

MEMBER User Guide: The Image Upload Process

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

**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

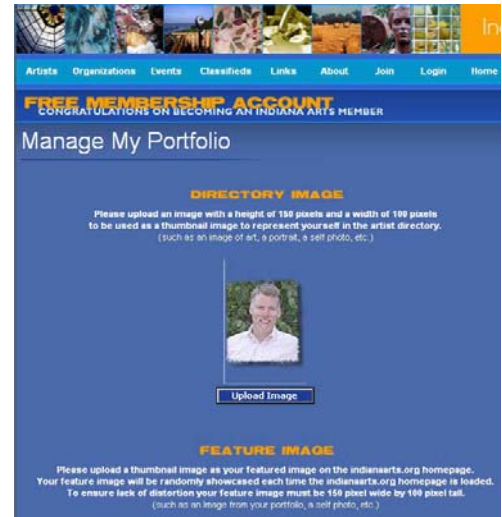
Pictures must fit in a 4x6 aspect ratio at a maximum pixel size of 150 px high by 100 px wide

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 (gif only)
- 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

<p>Step 4</p>	<p>TO UPLOAD A PORTFOLIO IMAGE & DISCIPTION</p> <p>You may upload between 3 to 20 images to your portfolio – depending on the membership lever you selected.</p> <p>You may upgrade your membership level for free anytime.</p> <p>Select the MANAGE MY ACCOUNT link on the right side of your Member Home Page, then selecting the desired Membership Level.</p> <p>PORTFOLIO IMAGE Format Requirements 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 UPLOAD IMAGE</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 VIEW PORTFOLIO 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 info@IndianaArts.org</p>	
<p>For More Information</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"> • Digital Imaging for the Web • Using IndianaArts.org to promote yourself, your organization, or events • Using IndianaArts.org Surveys • Using IndianaArts.org Networking Web Hosting, and Web Design Services • Best Practices in Bulk Email Communications 	<p>Contact us about the IndianaArts.org</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 is with your comments or suggestions about this website:</p> <p>Contact: Tom Hume, Program Manager 812-330-0868 Tom@IndianaArts.org</p> <p>For all Technical Support issues, please email info@IndianaArts.org</p>	