

# UPLOADING A PICTURE FOR THE METRO CAMERA CLUB ONLINE GALLERY

**Please be sure to send a title for your pictures. If possible, change the name of the picture file(s) before they are sent, otherwise, send a list to identify the picture(s).**

## **A. Direct upload of a file.**

1. First, determine the location of the picture you wish to send. Is it on a cd-rom, on the computer hard drive or on your camera's media card? If necessary, you might need to use "MY COMPUTER" on your desktop to locate the picture file. Make note of the location.
2. Click on the "UPLOAD A PICTURE" icon on one of the Gallery pages on the Metro Camera Club web site, or open your email and address a message to [webmaster@metrocameraclub.org](mailto:webmaster@metrocameraclub.org).
3. Enter a subject on the "SUBJECT" line.
4. Click on the "ATTACH FILES" button and use the location of the file from step one to attach the file.
5. Click on "SEND".

## **B. Reply to an email from the webmaster.**

1. First, determine the location of the picture you wish to send. Is it on a cd-rom, on the computer hard drive or on your camera's media card? If necessary, you might need to use "MY COMPUTER" on your desktop to locate the picture file. Make note of the location.
2. Click on the "ATTACH FILES" button and use the location of the file from step one to attach the file.
3. Click on "SEND".

