



JEWELERS OF AMERICA

## IMAGE GALLERY UPLOAD INSTRUCTIONS

### IMAGE REQUIREMENTS

- Images must be hi-resolution (at least 3” x 3” and 300 dpi) on a white background
- An image can be no larger than 20MB
- Filenames must include the designer name and description of the image
- Special characters cannot be used in filenames (\$/ \ :\*?""<>|'&#@)
- Only jpeg, jpg, png, and gif images can be uploaded. **(.tiff images will NOT upload)**

### UPLOADING TO THE IMAGE GALLERY USING THE WEBSITE

- Go to <http://images.jewelers.org> in your web browser
- Login to the website using the username and password (company name and member ID number) that was provided to you for the image gallery.

Windows Internet Explorer - Login - JIC Image Gallery  
http://images.jewelers.org/login.php

Home Login Album list Search

Enter your username and password to login

Username

Password

Remember me

I forgot my password  
Missed activation link?

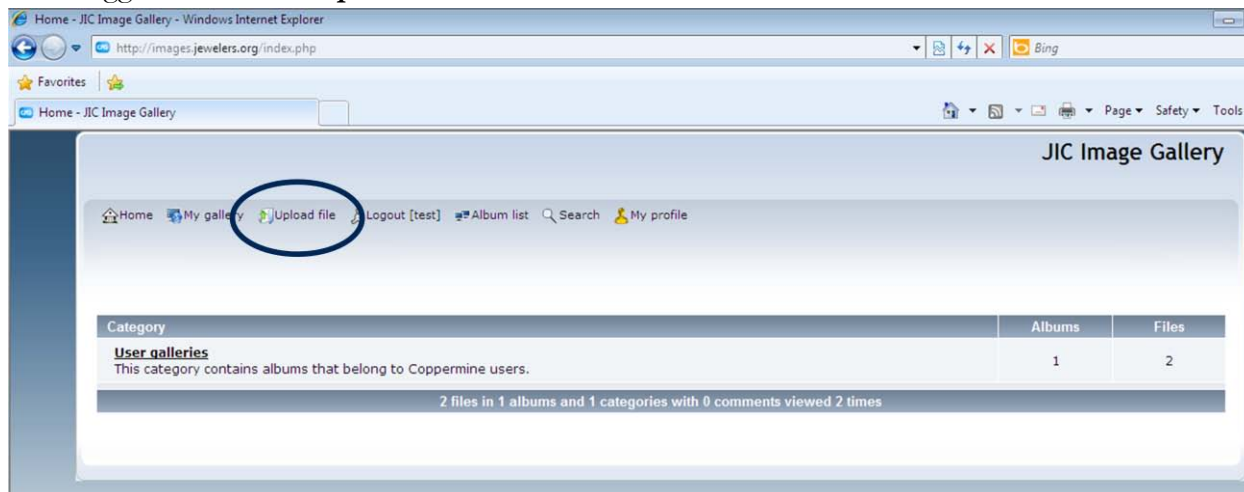


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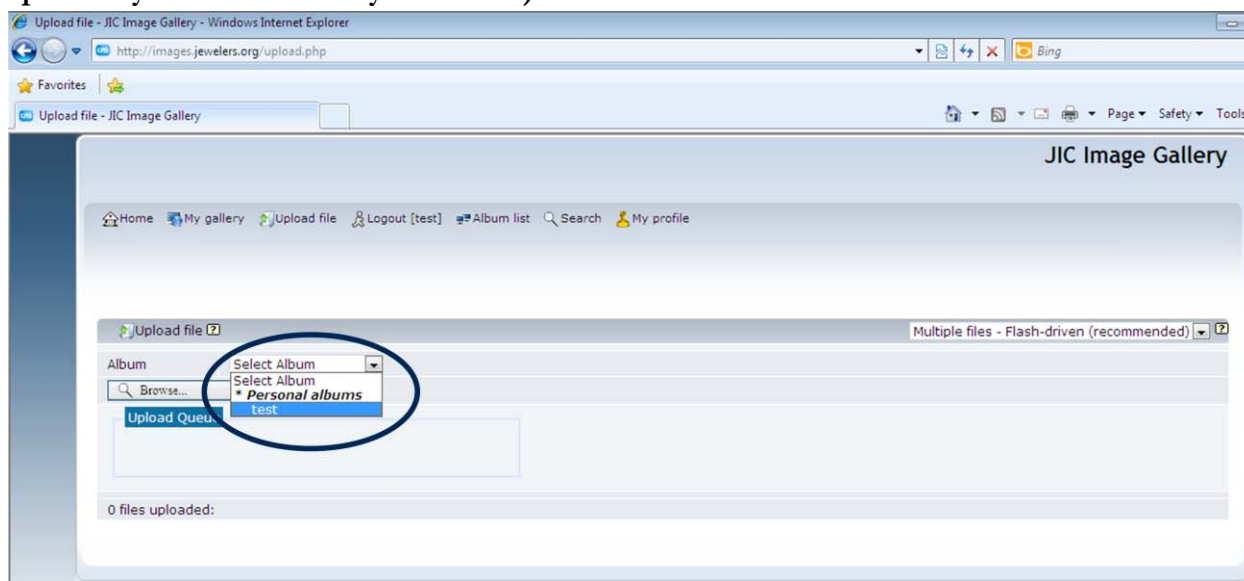
52 Vanderbilt Avenue, 19th Floor • New York, NY 10017  
Tel: 646-658-0246 • Toll Free: 800-223-0673 • Fax: 646-658-0256  
[www.jewelers.org](http://www.jewelers.org) • [members@jewelers.org](mailto:members@jewelers.org)



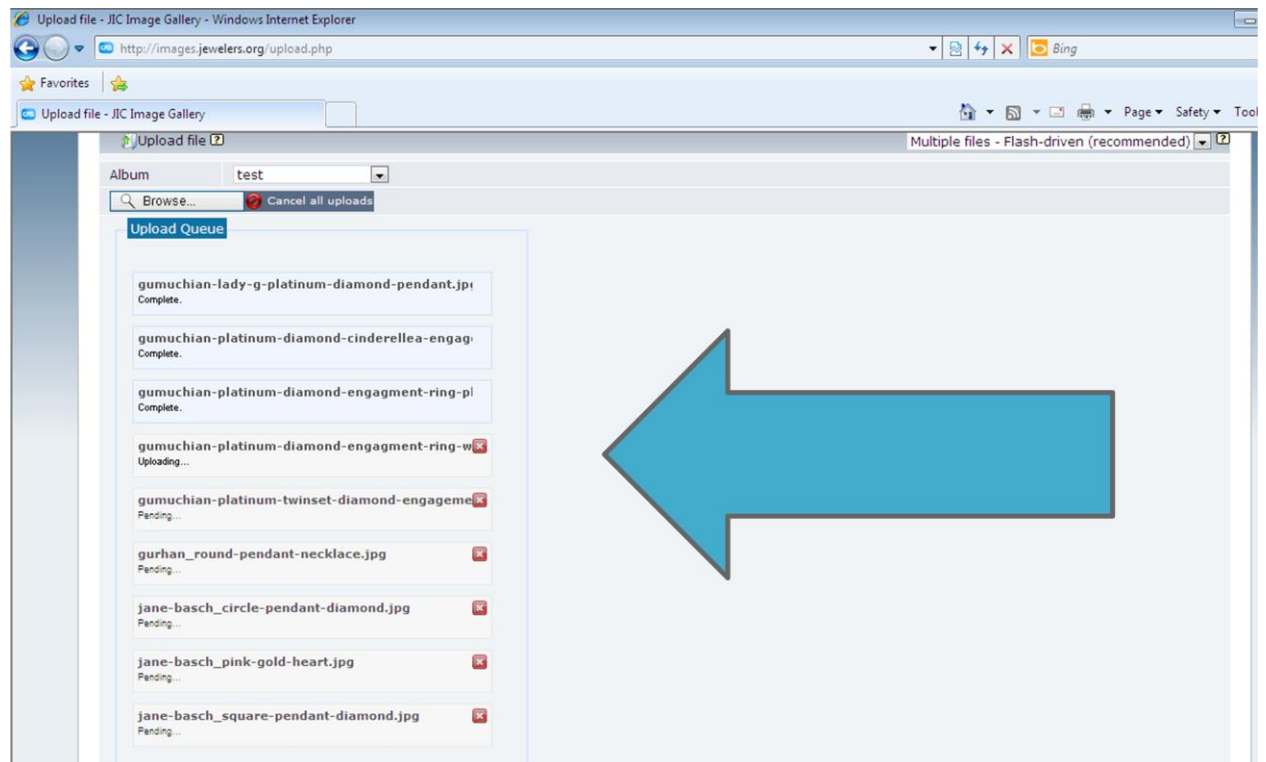
- Once logged in click the 'upload file' button.



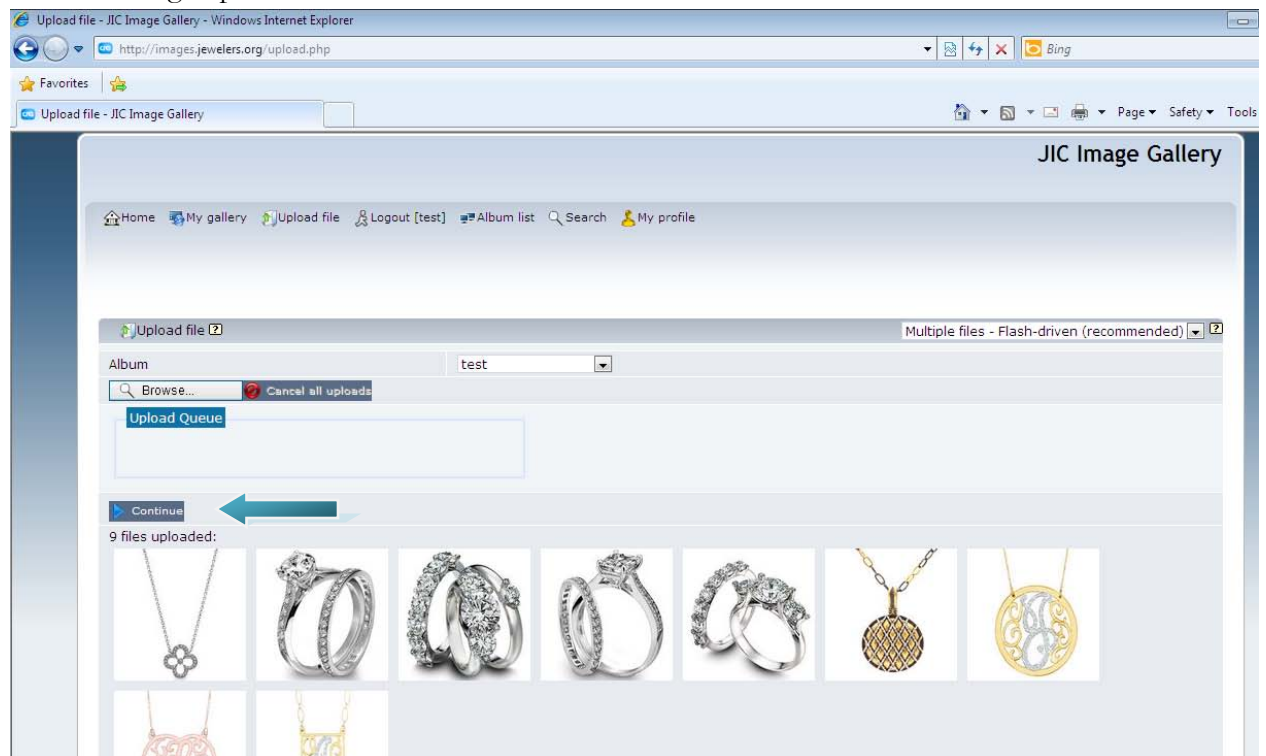
- Select your personal album, which is designated as your company name. **(You will be unable to upload if you do not select your album)**



- Once you have selected your album, click 'Browse' and select the images you would like to upload. (Note: You are able to upload multiple images at one time) Once you have selected your files click 'Open'. Uploads will start automatically and you will see the progress on your screen. Once uploaded you will see a small thumbnail of the image at the bottom of the upload list.



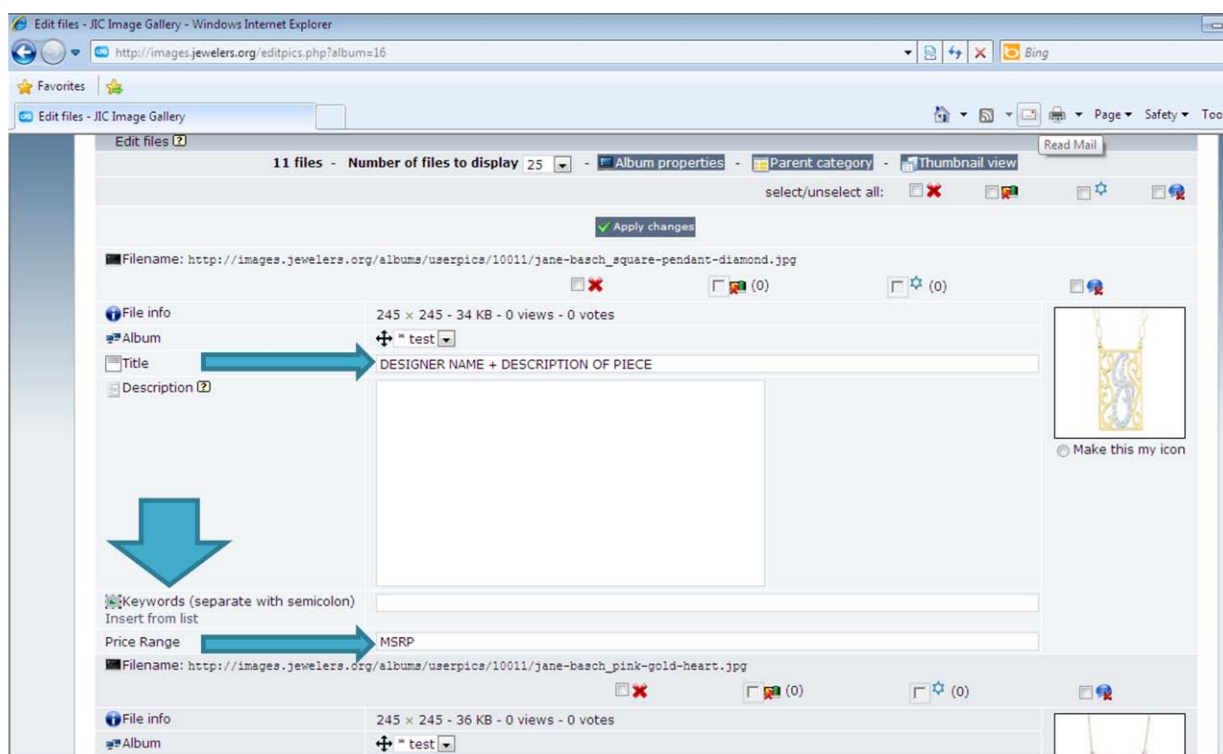
Status of image uploads



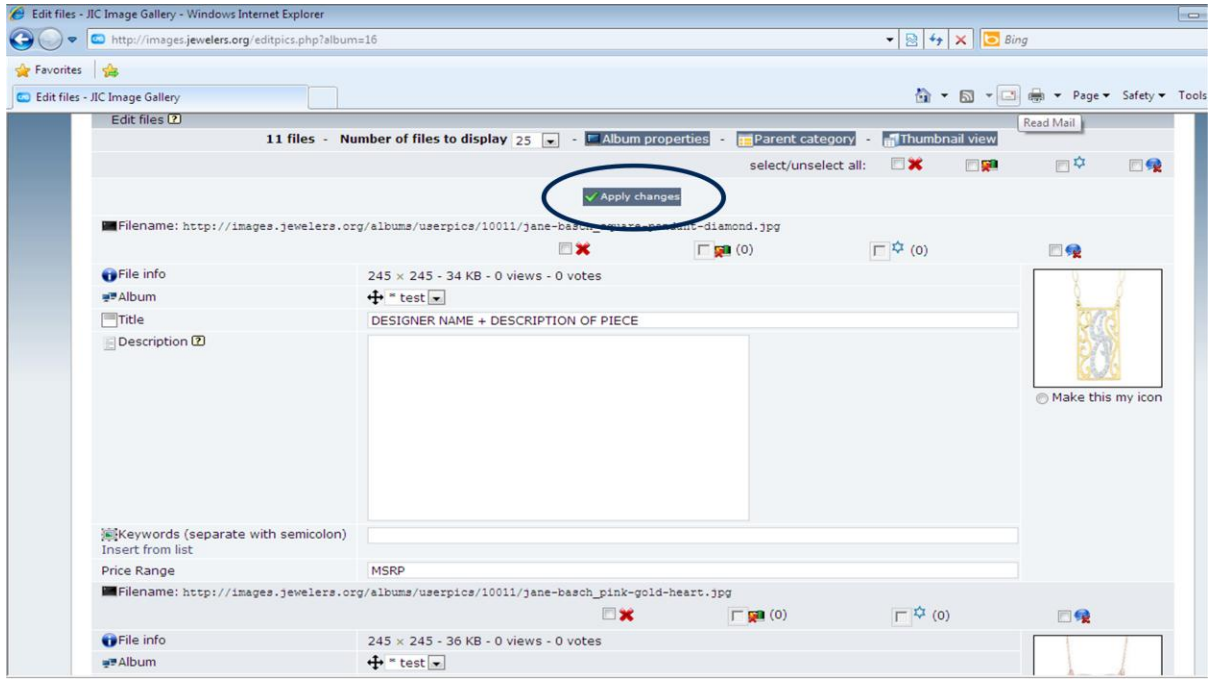
Thumbnails of uploaded images

- Once the upload has finished click the '**Continue**' button found right above the images of the uploaded files.

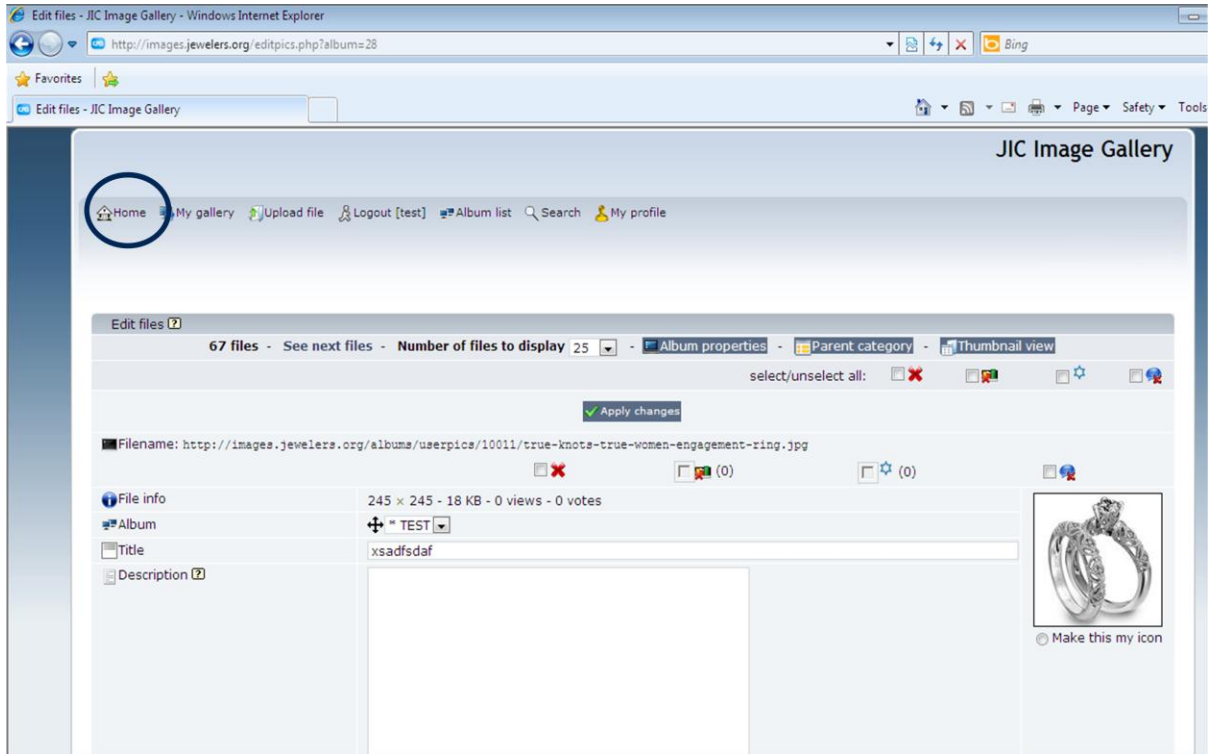
- You will be taken to a screen to provide more information about the pieces. Here you will need to enter a description and MSRP for the piece in the spaces indicated.
  - The Description of the piece goes in the **'Title'** text box and should be entered as 'Designer Name+ Description'
  - Keywords can be entered right about the **'Price Range'** box. These are used to search for images. Type in the keywords that apply from the following list and separate them with a semicolon. (Example: Onyx;White Gold;Diamond)
    - Note: You do not need spaces in between keywords, only a semicolon.
    - Keyword List: Amethyst; Aquamarine; Bracelet; Citrine; Colored Diamond; Cuff Links; Diamond; Earrings; Emerald; Garnet; Gemstone; Mens; Necklace; Opal; Palladium; Pearl; Pendant; Peridot; Platinum; Quartz; Ring; Ruby; Sapphire; Stainless Steel; Sterling Silver; Tanzanite; Topaz; Tourmaline; Turquoise; White Gold; Yellow Gold**
  - The MSRP goes in the **'Price Range'** text box. (MSRP is ONLY used for JA's reference and will not be used for external purposes without prior confirmation)



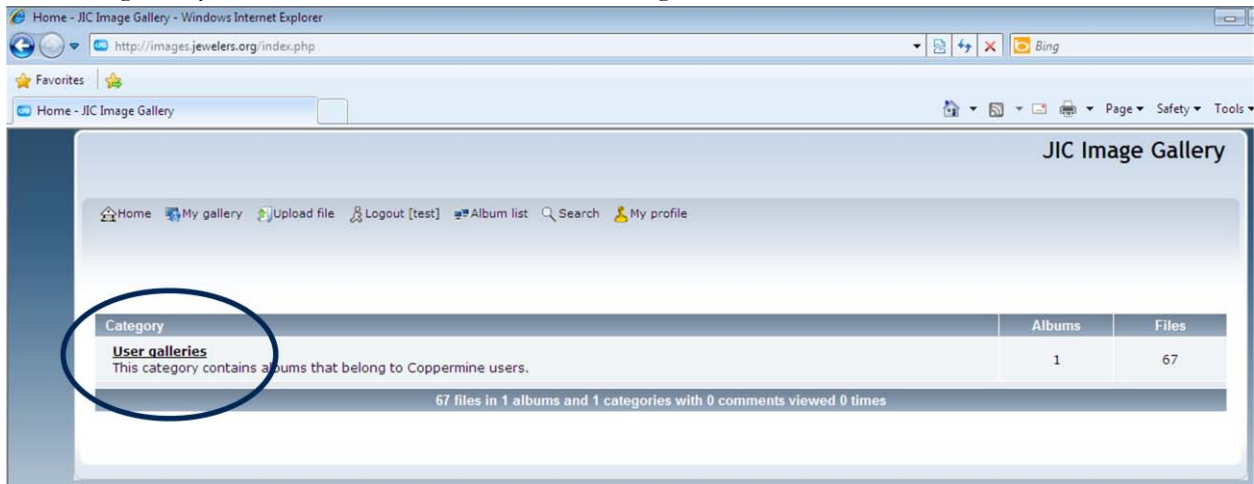
- Once you have entered the information into these two fields click **'Apply Changes'**.
  - Note- Click apply changes often (about every five images) so you do not lose the information you have updated. Also you can always find the **'Apply Changes'** button at the top and bottom of the screen.



- Once you have updated the information for all of the images you have uploaded click ‘Home’



- You have now successfully uploaded your images to the Image Gallery. You will be able to see these images in your album that is found after clicking on **'User Galleries'**



- Logout of the image gallery.

