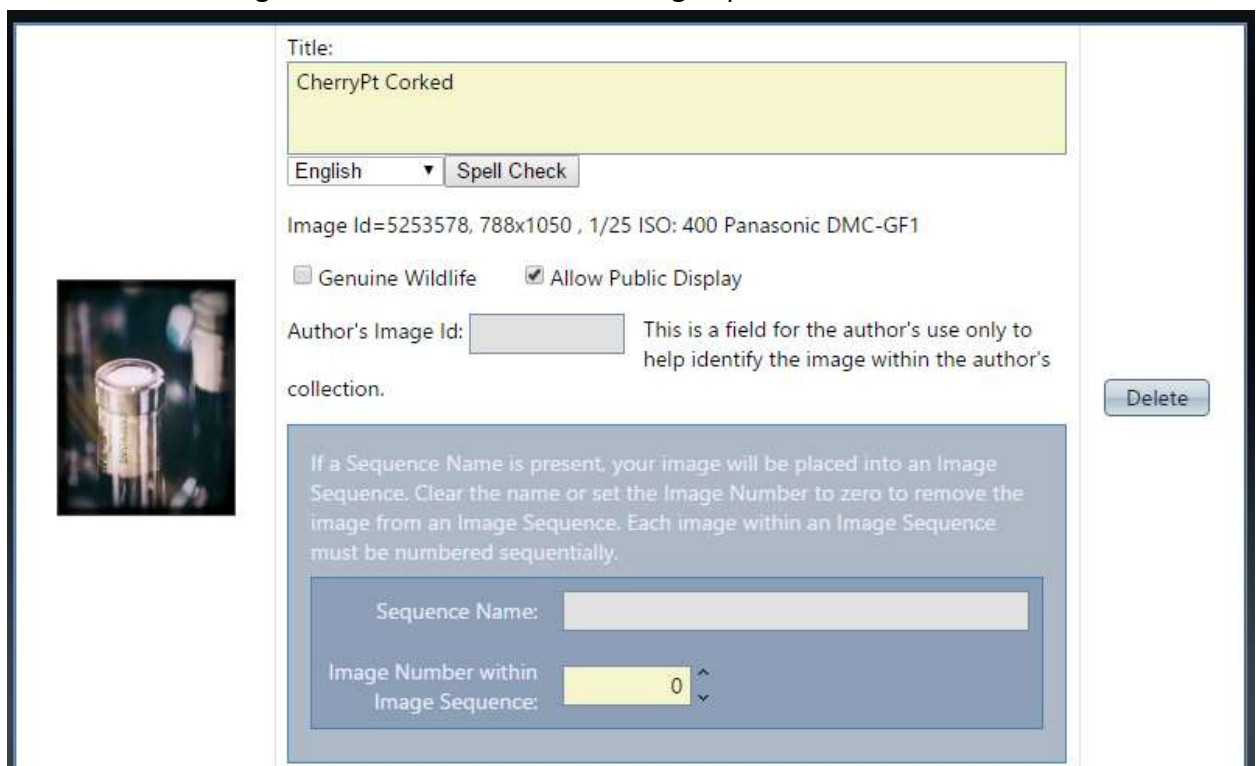


Quick Tip #2 v2.0.1 (Sep 2015)

Upload Images Directly to a Gallery:

Note: images will be automatically added to your Image Library

- Click on *"My Account"* on the main toolbar
- Click on *"My Galleries"*
- A list of the Gallery Categories is presented. Click on the small arrow to the left of the category in which the gallery resides, such as *"Tuesday Group"*. Only galleries to which you can add images to will be available to you. Generally, there will be only club shared galleries to which all members can add. No personal galleries are permitted.
- After clicking on the small arrow, the list of galleries in that category will be presented
- Click on *"Edit Images in Gallery"* for the gallery you are adding images to
- All the images are presented in their sorted order
- Scroll to the bottom of the page and select *"Upload Images into this Gallery"*
- Read the upload instructions
- Click on *"Select"* – this will open the file explorer on your computer
- Click on one or more images you want to upload to the gallery
- The file(s) will then be listed and a green dot will appear when uploaded. You can click on the red *"X"* to remove the file from the upload list
- When all your images are ready for uploading (green dot)
- Click on *"Save Images"* at the bottom of the page – this will upload the image(s) to the gallery and your Image Library
- You will see an image information box for each image uploaded:



Title:
CherryPt Corked

English

Image Id=5253578, 788x1050 , 1/25 ISO: 400 Panasonic DMC-GF1

Genuine Wildlife Allow Public Display

Author's Image Id: This is a field for the author's use only to help identify the image within the author's collection.

If a Sequence Name is present, your image will be placed into an Image Sequence. Clear the name or set the Image Number to zero to remove the image from an Image Sequence. Each image within an Image Sequence must be numbered sequentially.

Sequence Name:

Image Number within Image Sequence:

Quick Tip #2 v2.0.1 (Sep 2015)

- *Title* – Edit the title otherwise the default is the file name. If the image may be entered into a competition at some point be aware of the club's Title length restrictions for competitions
 - *Genuine Wildlife* – check this box if the image meets the club/CAPA/PSA official wildlife definition.
 - *Allow Public Display* – on by default. If unchecked the image will only be seen by logged in members, even if the image is in a gallery or competition marked for viewing by the Public – a placeholder icon will be inserted.
 - *Author's Image ID* – only if you have a personal image catalogue system – not required by the system
 - Ignore the Image Sequence box, not used by the club.
 - *"Delete"* – use this to delete the image from the gallery and Image Library
- Click *"Done"* to return to the Gallery list

Note:

1. The VP system will not allow duplicate files (same filename) to be uploaded
2. The VP system will not allow images to have the same Title.