

Dear Duke Travelers,

We have set up a photo-sharing site for you with Smug Mug. I hope you will share your great travel photos by following the instructions below.

And if you have any “Blue Devil” photos to share for our #DukeIsEverywhere social media campaign and don’t wish to use your Twitter or Instagram accounts, please email them directly to me – and thank you! To see what we have posted so far, visit this page: <http://dukeiseverywheretravel.tumblr.com/>

UPLOAD INSTRUCTIONS

1. **Optional Step:** As a request, please name all of your photos before uploading them to the gallery with the following naming conventions – this is not required, just helpful for us to identify your photos in case we may want to use in the magazine or on the web:
 - ??16-YourName-1, ??16-YourName-2, etc. You will only change the number at the end. Please number the images consecutively.
2. **Go to your gallery specific URL** (and we suggest using a browser like Google Chrome or Mozilla Firefox instead of Internet Explorer, which has some bugs): **URL**
3. The upload screen allows you to drag and drop your files into the upload box or you can click 'browse' to select the images you would like to contribute.
4. Once you have all of the images in the upload box, click the green "I'm done uploading" button in the bottom right-hand corner.
5. You will then see your images within the gallery.
6. If you would like to add more images, you can use the 'upload' link in the top toolbar or come back to your same gallery specific URL.
7. Please edit your photos before uploading and only upload the photos that you would like to upload, because you will not have the administrative access to edit once uploaded. If you do have a problem, however, please let us know.

VIEWING INSTRUCTIONS

If you just wish to view photos, please click the “Done” button in the upper right corner.

Please let me know if you have questions, and thank you again for traveling with Duke!

Beth Ray-Schroeder '83
Director, Duke Alumni Travels