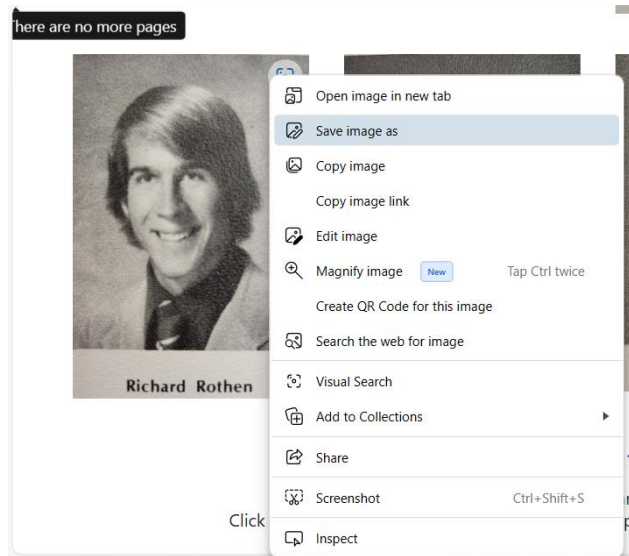


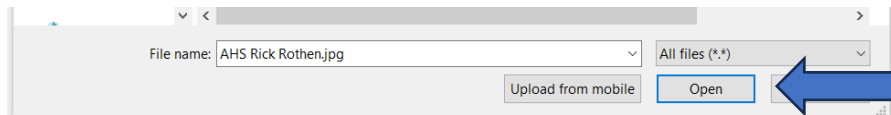
# “HOW TO” ADD “THEN & “NOW” PROFILE PICTURE

To get a copy of your "THEN" class picture to use for this profile, please **CLICK** on the [Yearbook Photos Class of '74'](#) link on the “Classmates” page.

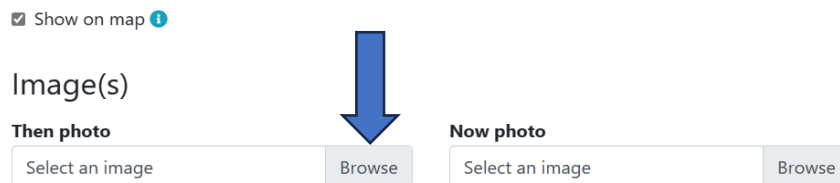
- To copy your picture, **RIGHT CLICK** on the image, and select "Save Image as." If you know how to crop pictures (to remove the name label) do it. If not, the website has a crop picture feature explained below.



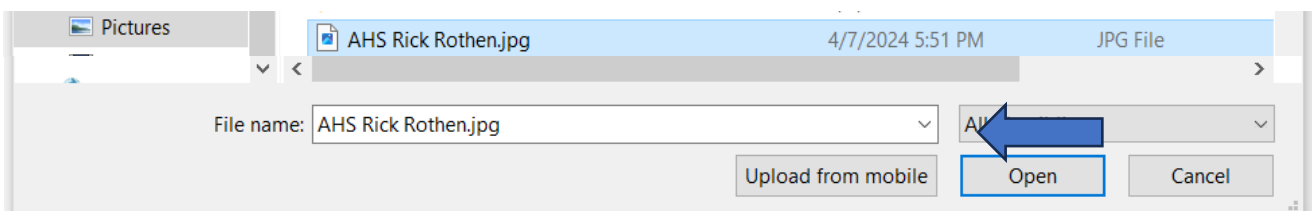
- Name the file and **CLICK “Open”** to save to your Picture Folder on your computer



- To add the picture to your Classmate Profile, **CLICK** the **BROWSE** button and select the photo file.



- Find your picture file, select it, and **CLICK** Open. Repeat the process to add your own current "NOW" picture.



## Upload Profile Picture cont.:

- Fill out the rest of the profile information.
- CLICK the "Update" button on the lower left to SAVE your pictures and information.

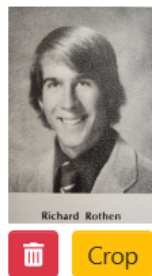
<b>Then photo</b> AHS Rick Rothen.jpg <input type="button" value="Browse"/>	<b>Now photo</b> Select an image <input type="button" value="Browse"/>
<b>Marital status</b> Select one ▾	<b>Children</b> Select one ▾
<b>Occupation</b> <input type="text"/>	<b>Comment</b> <input type="text"/>
<b>Enter Name to Appear on Name Tag *</b> <input type="text"/>	
<input type="checkbox"/> Send registration welcome email notification ⓘ	
<input type="button" value="Update"/> ←	<input type="button" value="Cancel"/>

- Go back into your Profile and your picture(s) and information should display.

Image(s)

Then photo

Select an image

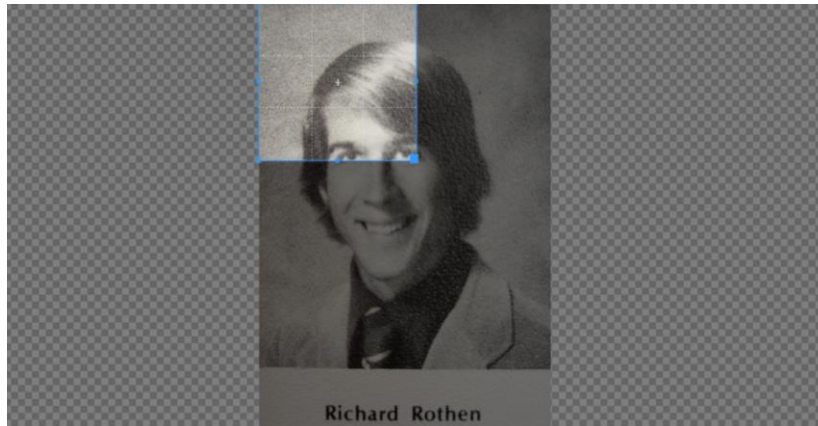


- If you want to Crop your picture to remove the name label, CLICK on the Crop button.

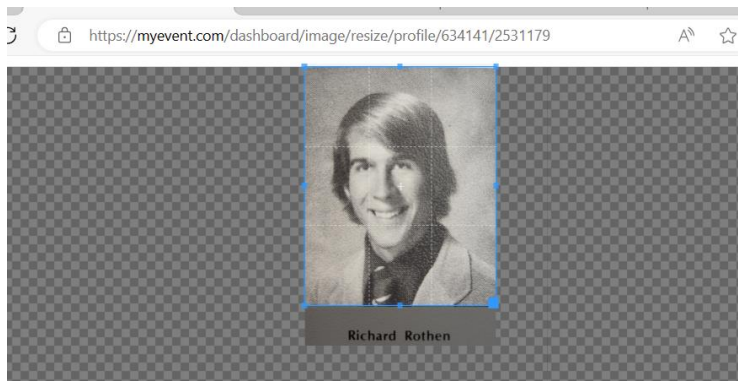


## Upload Profile Picture cont.:

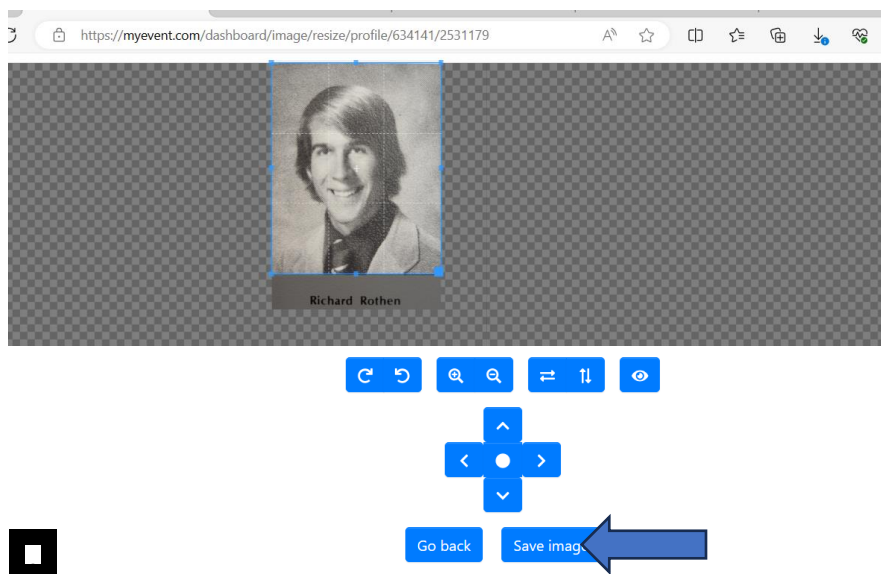
- This screen displays and the picture will be HUGE. Use the scroll wheel on your mouse to make the picture smaller to fit into the blue outlined box.



- Once the picture is in the blue box, drag the bottom of the blue line to crop off the name label



- Scroll to the bottom of the screen and CLICK "Save Image" button.



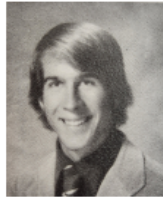
**Upload Profile Picture cont.:**

- **Picture is cropped and saved.**

Image(s)

**Then photo**

Select an image



Crop