



Photo Upload Instructions

Below are instructions for how to upload photos into the online questionnaire from a computer or mobile device. Photos should be uploaded to the online questionnaire at

<https://littlethompsonwd.colorado.gov/lead-testing>

Photo Tips

- Photo must be either a .jpg or .png file type. If you took photos on an iPhone, your photos might be in a .HEIC format and will need to be converted prior to upload. You can convert the file on your computer or there are free converters available online.
- Photo cannot be larger than 10 MB. If your photos are larger, you will need to reduce the file size. You can resize the file on your computer or there are free image resizers available online.
- Here's how to check your file type and image size:
 - On a PC: right-click and select Properties. Then click the Details tab in the window that appears.
 - On a Mac: right-click and select "Get Info." The Kind (file type) and size will be listed under General.

How to upload a photo from your computer

- Make sure you have your photo saved in an easily accessible location on your computer such as your desktop, pictures, downloads, etc.
- From the online questionnaire, you have two options for uploading your photo:
 - Option 1: Click and Select

- Click “Drop image here or select image”

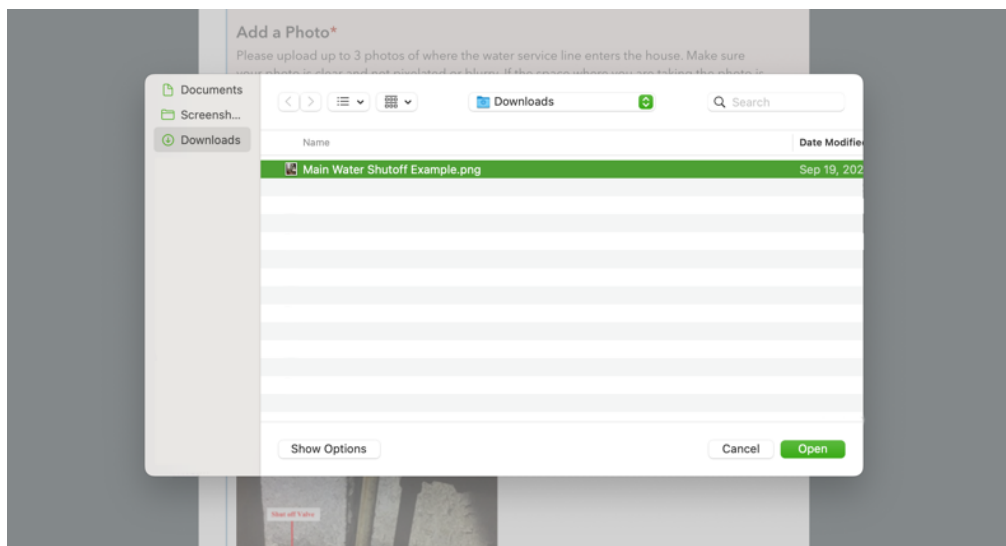
Add a Photo*

Please upload up to 3 photos of where the water service line enters the house. Make sure your photo is clear and not pixelated or blurry. If the space where you are taking the photo is dark, please use your camera's flash. Please review [NPR's online resource](#) to better understand the photos needed and how to find them in your household.

Check the pipe material where it enters through the floor or wall before the shutoff valve (see photo below for reference). If the material is identified as galvanized steel, please provide a photo with a magnet attached to the test area. If the pipe is coated in paint, please provide an up-close photo of the test area with a 1-inch portion of the paint removed.

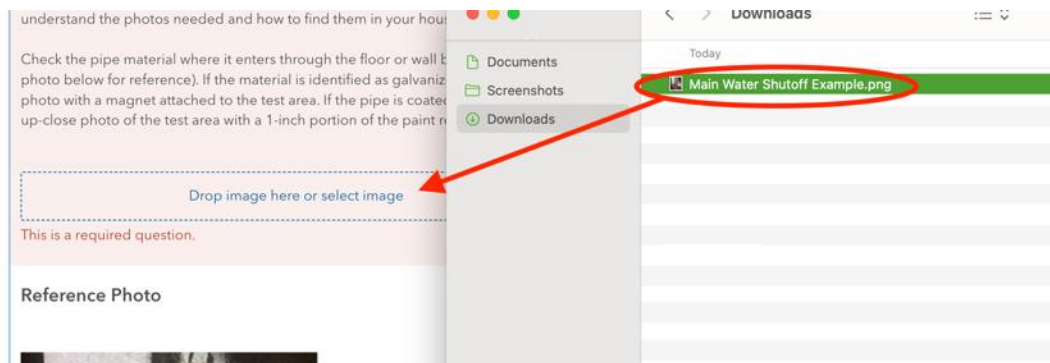


- Then navigate in your Finder/Windows Explorer window to where you saved the photo (desktop, pictures, download, etc.).
- Click the photo you want to upload and click “Open.”

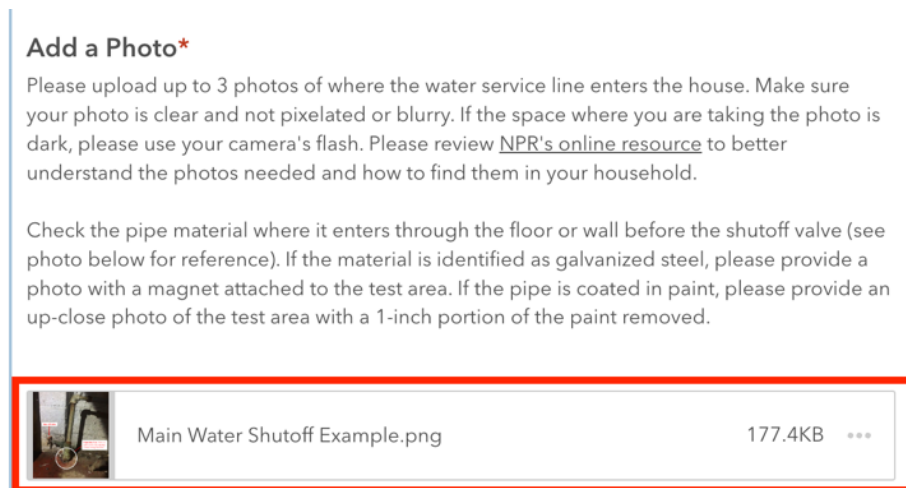


- The photo will then be uploaded into the questionnaire.
- Option 2: Drag and Drop
 - Open your Finder/Windows Explorer window and navigate to where you saved the photo (desktop, pictures, download, etc.).

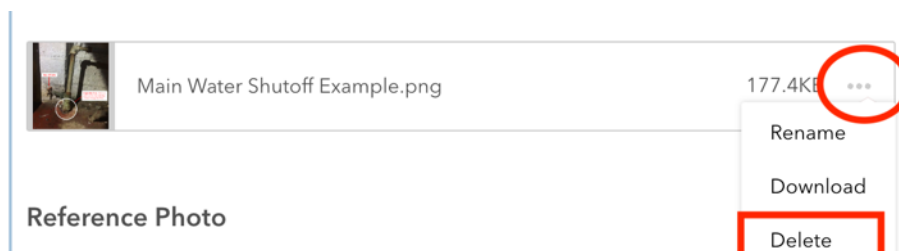
- Click and hold the photo you want to upload and drag it into the box in the questionnaire.



- The photo will then be uploaded into the questionnaire.
- When photo has been successfully uploaded, you'll see a list of the photo uploaded under the upload box.

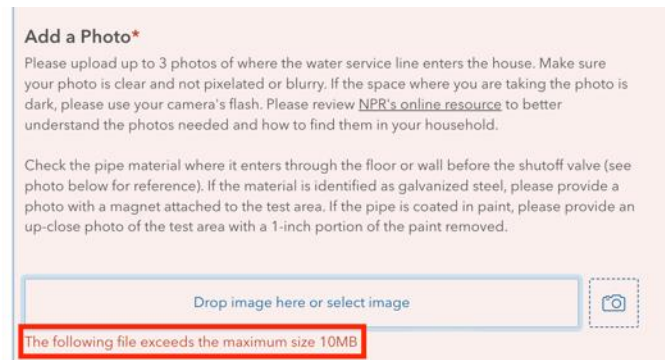


- If you wish to remove a photo, click the three dots next to the picture then delete.



- If a photo cannot be uploaded successfully, you'll receive an error message alerting you why the photo could not be uploaded. If

you need help, please contact us at waterquality@ltwd.org or call us at (970) 532-2096.



How to upload a photo from your mobile device

- Make sure you have your photo saved in an easily accessible location on your phone.
- From the online questionnaire, tap "Drop image here or select image."
- Then navigate to where you have the photo saved on your phone.
- Select the photo you want to upload.
- When the photo has been successfully uploaded, you'll see a list of the photo uploaded under the upload box. If you wish to remove a photo, tap the three dots, then delete.

