



## Pentiction Seniors' Computer Club

### How to Upload Personal Pictures for Ecards

#### Introduction

Although one does not have to use his or her own personal pictures in ecards, it makes an ecard much more interesting to friends and relatives if they are used. Each person can have up to 30 personal pictures at any one time. These pictures can be replaced or deleted as desired. Personal pictures must be in *jpg*, *gif* or *png* format and their files cannot be more than one megabyte in size.

#### The Personal Picture Upload Window

When you start ecards, the *Login* window appears (the bottom section in the picture at the right). Above the login window is an introduction to the ecard facility. If you have cookies turned on for your computer and have used the ecard facility then your registration information will likely be entered for you in the login window. Otherwise you will have to enter your ecard id (likely your given name and surname initial) and your ecard registration number.



To create, maintain and send ecards you will click on the *New Ecard* button. To view, delete or send an existing ecard you will click on the *Existing Ecards* button. However, if you wish to see what personal pictures you currently have on the ecard server and/or upload a picture, you will click on the *Personal Pictures* button.

Welcome to the web page that lets you create and send e-cards to friends and relatives.

If this page is too large or too small for your computer screen, hold the Ctrl button down and use the scroll wheel (between the left and right buttons) on your mouse to adjust its size.

Enter your ecard registration information then click on the **New Ecard** button to create a new card or click on the **Existing Ecards** button to view, send or delete your existing cards. Your ecard registration information consists of your given name and surname initial and a four-digit number assigned to you when you registered for ecard use.

Registration: Given Name and Surname Initial:  Registration No.:

When you do this the personal pictures login window will appear as shown below.

The ecard facility includes pictures and clip art that anyone can use when creating ecards. However, it can make an ecard much more personal if you use your own pictures. This can be done by using personal pictures. You can have up to 30 personal pictures at any one time.

If you wish to review or add/replace personal pictures that can be used in ecards click on the *View and Upload Pictures* button below.

To view your current personal pictures and possibly upload a new or replacement one, click on the *View and Upload Pictures* button. The upload personal pictures window will appear as shown below.

You can use this page to browse to find pictures on your computer that you wish to use as ecard personal pictures and then upload them. The picture files must be in .jpg, .gif or .png format and must be less than or equal to 1 MB (1,048,576 bytes) in size.

To upload a picture, fill in your given name followed by the initial of your surname (eg marys for Mary Smith), your ecard registration number (or core), and the number of the personal picture you wish to replace (00 - 29). Use two digits. Then click on the *Browse* button and browse to find the picture file you wish to upload and click on the *Upload* button.

When the picture has finished uploading, click on the *Return to Ecards* button.

Your current personal pictures are shown below with their numbers.

Given Name and Surname Initial:  Registration Number:  Picture No. (00-29):

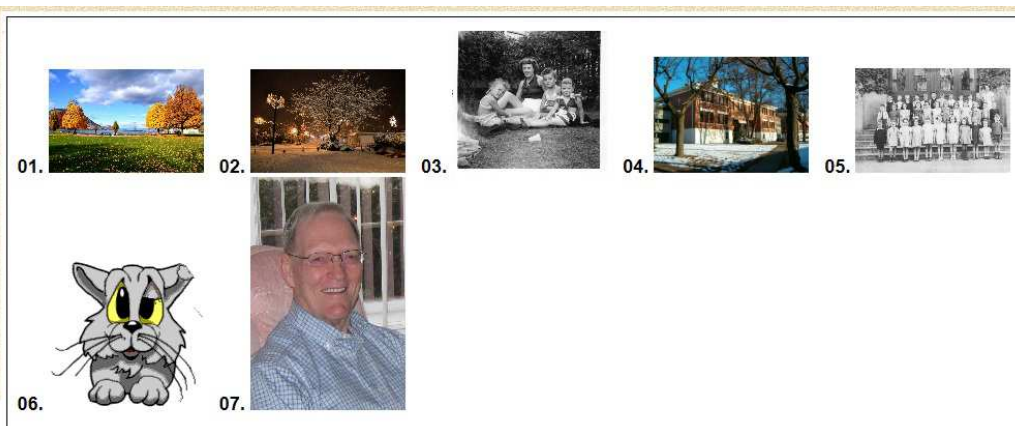
Browse to find the picture you wish to upload then click on Upload.

**NOTE: Depending upon picture file size and your connection speed it may take up to a minute or so to upload.**

Please wait for your current personal pictures to download.  
This may take several moments.

Notice that your id and number should already be shown.

You should wait for a few moments until your current personal pictures download and become shown below this window. How long it will take depends upon how fast your Internet connection is and how fast your computer is. When you first start using ecards, you will have no personal pictures so no pictures will show. The figure below shows how your personal pictures will show when they exist on the server.



## Uploading a Personal Picture

In order to upload a personal picture you must have a picture available on your computer. It must be a .jpg, .gif or a .png picture and its file must not be larger than one megabyte.

If the file is larger than one megabyte then you must reduce the size of the picture. Notice that a picture that is to show full size as a background in an ecard should be as close as possible to being 871 x 654 pixels. Such a picture in .jpg format will only be several hundred kilobytes in size. Any larger is of no value. Other pictures can be smaller.

It is a good idea, but not necessary, to use a separate folder on your hard drive to contain all the pictures you wish to use as ecard personal pictures. By having this, you can make sure all the picture files are in a required format and that the files are not too large. It also makes the picture files easier to find for uploading.

The *upload personal pictures* window as shown above is used to upload a picture. Do the following to upload a picture.

1. Make sure that your ecard id (given name and surname initial) and your registration number are filled in correctly.
2. Specify which personal picture you are going to upload. It will be a number from 00 to 29, inclusive.
3. Click on the *Browse* button to browse your computer to find the picture file that you wish to upload. The path and name of this file will appear in the text box preceding the *Browse* button.
4. Click on the *Upload* button to cause the uploading.

When the picture has been uploaded a window will appear specifying that the upload was successful as shown below. NOTE: It may take several moments for a large picture to upload so be patient.



Notice that the picture name on the ecard server consists of your id and registration number followed by the picture number (eg, marys5912-01.jpg). The picture that was just uploaded is also shown as a thumbnail.

If the picture just uploaded replaced an already existing picture, then a line will show to indicate that the original picture has been deleted.

Once the above window appears you can now use the uploaded picture in an ecard. Click on the *Return to Ecards* button to return to start an ecard or return again to the upload window to check on your personal pictures and/or upload another picture. (Clicking on the *Back* button will take you directly to the upload window. This button is not shown above.)

## Errors

Several errors can occur when you are trying to upload pictures. Appropriate messages will appear if they occur. For example, you will get an error message if you try to upload a picture that is not *.jpg*, *.gif* nor *.png* format, if the file is larger than one megabyte, if you do not specify a number for the picture, or if your id or registration number is incorrect. When such a message appears, just click on the *Back* or *Return to Ecards* button to return and correct the problem.

If you need instructions on how to reduce the size of a picture use your browser, go to the computer club web site, click on *Instruction Sheets* and select *Paint: Reducing the Size of a Picture*.

## **Replacing Personal Pictures**

It should be noted that in the current version of ecards, if you replace a personal picture, then any existing ecards that use that picture will now show the new picture rather than the old. So you should not replace a picture until you have terminated the use of the ecard that you created that contained the old picture. This can be done by deleting the ecard. (Click on the *Existing Ecards* button in the ecard login window to go to the window that lets you view, delete or send an existing ecard.)