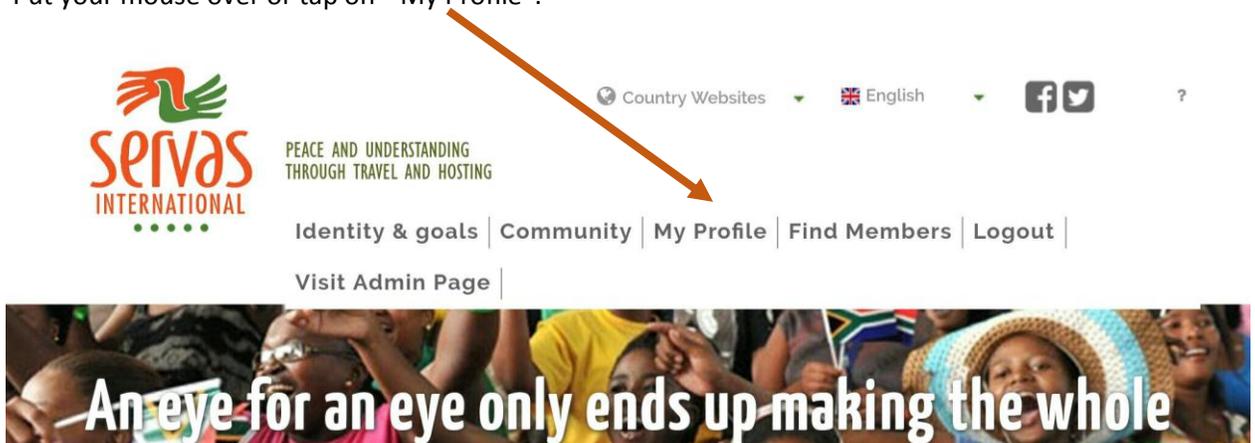# How to Upload Your Picture

1. Put your mouse over or tap on "My Profile":
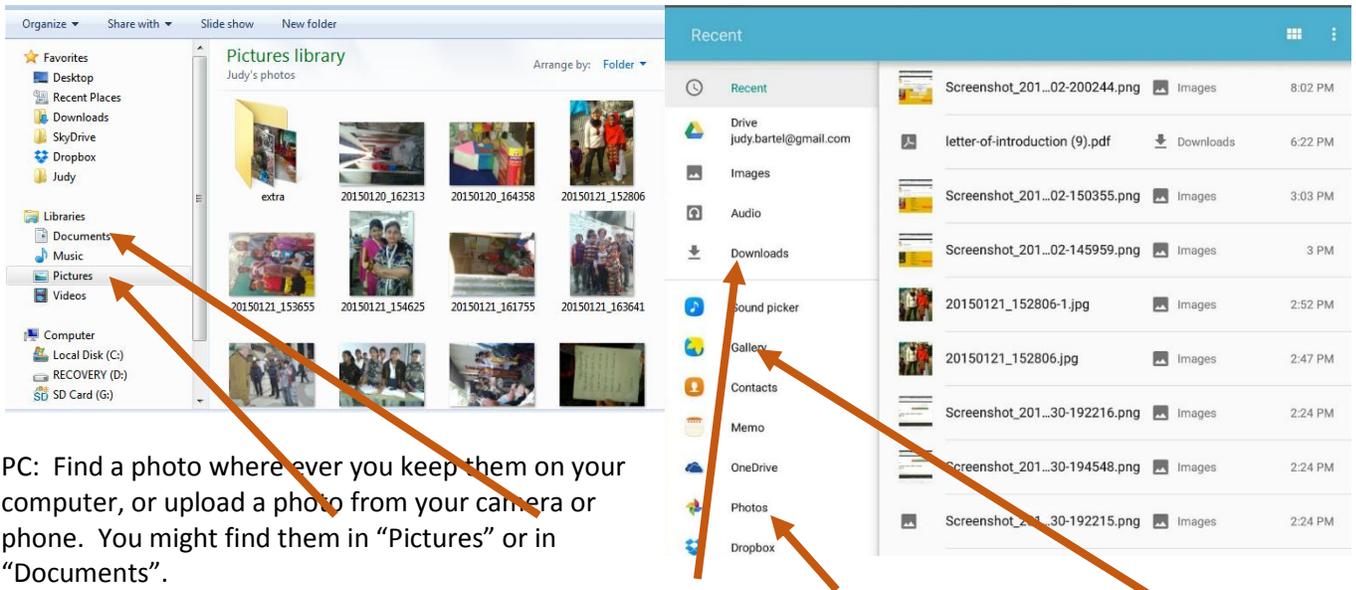

2. On the drop-down menu that appears, click on "My Profile":

3. Click on upload

Apr 3, 2017

4. Search for your photo on your hard disk.   This will look different on different computers.
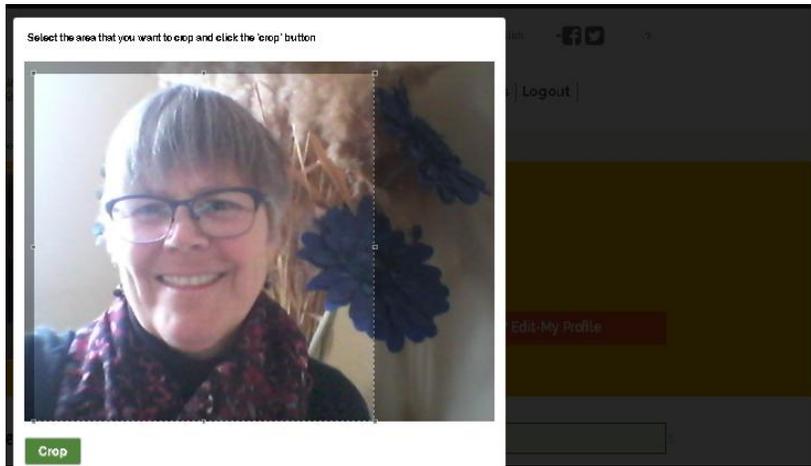

PC: Find a photo where ever you keep them on your computer, or upload a photo from your camera or phone. You might find them in "Pictures" or in "Documents".

Android tablet: You might find them in Gallery, Downloads, Photos or another folder where you store photos.

5. **Choose a photo that is about 600 kb (.6 mb)or less and with the extensions: png, jpeg or jpg.**   It can be either portrait or landscape (horizontal or vertical), and can be a picture of just you or a photo in which you are clearly displayed. Click on the file (depending on your computer, you may have to also click "open").   The bigger your photo, the longer it will take to upload originally. It will also take longer to display for those reading your profile. If the photo loads sideways or upside down, choose a different photo, as you can't change this.

6. After a few moments, the photo will download in your profile.

The photo may be "stretched" in one direction or another, because you are forcing a rectangular picture into a square box. You will need to crop a square section of the photo to get the right aspect ratio to display it properly.

3

Apr 3, 2017

If the picture is small enough, you will see the word "crop" in the bottom left hand corner. (This picture is 69 kb).

A cell phone photo is ideal, as you can choose the size of photo you use.

7. Click "Crop". Use your mouse 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 [Crop] in the bottom left hand corner of the photo. IMPORTANT: You may not see the whole photo in the space, or the photo may cover the crop button. Scroll down to the bottom and to the left of the screen till you see it. (see picture below)

Position mouse here:

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.

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

4