

How to Update Your LDS.org Directory Photo

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You can update the photo in your LDS.org directory profile either from LDS.org or from LDS Tools for iPhone. Having an up-to-date directory photo helps others in your ward and stake recognize you, and when others upload their photos, you can better recognize them. Adding photos to profiles helps convert lists of names to real people and has the potential to make your ward and stake a friendlier place.

Follow these four steps to update your directory photo:

1. Take your photo
2. Upload your photo
3. Get the uploaded photo approved
4. Make sure your profile is visible

Note: To encourage members to update their photos, you can download and print the following quick reference guide. The one-page guide is an extract from the more detailed information in this article.

LDS.org Directory

Update Your Photo

Adding a photo to your LDS.org directory profile can help other ward and stake members recognize you and connect your name with your face. Having photos with profiles can be especially helpful in leadership meetings and other times when ward and stake members make plans to help others.

- 1 Take your photo**
You can upload both a household photo and an individual photo for each member in your household. Household photos will be resized to a maximum of 500px wide by 375px tall. Individual photos will be resized to square proportions.
- 2 Upload your photo**
You can upload your photo through LDS.org or LDS Tools for iPhone. To upload through LDS.org, go to [Tools > Directory](#), Click My Household. Then click Edit, and then Click Add a photo (or Change). To upload through LDS Tools, view your profile, click your photo, and then click the Camera icon.
- 3 Get the uploaded photo approved**
Your photo must be approved by a directory administrator before others can see it. Click Ward Leaders to see contact info for your website administrator, clerk, or executive secretary and ask one of them to approve your photo.
- 4 Make sure your profile is visible**
Edit your profile and see the visibility settings next to your photos. Your Household Visibility Limit must also be set to Ward or Stake for other members to see the photo.

For more details, see <http://lds.org/go/222>.

Step 1. Take your photo

You can upload an overall household photo as well as an individual photo for each household member.

Photo sizes

Any photo you upload will be re-sized to a maximum of 500px wide by 375px tall (it only expands to this size when clicked). The individual photos appear in various sizes depending on where you view them in the directory (200x150px, 120x90px, or 40x40px), but in general, it's better to have the photo be too large than too small. Let the directory's image resizer downsize the photo to the best dimensions. (The photos are never enlarged by the image resizer, only reduced.)

If you're uploading via iPhone, you can use the built-in camera on your iPhone to take the photo. If you have a digital

photo on your computer that you want to upload, you can use that too.

Photo requirements

Make sure all photos meet the following requirements:

- You have the right to display the photo. Verify no copyright infringement, especially regarding professional studio photographs.
- The photo does not display trademarks or the intellectual property of others. The photo should not appear to promote products or services nor should it display registered marks.
- All individuals in the photo have given their consent to its posting. If an individual is a minor, the minor's parent or legal guardian must grant consent.
- The photo complies with Church standards. The photo does not express opinions, make political statements and is in compliance with Church standards including modesty and honesty.
- The photo accurately depicts you and/or your family. The photo should not be modified to alter individual appearance, should not impersonate others, be a caricature, and so forth.

Step 2. Upload your photo

You can upload your photo through LDSTools on your iPhone, or through LDS.org.

Upload from LDSTools for iPhone

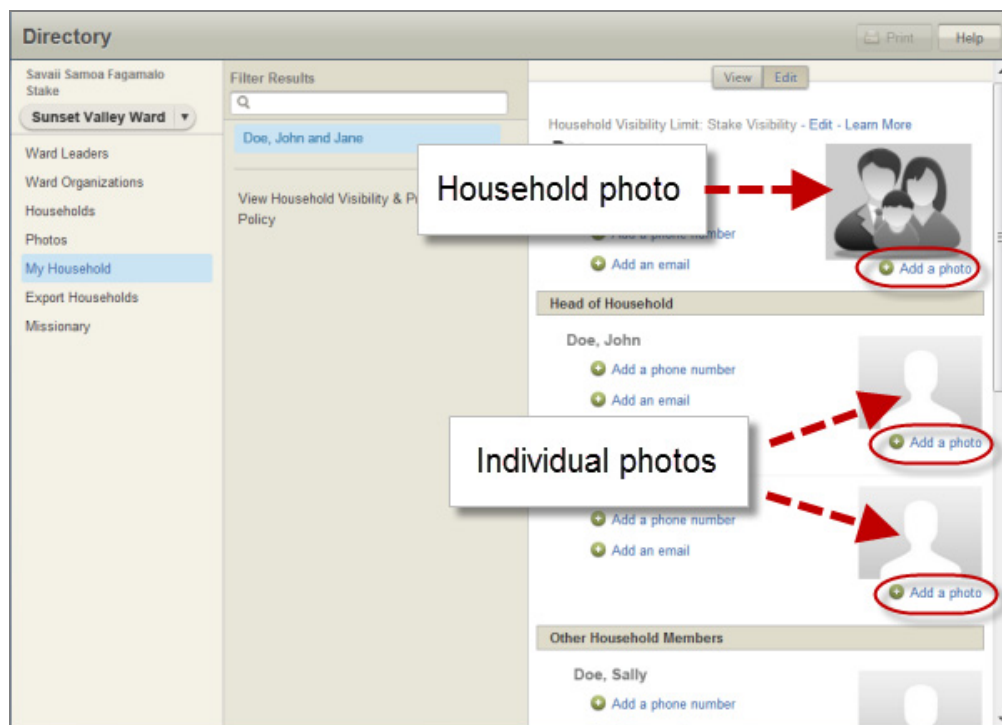
1. On your iPhone, start LDS Tools and tap the **Directory** button.
2. Browse to your household.
3. Tap your photo.
4. Tap the camera button in the upper-left of your photo.
5. Select one of the following options: **Use Camera, Photo Library, Saved Photos**.
6. If you took a picture with your camera, tap **Use**.
7. When prompted to upload the image to the online directory, tap **Yes**. The image uploads to the LDS.org directory.



In Settings, you can select that photos be automatically uploaded to the online directory. To set automatic uploading, tap the **Settings** button in the upper-right corner. Scroll down to Changing Photos Online and move the slider to **Yes**.

Upload through LDS.org

1. On LDS.org, go to **Tools > Directory**.
2. In the left sidebar, click **My Household**.
3. Click **Edit**.
4. In the place you would like to add a photo, click **Add a photo**. If you already added a photo and want to change it, click **Change**.



5. Read and agree to the Upload Guideline by clicking **Continue**.
6. Click **Select Photo**.
7. Using the browsing window, select the photo you want to upload, and click **Open**.
8. Click **Upload Now**. The file will upload. When the upload is complete, a green circle appears to the right of the file name.
9. Click **Done**. Only you will be able to see your photo until an administrator approves it.
10. Click on the photo to view it.

Step 3. Get the uploaded photo approved

After you upload your picture to the directory, an administrator needs to approve your photo before it will be displayed to the members in your unit. This ensures appropriateness of the photos that are uploaded.

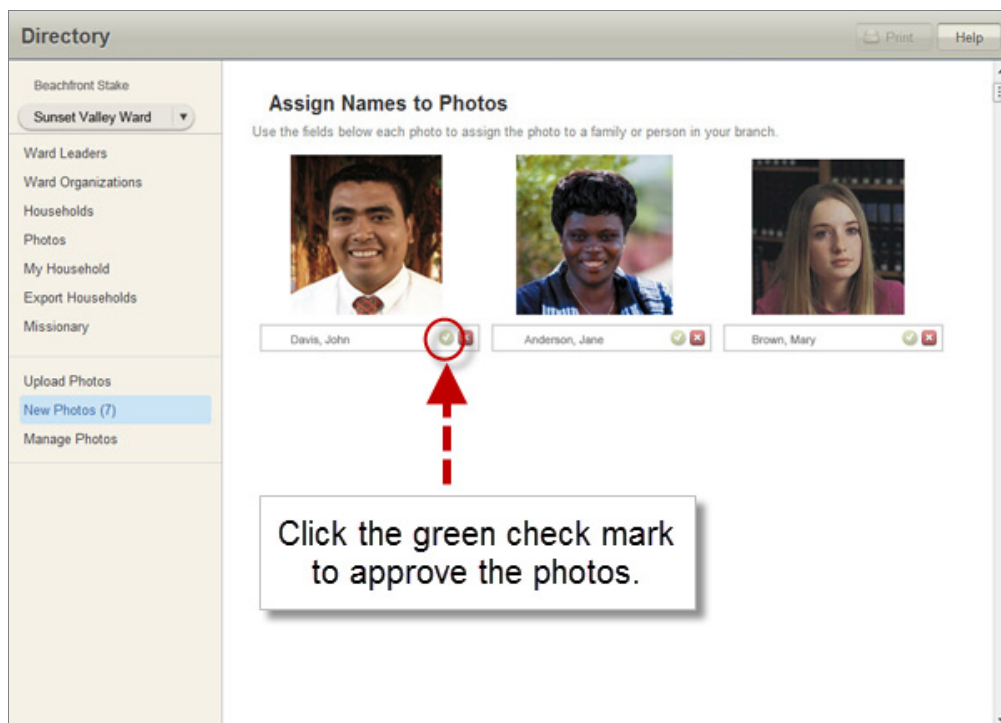
Note that currently there's no way to tell if your photo has been approved by an administrator (other than by logging in as someone outside your household). If other people are unable to view your photo, it is likely that it hasn't been approved. (An upcoming release of the Directory will add a watermark on photos not yet approved, so that you can know whether they have been approved or not.)

Directory administrators for the ward include the bishopric, executive secretary, all clerks, and website administrator.

If you are an administrator, you can approve a new photo by doing the following:

1. On LDS.org, go to **Tools > Directory**.

2. In the left sidebar, click **New Photos**. This section shows all photos that have been uploaded but not yet approved.
3. Verify that the photos match the member names.
4. Click the green check mark next to the photo.



The photo is approved and disappears from the list of New Photos.

Step 4: Make sure your profile is visible

You can set privacy levels for a variety of elements of your Directory profile. These privacy settings determine who can see your household information.

The default profile visibility differs by country. In the U.S. and Canada, for example, profiles are visible to other ward and stake members by default, and you can make your profile private if you desire.

However, other countries have stricter data privacy laws, such as countries in the European Union. In these countries, directory profiles are private by default, and you can make your profile visible to the ward or stake if you desire.

Set privacy levels for individual photos

To ensure others in your ward or stake can see your photo, do the following:

1. In the directory, click **My Household** in the left column.
2. Click the **Edit** tab at the top of your household profile.
3. Click the **Edit** link next to your uploaded photos.

Household Visibility Limit: Stake Visibility - Edit - Learn More

Doe

1123 Main Street
Nowhere, HI, 56789
Stake Visibility - Edit

Show on Map
Stake Visibility - Edit

(212) 555-1212
Stake Visibility - Edit

[johndoe@email.com](mailto: johndoe@email.com)
Stake Visibility - Edit

Stake Visibility - Edit
Change | Remove

Head of Household

Doe, John Arthur

(212) 555-1212
Stake Visibility - Edit

[johndoe@email.com](mailto: johndoe@email.com)
Stake Visibility - Edit

Stake Visibility - Edit
Change | Remove

4. Select one of the following options:
 - **Ward:** Administrators and ward members can see the information.
 - **Stake:** Administrators, ward members, and stake members can see the information.
5. Click **Save**.

Set the Household Visibility Limit

In addition to privacy controls for each element in your profile, there's also a Household Visibility Limit setting. This setting limits the maximum individual settings. No household members can have more visible permissions than the Household Visibility Limit.

For example, if you set your individual photo visibility settings to Ward or Stake, but your Household Visibility Limit is set to private, your photos will be private because the Household Visibility Limit defines the maximum visibility for any household information.

To change your Household Visibility Limit:

1. In the directory, click **My Household** in the left column.
2. Click the **Edit** tab at the top of your household profile.
3. Next to Household Visibility Limit, click **Edit**.

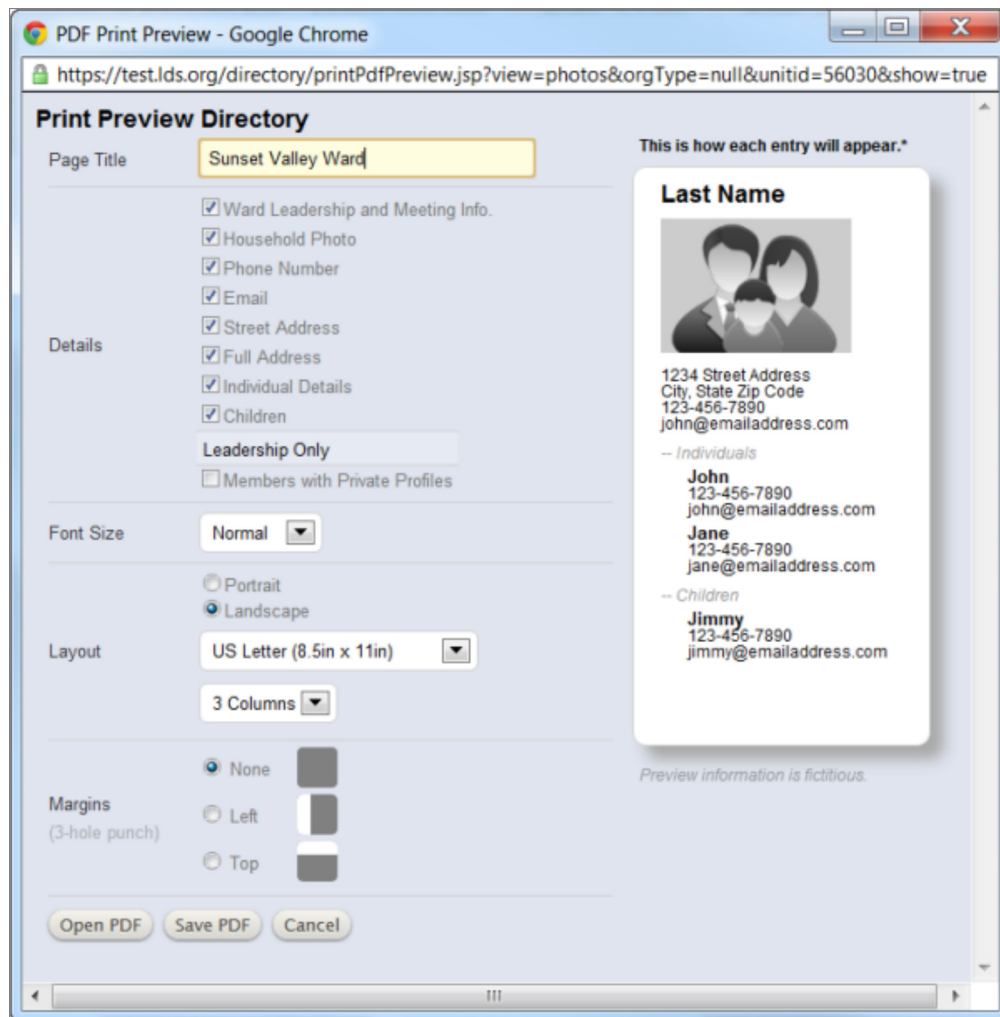
The screenshot shows a web interface for editing a household profile. At the top right are 'Print' and 'Help' buttons. Below them are 'View' and 'Edit' buttons. A red oval highlights the text 'Household Visibility Limit: Stake Visibility - Edit - Learn More'. The profile is for a household named 'Doe'. It includes a family photo and contact information: '1123 Main Street, Nowhere, HI, 56789', '(212) 555-1212', and 'johndoe@email.com'. Below the household information is a section titled 'Head of Household' for 'Doe, John Arthur', with the same contact information and a portrait photo. Each photo has 'Stake Visibility - Edit Change | Remove' options.

4. Select **Ward** or **Stake**.
5. Click **Save**.

Print a photo directory

Once you have all the photos uploaded, you can print a photo directory.

1. In the Directory, click **Photos**.
2. Click **Print**.
3. Select the printing options.



4. Click **Open PDF** or **Save PDF**. (If you click Open PDF, you can then save the PDF that opens.)
5. If the PDF is formatted as you want it, click **Print**.

If you have questions or problems in managing your directory profiles, see the [LDS Tech Forum](#).

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