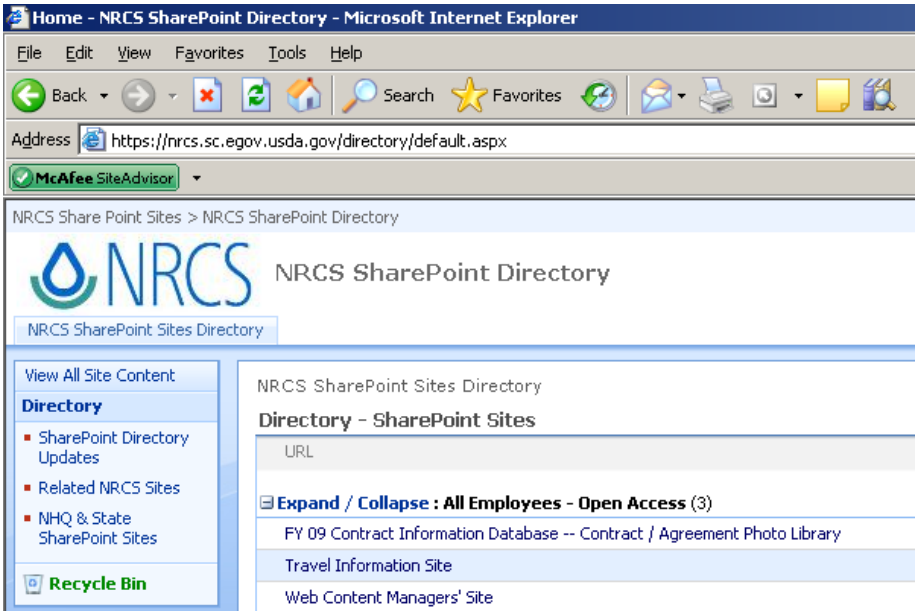
Instructions for Uploading Photos to FY 09 Contract Photo Library

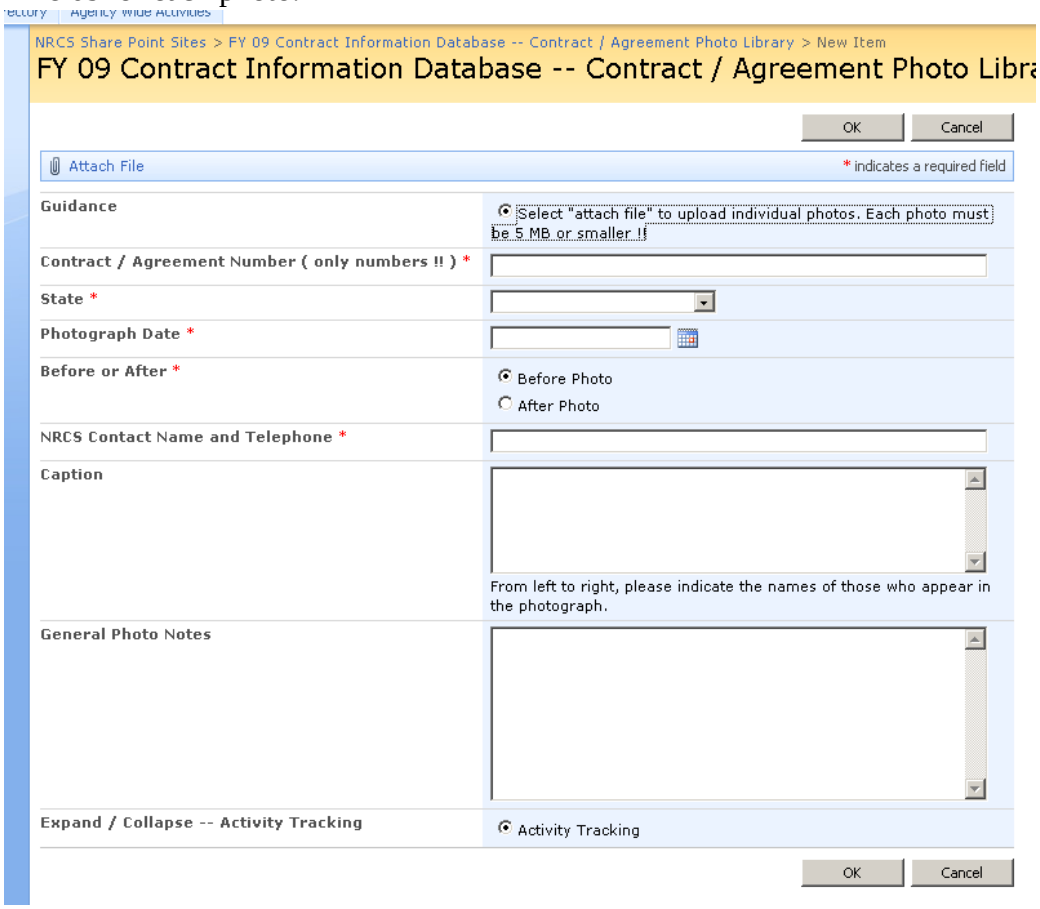
For each contract/agreement number, please utilize SharePoint to upload a "before" and (when it is available) an "after" photograph. Please ensure that the contract/agreement number submitted to SharePoint matches the number submitted to the Access database.

1. Copy and paste the following URL in the Internet Explorer Web browser to submit project photos:
https://nrcs.sc.egov.usda.gov/Shared%20Documents/fy09contracts.aspx?PageView=Shared

Alternatively:
Navigate to the **SharePoint directory** and select the "FY 09 Contract Information Database – Contract / Agreement Photo Library" link.



2. To submit photographs, select "New" on the menu, and then "New Item."

3. Before uploading each photo, be sure you:
   - Title it using the following naming convention:
     StateAbbreviation_ProgramName_ProjectNumber_BorA
     (**B** for **B**efore photo, **A** for **A**fter photo)
     Example: CA_WHIP_1234_B.jpg
   - Reduce the file size to 5 MB or smaller.

4. Select "Attach File" to upload individual photographs; fill out both required and other fields for each photo.