

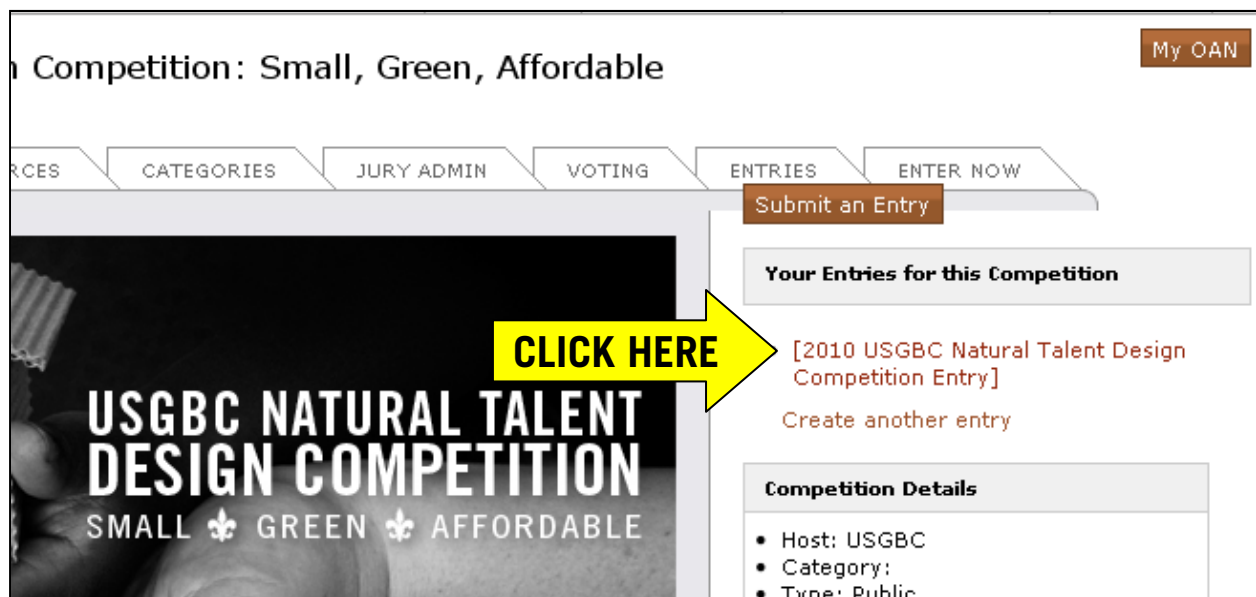
USGBC's 2010 Natural Talent Design Competition: Presented by Salvation Army's EnviRenew IMAGE DISPLAY DIRECTIONS

Introduction

In order to be accurately judged, your project images must be displayed in the slide show. The following directions will explain exactly how to do that. If you already have all of your files uploaded, skip to **Step 4**.

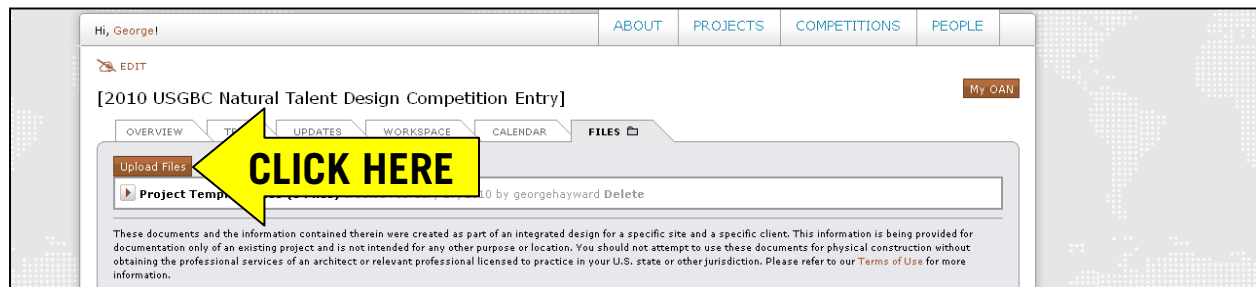
Step 1 – Go to your project entry

Log on to <http://openarchitecturenetwork.org/competitions/naturaltalent/2010> and sign in to your account. Then, click on your entry on the right side of the screen. See below.



Step 2 – Upload Your Files (pt. 1)

Click on the “Upload Files” button.



Step 3 – Upload Your Files (pt. 2)

When you come to the file uploading screen, you will be able to add your files. Click the “browse” button to add a file. Make sure to fill out the “Created By” field. **Be sure to check the “Add file to slide show” and “Make file available” boxes, otherwise your project images will not be seen by the judges.** If you need to upload more files, simply click “Add more files.” Hit the “Submit” button when done.

The screenshot shows a web interface for uploading files. At the top, there are tabs for OVERVIEW, TEAM, UPDATES, WORKSPACE, CALENDAR, and FILES. The main form includes a 'File Set Name (Opt)' field, a 'Browse...' button, a 'Description:' field, a 'Type:' dropdown menu set to 'Photograph', a 'Created By:*' field, and a 'Creation Date' field with Year: 2010, Month: 4, and Day: 14. On the right, there are 'Sharing Settings' with checkboxes for 'Add file to Slideshow' (checked), 'Add file to Workspace' (unchecked), and 'Make file available to All OAN Members' (checked). A yellow arrow labeled 'ADD FILE' points to the 'Browse...' button. Another yellow arrow labeled 'MAKE SURE BOTH BOXES ARE CHECKED' points to the 'Add file to Slideshow' and 'Make file available to All OAN Members' checkboxes. A third yellow arrow labeled 'SUBMIT' points to the 'Submit' button at the bottom left.

Step 4 – Add existing files to slideshow (pt. 1)

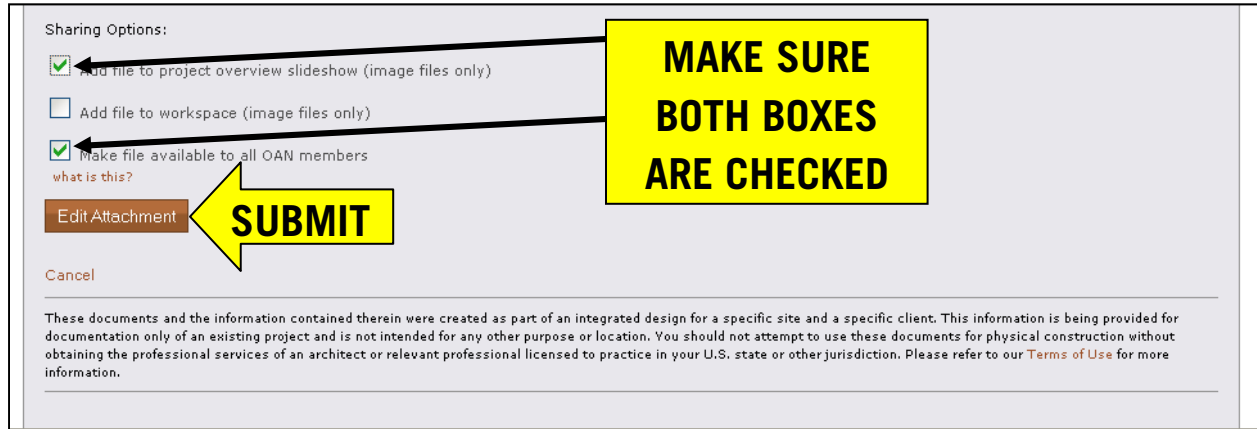
If you need to add already-uploaded files to the slideshow, go back to the screen from **Step 2** and click on the arrow under “Individual Files” to expand the field. Click the “edit” hand on the right side.

The screenshot shows a file management interface with a table of files. The table has three columns: File Information, Descriptive Information, and Sharing Settings. A yellow arrow labeled 'Drop Down' points to a dropdown arrow next to the 'Individual Files (1 Files)' section. Another yellow arrow labeled 'EDIT' points to an 'EDIT' button next to a file entry.

File Information	Descriptive Information	Sharing Settings
Project Template Files (1 Files) created February 17, 2010 by georgehayward Delete		
Individual Files (1 Files) created April 14, 2010		
BuildingGreenTop10.pdf Posted By: georgehayward Uploaded: 4/14/2010	Description: Type: Photograph Created By: Creation Date: 4/14/2010	Slideshow: No Workspace: No Public: Yes DOWNLOAD 129.3K TRASH EDIT

Step 5 – Add existing files to slideshow (pt. 2)

At the bottom of the page (reached by following **Step 4**), be sure that both the “Add to slideshow” and “Make file available” boxes are checked. When finished, hit the “Edit Attachment” button.

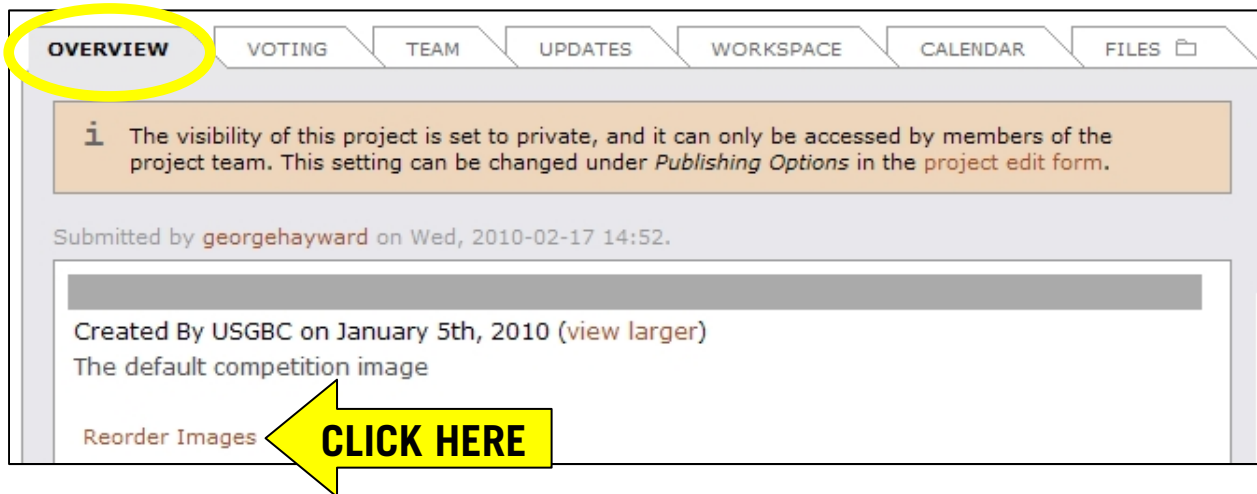


The screenshot shows a 'Sharing Options' form with the following elements:

- Two checked checkboxes: 'Add file to project overview slideshow (image files only)' and 'Make file available to all OAN members what is this?'.
- An unchecked checkbox: 'Add file to workspace (image files only)'.
- An 'Edit Attachment' button with a yellow arrow pointing to it labeled 'SUBMIT'.
- A yellow box with the text 'MAKE SURE BOTH BOXES ARE CHECKED' and arrows pointing to the two checked checkboxes.
- A 'Cancel' link.
- A disclaimer at the bottom: 'These documents and the information contained therein were created as part of an integrated design for a specific site and a specific client. This information is being provided for documentation only of an existing project and is not intended for any other purpose or location. You should not attempt to use these documents for physical construction without obtaining the professional services of an architect or relevant professional licensed to practice in your U.S. state or other jurisdiction. Please refer to our [Terms of Use](#) for more information.'

Step 6 – Order your images

Please order your images in the order listed under the requirements tab, <http://openarchitecturenetwork.org/node/5825/requirements>. Go to the “Overview” tab on your project entry page (see **Step 1**) and click “Reorder images.” Once there, you will be able to drag your images into the proper positions.



The screenshot shows the project overview page with the following elements:

- A navigation bar with tabs: OVERVIEW (circled in yellow), VOTING, TEAM, UPDATES, WORKSPACE, CALENDAR, and FILES.
- An information box: 'The visibility of this project is set to private, and it can only be accessed by members of the project team. This setting can be changed under *Publishing Options* in the *project edit form*.'
- Submission info: 'Submitted by [georgehayward](#) on Wed, 2010-02-17 14:52.'
- Image info: 'Created By USGBC on January 5th, 2010 (view larger)' and 'The default competition image'.
- A 'Reorder Images' link with a yellow arrow pointing to it labeled 'CLICK HERE'.

Step 7 – Name your project

Using the “Edit” button (above the “Overview” tab, enter a unique name for your project (so we can easily identify it). Thanks, you’re done!