



There are two different methods for taking and uploading images depending on whether you are using a digital camera or a smartphone/ tablet.

Digital Camera Instructions:

1. Take a photo as directed in the instructions.
2. Save the photo to your computer. Image files must be JPG/JPEG, PNG, or GIF.
3. Upload the photo into the image panel by clicking "Upload an Image," navigate to the folder you saved the image, and click "Ok."

Smartphone and Tablet Instructions:

1. In the image panel, click "Upload an Image" and then choose "Take Photo or Video" to take a new photo.
2. Take a photo as directed in the instructions and select "Use Photo" to upload the image into the photo panel.
3. Once the photo is uploaded you may need to rotate the image using the box with arrow icon, change the image using the image icon, or add labels using the + icon.