HAC Images for your artist's page – Guide and instructions

Here is advice/guide on creating and sending images for your Artist page - Read through all the instructions and take a look at the videos. If you are nervous about this, we can help. Relax! Good luck and don't rush!

1. Take your photos, use a smartphone or scanner. See my previous messages for ideas and tips for photography. Good light, good position in the viewfinder - Include photos of yourself, your studio and your equipment to add personality to your page. **Minimum 1 photo - Maximum 15 photos per page.**

2. Sending your photos: We recommend **We Transfer** for this, but, if you are only sending one or two images, attach them to an email, with your name clearly stated in the subject line **'HAC - Your Name'** so Rebecca can easily identify you. The email address is **rebecca@letmeorganiseyou.co.uk**

3. How to use We Transfer - For the guaranteed image quality and **sending more than two images**: Using WeTransfer is very easy — all you need to do is.

- **Upload your files using the + key**
- **Enter your email address,**
- **Enter the email of the recipient rebecca@letmeorganiseyou.co.uk**
- **Type your name in the 'Message' box**
- **Enter the WeTransfer verification code sent to your email address.** This step doesn't always happen but be prepared for it and follow instructions.

Press 'Transfer' and your files will be sent. The recipient will receive an email message with a link that will allow them to download the files you've sent. This link lasts for a few days and then your images are deleted from We Transfer.

4. Confirmation emails. You will see emails in your inbox which confirm you have sent the files successfully. A further email will come to confirm files have been downloaded. These emails are generated automatically by We Transfer - You can delete them.

5. We Transfer is a free service - Large companies sending files daily, use a paid service. For occasional users like us, the service is **absolutely free!** If you see a subscription screen, then you have clicked in error. Exit immediately, Close your browser, make a cup of tea and start again in a new window.

Here is the link: **https://wetransfer.com/**

6. Video Guides - Two videos that only last a minute or two but take you through the process step by step. The first tells you how to use We Transfer from your SmartPhone using the We Transfer app - the second shows you how to use We transfer from a laptop or PC

Choose the link that applies to you:

Video guide for Mobile/Smartphone: https://www.youtube.com/watch?v=O2024oLK2Vk

Video guide for PC/Laptop/: https://www.youtube.com/watch?v=gmzMsSCKj4E