

## GETTING STARTED: IMAGE LIBRARY & GALLERIES

In this “Getting Started” guide, I want to take you through the process of uploading images into your [My Account>My Image Library](#). All images used within the VP Saguario CC website must first be uploaded into the individual member’s [My Image Library](#). As noted in the previous “Getting Started” guide, these images are stored and take up space on the Visual Pursuits server. These images are secure there and you will have an opportunity to overlay a watermark if you so desire. You also have the ability to make these images viewable by the “[Public](#)” or “[Members Only](#)”. Any images destined to be used and judged in the Club’s monthly competitions should not have watermarks or copyrights on the image.

The new Saguario CC website offers three locations where members can post images.

- Galleries
- Discussion Forums
- Competitions

Our subscription to the Visual Pursuits Premium subscription for a 50 member club allows us 2000 new images/year. This should be adequate. Nonetheless, you should be judicious with your choice of images to display. You bring images to the website by uploading them to your [My Account>My Image Library](#). From your Image Library, you select images for display in a Gallery, Forums, or Competitions.

Images in your Image Library take up space on the VP server and count against our allocation of 2000 new images/year.

**Image Size:** Your images should be .jpg format and sized to 1400 x 1050 pixels. Image sizing can be easily accomplished in Photoshop Lightroom, Elements, CS\*, CC, onOne, or Aperture.

**For this exercise, let’s prepare four good images sized 1400 x 1050 pixels and under 1MB.**

## UPLOAD IMAGES TO YOUR MY IMAGE LIBRARY

To begin, **Select My Account>My Image Library**. This opens the “My Image Library” page. You will see lots of boxes, some with, some without information. Ignore it all, **Scroll** down to the *very bottom* of the page where you will see several choices. For now, we want to select **Upload Images**.



This will open the next page with some text. At the bottom of this page you will find the **Select** button.



If you have the images you wish to upload into your Image Library in a folder on your computer, it is a simple matter of just dragging and dropping them on to the **Select** button. You can drag one or several at a time.

When you drop your images on the **Select** button, the dot to the left of your image filename will be orange in color. When it has completed uploading the dot will turn green. At this point, you can drag and drop more images on to the **Select** button. You can also remove an image by selecting **Remove**.

**NOTE:** Your images must be correctly sized 1400x1050 and under 1 MB. The VP software will resize them if they are not correctly sized. **This may distort the image.**



When you have finished uploading your images, you **MUST** select **Save Images and Proceed to Edit Page** (blue arrow). If you forget to do this, you will have to do it all over again.

**NOTE:** Throughout the VP Software, you will almost always encounter a “Save” or “Update” or similar button. If you fail to **Select** these save options, your work to that point will be lost. Often, I fail to heed my own advice and frequently forget to “Save” or “Update” and have to redo my work. I know it is frustrating, but you have to be aware that when you have finished an operation you have to “Save” or “Upgrade” before moving on.

When you have selected the **Save Images and Proceed to Edit Page** button an edit page will open with each of your uploaded images in an edit box (see below). Here you will find:

1. Your image title (red arrow).
2. A box to indicate the image is Genuine Wildlife as per the PSA definition of Wildlife. Zoo images or critters in controlled situations may meet the Nature definition but do not meet the Wildlife definition. Leave box unchecked if it does not apply (red arrow).
3. Here you can allow or disallow Public Display of your image (red arrow).
4. This box allows you a field to write a short description to help identify your image (red arrow).

5. BEWARE: Here is one of those “finish” buttons (Blue arrow). When you have finished all of your editing of each image, make sure you select **Save any changes and return to the original page**. If you forget to do this you will have to redo this editing. This is not the only opportunity to edit image information (blue arrow).

The screenshot shows an image upload form with the following fields and options:

- Title:** Mom and Popup 5022 (Annotation 1)
- Language:** English (with a Spell Check button) (Annotation 2)
- Image Id:** 7878788, 699x1050, 1/640 f8 ISO: 800 NIKON D500 400mm(600mm) (Annotation 3)
- Options:**  Genuine Wildlife,  Allow Public Display (Annotation 4)
- Author's Image Id:** Owls for 2018 January (Annotation 4)
- Image:** A small thumbnail image of an owl (Annotation 2)
- Sequence Information:** A section with a text box for "Sequence Name" and a spinner for "Image Number within Image Sequence" (set to 0).
- Buttons:** A "Delete" checkbox and a "Save any changes and return to the original page" button (Annotation 5).

Instructions for the sequence section: "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 your title. The actual numbers will be inserted in that location instead of at the end of the title."

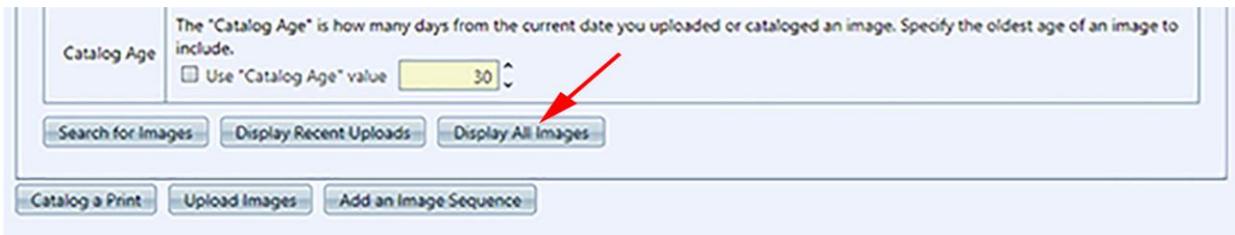
This is how you upload images into your Image Library. It is a process that you will become familiar with the more you use it.

## MAKING AN IMAGE GALLERY

We have just finished uploading some images to your Image Library. From there, you can send one or more images to a Gallery, a Discussion Forum page, or a Competition (see 05 SAG CC getting started submit image to a competition).

Before we make a gallery, let's check to see that your images actually made it to your Image Library. You should still be in the “**My Image Library**” page; *if not*, **Select My Account>My Image Library**. **Scroll** Down toward the bottom of the

page and **Select “Display All Images”**. It may take a moment or two but eventually, your Image Library will open and you will see your image(s).



You should see your four images loaded into your Image Library. This is the procedure you will follow to upload images into your library prior to posting them to Galleries, Forums, or Competitions.

Okay, let's create a gallery and upload the four images into it. **Select My Account>My Galleries.**

**NOTE:** The **Video on How to Create and Manage Galleries** is pretty informative.

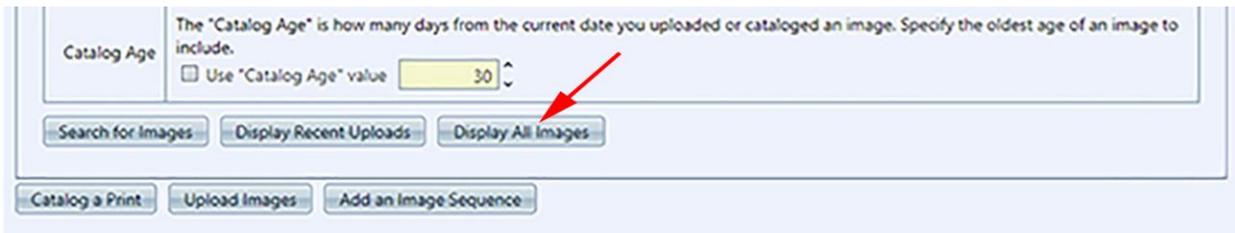
Select **“Add New Gallery”** at the right hand side of the **“Gallery Categories”** list. This will open a page where you can specify certain features of your Gallery. All yellow-filled boxes must have content; some have default content. First, give your Gallery a name. For your first Gallery, I suggest you use your name to identify it as your Gallery to other members (e.g., Joe Brown's Gallery or something that identifies this as your gallery). Under **“Gallery Visibility”**, use **“Private”** while you are developing the Gallery and then change it to **“Organization Access”** (i.e., members only) or **“Public Access”**. Leave *unchecked* **“Allow other members to submit images to this Gallery”**.

Enter a **“Description”** of your gallery if you so desire, it's optional. Leave the remaining boxes checked as by default.

Under **“Options”** you have a wide range of choices. Most options are self-explanatory. Note the fifth option from the top. You can have a watermark overlaid on your displayed image or not. **Remember, any image to be used in a competition cannot have a copyright or watermark on the image.**

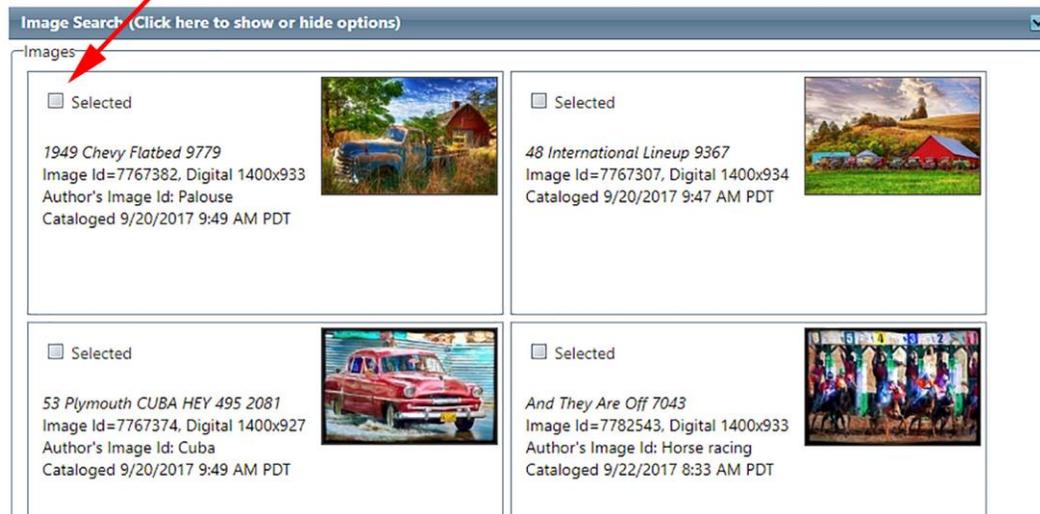
When you are finished on the “Edit Gallery” page, select “**Update Gallery Options**” at the bottom of the page. If you fail to do this, you will have to re-enter the changes you have made.

Now that you have established your Gallery page, you need to populate it with some images which you will get from your Image Library. Select **My Account>My Galleries**. This brings up the “My Galleries” page again, but now you are ready to load images from your Image Library. Select “**Edit and Upload Images**”. You shouldn’t have any images in your Gallery yet. Select “**Add Images from my Image Library**”. This will take you to the “**Add Images to your Gallery**” page. This page looks very similar to the **My Accounts>My Image Library**. Scroll down to the bottom of this page and select “**Display All Images**” (see below).



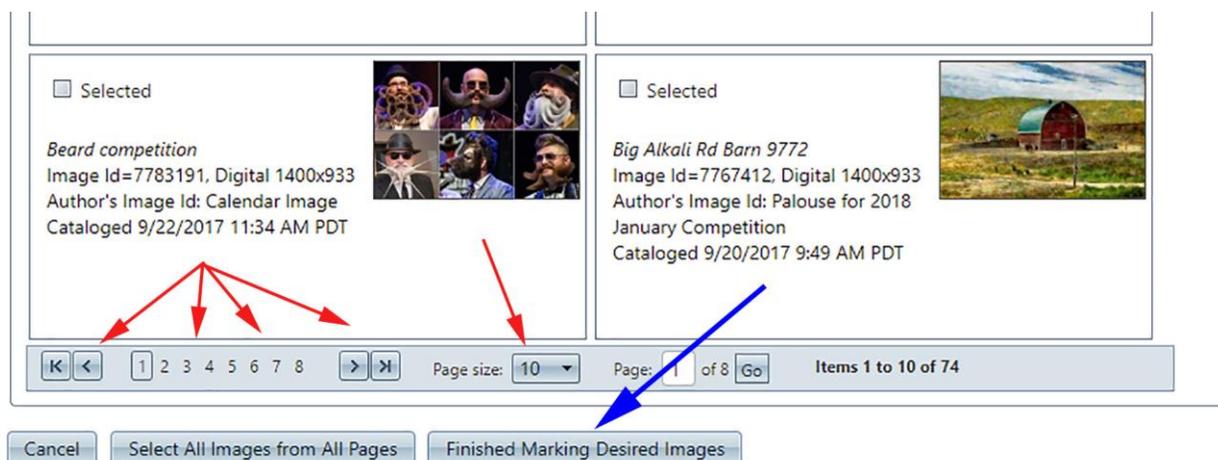
## Add Images to your Gallery

Arizona Rollergirls



This will bring up the page(s) in your Image Library (see above) with each image displayed in a box. There will be an image in each box. You can double click on an image to view it at full screen size. Use the tab at the top of your browser page to exit this view and return to the Image Library page. There is other information

about that image that you entered when you edited the image after you uploaded it to your Image Library. Each image box has a small square “check box” that you can check to include that particular image in your Gallery (red arrow above). At the bottom of any Image Library page there are some controls for paging through your Image Library (multi-headed red arrow). With the “spin down” arrow next to “Page size” you can choose how many images to display on a page 10, 20, or 50. This makes it easier to sort through a lot of images to find the ones you want. When you have finished selecting images for your Gallery, make sure to select “Finish Marking Desired Images” (Blue arrow). This will populate your gallery with those images you selected. **If you fail to select this “Finish....” button you will have to redo your image selections.**



To conclude, you have uploaded images into Image Library, created a Gallery, and populated it with some images. As you become familiar with the new website these operations will become routine.

## SEARCH YOUR IMAGE LIBRARY

After a period of time you will accumulate many images in your Image Library. Sometimes it is easier to find images if you have the forethought to assign a generic “**Author’s Image Id**” For example, as I have been developing the website I have had to upload images in to **My Image Library** for use in various places of the website such as the Calendar, Discussion Forums, etc. So, after I have selected **My Galleries>Edit and Upload Images>Add Images from my Image Library**, I can go to the fourth box down on the ”Add Images to your Gallery” page and with the “spin down” arrow select “**contains**”. Then enter “calendar” in the yellow-filled

box and select “Search for Images” near the bottom of the page. Just those images that I have previously classified for calendar use will appear in my search. Then I can select from them to use wherever I want, in this case a Gallery.

The point here is to be aware of how you might want to search for images in your Image Library at some future time. Your Image Library is a database and as it grows it will be more manageable if you have given some forethought to how you might want to search for a particular collection of images.

In conclusion of the “Getting Started” guide, you should know how to upload images into your Image Library, create a Gallery by selecting particular images, and searching your Image gallery using a “codified” “Author’s Image Id” indicator.

This pretty much covers all the things you need to know for now. I suggest printing out the “Getting Started” guides I have provided and keep them for future reference. And finally, get on the new Saguaro CC website and practice moving about in it. This will make it a lot easier when it comes to submitting images for competitions beginning in January 2018.

TIP: Perhaps the four images you upload to your Image Library might be **2 Open** and **2 Assigned** theme **Nature** for the January 2018 club competition. And, perhaps you might use an “Author’s Image Id” such as Open for the two open images and Nature for the two nature images.

If you have any questions, catch me at:

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Cheers,

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