

How To Add Images to Your Site : Thumbnail Picture

Welcome to our tutorial. Improve your site by adding images. These easy- to- follow steps below will guide you through the necessary process.

A thumbnail picture appears next to your listing. It is invaluable as the first impression your customers will receive. Take your time to choose the one that suits your needs best. Save it as a .jpg. file.

Follow these steps

1. Get your pictures ready
2. Login
3. Check personal data
4. Enter a description for your picture
5. Select your picture
6. Save changes
7. Logout and view changes

However, before you get started some sound advice:

Choose appropriate images and save them as .jpg. files. Create matching headlines/text so that you can work with the functions copy/paste later. Working in your Admin Area -be sure to save your work regularly. Security reasons demand that GoBC shuts down your server connection if it cannot record activity (such as save) Let me tell you – this is quite disturbing halfway through!

Step 1:

Get your pictures ready

Do you have digital images that show your service or product to its best? Add them to your site. This is what you should know:

- They must be saved as .jpg files. (Most digital cameras use these files)
- They should have at least 500 pixel. Less would show as poor quality.
- GoBC's server will automatically adjust the size of larger images

Step 2:

Login

Go to the bottom of the GoBC site, click on Login. Provide your ID and password. Has it been a long time since you last visited this site and you don't remember your password?

Maybe you still have the first email GoBC sent welcoming you to your new site. Password and ID were provided for your first setup. Otherwise, click on the button below to send us an email and we will contact you again.

Step 3:

You have reached the **ADMIN AREA**. This is what it looks like:

Welcome Timo Weimer in your admin area

[Admin Index](#) • [Personal data](#) • [Events](#) • [Your Web/Listing Appearance](#) • [Accommodation setup](#) • [Statistics](#) • [Logout](#)

Admin area
You can use either the navigation links on top of this page or the links provided below. You can return to this index page by clicking on Admin Index.

Personal data
Update your personal information for administrative purposes


Web/Listing Appearance
Use this page to change/update your web information for your listing detail page

Accommodation setup
Use this page to change/update your accommodation information, availability calendar and rates

Events
Use this page to update existing events or enter new events

Statistics
See weekly statistics about clicks on your listing detail page

Welcome



NEW !
Website Optimization Toolkit

[Chapter 1 for confident computer users](#)

[Chapter 2 for the rest of us](#)

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Click on **Personal Data**.

Quickly scan the Contact Information. Any changes? If not scroll down to **Listing Information**.

This is what you see:

Listing information:	
The following fields are for a better display of your listing. Don't forget to set up your detail listing under "Your Web/Listing Appearance".	
Display address:*	<input checked="" type="radio"/> Yes <input type="radio"/> No If you select No then only your Name and Headline will be displayed but no address information.
Headline:*	<input style="width: 90%;" type="text"/> Please enter a descriptive headline.
Thumbnail Image:	<input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/> Please upload a nice preview image. <input type="checkbox"/> Delete preview image
Categories:*	You are currently listed under the following categories: Accommodation, Resort/lodge, Food/Wine/Restaurant, Fine dining, Deli / Gourmet, Foreign speciality, Tours, Organic food/wine, Gourmet tour, Beer/Wine, Bar, Sailing Tours, Click here to update your categories
Opening hours:	<input style="width: 95%;" type="text"/> You can enter your opening hours and days. If you don't have a studio or shop leave this field empty.
Direct access URL:	<input style="width: 40%;" type="text"/> You can use this field for creating a URL which points directly to your member page. Example: If you enter MyURL in this field, you will be able to access your page directly through www.gobc.ca/MyURL Please note that no special characters or spaces are allowed and certain names may already be taken.

Step 4:

Enter a description

Have you thought of a headline that really stands out? This is the first information your customers will read. Choose one that works well with your service/product. Use copy/paste to insert it here or type it. Careful, no spelling mistakes will be highlighted.

Step 5:

Select picture

Scroll down to the section below that reads Thumbnail Images.

Click on the button **browse**. The picture files you have saved on your desktop will be displayed. Double-click on your choice. It will appear in the space provided.

(If you are not uploading for the first time but changing photos, this change will not show immediately. You must press **SAVE** first and then press the refresh button.)



Step 6:

Save your changes

Scroll down to the bottom of the page (or the very top) and click on the button **Save changes**.

Step7:

Logout

Logout and go back to GoBC's site to see how your changes affect the presentation of your listing.

Congratulations: Your listing now has a Thumbnail image