

How to Upload a picture on your profile

Photo's on your profile will increase the amount of customers you have coming to your door, because they get to familiarise themselves beforehand with you, the therapist.

If you feel uncertain on how to upload a picture, I have set it out for you in these easy to follow instructions. I recommend that the pictures you upload are between 50kb and 100kb in size. In order to achieve this you have to compress the picture.

Compressing a Picture:

1. Open the picture you would like to use on your computer.
2. Right click on the picture and select **"Edit"** on the drop down list.
3. Your picture will now open in your default picture editor, in most cases **"Microsoft Office Picture Manager"**.
4. On the right hand side of your picture, you will see an **"Edit Pictures"** menu.
5. The third heading on this menu is **"Change Picture Size"**.
6. Click on the **"Compress Picture"** option and it will open the **"Compress Picture Settings"**.
7. A list of options named **"Compress For"** will open.
8. Select the **"Web Pages"** option and click on **"OK"**.
9. Go to **"File"** - **"Save As"** and save your compressed picture.

Uploading Your Picture:

- a) Log in to your profile on www.message.co.za
- b) After logging in, click on the **"Your Account"** tab at the top of the page in the middle.
- c) Go the **"Photo's"** section and click on the **"Add a Photo"** link (the link is blue).
- d) Click on the **"Browse..."** button, that will open a new window named **"Choose File To Upload"**.
- e) Click on the **"Look in:"** drop down arrow. Select the folder where you saved your picture for example **"My Documents"**.

f) Select the folder where you saved your picture for example "**My Pictures**" and double click on the picture you want to use.

g) If you would like to remove a picture that you uploaded, click on the "**Remove Photo**" link.

h) Please tick the "**Adult Content**" box if applicable.

i) To save the changes you made to your profile go to the bottom of the page and click on the "**Save**" button.