**How to Upload Images Directly to Your Library (v1.0 Apr 2018)**

**File Naming**

By default your file name will become the title of an uploaded image – except if you have assigned a title or caption in your photo editing software, in which case that title will be used.

The file name is not important, since after uploading you may edit the image title – see below.

For simplicity, leave the file name as whatever you use on your own computer or use the image title.

**No Duplicates**

You cannot use the same file name or image title more than once within your own library.  Among your own images each file name and title must be unique.

You cannot upload an image that has already been uploaded by anyone anywhere (including yourself) – even if the file name and title are different.  The system checks the pixels of each image to ensure there are no duplicates.

If you have already uploaded a fabulous sunset over English Bay, you cannot change the file name or title and upload it again – the system will recognize and reject the duplicate.

**Upload Image(s) to your Library**

In the Main Menu, click on *My Account* then on *My Image Library*.

The search criteria will be open by default.  Click on the [Image Search] button to hide them or scroll down to see the [Upload Images] button.
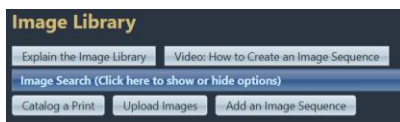


Click the button [Upload Images] to open the Upload Images form

You may read but can ignore [Information on Optional File Name Formats]

Scroll down and at the bottom of the page, click on the [Select] button which will open the file manager on your computer – select the file(s) you want to upload and click on [Open] (the button may vary according to your computer system).

If using Windows, you may alternatively drag the chosen files and drop them onto the [Select] button.

The file(s) will be queued for uploading and a green dot will appear to the left of each file if successful. If the process fails, a red dot will be shown along with an explanation.  If you change your mind, or selected the wrong file, you can delete the file from the upload queue by clicking the "X" to the right of the file name.

When ready, click on [Save Images and Proceed to Edit Page] – this will upload the files to your Library.

**Edit New Images**

You will see the image information for each image.

Review all image titles and edit each one as necessary.

Allow Public Display is checked by default. If unchecked the image will be seen only by logged-in members.

Ignore the Image Sequence box.

**IMPORTANT**:    At the bottom of the page Click the button [Save any Changes and Return to the Original Page] even if you didn't make any changes.

You will be returned to the Image Library page.

**Note:**    The system will not allow duplicate filenames to be uploaded nor will it allow images to have the same Title within your own library.

If you want to replace an image with a new version having either the same filename and/or the same title, you must first delete the original image from your library and then follow the above procedure to upload the new version.

If you want to re-use an existing title, then add a distinguishing number to the end to make it unique.