

How to Upload Your Photo

Your photo will be used for your Letter of Introduction and will be viewed by other members as part of the heading of your profile.

Check on your phone or computer that your photo (individual or couple - do not include children, except if they travel with you and it's for your LOI) is in focus and that you are clearly visible.

The photo should:

- Show your face clearly and, preferably, include no more than your head and shoulders (half body)
- Be preferably square, though a rectangular portrait (vertical) or landscape (horizontal) can be used
- Be of high resolution but no larger than 600 KB (0.6 MB)

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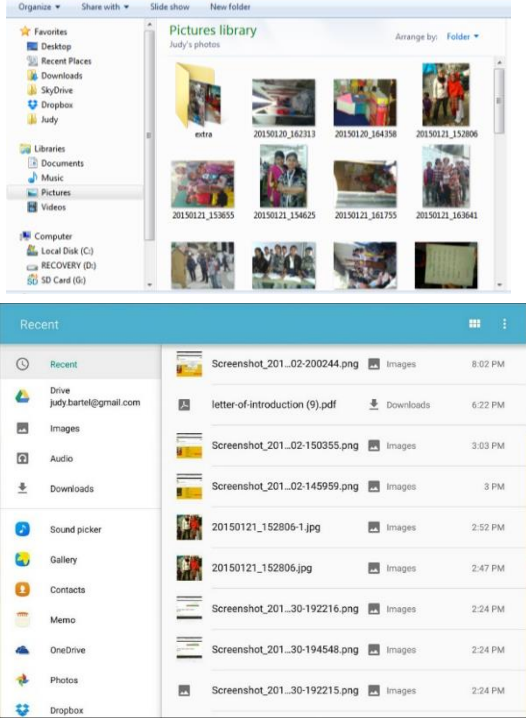
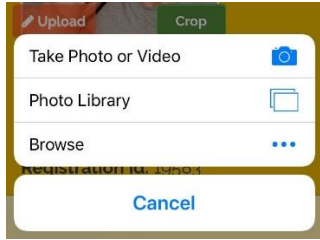
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As always, if you have any difficulties, email your local administrator at your_country@servas.org. (e.g. Canada@servas.org).

Alternately , use the <Contact Us> link at the bottom of the Servas Online home page to contact an administrator.

Reminder: Your screen may look different from the figures here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).

Loading the picture

<ol style="list-style-type: none"> 1. Initiate editing your profile – refer to the Editing my profile chapter of the online help. 2. Within the header area of your profile, click on the red [Upload] button at the bottom of the current photo or the empty square area. 	
<ol style="list-style-type: none"> 3. Search for a photo from your photo library which complies with the above recommendations for size, etc.. <p>On your computer, the photo might be in the Pictures, in Gallery or Uploads directory. These files may be in a format called png, jpeg or jpg. In some cases, this format name is shown as the suffix of the file name.</p> <p><u>Note:</u> you might first have to upload the photo from your camera or phone to your computer.</p>	
<p>On your cell phone, you might see options such as shown in the example shown here.</p> <p><u>Note:</u> if possible, choose the photo size that correspond to the above criteria.</p>	

4. Click on the photo. You may also have to click [**Open**].



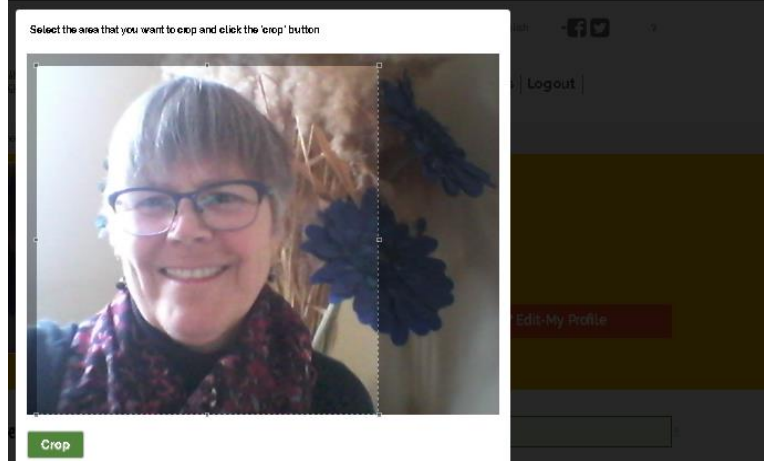
Note: The bigger your photo, the longer it will take to upload originally. It will also take longer to display for those reading your profile.

5. If the photo loads sideways or upside down, choose a different photo, as you can't change this.

Cropping the photo

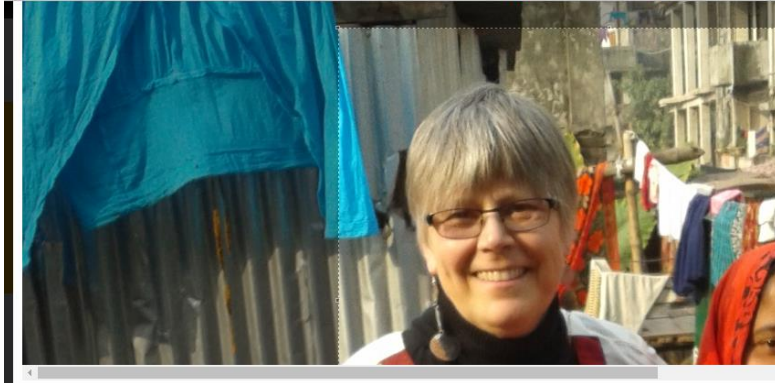
If the photo is “stretched” in one direction or another, crop a square section of the photo to get the right aspect ratio.

Note: this can happen if your picture is rectangular since the space for the picture is square.

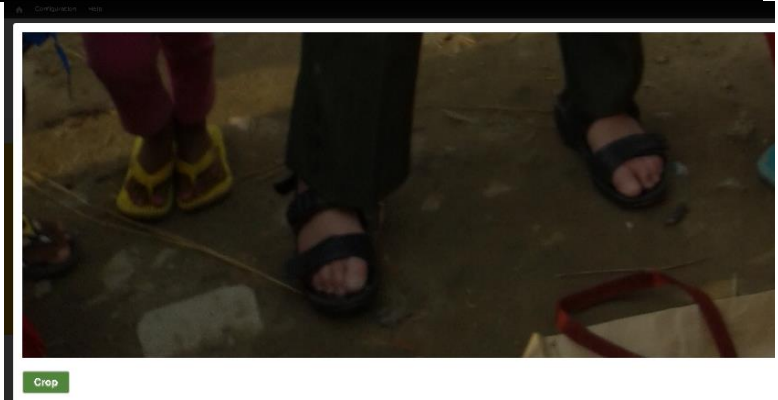
<p>1. Click the green [Crop] button.</p> <p><u>Note</u>: If the picture is too large, you will not see the word “crop” in the bottom left hand corner.</p>	
<p>This picture is 69 KB</p>	
<p>2. To select a square area of the photo: Click your mouse at the top left hand corner of where you want to start. Move the mouse diagonally until you have framed the part of the picture you want. Click in the bottom left hand corner of the photo.</p>	

3. If you do not see the whole photo, or if the photo covers the crop button, Scroll down to the bottom and to the left of the screen till you see it.

This example is a 1.9 MB picture (original size). While it will work on a computer, you won't see the whole picture in the frame and need to scroll down on the right hand side, and left at the bottom to see the [Crop] button. This was almost impossible to crop on an android tablet.



4. You can also make this picture smaller (fewer mb) by selecting a smaller part of the picture (just the one face, for example).



5. Check that the photo is now displayed properly.