Uploading pictures for Kevin Cook

Preliminaries

First of all, thank you for participating in the Kevin Cook project. This project will be of great value to Kevin as he prepares his lunchtime library talks, which are enjoyed by many in the community. It will also give you the opportunity to have your pictures viewed by a wide ranging audience.

To contribute photos to this project, you will need to upload them into a special private gallery on the FCDCC web site. We are using the same gallery that the club has been using for the past several years. If you have uploaded pictures previously, you are probably familiar with the gallery. However, the upload procedures have changed a little as we move into this project.

In order to upload pictures to the gallery, you must have an account. If you have uploaded pictures the gallery, then you already have an account, but if you don't have an account, drop an email to Ernst.rich@gmail.com and we will set you up with one. In addition to an account, you need to be on the list that has access to the Kevin Cook album; this is a private album and only designated individuals on the list can view and upload pictures to it. Again drop us a line at the above email and we will put you on the access list.

Be sure to check out the Kevin Cook link on the club web page for additional information about the project and to download a release form. Fill out the form and either scan and email to Harry, or bring it to the meeting.
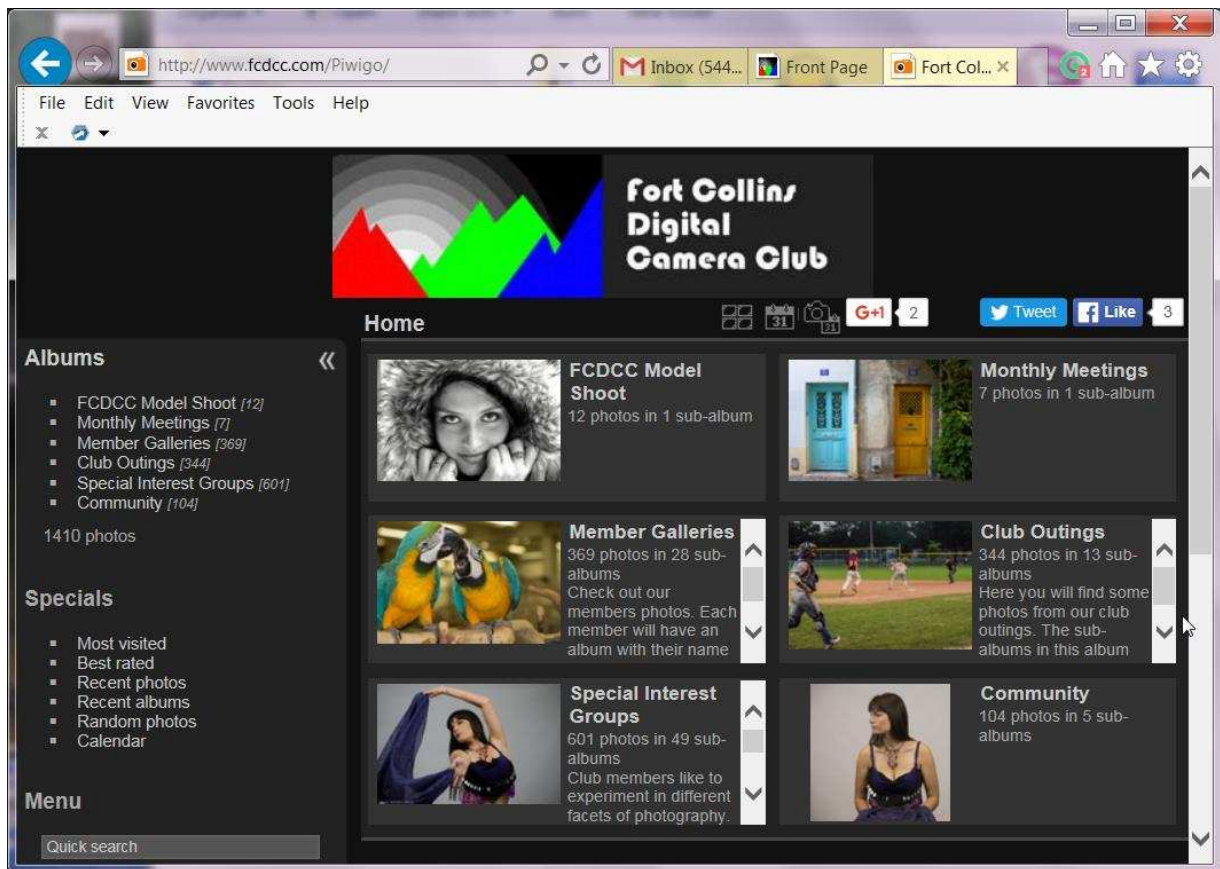
Prepare the pictures

1. **File format and size**--The immediate need is for pictures that will be used in slide presentations. As such, a relatively small picture size (in pixels, 1024x768 would suffice, but increasing the size a little would allow for minor cropping). Larger sizes of pictures for print publications will be negotiated with the author. Only jpeg, png or gif formats can be uploaded (I think that can be changed if necessary), with a maximum size of 10 MB; the smaller size picture should be well under that limit.
2. **Metadata**--One *very important* step is to identify the photo as yours and to give the viewer an idea of the subject. Most times, the file name gives little indication as to the content, but some people do change the file name to indicate that. A much more robust way of including this information is to encode the information into the file itself as metadata. Incidentally, if you don't already do this, it is **highly recommended** that you do for **all** of your pictures. This way, your name and copyright, along with any other information you enter, always goes along with the picture. Most modern editors, particularly any from the adobe line make this an easy task. At the very least, be sure to encode the copyright, keywords and maybe a title.
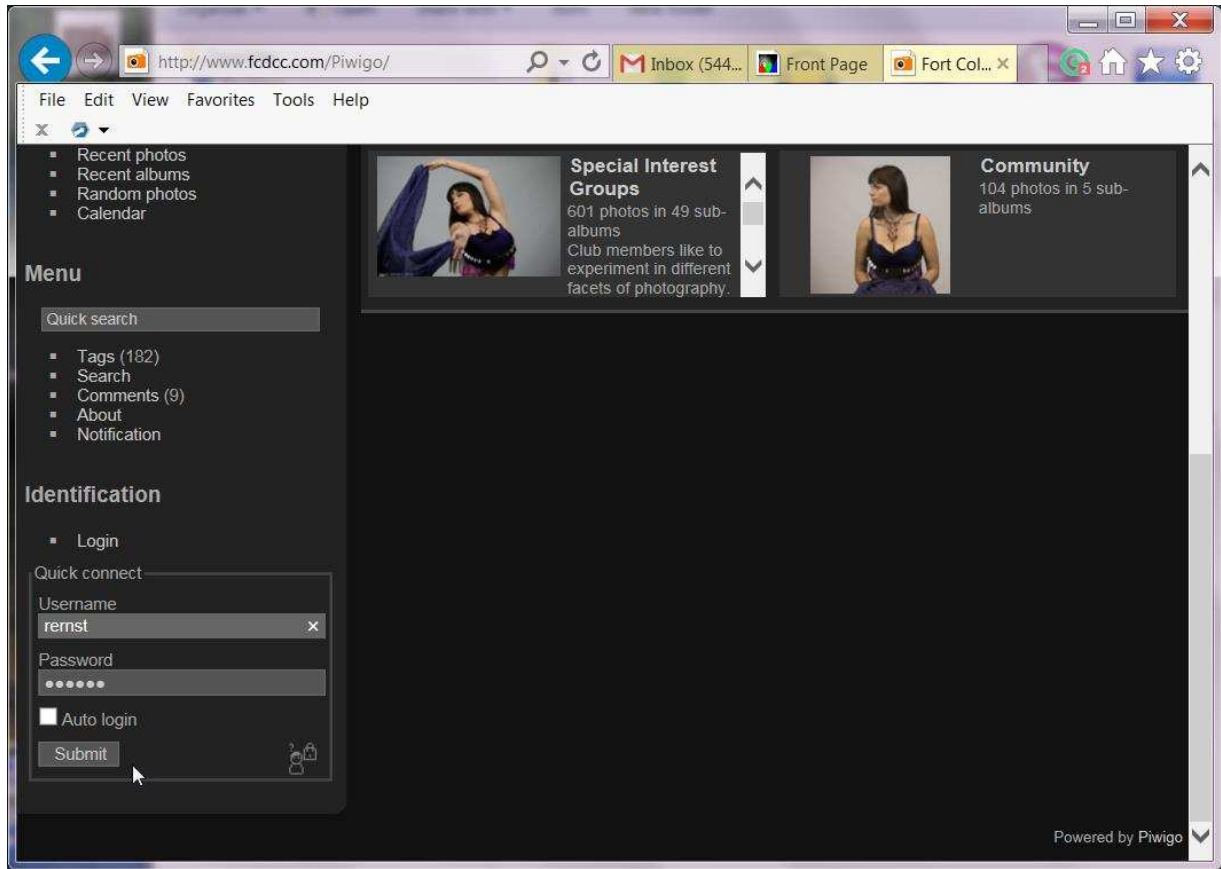
3. **Watermarks**—Although you can place a visible watermark on the images, it is preferable not to. Instead, embed the copyright into the metadata; this copyright information can then be placed under the picture when it is used.

Uploading pictures

Assuming that you have your account and permissions set up, and you have prepared your file(s), you are ready to post them to the web. Go to the gallery on our web site at http://www.fcdcc.com/Piwigo/ You should see the following screen:
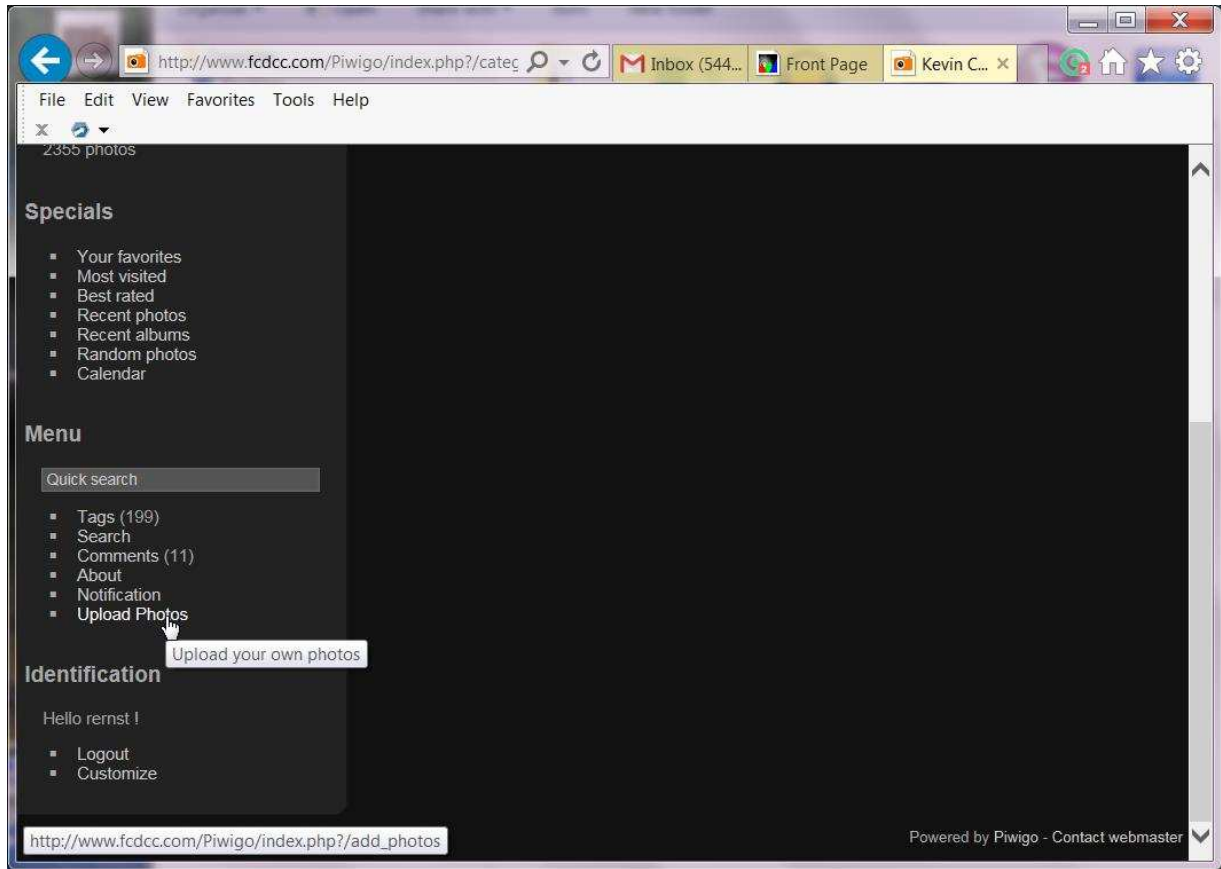

The gallery is open to the public, so anybody can see the pictures posted there unless it is a private album, which this one is. While you are at it, you can upload pictures to the public albums that you can share with the world. Scroll to the bottom left side and log into the gallery to gain access to uploading and the Kevin gallery. Enter your user name and password and hit the 'Submit' button:
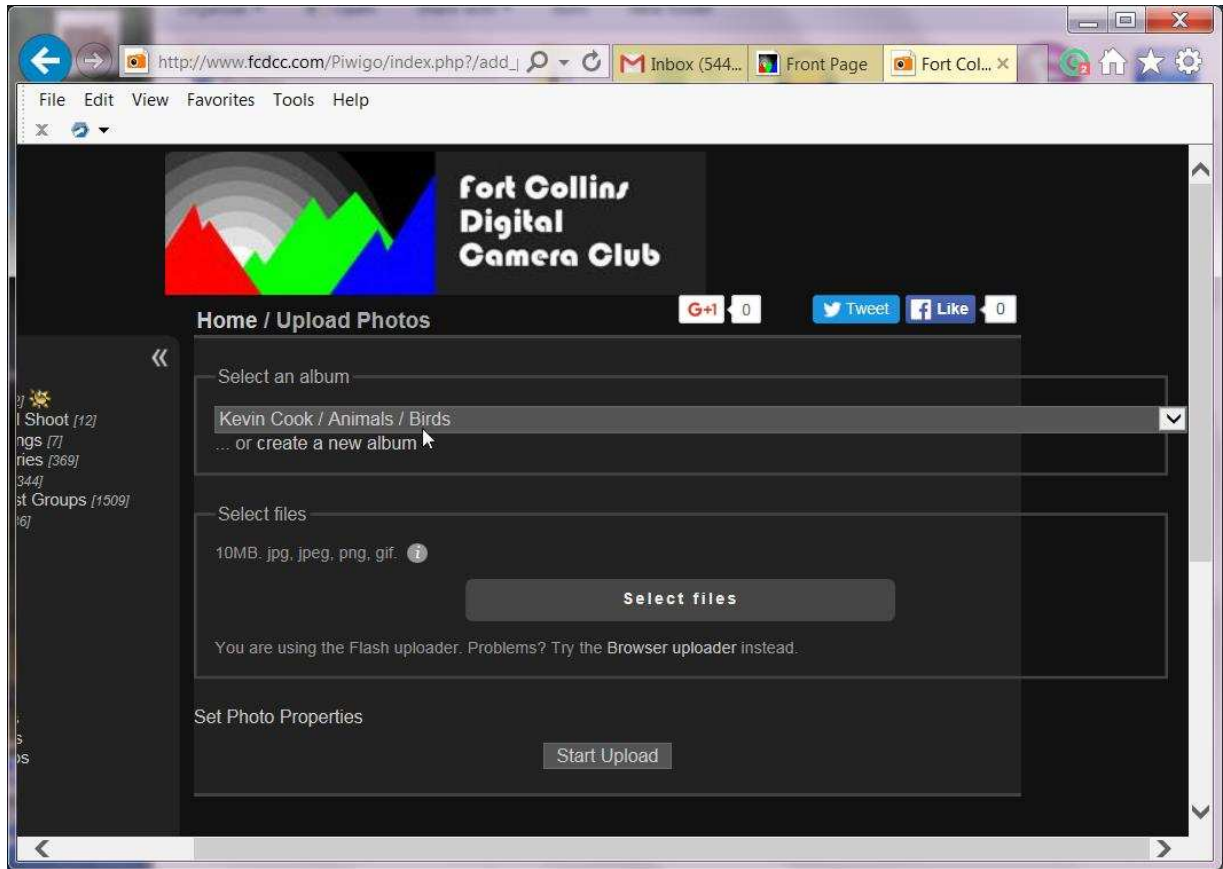
When you log into the gallery, you should see all of the public albums, as well as any private albums that you have been granted permission, including the Kevin Cook album:
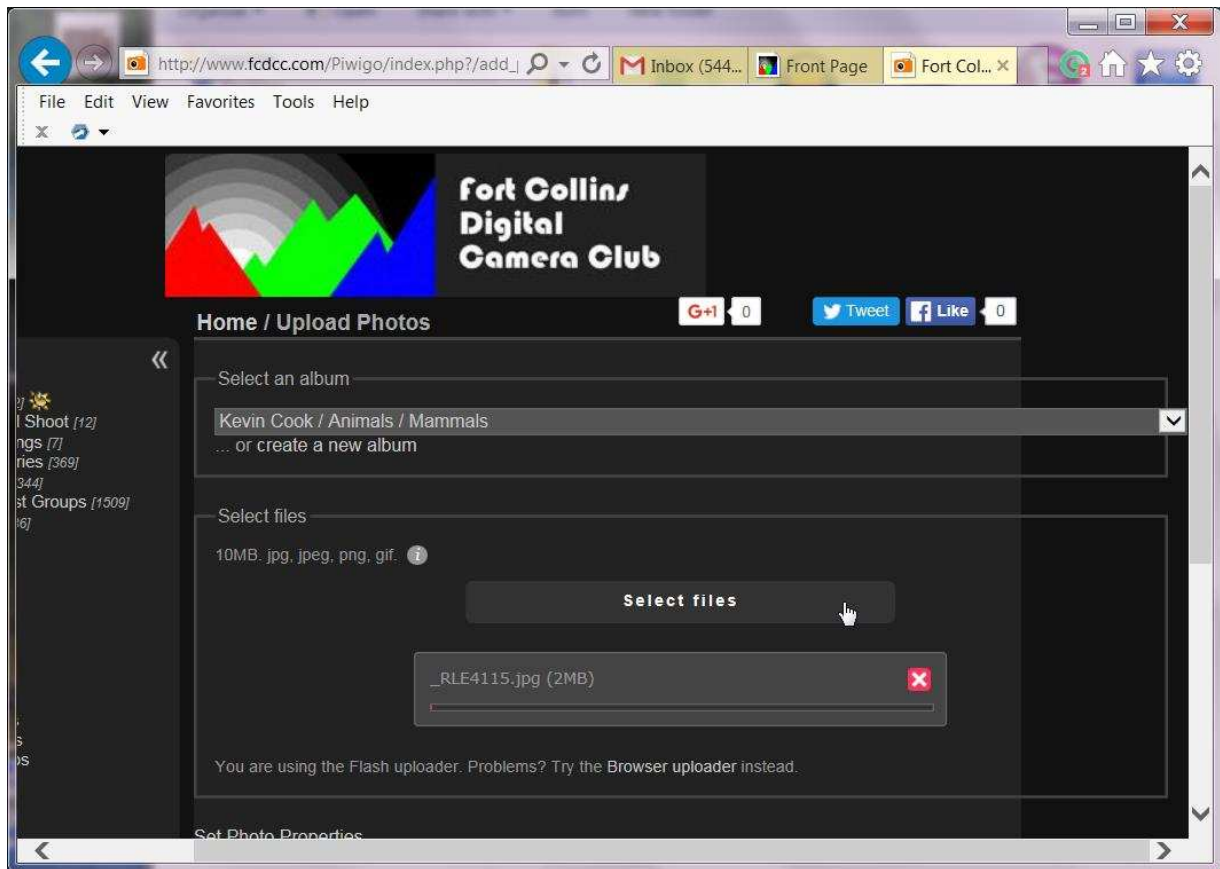
Click on the album to see all of the topical albums and sub-albums within the main topics. See the document Harry supplied to see the list of categories and sub-categories. Now we are ready to upload some pictures, so find the 'Upload' link on the left and click it:

A form will pop up that will allow you to select images from your computer to upload:
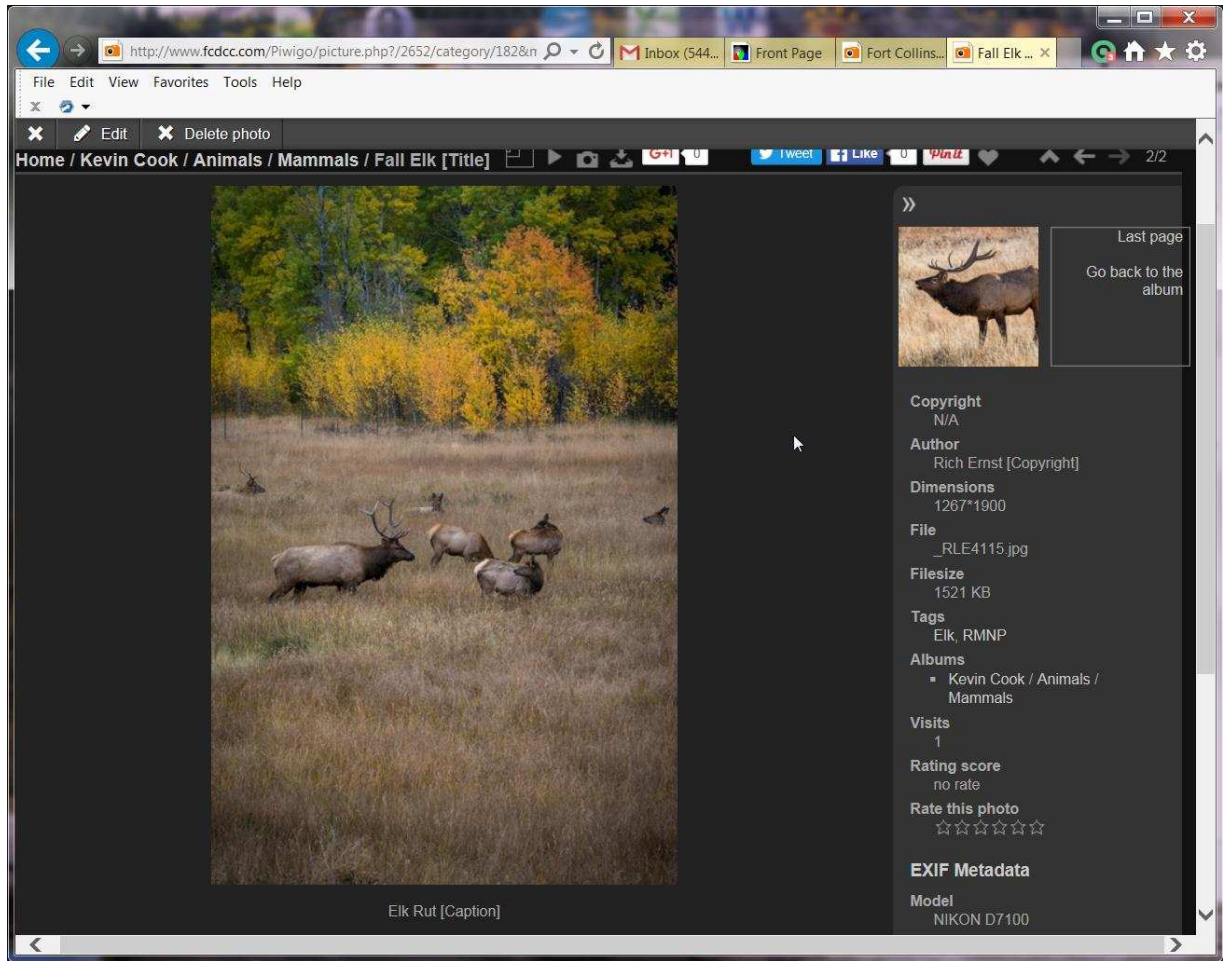
IMPORTANT: The first thing you need to do is to select the album that you will be uploading your images to. Again, the albums/sub-albums follow the schema as mentioned previously. Then select the files that you want to put into that album:
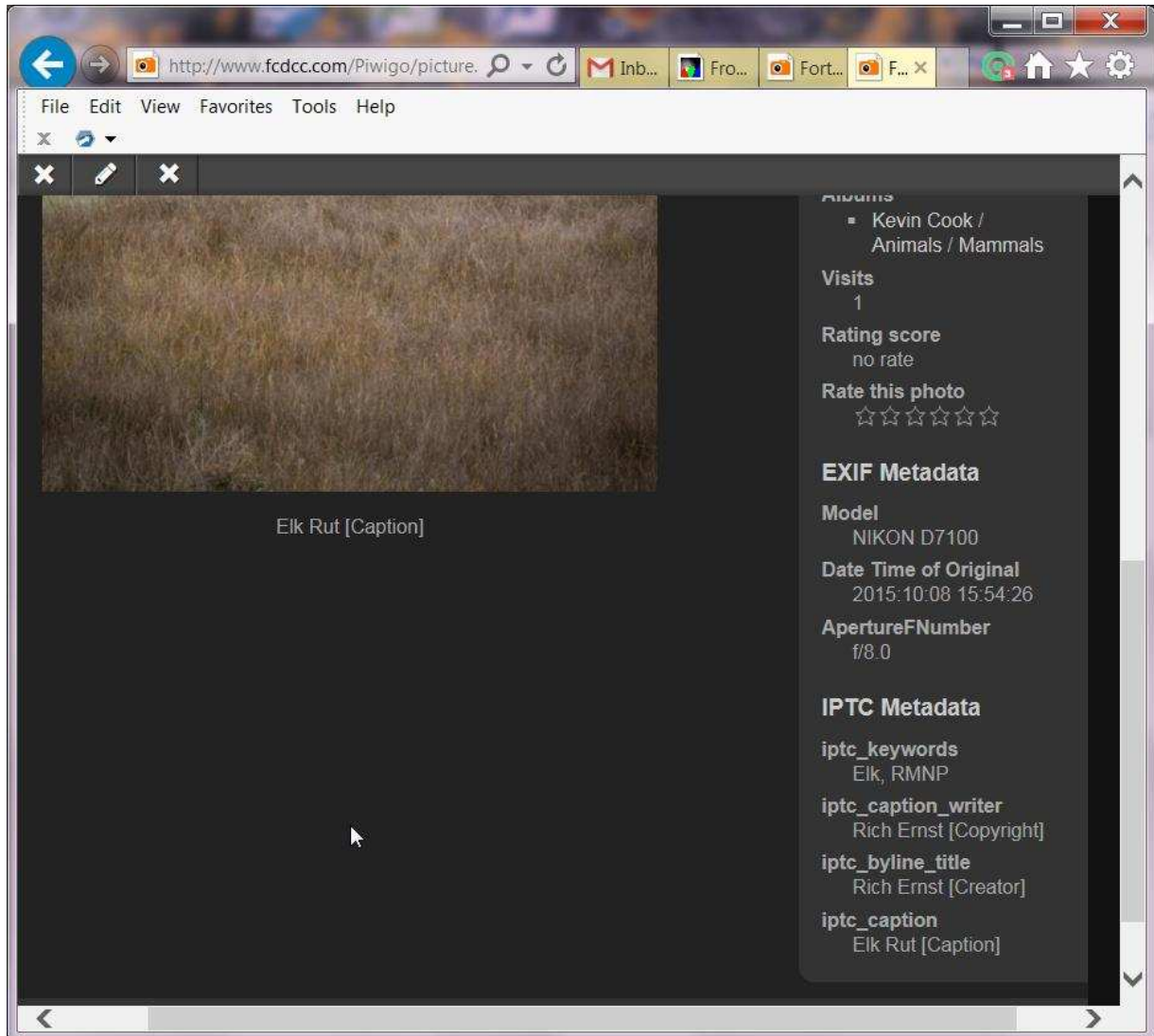
You can upload multiple files at once. Note that there are two different uploaders and that they will have slightly different buttons to push to make your selections. The last line of the select files box gives you the opportunity to switch if you have problems. Hit the upload button and your files should be whisked away into the ether world.

Whew, we are done with the upload, and your pictures are now available to Kevin to download. If you were diligent in adding the metadata, all of that info should be displayed along with the picture:

Notice that the breadcrumb trail at the top of the screen includes the title you entered (if you did not include the title, it will display the file name), the caption below the picture, and the copyright in the author field. This is the real advantage of filling in that metadata in your editor. If you didn't include the metadata, you can edit that info as shown in the next section. If you would like to see even more of the metadata (ie. The EXIF and IPTC fields), just tap the little camera icon (if you hover over this icon or any of the others in this row, a short description pops up) above the picture and more info will be displayed on the right side of the picture:
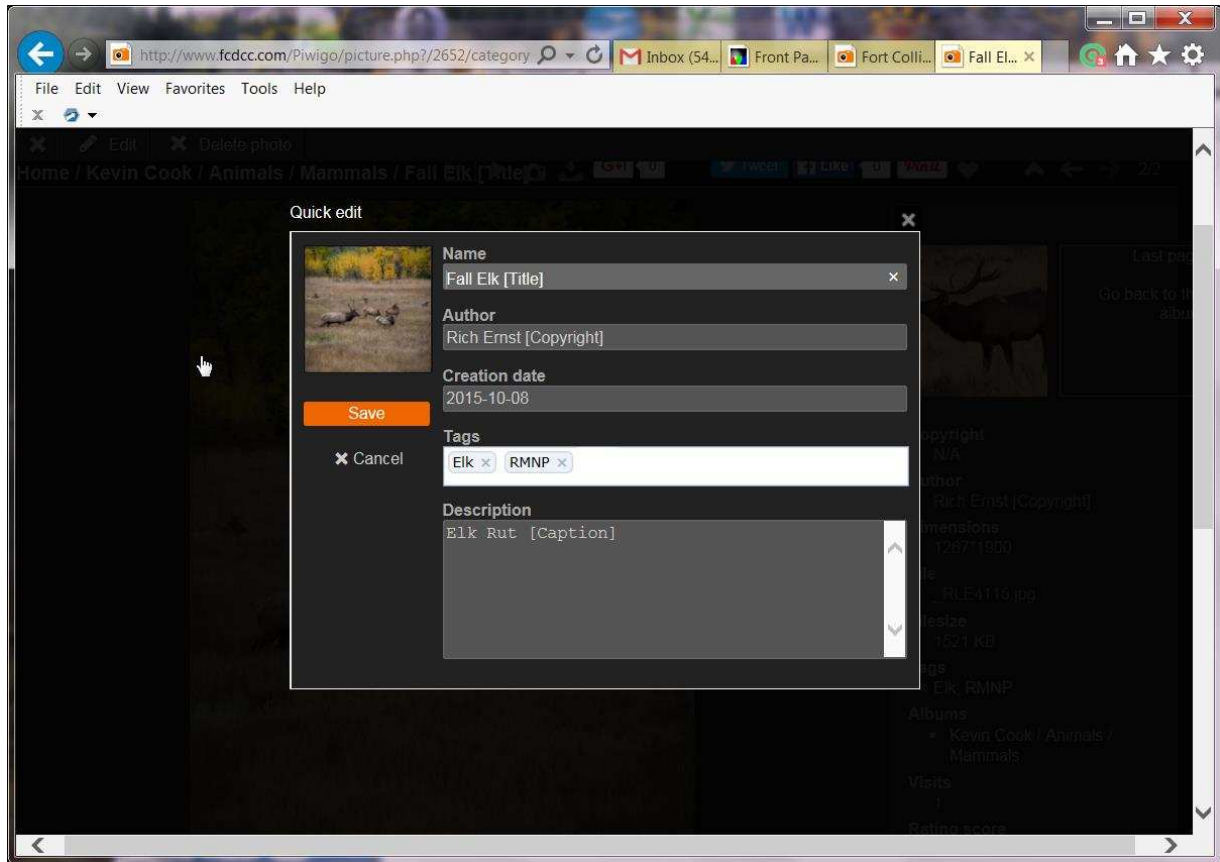
It couldn't be any easier than that! If you need to edit the author or title, or you need to delete the picture, continue to the next section.

Edit/Delete pictures

Hopefully you won't need to edit the metadata or delete the picture, but if you do, look for the menu bar above the picture with the 'Edit' and 'Delete Photo' buttons. If you press the edit button:

You can fill in any of the fields that show up here. Enter what you need and hit the 'Save' button. If you want to delete a photo (you can only edit or delete your own photos), hit the delete button and confirm.

There are a lot of other things that can be done with the gallery, but they require admin privileges. With the new uploader, users no longer have admin privileges, so you will need to contact an administrator to have them do it. Probably one of the most common problems will be placing the pictures into the wrong album. Just let the admin know and they can move it to the correct album.

Hopefully this is enough information to get started, but if you have problems or questions, contact an admin.