

## Documents / Photos

Adding documents and photos is easy and important. No longer do you need to carry a file to your interview! You can view or print your stored information from any computer with internet access, and share access with prospective employers and property managers.

### Documents

From the Member Menu, your Member Home Page or your Personal Web Page, please locate the Documents / Photos page.

To find the file you would like to add, click on the **Browse** button to the left of the **File:** box. A window will appear with access to the computer you are working on. From there you can find the document you are looking for - which may be located in a folder.

When you find the document, click on the name and you will see it appear in the **File:** box. Then click the **Open** button which will add the link to the **File:** box on the Documents / Photos page. Below the File: box please give the file a title for your viewers, determine whether it is a document (usually certificates, letters of recommendation, etc) or a photo (which could also include an article write up on you that includes a photo) and then write a short description if you like. When you're finished, press the upload button. It may take a minute or two to complete (depending on the file size and the speed of the internet) and then you will see the document or photo appear in the list below.

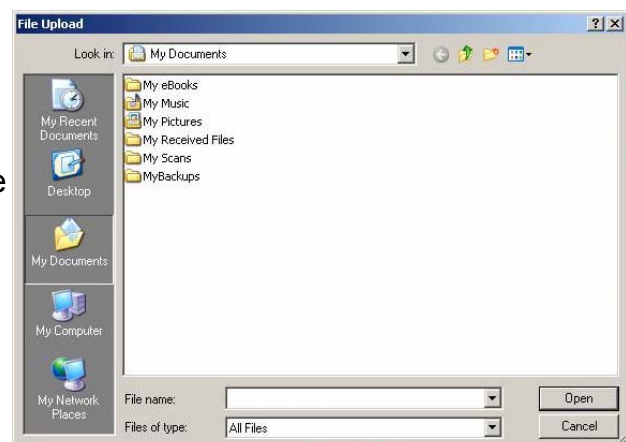
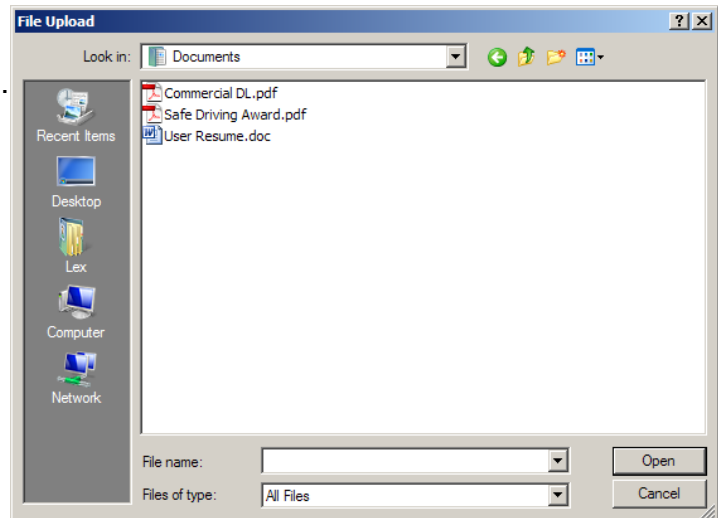
Continue to upload documents and photos as you wish!

When you preview your Personal Web Page, you will see your list of documents and photos located just below your profile photo. Check to make sure everything is as you would like it to appear.

### Photos

Adding Photos to your Personal Web Page is perhaps the most personable aspect of this member area. You can greet visitors to your page with a smile, show a picture of you with your family or you enjoying your favorite hobby!

Follow the same instructions for uploading a photo as you used in uploading a document.

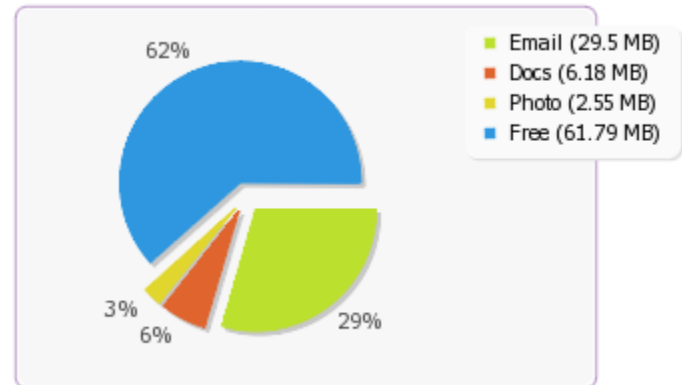


Once the photo is uploaded, find your photo list below your **Documents** list. On the right you will see an option to click on one of the photo files to use as your **Profile Picture**. Choose the one you'd like everyone to see when they first land on your page.

All photos you upload are automatically available on your Personal Web Page.

## Data Manager

The pie chart you see is a display of all the space you are using within the space allocated for your account, including the space remaining for use on your account. The blue is empty space. The green area indicates email, yellow is for photos and red represents documents. If you are out of room (no blue left) look at the other colors and see where you may want to reduce storage.



Maybe you have too storage taken up in email? Take a second to delete some messages from the Fair Shake Web Mail. Maybe all your space is being used by photos and you only have two photos on your web page? If so then you can reduce the size of your photos and re-upload them in a smaller version.

You have 100 MB of storage, and you can constantly adjust how it will be filled!