

## Create your QRZ Bio Page in 17 Easy Steps

### 1. Create a QRZ Account (its free) i.e. Your Call plus a password!

“The first thing you need to do is establish a user account. That's the easy part. All we need is your for you to choose a user name, a password and your current email address. The system will then send you an email with your login instructions. The registration center is fully automated and operates 24 hours per day, 7 days per week. Account registration emails are always sent immediately.

To get started, go to our: [User Account Center](#) and follow the instructions on the screen.

### 2. Write your Bio using Word or other word processor. Save it such as “W9KXQ Bio 04-02-15, and in a folder you can locate. (W9KXQ-QRZ Bio)<<<<file name

The reason for using a word processor first is to allow you to review, edit, spell check your work and print it out for final review.

### 3. Open up Notepad, copy your Word Document and paste it into Notepad, save your new Notepad Document with the same name as the Word document in the same folder (W9KXQ-QRZ Bio)

Once you have your bio in the Notepad format, you are ready to copy and paste your bio into your QRZ page.

### 4. Log into your QRZ Account you set up in Step one

### 5. Choose “Edit (your call) page under your call



## 6. You will see the Callsign Update Manager (image below)

### Callsign Update Manager

Please choose an action for: **W9KXQ**



Update the basic **callsign data** (name, address, email, etc.)



Add or edit your **biography** text, fonts, etc.



Add or edit your **pictures** and QSL images



Map, Grid Square, and **coordinate** settings



**Expert** options including **CSS styles**



**Manage** your **Web Contact Logs**



**Update** your license with the **W5YI-VEC** \$8 service fee



Add a special callsign such as W9KXQ/**MM**, W9KXQ/**P34**, etc.



**Help!** How do I...?



Frequently asked questions - **FAQ**



**Done.** Return to the **W9KXQ** listing...



**9. Make sure your Notepad Bio is open and copy the information from there.**

**10. Now click your cursor in the white area and right click and choose “Paste”**

Your bio should now appear as you see in my example under point 8 less the photo.

Click the  button.

**11. To add photos click on “Add or Edit your pictures and QSL images”**



Add or edit your **pictures** and QSL images

12. You will then see this image:

Image collection for W9KXQ



12 images for W9KXQ

**Add an image:** Upload additional images to your page here.

No file selected.

**Primary Image** This is the image that will be shown at the top of your callsign page.



[Return to the main callsign editing menu](#)

**This is where you will “Upload your photos/ images.**

There are help note at the bottom of the page. Once you have your images visible in the Image collection you are ready to add them to your bio page as well as setting your Primary image.

**Image Sizes:** If your uploaded image is greater than 800 pixels in either width or height, the system may automatically resize it so that it fits inside an 800x800 box. Similarly, if the uploaded image is uses more than 200 kilobytes of storage, we may resample it to produce a smaller file.

13. Click the  button when you have finished uploading your photos and images.

**14. Setting your primary image is as simple as clicking on the image**

**“Primary:** The image outlined in red above is your primary image, the one which is displayed at the top of your callsign page. Click any image and choose **Set as Primary** to change.”

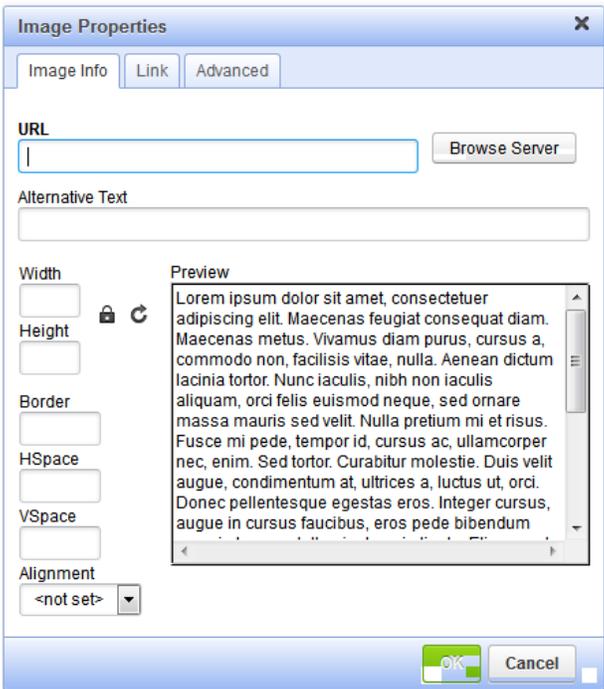
**15. By hitting the  button you will be taken to the Callsign Update Manager (point 6 above)— Click on “Add or edit your biography text, fonts, etc”**



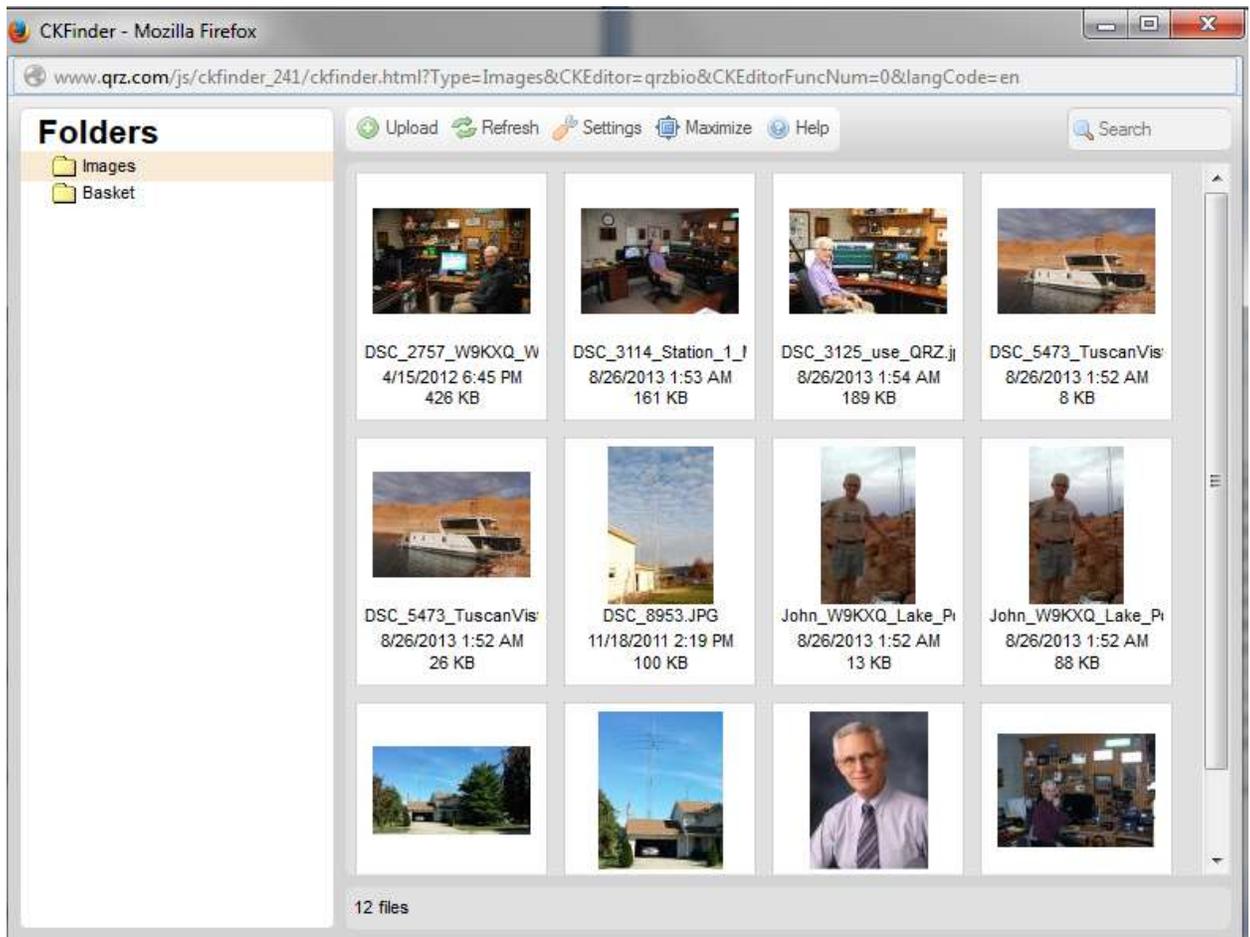
**16. Click in the white area where your bio is located, choosing the location in the bio where you want your photo and click on the insert image button (far left)**



**You will then see the “Image Property” box**



**Click on the Browse Server Box and you will see your Image Folders.**



**Choose an image, click on it and it will be inserted.**

17. Click on the  button and you are done. You can log out at this point.

**QRZ provides many help topics under**

The QRZ Help FAQ—found here: <http://www.qrz.com/page/faq.html>

This information compiled by John King W9KXQ from QRZ. Com WebPages.