

### How to create a picture for when you post:

- Go to: <http://en.gravatar.com/> and click *sign up* under *log in / sign up* menu at the top.
- Enter your email and click *signup*.
- Check your email. You should have an email called “Welcome to Gravatar” from [donotreplay@gravatar.com](mailto:donotreplay@gravatar.com) (check junk folder if you don’t see it.) Click on link in the email to activate your account.
- Select a username and password for your account.
- You’ll get a message that says “Whoops, looks like you don’t have any images yet!” Click on *Add one by clicking here!*
- If not, click on *Manage my gravatars* under the *My account* menu at the top and then click *Add a new image*.
- Choose where to load picture from. (most likely *My computer’s hard drive*)
- Click *browse...* and find picture you want to use and click *open*. Then click *next*.
- You will be given the option to crop and scale the picture. When done, click *crop and finish*.
- Select a rating for your picture (probably “G”).
- You’re done! The picture will be associated with your email when you post a comment.
- You can click *logout* under the *My account* menu at the top.

### How to change your picture:

- Go to <http://en.gravatar.com/> and click *log in* at the top. Enter username and password to login. And click *Add a new image*. Follow the same steps from above.
- Choose where to load picture from. (most likely *My computer’s hard drive*)
- Click *browse...* and find picture you want to use and click *open*. Then click *next*.
- You will be given the option to crop and scale the picture. When done, click *crop and finish*.
- Select a rating for your picture (probably “G”).
- You will see your uploaded images, at the bottom, so just select the one you want to use.
- You’re done! The picture will be associated with your email when you post a comment.