

IMAGE UPLOAD INSTRUCTIONS

These images will be used for your individual artists listing on the HAT website. Venue leaders are **also** encouraged to upload more images now if they wish.

Before you start....

- * Choose 3-5 images to upload to our Mega image sharing site. **Square** Images are best
- * Name the images as described here:

Venue number, your name, name of work and with jpg at the end.

Here is an example:

please note there is NO GAP between venue and number

Venue6_KateFindlay_WinterSunrise.jpeg

It is **essential** that you follow this format or we won't be able to find your images
If you don't know how to do this on your device then see step four below.

Now to upload the images...

STEP ONE: LOG IN

Go to - <https://mega.nz/folder/DB41zKRZ#pjaTZmx-saVfOweXt9mXQA>

Login using these details -

USERNAME: henleyhatleader@gmail.com

PASSWORD: MEGA-hat-25£

STEP TWO: OPEN THE CORRECT FOLDER

- Open the ARTISTS IMAGES folder by double clicking on the folder with that name.

STEP THREE: UPLOAD

To upload your images you can either click on the 'File Upload' button which you'll find at the top right of your screen or drag and drop your images straight into the folder.

STEP FOUR: RENAMING (If you haven't managed it before upload)

If you don't know how to edit the name of your image before uploading you can rename the image after you have uploaded it onto the Mega site following these steps:

1. Right click on the image of your artwork and a dropdown list will appear,
2. Scroll down to see the option 'Rename' towards the bottom of the dropdown list.
3. Type in the new name according the format (venue number, your name, name of work) as shown above followed by jpg

FINALLY

- DO NOT CREATE OTHER FOLDERS FOR YOUR VENUE
- DO NOT browse through any other folders or images
- LOG OUT after each session, otherwise this may create a blip in the system!
- DELETING IMAGES If you need to delete an image drag & drop the image into the 'Rubbish bin' at the bottom right of your screen. Alternatively put your mouse over the picture until a circle with three dots appears in the bottom right corner. Click on this and scroll down to the bottom option 'Move to Rubbish Bin'