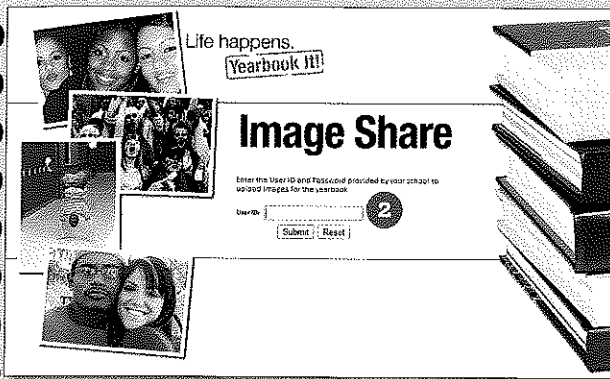
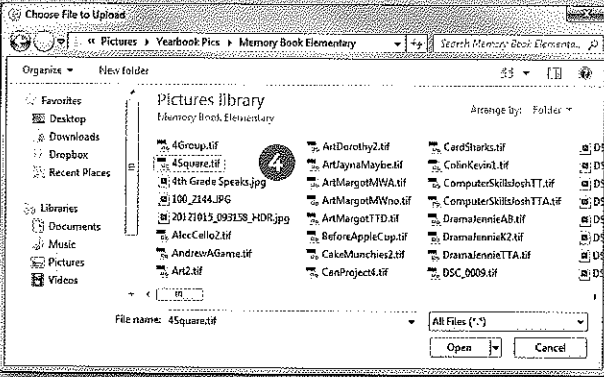
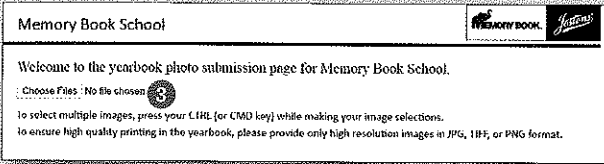


# Using the Photo Sharing Site



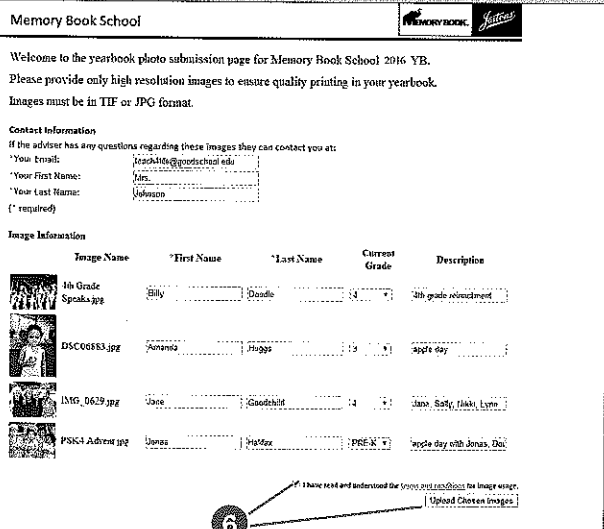
- 1 Go to <http://images.memoryebooks.com/> login.
- 2 Type the User ID in the space provided, and then click on **Submit**.
- 3 To upload images, click the **Choose Files** button.
- 4 Navigate to the folder containing the image(s) you want to upload. Double-click an image to upload a single image or hold the **Ctrl** key on your keyboard to select multiple images to upload.
- 5 A new screen will appear for you to type in Contact Information and Image Information. All fields are required except for Current Grade or Description under Image Information.



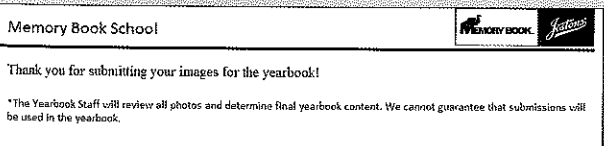
Under Contact Information, type in your email address, first name, and last name in the spaces provided.

Under Image Information, type in the first name and last name associated with each image uploaded in the spaces provided. If there is more than one person in the image, type in each person's name under Description in the space provided. Under Grade, use the drop-down to choose the appropriate grade information. A thumbnail preview is provided to help you identify the image(s).

If you do not finish filling in Contact Information and Image Information, any image(s) uploaded will not appear in the Inbox Image Share folder.



- 6 When you are ready to upload, check the box next to "I have read and understood the terms and conditions for image usage." Then, click on the **Upload Chosen Images** button. Do not leave the screen during the upload process which may take several minutes. Uploading time will depend on the size and number of files and your Internet connection speed.



- 7 A new screen will appear with the following message: "Thank you for submitting your images for the yearbook!" If you have more images to upload, please log back into the site again.

**NOTE:** You may use complete sentences or phrases when typing in description information.