WELCOME TO

ICOMOS Photobank
A COLLABORATIVE TOOL FOR THE PRESERVATION OF THE WORLD’S MONUMENTS AND SITES
UPLOADING IMAGES

FIRST STEPS
1/ REGISTER ON ICOMOS’ WEBSITE

www.icomos.org
2/ **LOGIN TO ICOMOS’ WEBSITE**
ACCESS ICOMOS PHOTOBANK FROM THE RESOURCES MENU
3/ PREPARE YOUR IMAGES:

💡 HAVE A LOOK AT OUR TUTORIAL ‘TIPS TO GET YOUR IMAGES READY FOR THE UPLOAD’

→ KEEP THE BEST VIEWS, ENHANCE LIGHT AND CONTRAST, REFRAME...
4/ CHOOSE “ADD AN IMAGE” OR “ADD A GALLERY”
5/ Fill in the Description fields accordingly.

Prepare relevant information in advance,

for example in an Excel table, describing (in English for optimal visibility)

- The photo gallery’s title,
- A caption for each photo
- Keywords
- Date taken
- Which World Heritage property it may be part of

![Excel Table Example](image)

The values of all fields you fill in the gallery (e.g. theme, country, world heritage property...) are applied to all images in the gallery.
The fields marked with a * are mandatory.

Do not forget to open the tabs and to agree with the photobank’s general terms of use.
6/ ADDING A SINGLE IMAGE

→ BROWSE YOUR COMPUTER TO SELECT THE IMAGE FILE

→ FILL IN THE DESCRIPTION FIELDS AND CHECK THE « I AGREE... » BOX

→ SAVE AND CLOSE

→ NOTHING HAPPENS? DON'T PANIC... CHECK DOWNLOAD PROGRESSION AT THE BOTTOM LEFT OF YOUR SCREEN
7/ **ADDING AN IMAGE GALLERY**

→ **FILL IN THE DESCRIPTION FIELDS THAT CORRESPOND TO YOUR IMAGE SELECTION AND CHECK THE « I AGREE... » BOX**

→ **BROWSE YOUR FILES AND PICK YOUR IMAGE SELECTION**
→ START THE **GLOBAL UPLOAD** OF YOUR PICTURES

→ SAVE AND CLOSE
→ COMPLETE EACH PHOTO’S DETAILS AFTERWARDS, BY ADDING A CAPTION, SPECIFIC KEYWORDS, BY INDICATING THE SHOOTING DATE IF NECESSARY...

→ USE THE ‘EDIT’ BUTTON AT THE BOTTOM RIGHT OF THE IMAGE THUMBNAIL
Stained glass in the South-East aisle of the church depicting the Annunciation

Keywods:
- Religious Architecture
- Stained Glass
- Stained Glass Techniques
- France

→ SAVE AND CLOSE!
READY?

GO!