

Creating a Gravatar for DSO News

DSO News uses Gravatar to display author photos. The photo must be a headshot of the author and cannot be a company logo or other image.

- 1) Visit gravatar.com and click the blue “Create Your Own Gravatar” on the right, beneath the blue header
- 2) Enter the email address you want DSO News to link to and use in your author box. You must also choose a user name and password
- 3) Check your inbox and click the “Activate Account” button in the confirmation email
- 4) Click the blue “Sign in to Gravatar” button
- 5) Click the WordPress.com blue “Sign In” box on the top right
- 6) Beneath your email address it will say “Whoops, looks like you don’t have any images yet!” Click the blue link that says “Add one by clicking here!”
- 7) Click “Upload New” to upload a photo or “From URL” if you want to import one from a web link
- 8) If uploading an image, click “Choose File,” locate the photo of yourself and then click “Next”
- 9) You are able to crop the images by dragging the corners of the cropping tool. It is set for no cropping by default. Once you’re happy with the cropping, or if you’re not cropping at all, click the blue “Crop Image” button
- 10) For the rating, choose “G” and click the blue “Set Rating” button
- 11) You are finished and may close the tab
- 12) Email jesse@dsonews.com with the following information:
 - a. Your name
 - b. Your company name
 - c. The email address the Gravatar is linked to
 - d. A professional author bio up to 70 words in length (must be about author and can mention company)
 - e. The website you want us to link to (can be company) (optional)
 - f. Address of Facebook page (can be company) (optional)
 - g. Address of Google+ page (can be company) (optional)
 - h. Address of Instagram account (can be company) (optional)
 - i. Address of Twitter account (can be company) (optional)
 - j. Address of LinkedIn profile (can be company) (optional)