

To add a Photograph Album

NB. There is no need to re-size photographs - the web uploader will do this automatically

- Image names can be saved in free format as **.jpg** using any character but **NOT AN APOSTROPHE**
IMPORTANT:
 - i. The 'Album Name' is what will appear in the initial list when you enter the Photo Gallery
 - ii. The file names appear under the photo as a caption when displayed in the Photo Gallery so the file name should describe what you are looking at. (The .jpg extension will be removed.) See also below regarding sequencing.
- Go to the **Committee & GLs** page
- In the Publicity Manager section, click **Upload photos**.
- Enter the access code (which can be obtained from the Webmaster).
- On the **File Uploader** page enter a new album name in the box provided (or choose an existing one from the list to add images to that album). You can use any character **BUT NOT Apostrophes**. Note once an album is chosen it can only be changed by clicking **Reset** – see below.
- Then click **Proceed** dialogue.
- Then go to **Select Files** and choose one or more pictures to be uploaded to the selected album. It is suggested that only 4 or 5 pictures be uploaded at a time (this is because of server imposed restrictions).
- Then click **Upload Files**. This can be quite slow. As each file is uploaded it will be marked as such. If any fail, try again. If continued failure, notify webmaster.
- If there are more files to upload to the **same** album, click **Clear** and repeat process.
- To upload photos to a different album, click **Reset**. This reloads the page.
- When finished, return to the **Home Page** and go to **Photo Gallery** to check all photos have loaded correctly.

- **Note:**

Photos will appear in the Viewer alphabetically based on the file name. To force a certain order, filenames can be prefixed with a 3 digit numeric (000-999) and it will show them in that order. (The numbers are removed from the captions.) It must be 3 digits but they do not have to be sequential - ie you can leave gaps for later pics to be inserted if required.

An optional **Information Panel** providing more info about the album can be added by Webmaster to each photo album. Submit the details to Webmaster as a .pdf file.