

Upload an Image

You can upload images from your computer to Mandala Images. Make sure files are:

- in .jpg, .gif, or .jpeg format
- less than 2 GB
- larger than 640 x 480 pixels

Contact mandala@virginia.edu for larger files.

1. Log in to images.shanti.virginia.edu/
2. Click the **Main Menu** icon
 - This icon looks like four horizontal lines on the top right corner of the page
3. Click **Create**, then **Image**
 - The image form will open
 - You can also open a collection, then click **Add SHANTI Image**
4. Click **Required Image Info**
 - Information fields will expand
5. Click **Choose file**
 - A file browser will open
6. Open the image file you want to add
7. Click **Upload**
8. Enter a caption under "Main Caption"
 - Add a longer description under **Description & Notes**
9. Choose a "Type"
10. Choose the collection for the image
 - If you created the image from an existing collection page, you can leave this field alone
11. Add at least one agent
 - An **Agent** is a type of structured data in Mandala that describes a person. Learn more at [Use Agents](#)
12. Add the url to the license for the image
13. Fill in the other fields as needed
 - Subject and Place fields use [Knowledge Maps](#)
 - **External classification schemes** are controlled vocabularies outside of Mandala. Mandala lets you tag your images using these classification schemes. Learn more at [Use External Classification Schemes](#)
14. Click **Save**
 - Your new image will open
 - Image processing may take a few minutes