INSTRUCTIONS FOR PROVIDING THE PHOTOGRAPHIC MATERIAL FOR THE PREPARATION OF PROMOTIONAL PRODUCTS

For the preparation of promotional products, the information should be provided as follows:

1. All photo material must be placed in the site: https://www.google.com/drive/ :

Login: **gridins.jonics@gmail.com**
Password: **JonicsGG1920**

Each team has to upload photos to their team directory folder (LT01,... LT15). In total - 15 directories.

2. The content must fulfill the following criteria:

2. 1. Photographs of the main view of the object;

2. 2. Photographs of the work process (featuring working specialists, preferably dressed in overalls with the logo of our company).

2. 3. Text (description in WORD format, must be placed with photos):

- **PROJECT** – brief description of the project;
- **LOCATION** – indicate the city and country of the work site where we operate;
- **INVOLVED PERSONE**L– list the professions of the specialists, involved in the project;;
- **PERIOD** – specify the duration of the project;
- **SCOPE OF WORK** – it is essential to describe briefly the work, that we perform (performed) on the project, providing specific numbers (numbers, meters, kilograms, square meters, etc.).

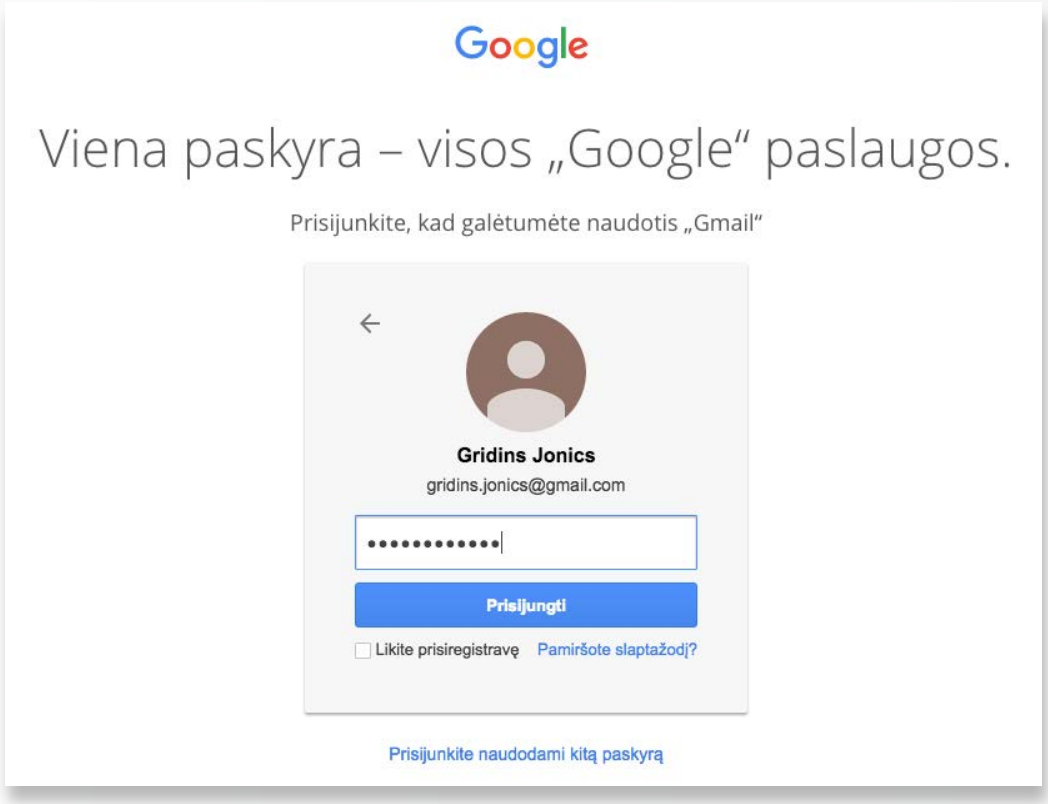
Note*

Text (description) can be provided in any language RU, EN or LT.

UPLOADING PICTURES TO GOOGLE DRIVE

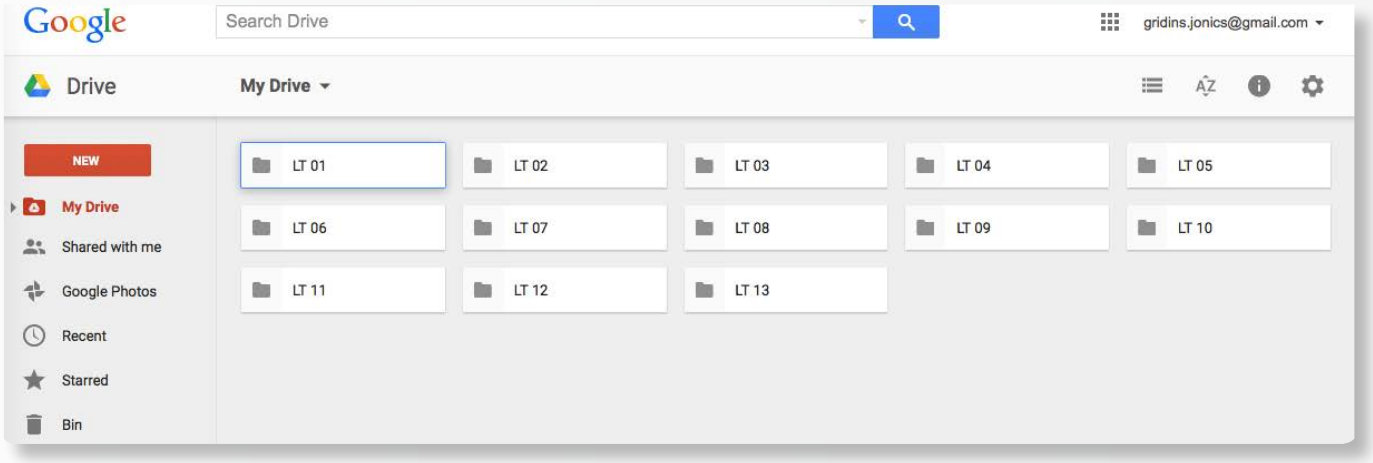
1. Type in the Internet browser address bar: drive.google.com and press ENTER.

2. When the window opens, type your login information: Login (gridins.jonics@gmail.com), Password (JonicsGG1920) and click PRISIJUNGTI.

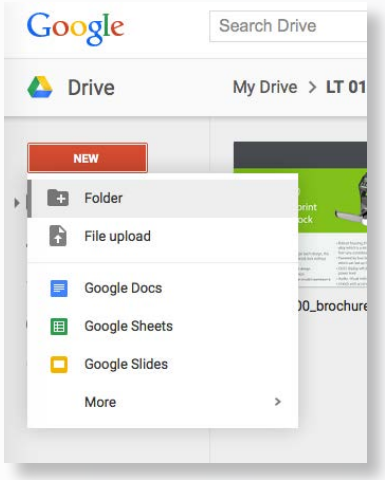


UPLOADING PICTURES TO GOOGLE DRIVE

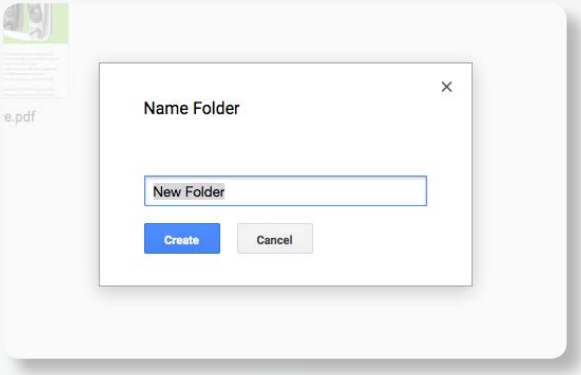
3. When the browser window opens, select (double-click) on your team folder (or EN 01 EN 02, etc.):



4. When you open the folfer of your team, click "New" and then "Folder."

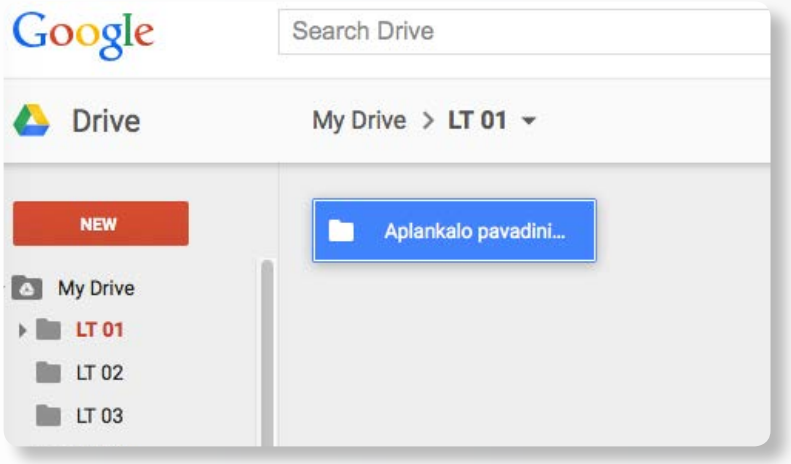


5. Make folder name related with the photo content and add the date. Click "Create":

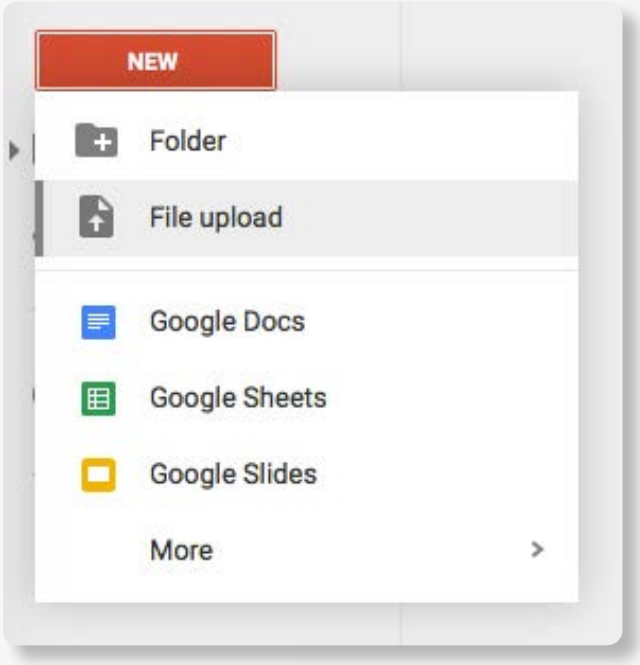


UPLOADING PICTURES TO GOOGLE DRIVE

6. The folder will be created. Then double-click on the newly created folder, to open it:

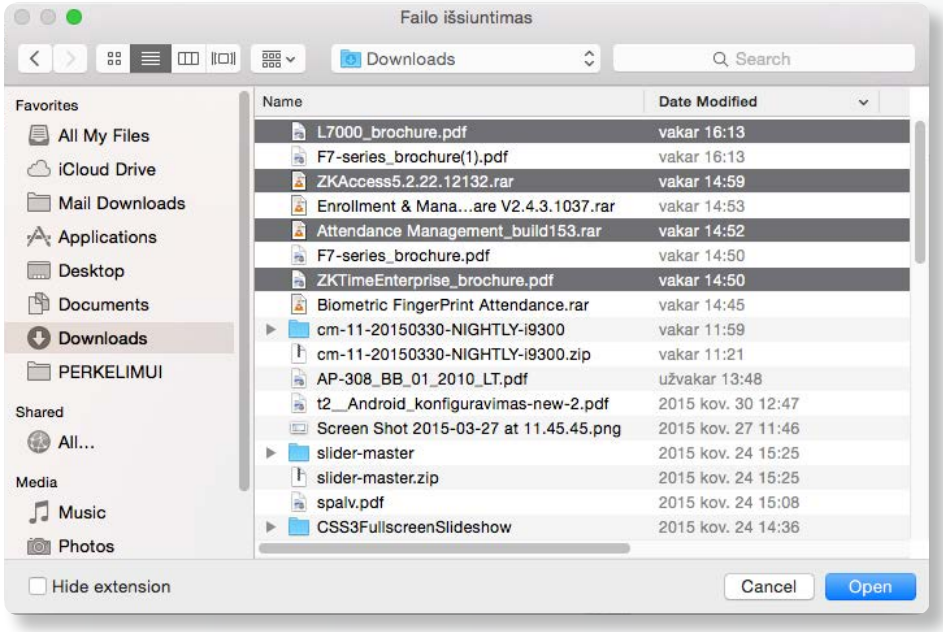


7. Then, in the upper left corner of the window click red button “NEW”.
Select “File upload” when the window opens:

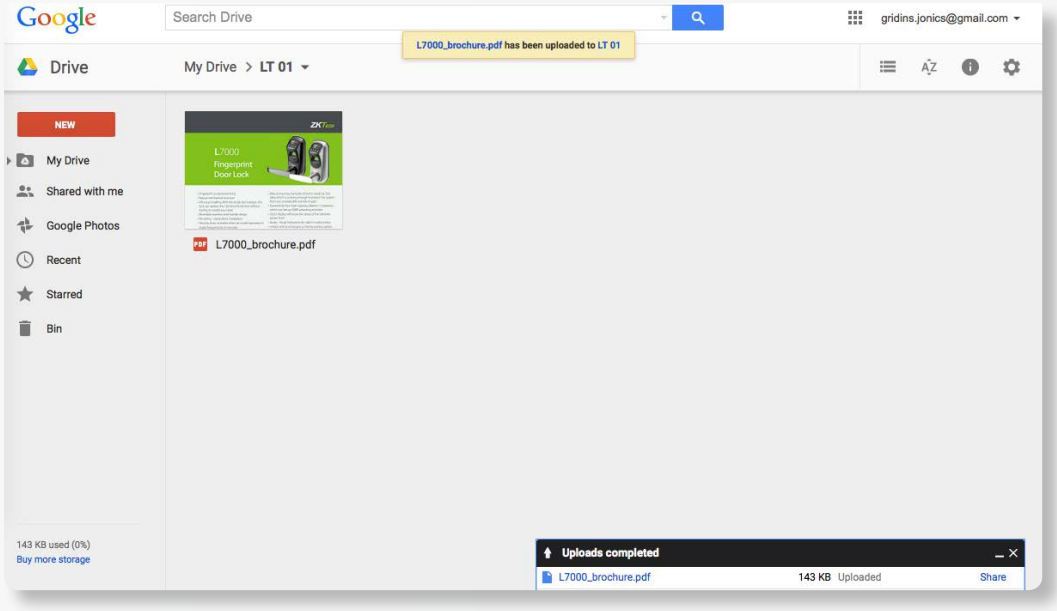


UPLOADING PICTURES TO GOOGLE DRIVE

8. When the browser window opens, make note of the photos you want to upload to “Google Drive” and click ”Open“:



9. The status of the photo uploading you see in the lower right corner of the window.
At the end of uploading you will see the record - “Uploads completed“ as it is shown in the photo below:



10. When the import of the photos is completed, click on the small triangle in the top right corner of the window of your account address. Click on the “Sign out” button to sign out of Google Drive on the appeared box.

