



## Public Upload

This document will provide guidance for uploading image to the LCP archive through the public upload site. Uploading images using the LCP website is available to anyone at anytime. However it is only recommended for uploading a small number of images since it can be more labor intensive than using a bulk upload spreadsheet (for more information see image and data acquisition).

### Uploading a historic image:

1. Begin by opening the Landscape Change Program website at <http://www.uvm.edu/landscape/>
2. Click on the "submit" button located at the top of the screen.
3. Read through the guidelines for image upload
  - a. Image must be from Vermont
  - b. The town where the image was taken must be known
  - c. The image should be in .jpg format and location on the hard drive of your computer
  - d. The higher resolution the better! And GPS location information is also a plus!
  - e. All images are protected and the original owner of the image has ultimate say in copyright issues
4. Click on "Submit a Photo"
5. Click on "Submit Historic Image"
6. From this page you will be able to select a file from your computer, give it a brief title, provide a description of the image, town, date, who owns the photograph and who took the picture. It is also necessary that you provide your name and email address so that we can contact you if anyone every request use of your image through out site.
7. Click the "Submit" button located at the bottom of the page and your image will appear on the LCP site within a few days.

### Uploading a reshot image:

1. Begin by opening the Landscape Change Program website at <http://www.uvm.edu/landscape/>
2. Click on the "submit" button located at the top of the screen.
3. Read through the guidelines for image upload
  - a. Image must be from Vermont



*The*  
**UNIVERSITY**  
*of* **VERMONT**



- b. The town where the image was taken must be known
  - c. The image should be in .jpg format and location on the hard drive of your computer
  - d. The higher resolution the better! And GPS location information is also a plus!
  - e. All images are protected and the original owner of the image has ultimate say in copyright issues
4. Click on "Submit a Photo"
5. Click on "Submit a Reshot Image"
6. You must know the LS Number for the original image you have reshot. Enter the LS number in the field and click "find this LS Number".
  - a. If you do not know the LS Number a reshot can be submitted another way. Find the original image within the LCP archive. Once you have found the image that you reshot, bring up the image details and click on the camera icon underneath the image. This automatically enters the LS Number for you and will allow you to continue submitting.
7. From this page you will be able to select a file from your computer, give it a brief title, provide a description of the image, town, date, who owns the photograph and who took the picture. It is also necessary that you provide your name and email address so that we can contact you if anyone every request use of your image through out site.
8. Click the "Submit" button located at the bottom of the page and your image will appear on the LCP site within a few days.