Uploading Images and Creating Galleries on the New PCV Website

You store all your images for the website in a personal **image library**. You own these images—not the club or other members. If you add an image from your library to a **gallery** – yours or the club's – the actual image JPEG file stays in your library. Only a link to the image is actually added to the gallery. Images in a gallery can be displayed sequentially in an attractive slide show on the website. You can choose[1] whether to make your gallery viewable by signed-on club members only or by the public, i.e., anybody who visits the website.

As a full member of the club you are automatically given image library "space" when you are set up with a PCV website account. You are also allowed to create personal galleries. Of course, you must be logged on to the site to use your image library and create a gallery.

Please note that website administrators can add image files to individual members' image libraries for the purpose of creating a club gallery. Please do not remove or rename these. Non-administrator members cannot access or change other members' library contents. In the future, some club galleries may be created that all individual members can submit to if they wish.

1   Preparing Your JPEG Image Files for Uploading

You probably won't want to upload the huge files of full-sized high-resolution images directly from your camera or image editing software into your library. Instead, **create low-resolution small-file-size versions of your chosen images** specifically for the purpose of showing them on the website. See the separate handout on resizing images.

Images whose **longest dimension** is about **1024 pixels** will probably look just fine on a computer, tablet or smartphone screen. Anybody who tries to download your image from the website will only get a low-resolution image that won't be of much use to them. (In addition, you can turn on watermarking in your own gallery to further protect your image from unauthorized use.)

You may want to give your images titles to be shown when people view your gallery slide show. Visual Pursuits – the company that created the platform for our web site – has suggestions about naming image files. Many of their suggestions for the format of file names are not particularly relevant because they relate to entry of images into competitions—a big deal for some photo clubs. **Our suggestion is to use your image's title as the file name when you create a low-res image**. You have the option of changing your titles after uploading.

2   Uploading Files to Your Image Library

Showing your images on the website in your own personal gallery involves several steps. First, you will upload some images into your library. Then you will create your gallery and specify which images in the library are to be added to that gallery.

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[1] Making any gallery Public requires approval by the website administrators.

To upload image files from your computer hard drive to your image library, do the following:

1. On the **My Account** menu choose **My Image Library**.
2. Near the bottom of the **Image Library** screen that appears (Figure 1 below) find the **Upload Images button** and click it.
3. On the **Upload Images** screen (Figure 2), find the **Select button** and click it. This brings you to a screen that shows the folders on your computer.
4. Choose the files you want from a folder and click on the **Open button**. You will see a progress bar as each file uploads. When a file is done there will be an X beside it allowing you to delete it if you change your mind.
5. To add more images, click the Select button and choose additional files from your computer.
6. When you are finished, click the button labelled **Save Images and Proceed to Edit Page**.
7. On the **Edit New Images** screen (Figure 3) you can change the title of an image if you want and restrict if from being viewed by the public (even if your gallery if for public viewing overall). Click on **Save Any Changes and Return to the Original Page**.
8. On the **Image Library** screen you can review all your images and delete any you'd like to remove. Click on either the **Search for Images,** the **Display Recent Uploads** or the **Display All Images** button to see the images for reviewing.

3   Creating Your Own Gallery and Adding Library Images to It

To create a gallery and add library images to it, do the following:

1. On the **My Account** menu choose **My Galleries**. This will take you to the **Manage Galleries** screen (Figure 4).
2. Down at the bottom find **Member Galleries** and click on **Add New Gallery**. This will take you to the **Edit Gallery Options** screen (Figure 5).
3. There are a variety of ways you can customize the display of your gallery, some of which are described below. When you have set the options you want by checking the boxes, click the **Update Gallery Options** button.
4. Go back to the **My Account** menu and again choose **My Galleries**. Check **Show Only My Galleries**. And click on the little triangle to the left of **Member Galleries** to show a section like the one in Figure 6 for your own gallery.
5. Click on the **Edit and Upload Images** button. This will take you to the **Images in This Gallery** screen (Figure 7). At the top of this screen you will see several buttons.
6. Click on the **Add Images from My Image Library** button. This takes you to the **Add Images to Your Gallery** screen (Figure 8).
7. Click on the **Display Recent Uploads** button or one of the other two buttons.
8. Select each image you actually want to include in the gallery by filling its adjacent **Selected** box. When you are done, click on the **Finished Marking Desired Images** button at the bottom of the screen. This will take you back to the **Images in this Gallery** screen where you will see all the images currently included in the gallery.
9. You can change the order of your images in the slide show if you like by dragging the title of an image to a new place. Click on **Save updates to image order**.
10. Finally, click on **Return to Gallery List**.

4   Options for Your Gallery

On the **Edit Gallery Options** screen (Figure 5) you can give your gallery a **title**, e.g., Bob's Images and a **description**. You have a choice about who you will allow to view your gallery – just club members or anybody who visits the website. If you request Public Access under **Gallery Visibility**, a Website Administrator will be notified to approve your request.

Experiment with the various slide show display possibilities under **Options** by (un)checking different features. Remember to click **Update Gallery Options** after a change to see the effect.

5   Refreshing Your Gallery Periodically

Once you get used to the procedures for uploading images and adding them to your gallery, you will be able to referesh your gallery quite quickly and easily: adding new images, possibly removing older images and reorganizing the images.

Images that are stored in your library but not included in any gallery – yours or a club gallery – will be automatically deleted by the software after 30 days.

To refresh your gallery do the following:

1. Upload some new images. See Section 2 above.
2. Go to the **My Account** menu and choose **My Galleries**. Check **Show Only My Galleries**. And click on the little triangle to the left of **Member Galleries** to show a section like the one in Figure 6 for your own gallery.
3. If you have not already done so, click on **Allow Updates**. Note that this button's name then changes to **Prevent Updates**.
4. Click on the **Edit and Upload Images** button. This will take you to the **Images in This Gallery** screen (Figure 7). At the top of this screen you will see several buttons.
5. Click on the **Add Images from My Image Library** button. This takes you to the **Add Images to Your Gallery** screen (Figure 8).
6. Click on the **Display Recent Uploads** button or one of the other two buttons.
7. Select each image you actually want to include in the gallery by filling its adjacent **Selected** box. Uncheck the boxes for any images you no longer wish to display. When you are done, click on the **Finished Marking Desired Images** button at the bottom of the screen. This will take you back to the **Images in this Gallery** screen where you will see all the images currently included in the gallery.
8. You can change the order of your images in the slide show if you like by dragging the title of an image to a new place. Click on **Save updates to image order**.
9. Finally, click on **Return to Gallery List**.

Home   **Club**   **Galleries**   **My Account**   **Administration**   **Help**

Image Library

Explain the Image Library   Video: How to Create an Image Sequence

Image Search (Click here to show or hide options) ▲

	Use this panel to find images within your image library. Images must satisfy all of your criteria to be selected. Reset to Defaults
Image Title	Leave this blank if you do not want to filter using a Title. All Titles ▼
Image Id's	You may enter a comma separated list of specific numeric Image Id's to select. If you specify any value, only images matching these Image Id's will be displayed.
Author's Image Id	The Author's Image Id is a value that you assign to your own images to help you identify them in your personal collection. Leave this blank if you do not want to filter using an Author's Image Id. All Owner Image Ids ▼
Include Only	☐ Include only Wildlife Images
Include	▣ Include images entered into any competition ▣ Include images never entered into any competition
Competition Type	[Do not filter on Competition Type] ▼
Competition Awards	0 ▲▼ Minimum Score awarded to image 0 ▲▼ Maximum Score awarded to image (0=No Maximum Score) Minimum Award Numeric for an image in any competition. [Do not filter on Award Numeric] ▼
Catalog Age	The "Catalog Age" is how many days from the current date you uploaded or cataloged an image. Specify the oldest age of an image to include. ☐ Use "Catalog Age" value 30 ▲▼

Search for Images   Display Recent Uploads   Display All Images

Catalog a Print   Upload Images   Add an Image Sequence

Figure 1 – *Image Library* Screen

Upload Images

When you upload an image it is always placed into your Image Library. Competitions and Galleries can then use any number of links to your image. Multiple organizations can link to the same images in your library.

Start your upload with this page. Your file name or an embedded title will be suggested as the image title. Special file name formats allow you to specify additional information beyond just your title.

Information on Optional File Name Formats

Once your images have been uploaded, a new page will be displayed where you can change your titles and add additional information about your images.

Note that images in your Image Library that are not used in any competition or gallery will be automatically deleted three months after their upload date.

Use the "Select" button below to select one or more files to upload. On most browsers you can also drag and drop files onto the Select button. Use the "Select" button to add additional files. The upload process will start with each file as soon as you use the Select button. When all the files have been uploaded, as indicated by the green dot by each file name, click the "Save Images" button below.

The system maximum image size is 3840x2160 pixels. If your image exceeds the system maximum size allowed, your upload time will be unnecessarily long and your image will be resized after the upload completes. If your image size exceeds the maximum file size allowed for the website (10.0MB), you will see an error message and the file will not be uploaded.

Competitions specify a maximum image size in pixels. Your uploaded image will be resized internally when viewed for judging to fit within the limits set for your competition. You should upload a size large enough for any organization or competition that may use your image and allow the system to downsize your image as necessary to comply with competition limits. Click here for information on how to resize an image.

Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright.

Select

Return to Library without Saving   Save Images and Proceed to Edit Page

Figure 2 – *Upload Images* Screen

Edit New Images

The images below have been saved into your image library. To replace an image, edit it in your Image Library or from the Submit to Competition page after completing this page. Use the "Delete" checkbox to delete an image from your library.

Review these images and make any needed changes to the titles or other information. Click "Done" when you have finished all of your updates on this page so that your changes can be saved and, possibly, added to a competition or gallery. You will then return to the page where you started your upload.

Note that each image from an author must have a unique title. An Image Id may have been added to your original title to make it unique.

Title:
C Going Nowhere

English ▾   Spell Check

Image Id=8611165, 900x900 , 1/200 f14, ISO: 400, Created: 2015-06-03 Canon EOS 6D, 97mm

☐ 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.

☐ Delete

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.

The titles for images in a sequence will be altered automatically when viewed to include the sequence number, but NOT the name of the sequence. You can control where the sequence number is inserted into a title by coding "[]" or "[2 of 3]" into you title. The actual numbers will be inserted in that location instead of at the end of the title.

Sequence Name:	
Image Number within Image Sequence:	0

When you click the button below your changes will be saved. You will then return to the page where you started your upload.

Save any changes and return to the original page

Figure 3 – *Edit New Images* Screen

6

Manage Galleries

Use the "spin down" indicator in the left column to expand the tree items to view sub-categories and galleries. Only Content Managers and Administrators can create, update, or delete categories for galleries.

To create and use Galleries with images from multiple members, please read the Help topic on this subject.

Galleries can be embedded into custom pages, events, the Membership Information page, and the Home page. Paste the embed gallery text displayed for your gallery into the location where you want the gallery to appear. Gallery positioning is based on options set for the Gallery.

[Video on How to Create and Manage Galleries]

◉ Show only my Galleries ◯ Show all organization Galleries

		TITLE	
▼		**Gallery Categories** Sequence: 0 This includes galleries that did not specify a category.	Add New Gallery Add Sub-Category
▶	Edit	**Challenge Photos** Sequence: 100 Each month, club members take on a challenge involving a particular theme or technique. Members critique the images at meetings. The images in these galleries are submissions related to recent challenges.	Add New Gallery Add Sub-Category Delete this Category
▶	Edit	**Club Galleries** Sequence: 100 Contains photos selected by judges for the club's most recent Member Exhibitions.	Add New Gallery Add Sub-Category Delete this Category
▶	Edit	**Member Galleries** Sequence: 100 Individual members' galleries contain photos that the members would like to display to visitors to this site.	Add New Gallery Add Sub-Category Delete this Category

|◀ ◀ 1 ▶ ▶| Page size: 20 ▼

Figure 4 – *Manage Galleries* Screen

Figure 5 – *Edit Gallery Options* Screen
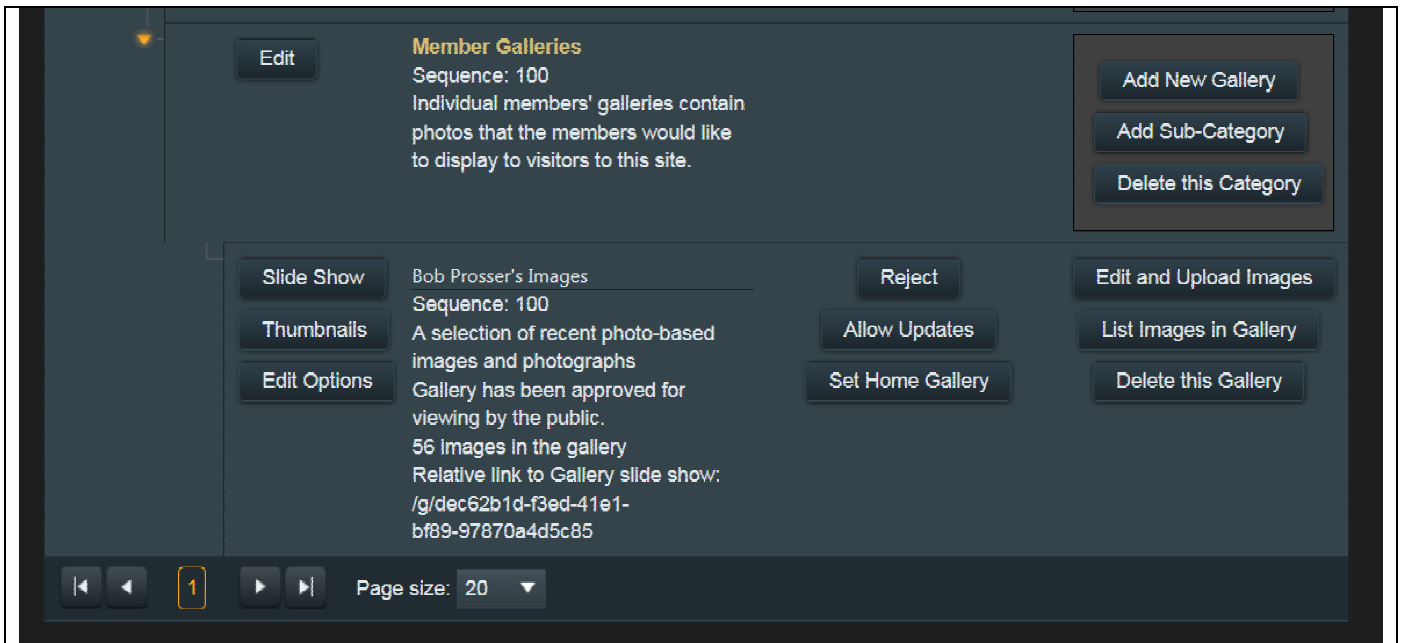
Figure 6 – Bottom of the *Manage Galleries* Screen

Images in this Gallery

Bob Prosser's Images

Drag and drop your existing images into your desired sequence by grabbing the title bar above an image. You cannot drag and drop new images onto this page and must be the buttons instead.

The images are laid out in sequence in rows from left to right. Use the "X" in the title bar to remove images from the Gallery. You must click the "Save updates to image order" button below to save your changes.

| Return to Gallery List | Upload Images into this Gallery | Add Images from my Image Library | Add Images from Competitions |

| Cancel changes to image order | Save updates to image order |

Figure 7 – Top of the *Images in this Gallery* Screen

Add Images to your Gallery

Bob Prosser's Images

Image Search (Click here to show or hide options) ▲

Use this panel to find images within your image library. Images must satisfy all of your criteria to be selected.

[Reset to Defaults]

User supplying images:

Bob Prosser [Select Member] [All Members]

Only images used by this member within this organization will be listed. Images in their personal library that are not in any Competition or Gallery will not be listed. You will always be able to see all of your own images.

Image Title	Leave this blank if you do not want to filter using a Title. [All Titles ▼] [ ]
Image Id's	You may enter a comma separated list of specific numeric Image Id's to select. If you specify any value, only images matching these Image Id's will be displayed. [ ]
Author's Image Id	The Author's Image Id is a value that you assign to your own images to help you identify them in your personal collection. Leave this blank if you do not want to filter using an Author's Image Id. [All Owner Image Ids ▼] [ ]
Include Only	☐ Include only Wildlife Images
Include	■ Include images entered into any competition ■ Include images never entered into any competition
Competition Type	[[Do not filter on Competition Type] ▼]
Competition Awards	[0 ▲▼] Minimum Score awarded to image [0 ▲▼] Maximum Score awarded to image (0=No Maximum Score) Minimum Award Numeric for an image in any competition. [[Do not filter on Award Numeric] ▼]
Catalog Age	The "Catalog Age" is how many days from the current date you uploaded or cataloged an image. Specify the oldest age of an image to include. ☐ Use "Catalog Age" value [30 ▲▼]

[Search for Images] [Display Recent Uploads] [Display All Images]

[Cancel] [Select All Images from All Pages] [Finished Marking Desired Images]

Figure 8 – *Add Images to Your Gallery* Screen