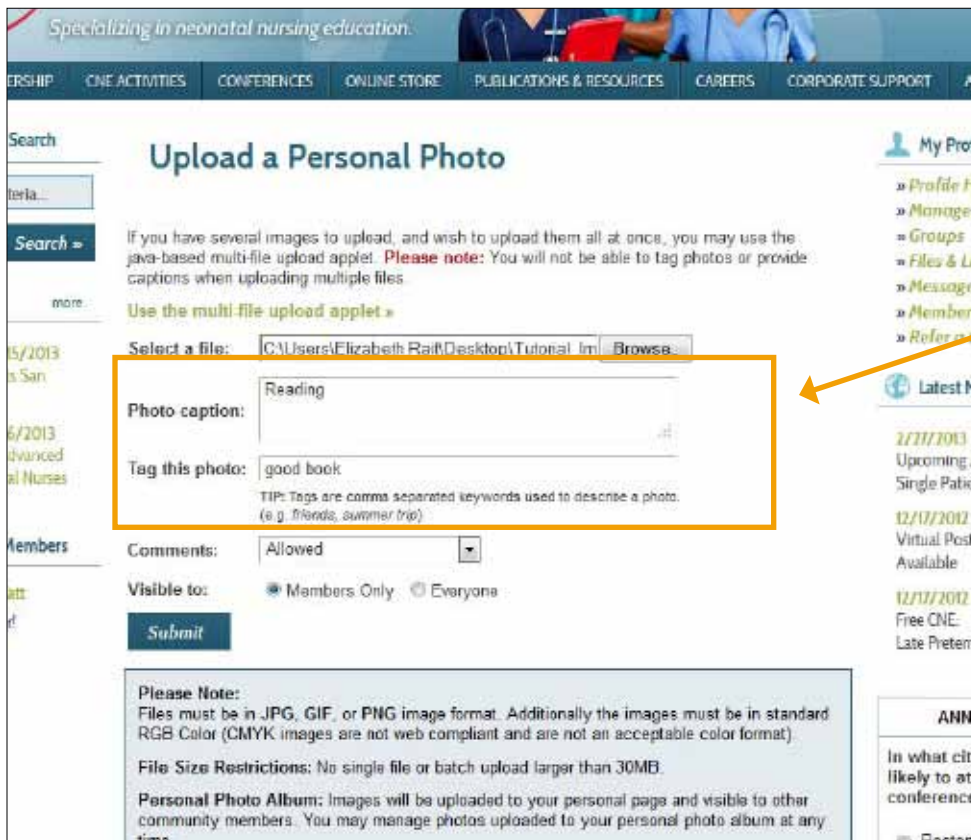


7.) To upload a photo, use the **Browse** button to select an image from your computer.



After you have chosen your image, hit the **Open** button to return to the upload screen.

8.) After you have selected your photo, create a caption for your image. Tags to your image will allow it to appear in a community search.



9.) You can also allow people to comment on your image. Using the pull down menu for **Comments**, choose the setting that is right for you.

The screenshot shows the 'Upload a Personal Photo' form. The 'Comments' dropdown menu is open, showing four options: 'Allowed', 'Allowed', 'Limited to my connections', and 'Not Allowed'. An orange arrow points to the 'Comments' dropdown menu.

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Search

Upload a Personal Photo

If you have several images to upload, and wish to upload them all at once, you may use the java-based multi-file upload applet. **Please note:** You will not be able to tag photos or provide captions when uploading multiple files.

[Use the multi-file upload applet »](#)

Select a file: C:\Users\Elizabeth Rait\Desktop\Tutorial_Im

Photo caption: Reading

Tag this photo: good book

TIP: Tags are comma separated keywords used to describe a photo. (e.g. friends, summer trip)

Comments:

Visible to:

Please Note:
Files must be in **JPG, GIF, or PNG** image format. Additionally the images must be in standard RGB Color (CMYK images are not web compliant and are not an acceptable color format).

10.) The last option is the **Visible To** option. Members should set the **Visible To** option to Member Only. After you have selected all your options, hit the **Submit** button.

The screenshot shows the 'Upload a Personal Photo' form. The 'Visible to' radio buttons are selected, with 'Members Only' selected and 'Everyone' unselected. An orange arrow points to the 'Submit' button.

If you have several images to upload, and wish to upload them all at once, you may use the java-based multi-file upload applet. **Please note:** You will not be able to tag photos or provide captions when uploading multiple files.

[Use the multi-file upload applet »](#)

Select a file: C:\Users\Elizabeth Rait\Desktop\Tutorial_Im

Photo caption: Reading

Tag this photo: good book

TIP: Tags are comma separated keywords used to describe a photo. (e.g. friends, summer trip)

Comments:

Visible to: Members Only Everyone

Please Note:
Files must be in **JPG, GIF, or PNG** image format. Additionally the images must be in standard RGB Color (CMYK images are not web compliant and are not an acceptable color format).

File Size Restrictions: No single file or batch upload larger than 30MB.

Personal Photo Album: Images will be uploaded to your personal page and visible to other community members. You may manage photos uploaded to your personal photo album at any time.

Group Photo Album: Images are posted on the group homepage you have selected. If you are a group administrator, or if the particular group allows images to be posted without review, then

11.) You will return to the **Photos** page, where you will be able to see your uploaded photo!

The screenshot displays the Academy of Neonatal Nursing website interface. At the top, there is a navigation menu with links for HOME, MEMBERSHIP, CNE ACTIVITIES, CONFERENCES, ONLINE STORE, PUBLICATIONS & RESOURCES, CAREERS, CORPORATE SUPPORT, and ADVERTISING. The main content area is titled "Photos: Jill Example" and features a photo gallery. A single photo is visible, showing a woman reading a book, with the caption "Reading". The photo is highlighted with an orange border. To the left of the photo gallery, there are options to "Upload a Photo" and "Manage Albums". Below the photo gallery, there are selection controls: "Select All", "Select None", and "Actions for Selected Photos". On the right side of the page, there is a "My Profile" section with links for Profile Home, Manage Profile, Groups, Files & Links, Messages, Membership Info, and Refer a Friend. Below that is a "Latest News" section with a "more" link and several news items dated 11/11/2013, including "Upcoming ANN Webinar: Single Patient Rooms", "Virtual Poster Session Now Available", and "Free CNE: Late Preterm Infants".

•For more information about uploading photos, see the tutorial **Create a Photo Album**