

# How To 1

## Upload Pictures to Photography4Christians

This document is designed to help you upload pictures to the Photography4Christians web site, if anyone has any easier methods please let us know.

The easiest method is to post images in the Photo Gallery section, all you need to do, after logging in, is go to the gallery page.



Click on [+Add Photos] button.

You will then be presented with the upload window, as below. If you have created an album click on the button that says [Existing Album] if you wish to create a [New Album] then select the appropriate button, here If you create a new album, give it a name, in the box.

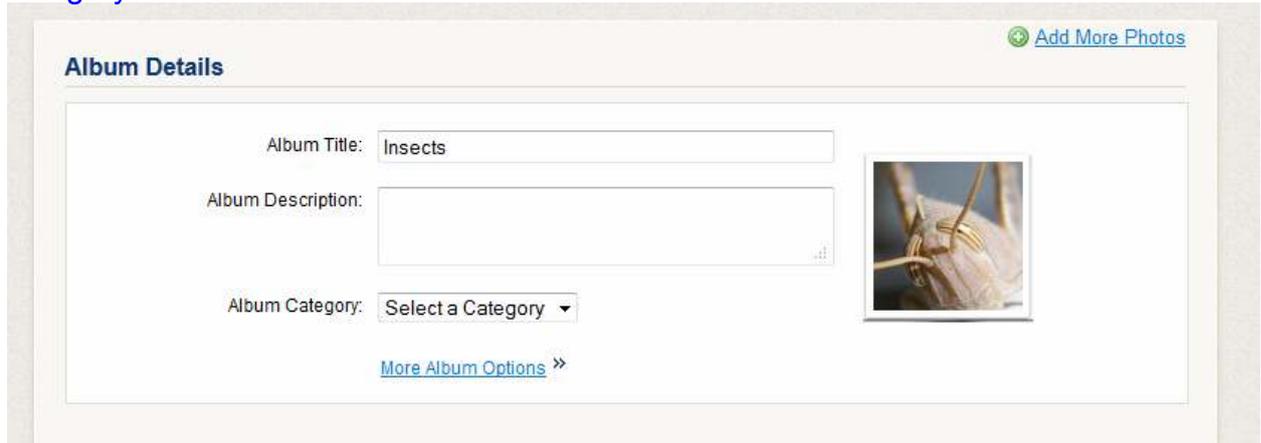
A screenshot of a web form titled 'Where do you want to put your photos?'. It has two radio button options: 'New Album:' followed by a text input field, and 'Existing Album:' followed by a dropdown menu showing 'Latest Images'. Below this is a section titled 'Upload your photos' containing a yellow box with instructions: 'To Upload multiple photos at the same time: Click on Upload Photos, then hold down the Ctrl key to select several photos'. At the bottom of this section is a button labeled 'Upload Photos...'. A blue arrow points from the text above to the 'New Album' radio button.

Then just click on the [Upload Photos] button, then browse your photo files for the image you want to upload, you can upload multiple images at the same time by holding the [ctrl] key down while you select the photos.

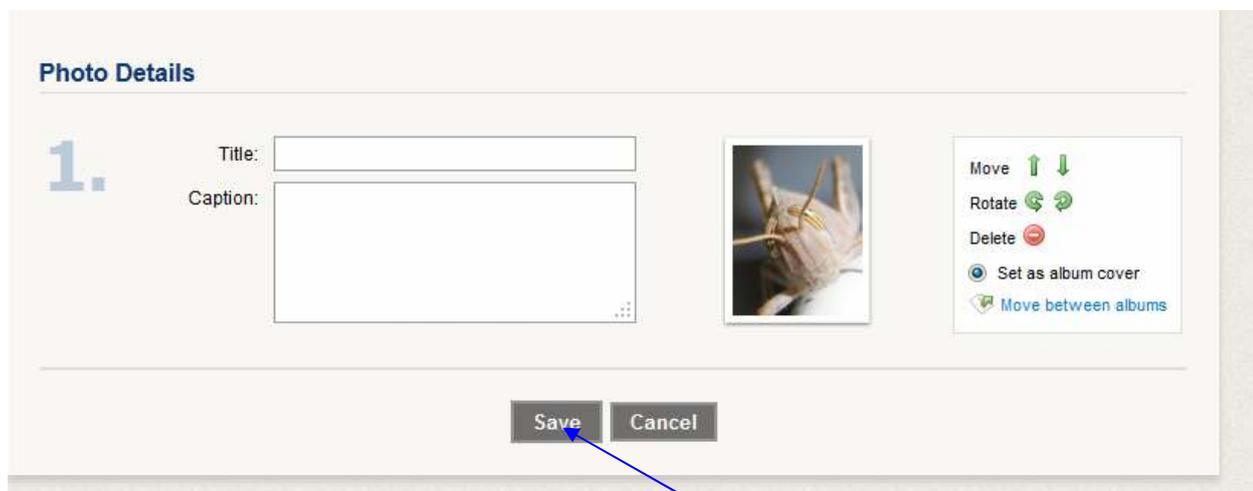
When your pictures have up loaded you will see the screen below, Click on the [Submit] button.

A screenshot of a web form titled 'Upload your photos'. At the top, a yellow box contains the message: 'Upload complete! Click on Upload Photos to upload more photos or Submit if you're finished.' Below this is a section titled 'Photos uploaded:' with a small thumbnail image of a person. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. A blue arrow points from the text above to the 'Submit' button.

You will then be asked to enter some details about your album, a title, and an album description, also a category. as below.



On the same screen you will be asked to enter details about your photograph as below.



Once you have entered the details of the photo (you can use the Caption box to leave post about the photo if you wish) you just click on the [Save] button, and it's done. Simple!

## Inserting pictures into the Forum posts

Inserting photos into forum posts is not quite as simple, but once we get used to it I am sure it will become second nature to us.

As I have said, in order to save on storage space, we will need to resize the pictures, I would recommend a size of about 1200 pixels along the longest side of the photo. You have two options here, you can either use your own software, that probably came with your camera and save it to a different folder so that you keep the original in its full size format. The other option is to use the online service that you will need to obtain your URL for the picture. Photobucket is one of these services that I use, where a full range of editing options are available. For the purpose of these instructions I will use Photobucket.

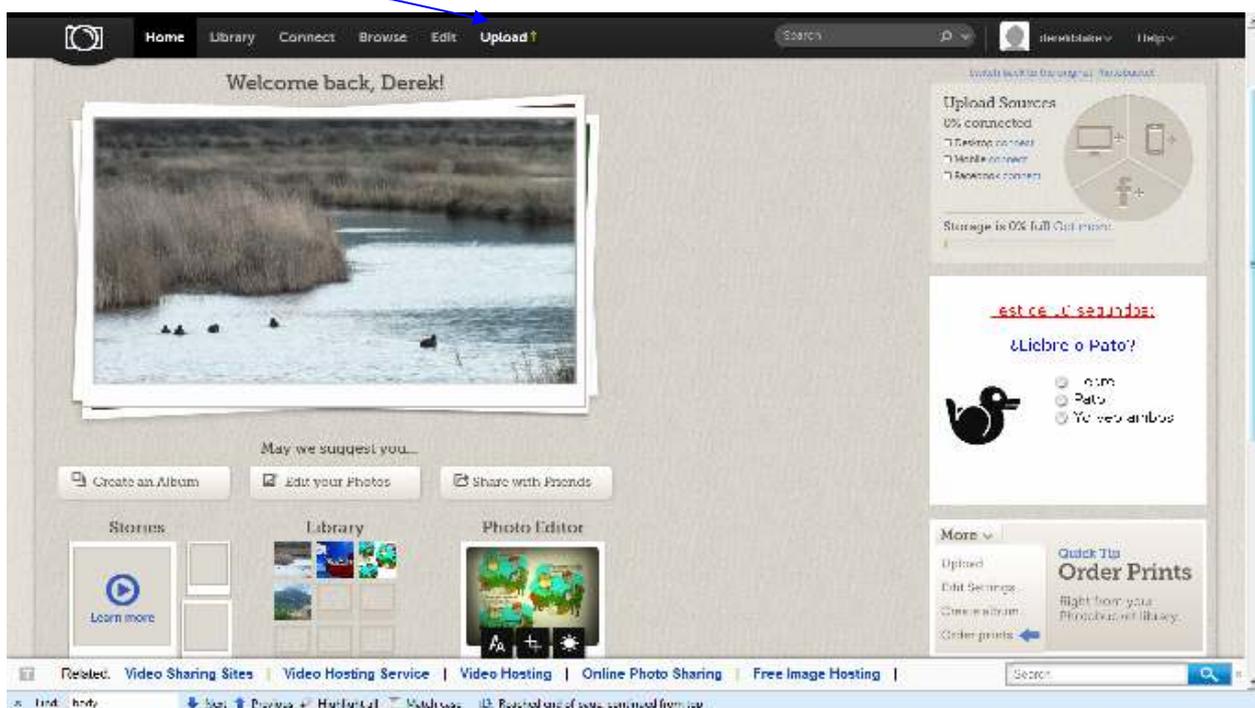
The first thing you need to do is to upload the picture or pictures to:

<http://s759.beta.photobucket.com/>

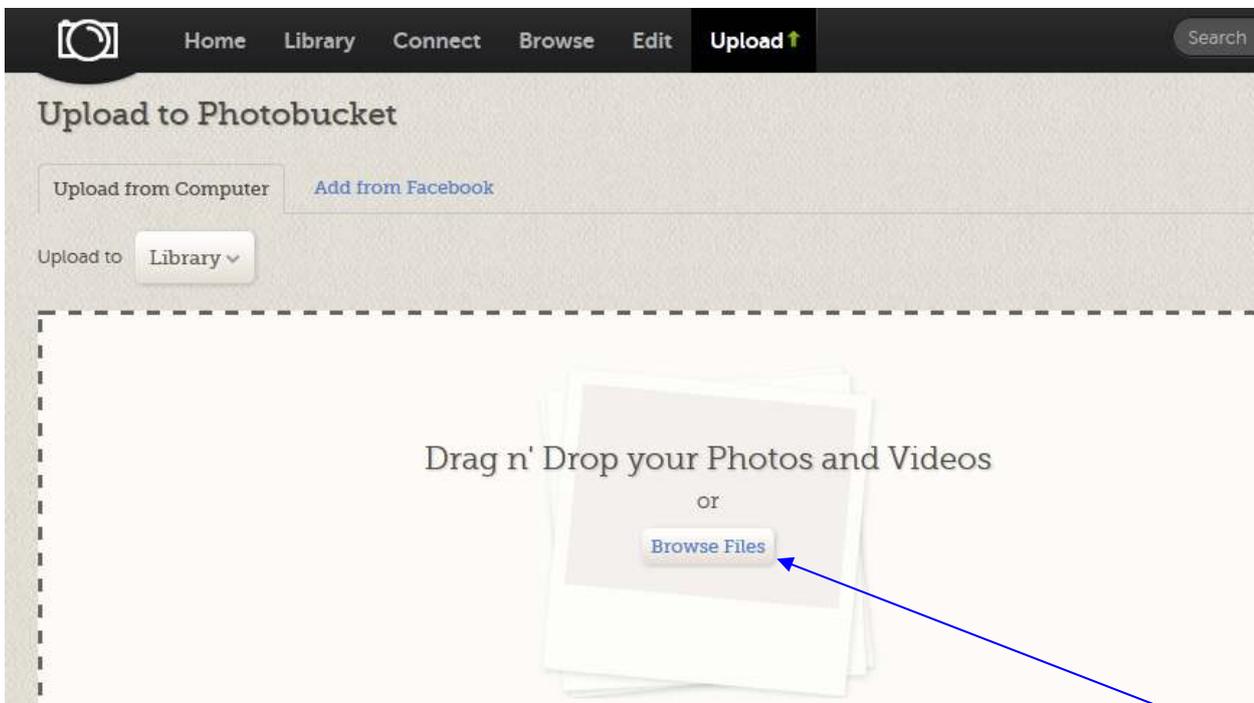
If you do not already have a Photobucket account, you will need to register, very easy to do.



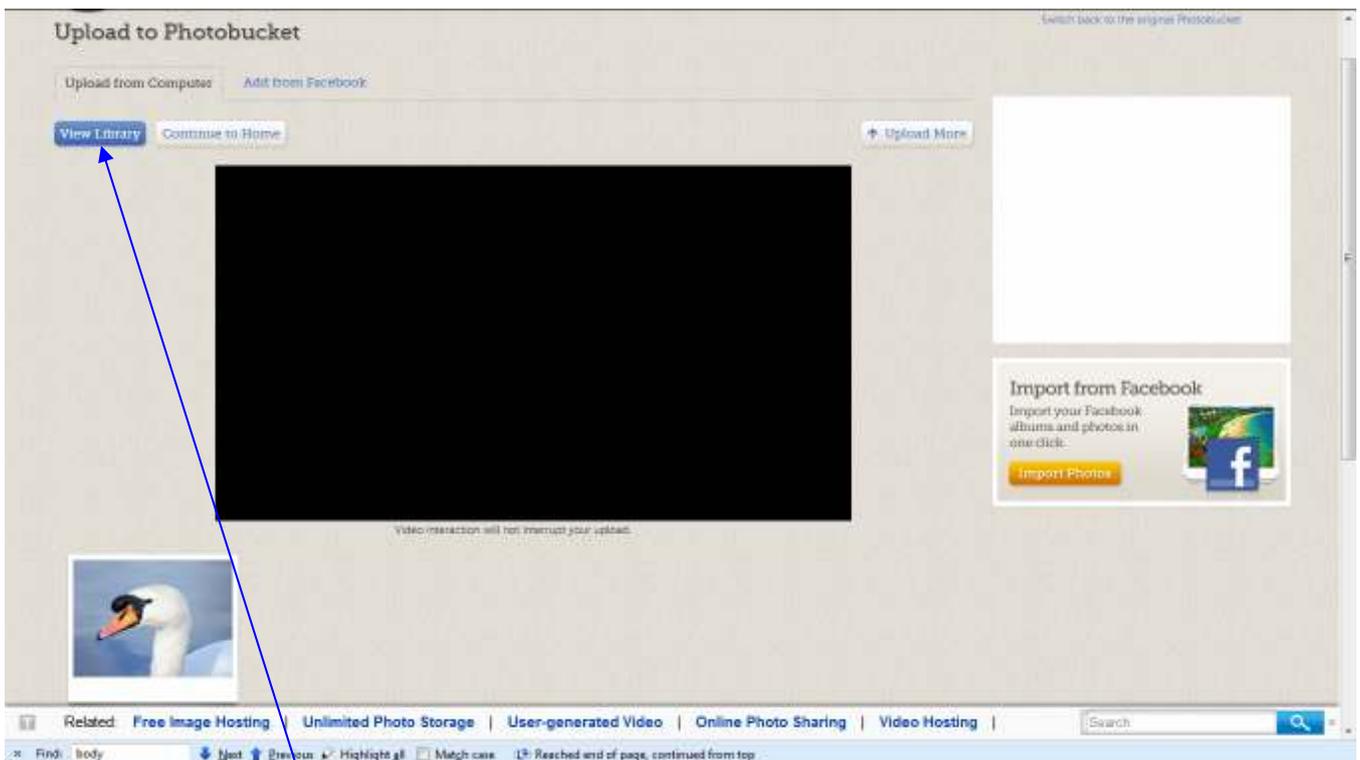
Once you have an account you will see the below screen, which is your private gallery. You can set your gallery to private so then no one will be able to access your images. Click on the [Upload Tab] here



The next screen you will see is this one:



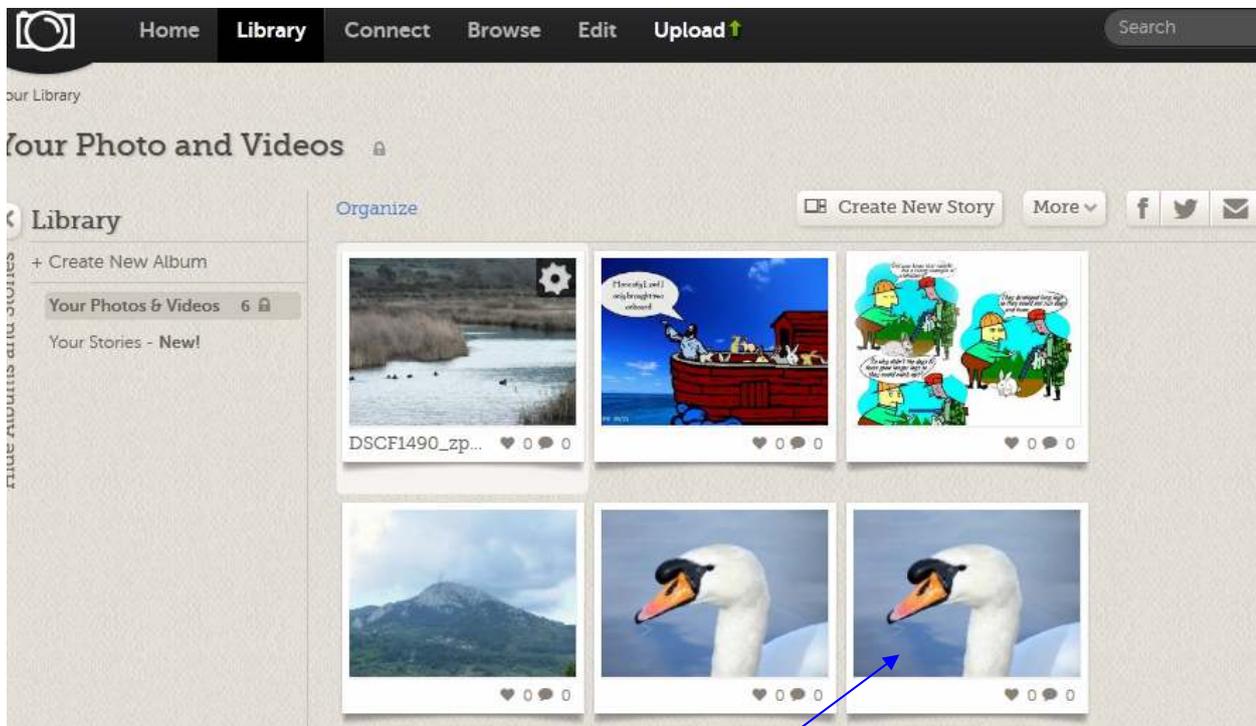
You can either 'Drag & Drop' your pictures into this frame, or you can click on the [Browse Files] button and select in the usual way.



You will now see the above screen with your uploaded pictures arrayed along the bottom of the screen.

Now click on the [View Library] button.

On the following screen you will select the picture for the forum post.



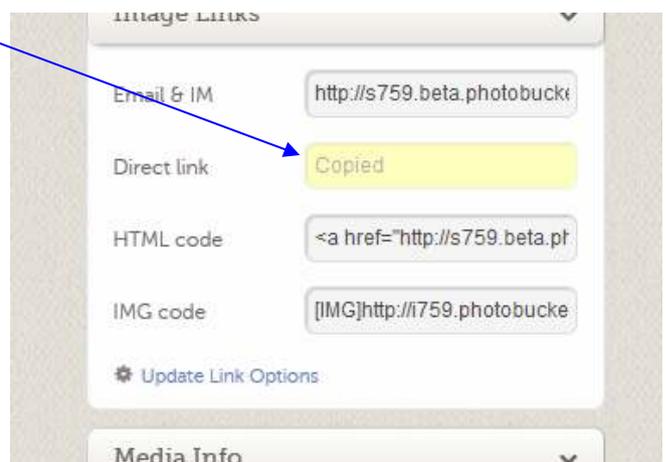
Select the picture from your Library, like this one.



Once you have selected the picture, you will see an enlargement on the screen. Once this is done you need to get the URL for your photo, click here [Direct Link] and the URL is automatically copied to your clipboard.

The code window will briefly say, 'Copied'.

Now go directly to the Forum posting box



### Post a Quick Reply:



Dr. Derek P...

Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, and Embed. Below the toolbar is a large text input area.

Include my signature (1/1)

In the Forum click on the Picture icon here.

The URL box will appear in the screen, hold down the [ctrl] key and press [v], the URL will be pasted into the box.

Click the [OK] button and the picture should appear in your post on your Photography4Christians Forum post.

Try it, if you make mistakes learn by them and try again. if you have problems, let me know.

**Happy posting!**

