



Importing a Personal Photo to Your Web Page

The Kintera system only allows **.jpeg or .gif** formatted pictures which are roughly sized to **300 pixels x 234 pixels, and 50KB** or less.

Resizing images using Microsoft Picture Manager Editor:

1. Click on **Start>Programs>Microsoft Office>Microsoft Office Tools** and click on **Microsoft Picture Manager**.
2. Your pictures will appear here.
3. Go to **Picture** on the Menu bar
4. Click on **Resize** from the menu.
5. Type in your **width 300**. (on the right hand navigation bar under Custom width x height. Note: come as close to 300x234 without distorting as you can. If your photo is longer than wide, reverse the numbers.
6. Click on **OK**.
7. Click on **File>Save** from the menu.

Importing your image/picture:

1. Open your local Heart Walk Web page.
2. Click on **'Enter my HQ'** link under the **'My HQ'** heading on the left hand navigation bar. The login screen will appear.
3. Type in your **username, password** and click on the **continue** button. Your HQ page will appear.
4. Click on the **My Webpage** tab.
5. From the **Webpage image** section, click on the **upload link**.
6. Click on the **Browse** button. The choose file dialog box will appear.
7. Navigate to where you **saved your picture, select the file**, and click on **open**.
8. Click on the **Submit button** and this picture will now appear on your personal page.

Importing Your Outlook Address Book

How to Export Your Outlook Address Book:

- Go to your contacts page.
- Click on **File**.
- Click on **Import and Export**.
- Choose **Export to a File**, then click **Next**.
- Choose **Comma Separated Values (Windows)**, then click **Next**.
- Select **Contacts**, then click **Next**.
- Choose **File Name and Location**, then click **Next**.
- Make sure there is a check in the box next to **Export Contacts from the Contacts Folder**.
- Then click **Finish**.
- You should now have a **".csv"** file saved on your computer.

How to Import Your Address Book:

- On the Heart Walk Web site, log into your homepage.
- Click on **Email** tab.
- On the bar under the tab, click on **Address Book Import**.
- Choose the source from where you have exported: Use **Comma Separated Values (.CSV file)** option for **Other Service Providers**, then click **Next**.
- **Browse** for file that you saved when exporting, click **Open** and then **Next**.
- Choose your fields (*First Name, Last Name, Email Address*), then click **Continue**.
- Once the list has been imported, click on **Send Email** link (on the bar under the tab).
- You can now edit your address book and begin sending e-mails.

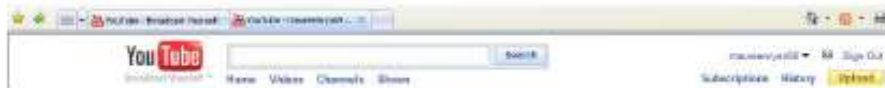


Add a Video to YouTube

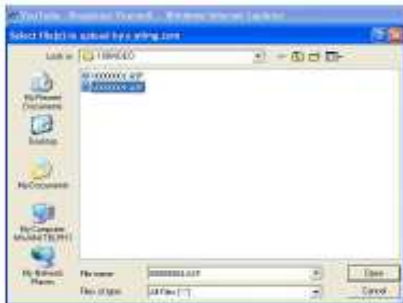
Navigate to www.youtube.com

Participants can set up an account at http://www.youtube.com/create_account?next=%2Findex

Click on



Click on



Browse for your video file on your computer and click on Open

The status of the upload will show in the upper right corner

Add a title and description

Be sure to use Start Heart Walk as the Tag and choose Nonprofits & Activism as the Category so related videos can be found on YouTube

Click on Save Changes



Once you have uploaded your video onto YouTube, follow the same instructions for uploading a personal photo to your Web page.

On the Upload page, select "Video" instead of "Image" in the dropdown box.

Paste the URL code for your YouTube video in the box and click "Submit."

Enter YouTube(TM) video URL:

[Explain](#)

All videos (library or participant-provided) will play in a 300x248 pixels player.

Add or select a video below

Standard Video Library

There are currently no images to choose from.