LAasSUBJECT
Virtual Talk-Shop Series

# Adding Contact Info and Collection Description to Your LAAS Directory Profile Page

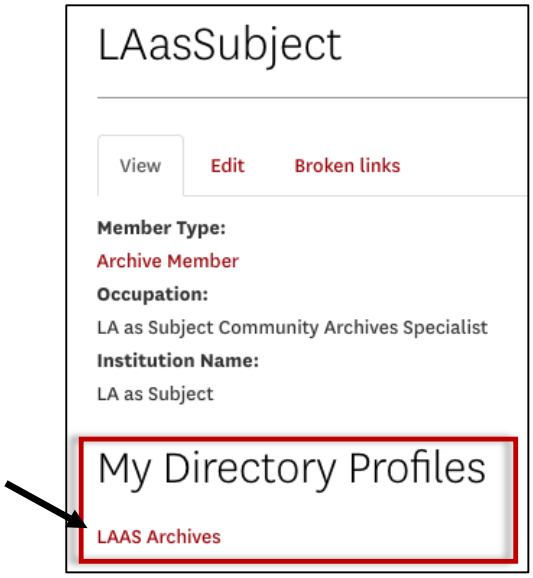
## Getting Started

To start editing your Directory profile entry, you must first login to your collection account to access the Members Area of the LA as Subject website using the email connected to the Directory entry, which is also known as the **author email**.

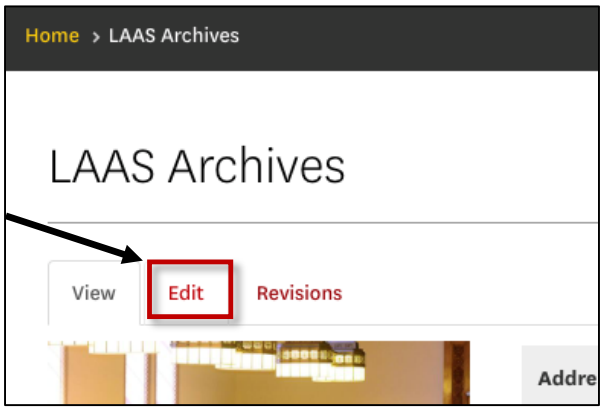
Note: The author email may be different than the contact email published on your directory profile entry. If it's your first time logging in, click on "Request New Password" from the Members Area page and then enter the author email address in the "Username or e-mail address" box. A new password will then be emailed to you.

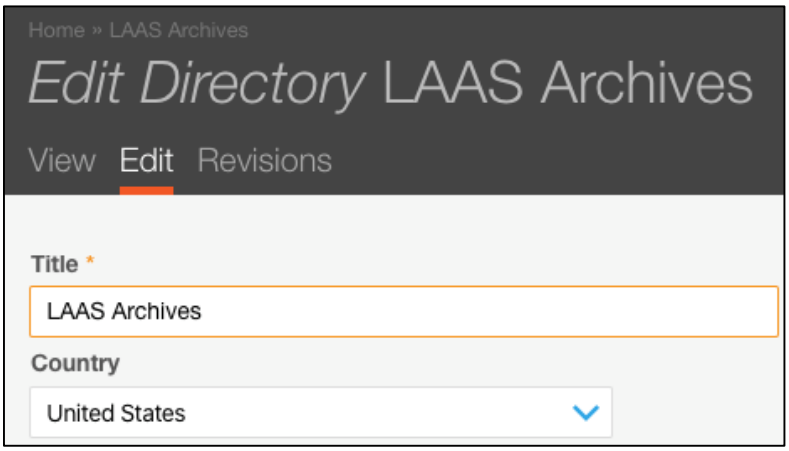
Once logged in you will be able to see the directory profile assigned to your author email.

Click on your collection underneath "My Directory Profiles" the collection name is hyperlinked and will take you right to your Directory Profile page.




When you arrive at your profile page, click on "Edit" to be taken into the backend of your Directory Profile.

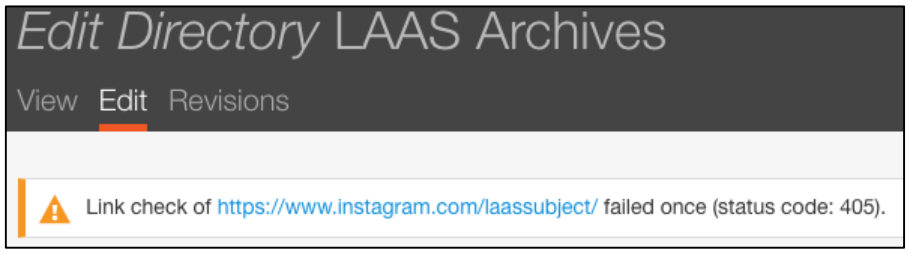





Once in the "Edit Directory" window you will see a form where you may make changes and updates to your basic contact information including address and social media.

**Click View at any time to see your profile page, but click "Save" at the bottom left of the edit page or your changes will not be saved.**

**NOTE**: You may see a box listing link check failures. If you see this, please double check your social media, blog, and website links to make sure that they are active and up-to-date.

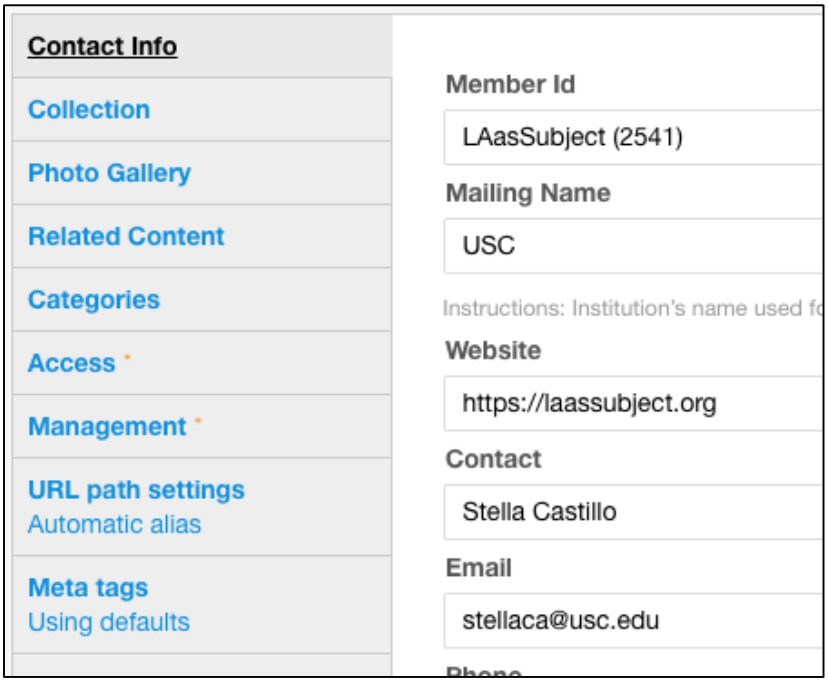


**REMEMBER: Please click the blue "Save" box at the bottom left of EACH AND EVERY PAGE before you continue onto the next section or you will lose your work!**

# Contact Info

Below the address form and the Google map you will see a column with a list of tabs to the left with “Contact Info” selected at the top.

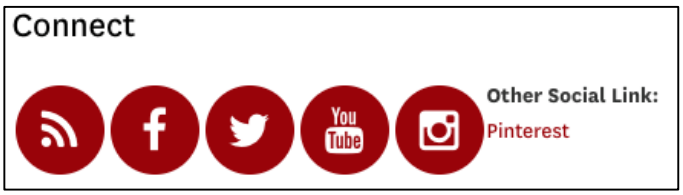
Within the ‘Contact Info” section you may update additional contact information including website and email contacts for your collection.




All of this information will be made public on the directory to enable users to contact you directly.

# Social Media Contact Info

Share your social media accounts to your profile homepage.



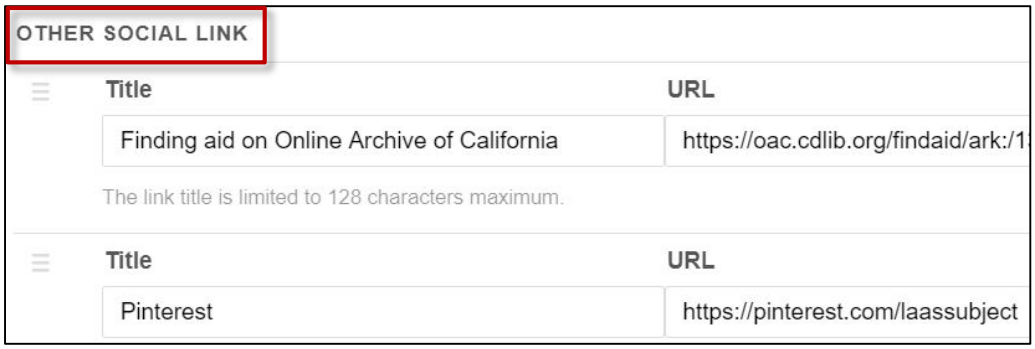
Icons will be automatically created for Twitter, Facebook, Instagram, YouTube, Flickr and Blog RSS feeds if you populate the supplied fields.

For Twitter you may simply add your Twitter username.

Facebook, YouTube, and Instagram may be added by entering the web URL for each account you may have and that you’d like to share.

You may add any additional Social Media links you would like under "**Other Social Link**" on your profile page. Simply title the link and add the URL.

This will work for any and all social media or other links you would like to add! You can get the URL by visiting your social media page from the browser and looking at the web address in the search bar.




Title example: The platform or page title [example: Pinterest]

**Note**: Some members have also used the "Other Social Link" space to create links to their Finding Aids on the Online Archive of California or to their organization's digital collections or gallery.

**Please click the blue "Save" box at the bottom left of each page before you continue to the next section or you will lose your work!**

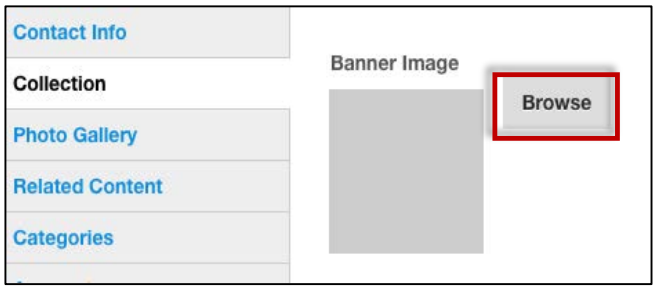
# Collection

The “Collection” tab is where you can upload your banner and profile photos featured at the top of your organization’s directory profile entry. The images could be an item from your collection, a logo, or building – the choice is yours! You may also describe your collections, highlight the Los Angeles Regions your collections include, select Time Periods, Languages, Holdings, and Subjects covered in your collections.

# Banner Image

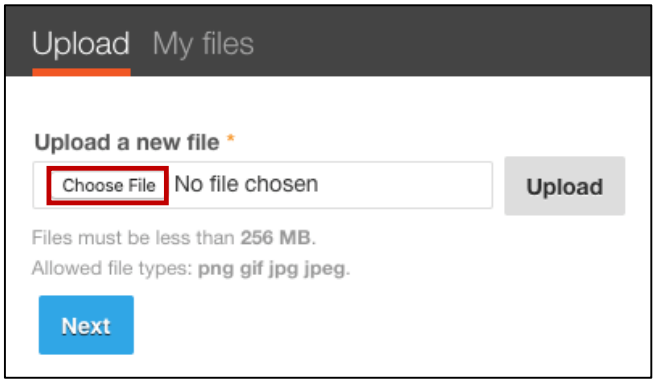
The first image at the top of the Collection section that you are able to upload is a profile banner (similar to Facebook).

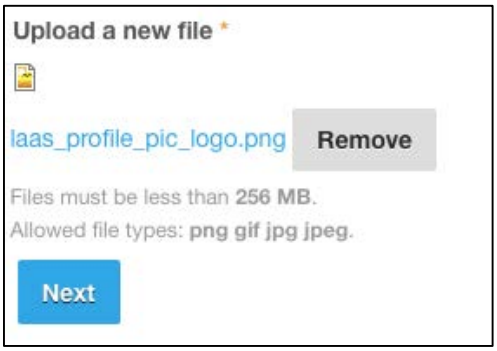
The banner image is a narrow image at an aspect ratio of 4:1 and will need to be minimum of 1440 pixels x 360 pixels and smaller than 256MB.




For ALL images you will need to use **png, gif, jpg, or jpeg.** ALL files must be less than 256 MB.

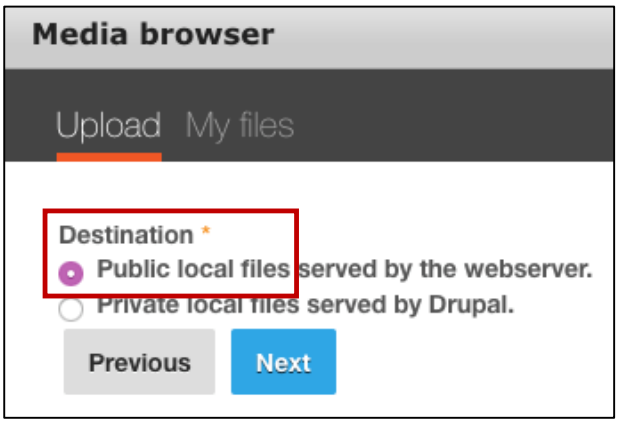
To add an image, click “Browse” to upload a new file. Click on “Choose File” and you will be able to select an image from your hard drive. Once you’ve selected an image from your hard drive, click “Upload” and then, Click “Next”



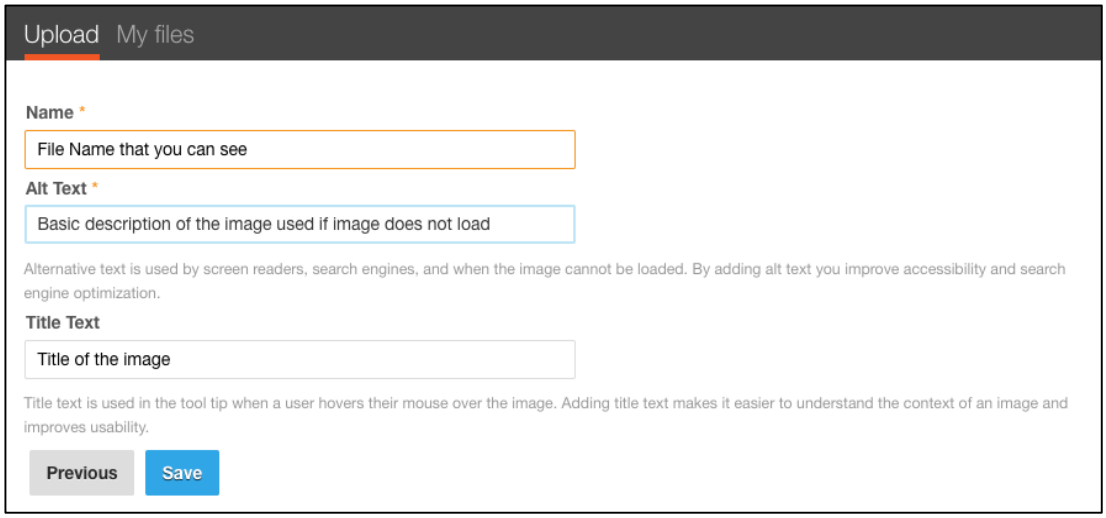




You will see your image file as uploaded. Click “Next” to continue.

A window will popup asking for a Destination. Please select **PUBLIC** local files so that your image is viewable. Then, click "Next."

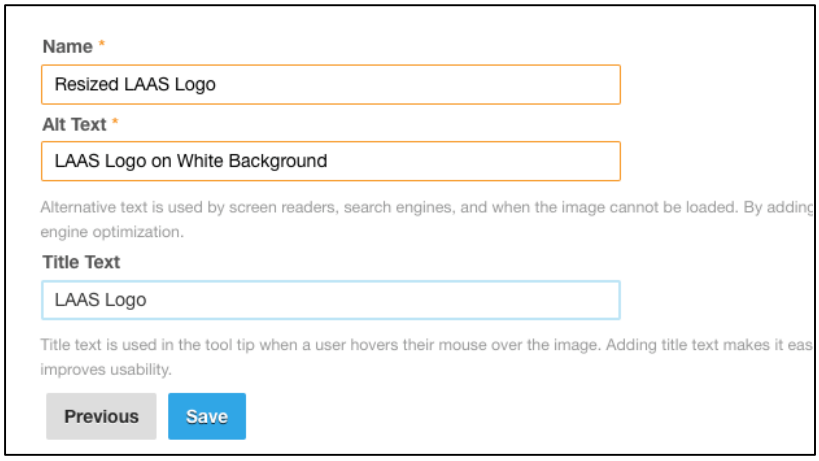



In the "Upload" window, you will see where you are able to name your image files. Under "**Name**" the uploaded file name will appear – only you will see this.




"**Alt Text**" is basic descriptive text that will appear if the image doesn't load and will be read by search engines.

"**Title Text**" will appear when a user's mouse hovers over the image.

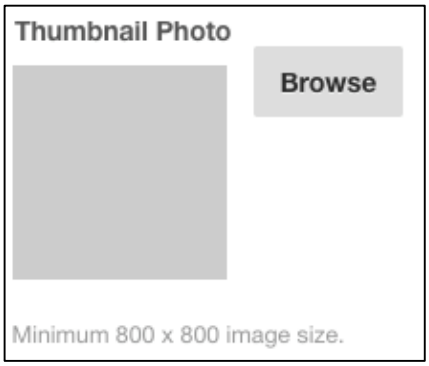



To the left is an example of the types of naming you may do for the banner and also for your profile image.

Click "Save" in this window and you are ready to upload your profile image.

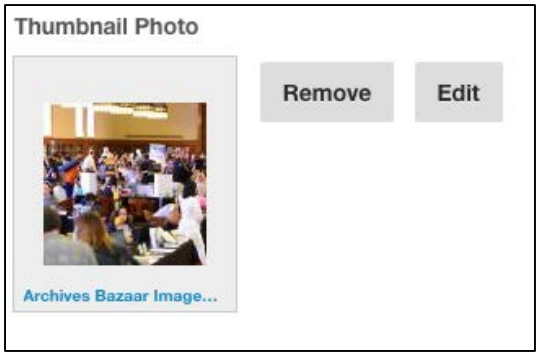
# Profile Image

The second image you may upload in the Collection section is your profile image.




This section calls it a Thumbnail photo, but it is your organization's profile image. You will follow the exact same process of uploading and naming as for the Banner image.

For this image, the size needs to be a minimum of 800 x 800 pixels and will appear square on your directory profile page. For ALL images you will need to use **png, gif, jpg, or jpeg.** ALL files must be less than 256 MB.

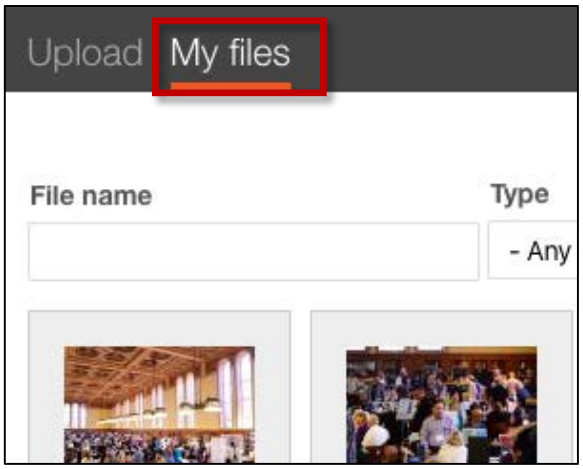



If you would like to change your Banner or Profile images, click "Remove" and you will be able to replace the image with a new one by uploading it or by selecting an image previously uploaded from the "My Files" menu.

If you click the "Edit" button, you are able to change the text (Title, Name, Alt Text) associated with the current image, or you are able to replace the image file from here if you prefer.

NOTE: When clicking "Browse" you will have the option to upload an image under "Upload" as outlined above.

In this window, there is a tab called "My Files" which will be comprised of image files you have previously uploaded. If you like, you may choose one of these previously uploaded images to use.

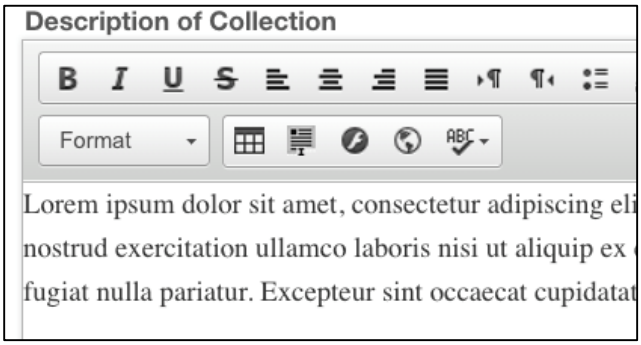


# Collection Description

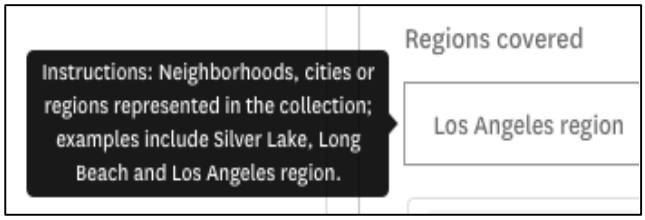
When describing your collections please be concise and precise.

As this is LA as Subject, it is preferred that your organization focus on your Los Angeles related collections!

A brief, concise collection description will read better for a potential researcher. The goal is for a researcher to contact you directly using the information provided on your directory profile.




After entering a description, you may identify the Los Angeles neighborhoods, cities or regions represented in your collection.



After creating the Collection Description and noting regional coverage in the Collections section, you may to select Time Period, Languages, Type of Holdings, and Sectors (subjects) held in your collections.

NOTE: Even if you have done this previously, please review your selections as some of the terms have recently been updated.

**After making your selections, click the blue "Save" at the bottom left of the page in order to protect your work before moving on!**