

TROOP 207 PHOTO GALLERY

Instructions for adding new photos

(updated 4-5-2009)

There are a couple steps for adding new photos.

The first is a onetime registration with the site. This is accomplished by:

- Visit <http://troop207.org> and click on "photos" on the left (the normal first step to viewing photos as well)
- Click "register" in the upper right
- Complete the fairly simple form that will appear, and click "Register" when done (**please select a user name so that others will know who you are - FirstnameLastname for example**)
- Gallery administrator gets notified of your registration, approves it, and then you can log in

The second is what you do whenever you want to add photos:

- **Please crop/resize your pictures to no more than 800 pixels maximum dimension; 700k filesize!** The gallery is supposed to limit photos to 800 pixels maximum dimension and resize your photos down if you upload ones larger than that. However, this feature doesn't work perfectly, and anyway, your uploads will go faster if you crop and/or resize on your computer first.
- Visit <http://troop207.org> and click on "photos" on the left (the normal first step to viewing photos as well)
- Click "login" in the upper right
- Navigate to the album where you'll want to add photos. This will typically be the current-year album, although for some events (like Massawepie each year for example), there will be subalbums with contributions from multiple people
- Click "add album" on the left
- Fill out the form that appears with the relevant information for the album you create
- Click "add items" on the left
- Do whatever floats your boat from the available choices to upload pictures. I personally use the "upload applet" (fourth tab), which requires onetime ActiveX installation, but then allows you to drag and drop pictures for very easy upload
- Please be judicious in selecting photos for upload. Just because you can take 250 pictures on a three-hour hike doesn't mean you need to share all 250 with the troop.
- Once your pictures have uploaded, if you wish, take a look at the album you created (click on the album name along the top edge of the browser window) and select one of the photos, ideally the one that "best captures" the album, as its highlight via the dropdown menu under the photo, plus whatever other customizations you might wish (captions for selected photos, for example)
- Try to have the photos upload and/or be arranged in chronological order; this is pretty easy with digital shots
- Send gallery administrator an email when you're done and satisfied; I will make a couple consistency tweaks and alert the troop that a new album is ready

Enjoy the gallery, but also, **if you take pictures, contribute!** A content-rich photo gallery is fun for troop members, and shows the rest of the world how active and interesting we are.