

# Snapshot Upload Page Instructions

① When you receive an electronic image by e-mail, open it by double clicking on its icon. Determine if it is acceptable for publication using all the same guidelines as presented in the Branch News Guidelines booklet.

② Most e-mail systems have very limited capacity for storing images, so if the photo does qualify you must save the image on your hard drive. Simply click on the image with your mouse, and hold the mouse button down as you drag the icon to your hard drive. If the photo doesn't qualify send an e-mail back to the branch with a short explanation.

③ To submit the photo to us use your browser to get on the Internet and type in the address [www.legionmagazine.com/snapshots](http://www.legionmagazine.com/snapshots)

④ A box will appear entitled **Login**. It will ask for your e-mail address and a password. Once you have entered your password, press the button that says log in. If you check the box that says Remember Me your computer will automatically enter your password in the future to save you time.

⑤ Once you log in, a page will appear that says **Snapshots Upload Page**. It will automatically fill in the date, your name and command, the staff writer you work with and assign a file name and number to the photo you wish to upload.



**LEGION** MAGAZINE

Please enter your login information.

Login	
Email:	<input type="text"/>
Password:	<input type="password"/>
Remember Me:	<input type="checkbox"/> (auto login)
<input type="button" value="log in"/>	

**Snapshots Upload Page**

Welcome to Legion Magazine's Snapshots Upload Page. This is your way to send electronic photos directly to the magazine.

Upload Photo	
Date:	5/27/2004
Correspondent:	Lorna Clarke
Command:	Newfoundland and Labrador
Assigned Writer:	Ray Dick
Assigned Filename:	NLE1
Caption: (required)	<input type="text"/>
Credit:	<input type="text"/> (optional)
Select Photo:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload Photo"/> <input type="button" value="Cancel"/>	



⑥ There will be a box for you to write the caption for the photo. All photos must have a caption. There is also a box for a photo credit but that is optional.

⑦ Go to Select Photo and click on Browse. A list of your files will appear. Navigate the files and double click on the photo you are selecting. You will automatically return to the Upload page. The path to your photo will appear to the left of the Browser button.

⑧ Click on Upload Photo. A message will appear saying "Thank you. Your photo has been accepted." The photo will then go directly to the staff writer for processing and should appear in the next available issue of Legion Magazine. You will then have a chance to click on "Do you want to upload another photo" to repeat the process or you can log out. If your photo is rejected by the magazine staff you will receive an e-mail explaining the reason for the rejection.

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Remember, if you experience a problem,  
call Jason Duprau at  
**(613) 591-0116 ext. 264.**