



My Pictures Won't Upload!

FIRST – check your file name, be sure there are no 'special' characters in the name.....no underline, no dashes, no parenthesis, etc.

SECOND – check the size of the picture!

Size should be 640 x 480 or 3mb or 300,000 KB.

Resize the picture, if necessary.

- If you save the picture locally, go to the picture, right click on it, select Open With and choose Microsoft Office Picture manager. You will be able to resize.
- There's a button on top called Edit Pictures.
- A bar shows up on the right and there is a Resize option.
- Click resize.
- Select the predefined width x height.
- Choose Web Large (640x480)
- Click OK.
- Save.

The picture should be able to be uploaded now.