

Step-by-Step Instructions for Uploading Images to the Victoria Camera Club's Members' Galleries

Prepare Your Image Files

1. Resize your images to a maximum of 1024 pixels wide (for landscape views) and 768 pixels high (for portrait views). A somewhat smaller size (900x600 pixels) is preferred by some.
2. Save as high quality jpegs in sRGB colour space, preferably in a readily accessible directory from which the files will be uploaded to the on-line gallery.
3. Your image must be in jpeg format and have the ".jpg" extension. Use a simple file name consisting only of letters, numbers, dashes and underbars (without other punctuation).

Open Members' Galleries and Login

1. Click on the link to the galleries found on our **Galleries > Members** page.
2. Click on **login** on the upper-right.
3. Enter **username**: vcc
4. Enter **password**: Obtain by e-mail from webmaster@victoriacameraclub.org
5. After successful **login** click on **all galleries** at the top of the page to return to our Members' Galleries page.

Open the Target Gallery

1. If you are adding to the current **Pictures of the Week** gallery click to open it. Do the same if your target is a particular **Field Trip** gallery or your own **Member's Gallery**. (the webmaster can help you to establish one).
2. You are now ready to upload your images to the gallery.

Upload Your Image(s)

1. On the top of the page click on **edit this gallery**.
2. Scroll down the page to the section **Upload Photos to this Gallery**.
3. Click on **Browse** to the right of the box. Navigate to the folder on YOUR computer where the image is stored and select your image. Either double click the filename or use Open to place the image name in the box.
4. Click the **Upload Image** button.
5. Repeat for additional images as desired.

Rename Your Images

1. While still on the **edit this gallery** page, scroll down to the list of thumbnails and image details. The newly added images will be at the bottom of the list.
2. In the **Title** field enter the name just as you would like to see it. In particular, be sure to remove the .jpg suffix.
3. At the very bottom of the list, click on **Update Gallery Images** and that job is done.
4. Return to the top of the page and click on **Display this Gallery**. The gallery, complete with new thumbnails for your images will be on display.

Edit Image Details

1. Click on a thumbnail to display one of your newly uploaded images.

2. At the top of the image page click **edit image**.
3. In the boxes below add a caption if desired, your name, the location, and any of the other details you wish.
4. When complete, click on the **Update Image** button at the bottom of the list.
5. At the top of the page click on **View Image** to see your handiwork.

Job done!

It sounds complicated if you just read through. When you actually do it, it all becomes very straightforward and second nature after one or two times through the process. I'd suggest that you print out this step-by-step list and have it beside you as you go through for the first time.

If you encounter any problems you can just exit through **logout** and contact me at webmaster@victoriacameraclub.org.

Garry Schaefer
Webmaster
Victoria Camera Club