First, log into the website with your Usernane/Password you created from the login portal at the bottom right of every page. If you do not have an active account, you will not be able to edit your Yearbook profile.

Once logged in, go to the Yearbook page (https://portsmouthhigh1970.com/classmates/yearbook) and locate your Yearbook listing (I know, it's a little scary!). Click onto either your name, picture or the 'View Profile' button. This will take you to your specific profile page. At the bottom left of the white section of this page you will see an edit icon and Edit text. Click onto this link. This link will take you to the actual editor where you can type in text and/or add photos that will be available for all to see when they click onto your Yearbook profile. Once you are happy with any edits you made to your profile, click onto the 'SAVE' button below the editor box. If you are just looking and have made no edits to your profile **YOU MUST** click the 'CANCEL' button to the right of the SAVE button. You have a total of three improper exits before your registration account is put on hold. The website treats failed exits a spammer. Three strikes and your out! If this happens to you, send an email to edhathaway44@gmail.com with your name and your computers IP address (to obtain your IP address, go to Google and in the search box type in;
my ip address
Google will display the IP address of your computer and that address is what we need to unblock your registration account). This process is a security function and no, we will not disable this feature!

The editor tools available to you are basic and most will understand each icons function if you have spent any time using Microsoft's Word, Outlook, Excel or any webmail app such as Gmail.
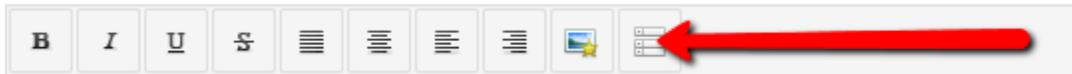

To view more editor icon option, click onto the last icon on the top row (shown above).
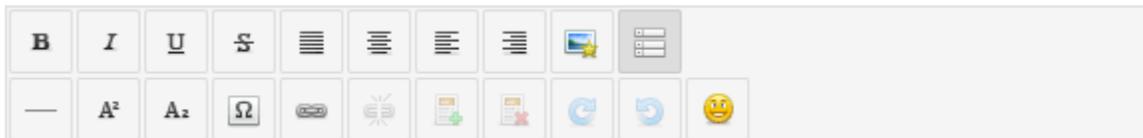
The one editor icon that needs some explanation is the 'Insert/Edit Image' icon (second to the last icon on the top row). This icon will allow you to upload/manage images for your Yearbook profile page into a shared pre-set server folder. If you want to place an image into your Yearbook profile page, follow these instructions:

1) Click onto the Insert/Edit Image icon. You will see the Image Manager Extended popup box (below)
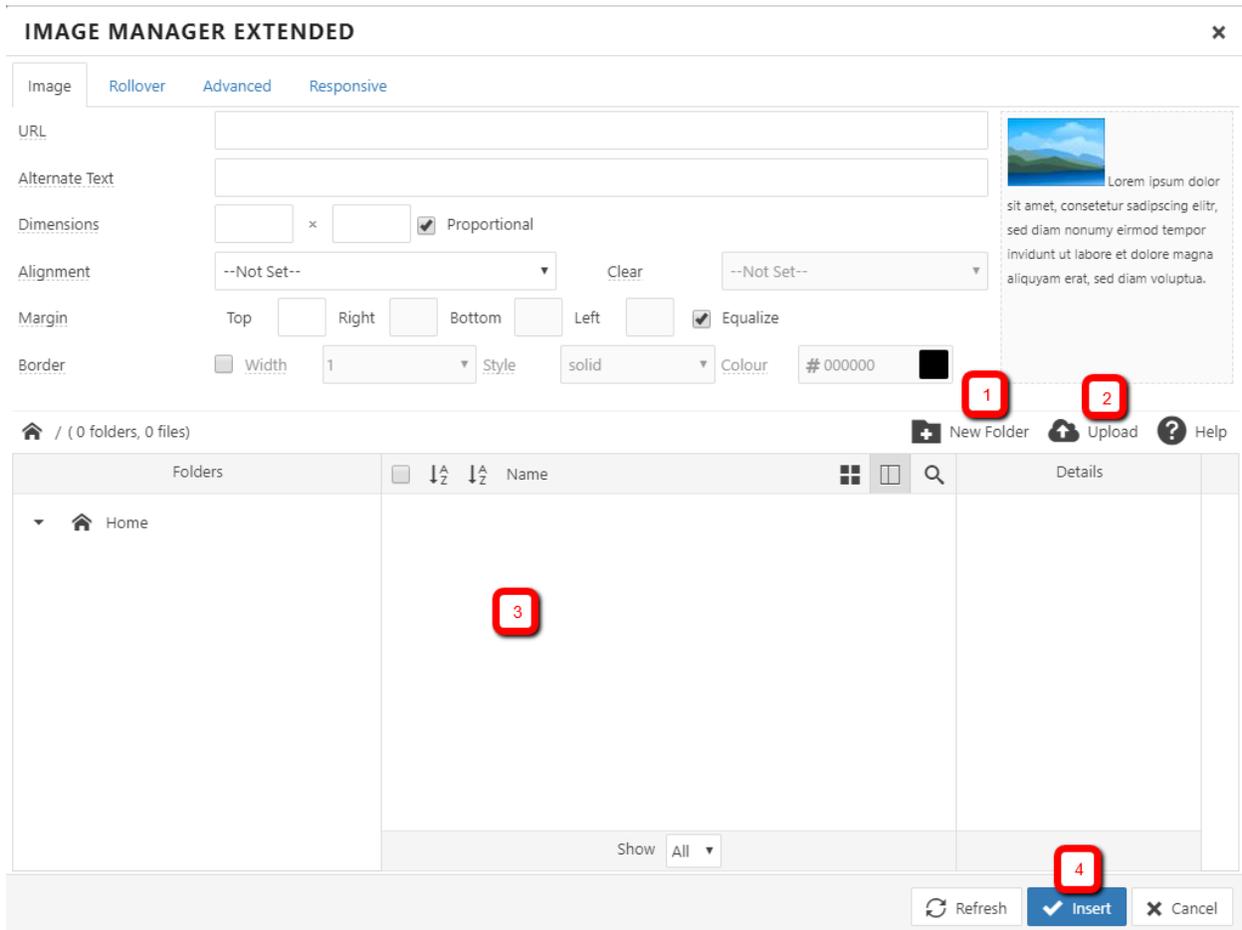
2) Click the New Folder option (Example #1). In the popup box type in your first initial and full last name (e.g. ehathaway) and click the OK button. You will see your name in the list box (Example #3). Based on the number of listings, you may need to scroll down the list to find your specific folder. Once you located you created folder, click onto it. This will take you to your storage folder. From this storage folder click onto the Upload option (Example #2). This will take you to the image upload portal (example below).

3) To upload your image, you have two options A) Drag & Drop an image from your computer (Example 1A) or click the green 'Browse' button (Example 2A). This option will allow you to browse your local computer and select the photo you wish to upload to the folder you created. When your have selected an image to upload the filename will appear in the Upload box (Example #1A). From here you'll click onto the blue 'Upload' button (Example 3A). The upload box will go away once your image has been completely upload and you'll return to the 'Image Manager Extender' box. You will now see the filename(s) of all of the images you have uploaded. Click onto the image filename you wish to use and click the blue 'Insert' button. The Image Manager Extended box will go away and you'll be returned to your Yearbook Profile text editor and your selected image will be position where your editor cursor was positioned.

4) When you are finished editing your Yearbook Profile page, click the 'SAVE' button and your Yearbook Profile page will be updated for all to see!

PLEASE NOTE: with any and all Internet websites, there are a few rules to know and obey.

A. Please size down your image before uploading. Never, ever attempt to upload an image directly from your phone or digital camera. This is a website not a downtown photo gallery! Your uploaded images should never exceed 500 pixels tall or wide. If you get a 'Failed to upload' error message it is generally because you bypassed this rule and attempted to upload a large megabyte image or you are trying to upload a non-supported file format like BMP, MOV, FLA, MP3, MP4

B. All uploaded images are viewable by all registered website users from the 'Image Manager Extended' box. There are no secrets here!!!

C. Only upload and use images that are suitable for public viewing. Also, only upload images that belong to you. This website or it's retained lawyer(s) do not wish to get into a legal copyright battle. I've been advised that any uploaded copyright image battle will revert back to the person who originally uploaded said image.

Final Note: All activity by logged in users is recorded, tracked and stored in a secure Internet vault. This includes but not limited to, your Username, Password, IP Address and navigation activity while you are logged in. So, never share your Username/Password with anyone and always maintain civil behavior during your logged in time. Remember… ***Big Brother is always watching!***