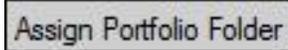


## CPV Guide to Uploading Support Materials and Samples of Artistic Work

1. Click the *Assign Portfolio Folder* button below to access your Portfolio folder, CPV Program 2011-12.



2. Next to the folder CPV Program 2011-12, click *Add Material* (blue icon with a green “+”) to upload materials and samples into the folder. (See accepted file types and size limits below.)

### Portfolio

This Portfolio has the following requirements:

	Minimum Files	Maximum Files	File Size Less Than
Images	0	<=40	25 MB
Videos	0	<=10	400 MB
Documents	0	<=20	10 MB
Audios	0	<=10	25 MB

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Public Value  
FY11-12



3. The upload page will display. Click *Browse* to find in your computer the file you wish to upload.
4. Complete Title and Description fields.
  - For Support Materials enter the title of document (California CPD Funder Report, Bios, Letter(s) of Intent, etc.), and a brief description.
  - For Samples of Artistic Work (audio/visual) enter the corresponding log number, a title and a brief description.

Note: Do not use special characters (# signs, apostrophe, etc.) in the file name, or file(s) will not upload.

### Portfolio

Folder: \* CPV Program 2011-12-Creating Public Value FY11-12

Title: \* A.

Description: B.

Portfolio:

 C.

 D.

5. Click *Submit*. You will now see the file in your portfolio folder.

6. Repeat steps 2 – 5 until you have uploaded all your materials to your folder. Drag and drop your files to put them in the order needed.

## Portfolio

This Portfolio has the following requirements:			
	Minimum Files	Maximum Files	File Size Less Than
Images	0	<=40	25 MB
Videos	0	<=10	400 MB
Documents	0	<=20	10 MB
Audios	0	<=10	25 MB

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 FY11-12

Folder Name: CPV Program 2011-12-Creating Public Value FY11-12  
 Folder Size: 0.69 MB



1. Sinaloa Mural



2. M. Sanchez



Bios: Admin and Artistic

7. Previously loaded materials: If you have portfolio folders from previous applications and wish to use some of those materials, open your folder(s), hover your mouse pointer over each sample. Three icons will appear: a pencil, a green bent arrow and an “x” to delete. Click on the bent arrow to move your sample to the CPV Program 2011-12 folder.
8. To attach (map) the folder to your application, click the radio button to the right of the red “x”. A *Map Folder* button will appear next to the *Create Folder* button. Click *Map Folder* to attach your materials to your application.

## Portfolio

This Portfolio has the following requirements:			
	Minimum Files	Maximum Files	File Size Less Than
Images	0	<=40	25 MB
Videos	0	<=10	400 MB
Documents	0	<=20	10 MB
Audios	0	<=10	25 MB

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 FY11-12

click this button to map the portfolio  
 this is required to have your materials reviewed

9. After clicking *Map Folder*, the pop-up window will disappear taking you back to the Uploading Support Materials page. Here you will see all of your attached support materials and samples of artistic work.

They work well within our system. We specifically recommend the MPEG4 (H.264) format at 640x480 resolution with MP3 audio. If your video does not meet these specifications before uploading will help your clips look better. Please note there is a file size limit of 400 MB.

If your video does not meet the minimum requirements, please use the website below to convert your file.

[www.mediaconverter.org](http://www.mediaconverter.org)

**File Types and Size Limits:**

Accepted file types: bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mid, midi, wav, wma, eps, m4a

Size Limits:

- 25 MB
- 10 MB
- 25 MB
- 400 MB

"Assign Portfolio Folder" to upload materials:

Assign Portfolio Folder			
CPV Program 2011-12- Creating Public Value FY11-12 :	1. Sinaloa Mural	Public mural in Culiacan	<a href="#">1ExecutiveMural.jpg</a>
	2. M. Sanchez	Coahuila	<a href="#">002_00A.JPG</a>
	Bios: Admin and Artistic	Admin and Artistic Personnel	<a href="#">Artistic_and_Admin_Bios.doc</a>

Save & Continue Next

10. When all work samples have been uploaded, click *Save and Continue*.



For videos, we recommend that you save your videos as either QuickTime .MOV, Windows .AVI, or .MPG files— these are the most common formats and they work well within our system. We specifically recommend the MPEG4 (H.264) format at 640x480 resolution with MP3 audio. Resizing your video to these specifications before uploading will help your clips look better. Note there is a file size limit of 400 MB.

If your video does not meet the minimum requirements, please use the website below to convert your file.

<http://www.mediaconverter.org/>

### Acceptable File Types and Size Limits:

jpg, jpeg, gif, bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mid, midi, mp3, mpa, ra, wav, wma, eps, m4a

### Media Type

Audio: 25 MB  
 Documents: 10 MB  
 Images: 25 MB  
 Video: 400 MB