

How to Use Web2D Website

Portfolio

User: A portfolio is created at the same time you make your account and will be linked to your account. You can access your portfolio through the associated link on the nav bar. Images that are saved to your account and with the “Display on profile?” checked will appear on your profile in the order you upload them, otherwise they will appear on your portfolio only. The title of the portfolio can be edited by clicking the “Edit Title” button. A new image can be added to a portfolio by clicking the “Add Image” button and following the directions to create a new image.

Admin/Officer Addition: As an officer, you can remove images from another user’s profile for any reason. To do so, select an image and click edit. From there, the “Display on profile” can be unchecked to remove it from the profile.

Gallery

User: To submit an image to a gallery, select the gallery and click submit and choose an image associated with your profile. An image must be added to your profile before it can be submitted to a gallery. To remove an image from a gallery, click the image and click the “unlink from gallery” button.

Admin/Officer Addition: As an officer, you can create a gallery for others to submit images to by clicking the “New Gallery” button. You can also delete a gallery by clicking the delete button next to the selected gallery.

Images

User: To view images from all users and galleries, select the Images tab from the navigation bar. From here you can also upload an image and decide whether you want it displayed on your profile or your portfolio only.

Admin/Officer Addition: As an officer, you can remove any images for any reason. To do so, select an image and click edit. From there, the “Display on profile” can be unchecked to remove it from the profile.