

# Uploading Facebook Picture and Text to PressPoint

## To upload pictures

Starting with the file name: The format for Certification Pictures should be

**LastNameFirstInitial\_CertLevel\_Date**

Example: HoweR\_GoldCert\_11-07-2017

NOTE: Do not use a comma between last name and first initial.

File name: Howe,R\_GoldCert\_11-07-2017.JPG

No comma

In PressPoint, find the participant who you certified and single-click on the profile picture square.



**Rachel Lewis**

Individual

#3294 Since April 20, 2015 View

Profile

History

Files

Relationships

**First Name**

Rachel

**Last Name**

Lewis

**Email (UNUSED) \***

4dv2vMw1429553139@noreply.invalid

**Organization**

**Site Record**

**What is the address of your Backyard Habitat? \***

144 Middlecrest Rd

**Property Type**

Single-Family Residential

Lake Oswego Demo Site?

Outstanding Example - Garden or Yard Tour Worthy?

**Property Neighborhood**

**Initial Site Assessment**

**Assessment Date**

2015-05-29

**Technician**

Cindy Ellison

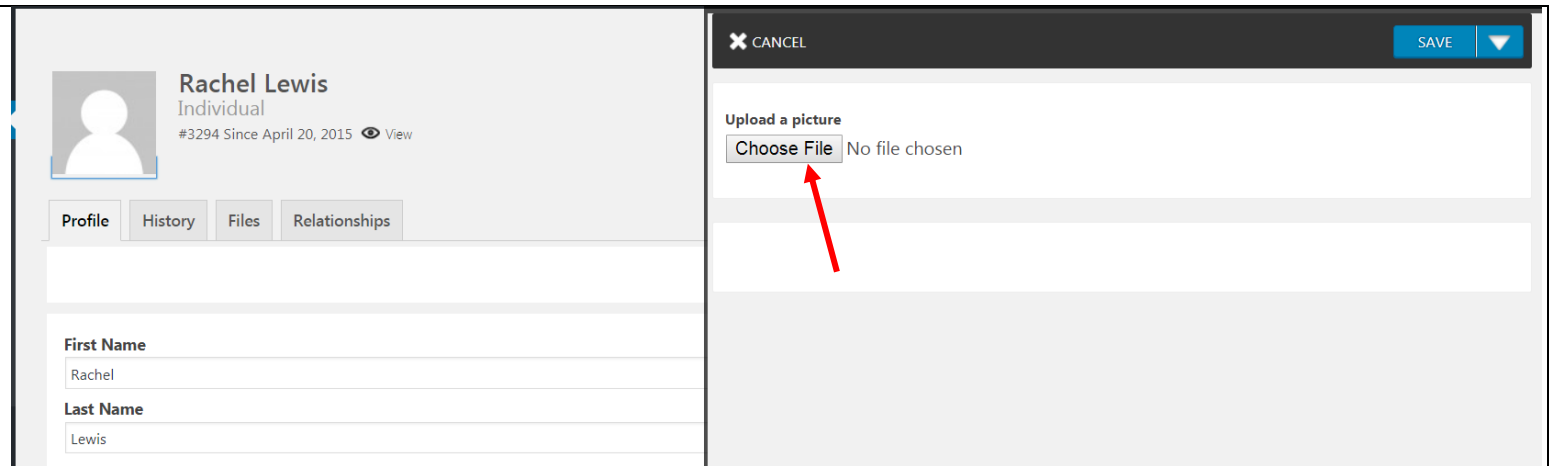
**Watershed**

Oswego Lake

**Onsite Natural Water Source**

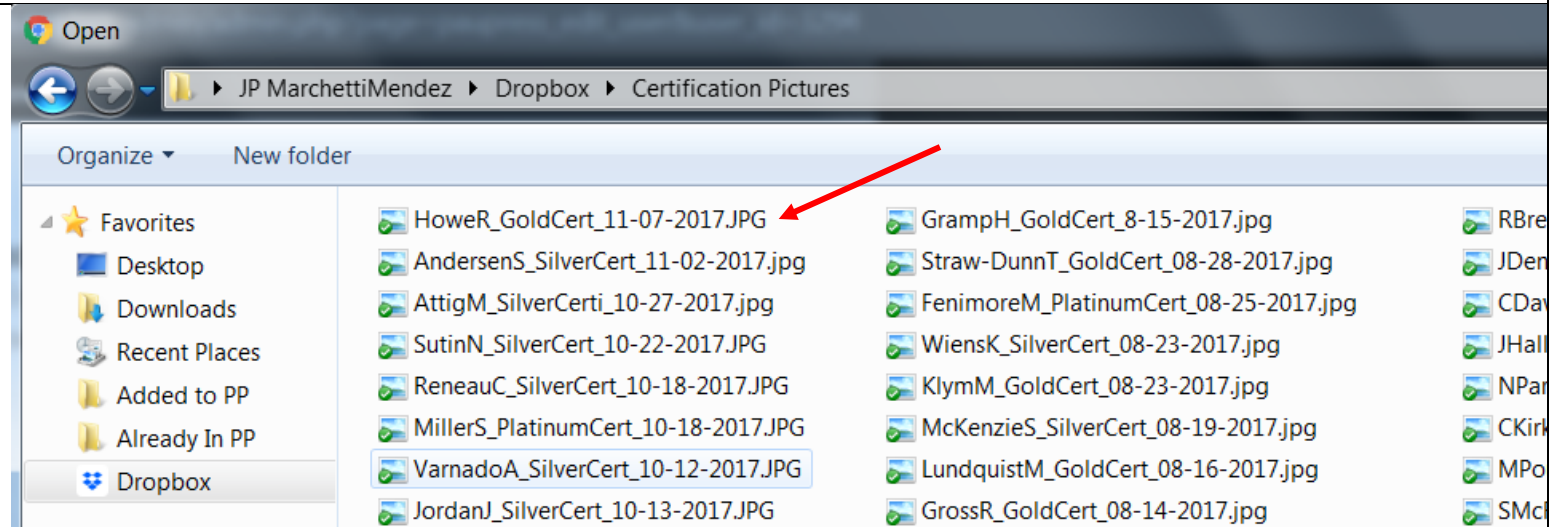
A new section shows up to the right.

Single-click the “Choose File” button.



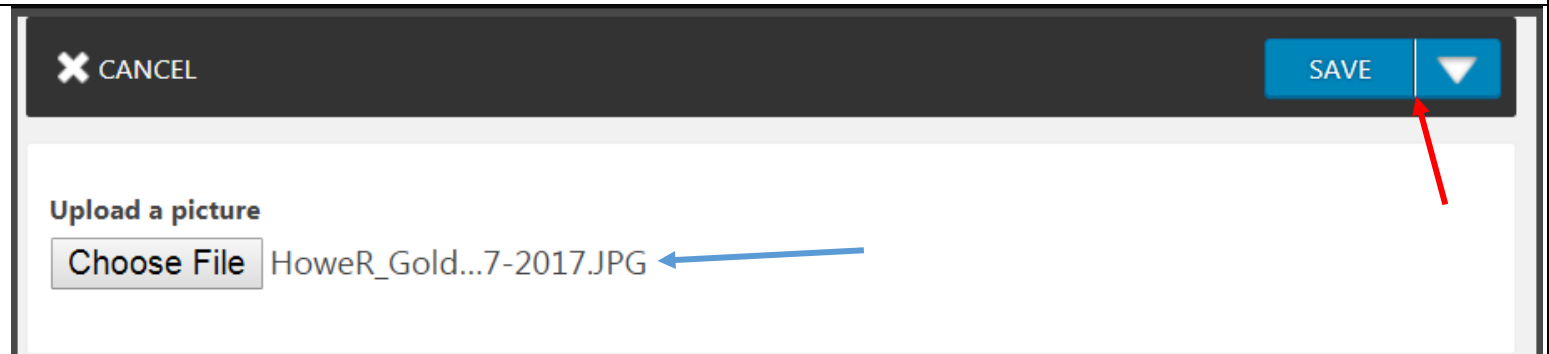
A window where you can find and select files will open.

Find and select the picture file either by double-clicking it or by single-clicking the file and then single-clicking the “Open” button.

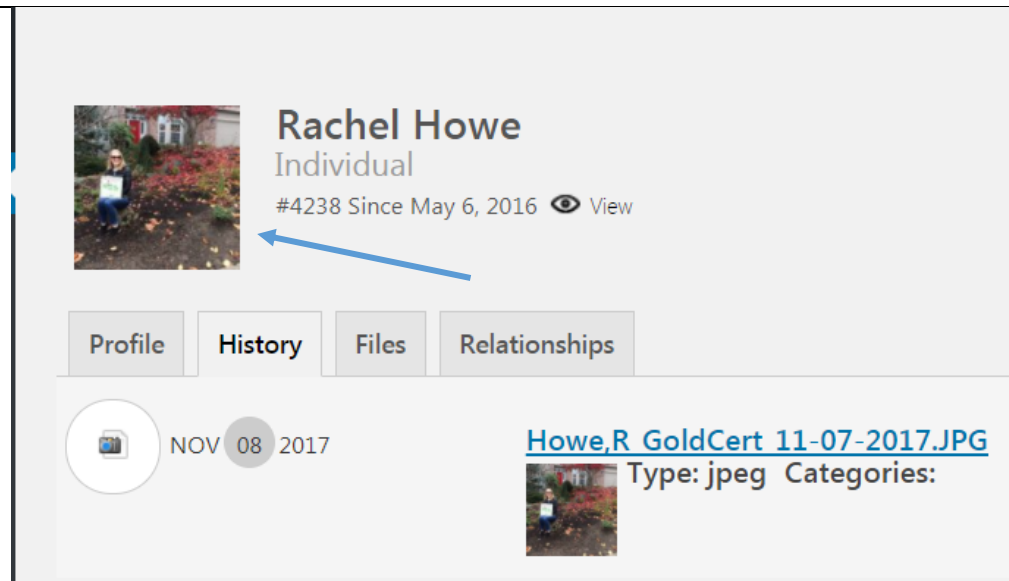


Note that the file name now shows up next to the “Choose File” button.

Single-click the “Save” button to confirm your file section as the picture.



Your picture is now displayed as the person's profile picture and the action can be seen in the History tab.

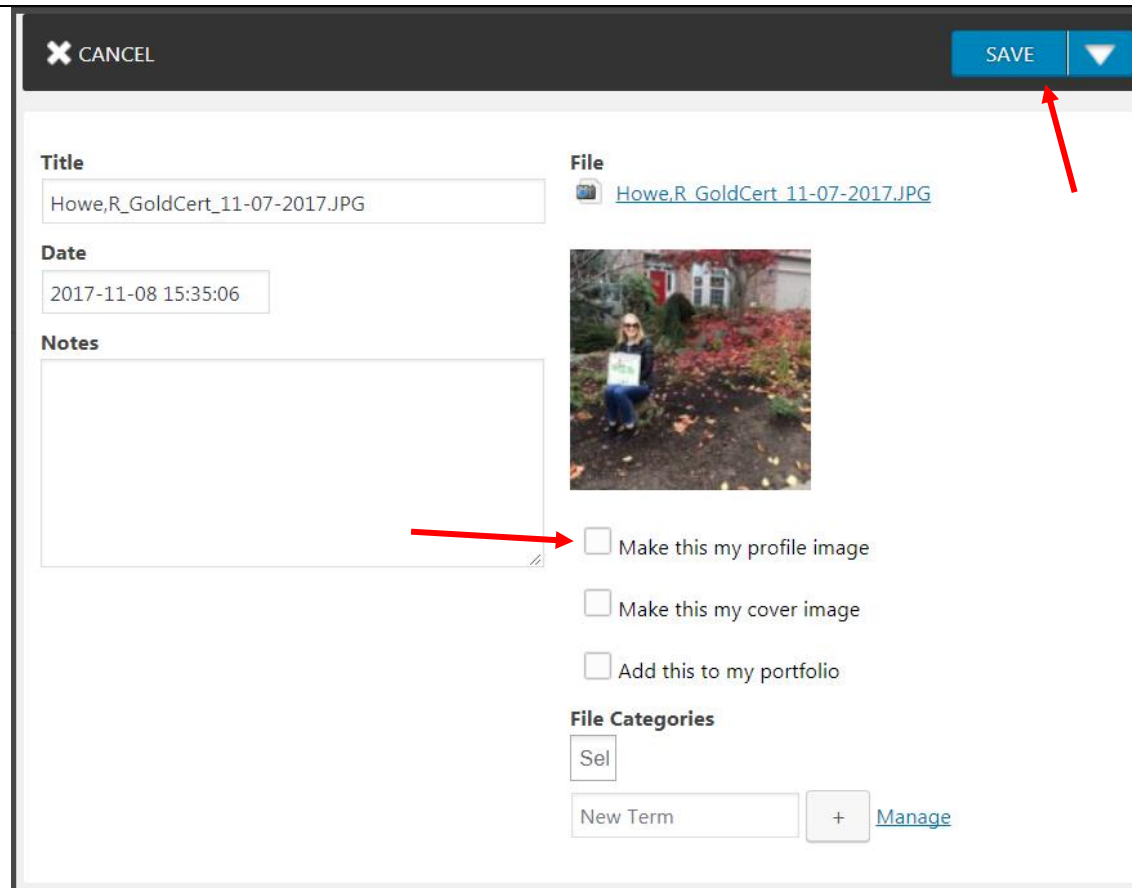


**Rachel Howe**  
Individual  
#4238 Since May 6, 2016 View

Profile **History** Files Relationships

NOV 08 2017 [Howe,R GoldCert 11-07-2017.JPG](#)  
Type: jpeg Categories:

NOTE: In the case you added the picture as a single file instead of as a profile picture, all you have to do is:  
- open the file in the History tab.  
- check the box that says "Make this my profile image."  
- click the save button.



CANCEL **SAVE**

**Title**  
Howe,R\_GoldCert\_11-07-2017.JPG

**Date**  
2017-11-08 15:35:06

**Notes**

**File**  
 [Howe,R GoldCert 11-07-2017.JPG](#)

Make this my profile image  
 Make this my cover image  
 Add this to my portfolio

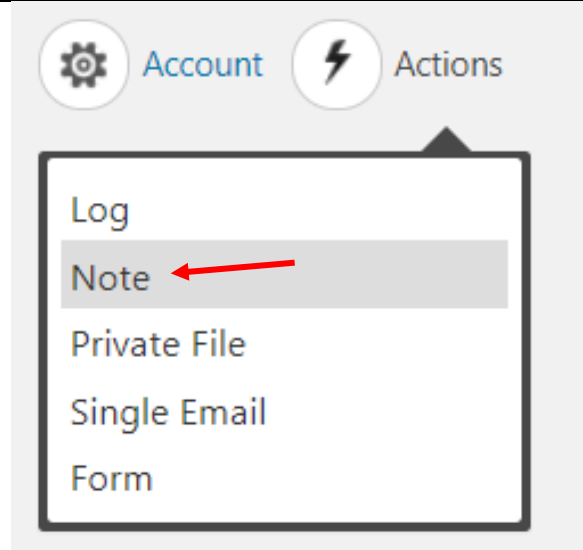
**File Categories**  
Sel  
New Term + [Manage](#)

**To upload FB blurbs or other text**

Single-click the “Actions” button while on the participant’s profile.



Single-click the “Note” option.



In the screen that opens, complete the fields:

**Subject:** for certification visits, the subject should be "Cert Visit Note"

**Date:** type or select the date of the certification visit.

**Message:** Type the Facebook text in this box. Note that there are 2 tabs on the right upper corner of this box: "Visual" and "Text." I prefer to enter text in the "Text" tab.

Readers like to know the certification level and some examples of native plants present.

For Clackamas County participants, make sure to work in the words "**Clackamas County**" into your FB blurb.

**Type of Interaction:** single click the down arrow inside the selection box and select "In-Person Conversation."

Single click the "Save" button.

**IMPORTANT!!!**

Send an email to JP with a link to the participant's profile (copy the URL (the web address from your internet browser)) and his/her name to alert me that a FB post can be created.

The screenshot shows a mobile application interface for creating a Facebook post. At the top, there is a header with "Debug Developer Howdy, JP Marchetti-Mendez" and a "SAVE" button. Below the header is a "CANCEL" button. The main form consists of several fields: "Subject", "Date", "Message", and "Type of Interaction". The "Message" field has two tabs, "Visual" and "Text", and a rich text editor toolbar with icons for bold, italic, underline, quote, link, unlink, and image. Red arrows point to the "Subject", "Date", "Message", and "Type of Interaction" fields. Blue arrows point to the "Visual" and "Text" tabs in the "Message" field.