

Inspired Collectors

How to Add My Picture

v. 10/20/17

The following instructions will show you how to add your picture to the Inspired Collectors web site.

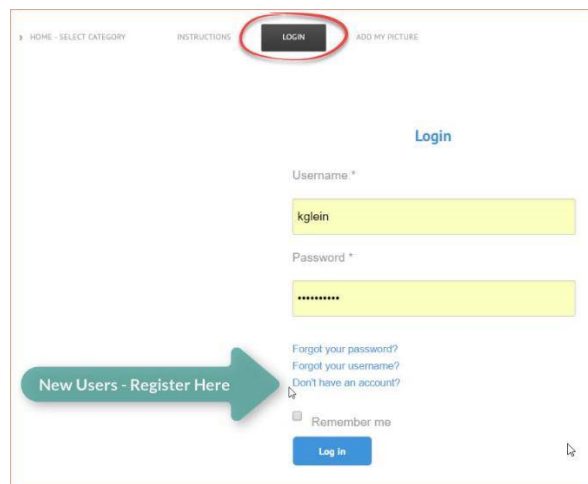


Video Tutorial on YouTube (2:44):
["How to Add My Picture to the Inspired Collectors Web Site"](#)

Step-by-Step Instructions

Step 1: Login

The first step is to Login. Go to the **Main Menu**. Select **Login**.

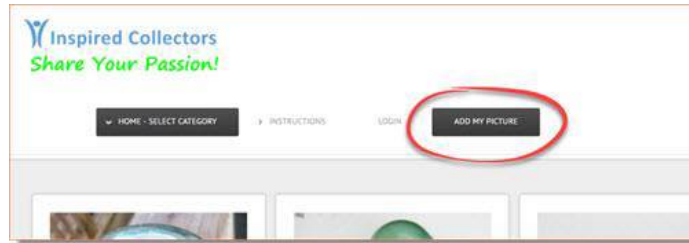


If you haven't already registered, select the "Don't have an account?" option and register.

Otherwise, enter your **Username** and **Password**. Oh, it may be helpful to check the "Remember me" option, too. Then **press the "Log in" button**.

Step 2: Select "Add My Picture"

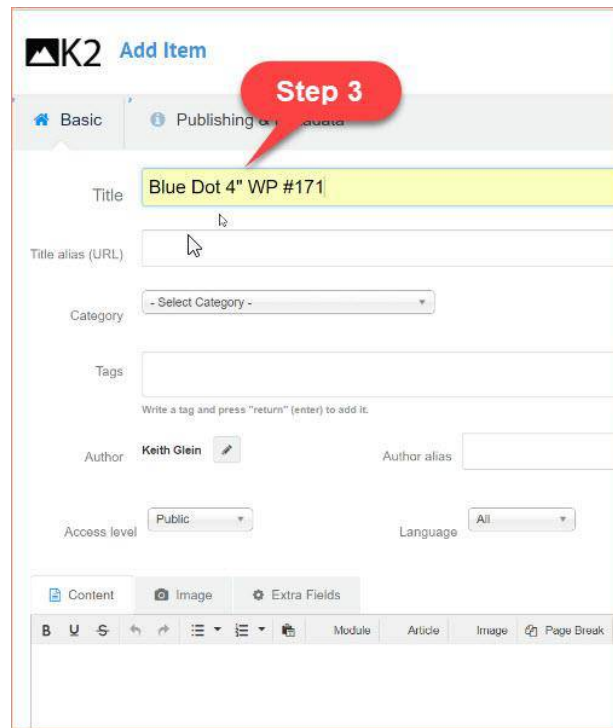
Go to the **Main Menu** and select **Add My Picture**.



Tip: There are lot options on this page but you only need to use a few of them. Just ignore the rest and leave them in their default positions.

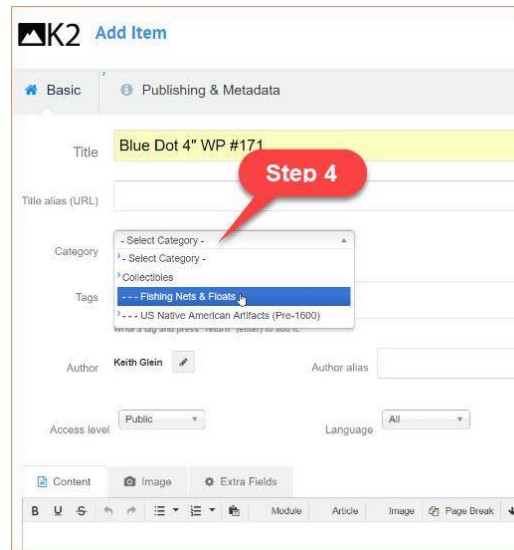
Step 3: Enter your "Title"

Enter a **Title** for your item. **Keep this very brief.**



Step 4: Select a "Category"

Select a **Category** from the drop down menu. This is really important because it turns on our powerful search software.

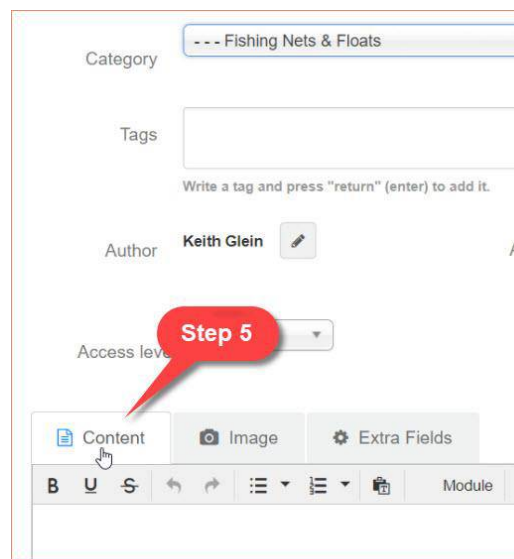


The screenshot shows the 'Add Item' form in K2. The 'Title' field is 'Blue Dot 4" WP #171'. The 'Category' dropdown menu is open, showing options: '- Select Category -', '- Select Category -', 'Collectibles', '--- Fishing Nets & Floats', and '--- US Native American Artifacts (Pre-1600)'. A red callout bubble labeled 'Step 4' points to the dropdown menu. The 'Author' field is 'Keith Glein'. The 'Access level' is 'Public' and the 'Language' is 'All'. At the bottom, there are tabs for 'Content', 'Image', and 'Extra Fields'.

Now, scroll down and you will see three tabs at the top of the next section: Content, Image, and Extra Fields.

Step 5: Select the "Content" tab

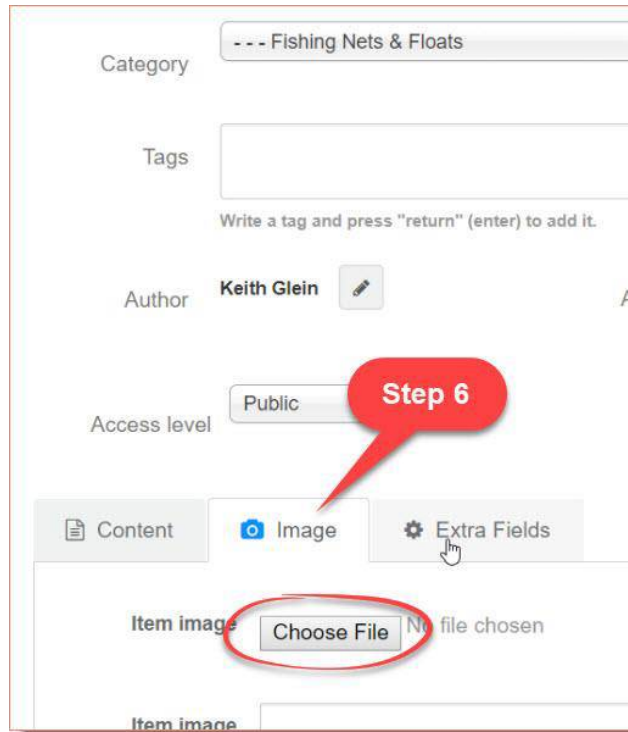
The **Content** tab opens as the default, so let's start there. In the open text area, **write the description** of your item. You can write as much as want in this space.



The screenshot shows the 'Content' tab in the 'Add Item' form. The 'Category' dropdown is set to '--- Fishing Nets & Floats'. The 'Tags' field is empty. The 'Author' field is 'Keith Glein'. The 'Access level' dropdown is open. A red callout bubble labeled 'Step 5' points to the 'Content' tab. The 'Content' tab is selected, and the 'Image' and 'Extra Fields' tabs are also visible. The 'Content' tab has a rich text editor with buttons for Bold (B), Underline (U), Strikethrough (S), Undo, Redo, Bulleted List, Numbered List, and Module.

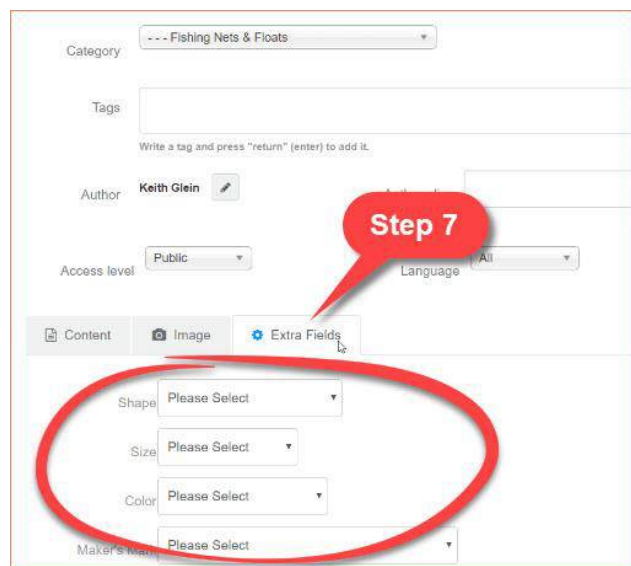
Step 6: Select the "Image" tab

Next, select the **Image** tab. Press the **"Choose File"** button, then **upload your picture**.



Step 7: Select the "Extra Fields" tab

Press the **Extra Fields** tab, then **select the attributes** that apply to your item.



Tip: Using Extra fields will make it much easier for people to find your item on Inspired Collectors. Technically, these extra field values become additional metadata attached to your item. In plain English, that means it will be much easier for search engines like Google to recognize your item.

Step 8: Save & Close

That's it!

Now, you can share your collectibles with other people who are just as passionate about them as you are.