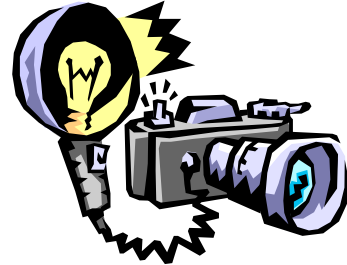


## Adding photos to the 3rd Molesey Photo Gallery

We invite all group members and parents to share their photos of Scouting activities with the rest of the Group. To do this we have built an on-line photo gallery on our website.



In order to comply with Scouting / child protection regulations, we have secured our photo gallery so that photos are not visible to the general public unless parents have given their written consent. However, Scout Group members can register for access to a protected area of the site. In order to prevent group members from inadvertently breaking the regulations surrounding the publication of photos on-line, gallery users will only be able to upload their photos into the password protected area of the gallery. Scout leaders then have the option to move the images to the public domain once the necessary written permission has been granted by parents.

The following instructions show how to upload photos to our gallery:

1. Browse to the photo gallery webpage via the 3<sup>rd</sup> Molesey Scout Group website, or directly at <http://gallery.3rdmoleseyscouts.org.uk>
2. Log in to the gallery using your username and password.
  - a. If you don't already have an account you can request one using the "Register" link in the top-right of the screen.
3. Browse to gallery album where you wish to upload your photos.
  - a. Due to security restrictions on the gallery, you will not necessarily have access to upload images in all areas of the gallery.
4. All photos that you upload to the site must be contained within a photo album. Click "Add Album" from the menu on the left to create an album for your photos.



5. Fill in the directory name, title, and keywords / descriptions as necessary for your photo album. Click “Create” button and your (empty) album will be created on the gallery.

The screenshot shows a web form titled "Add Sub-Album". It contains several sections: "Name (required)" with a text box containing "/3MS/members\_area/photos\_from\_"; "Title" with a text box containing "Group Camp Photos" and a rich text editor toolbar; "Summary" with a text box and a rich text editor toolbar; "Keywords" with a large empty text box; and "Description" with a text box and a rich text editor toolbar.

6. Click “Add Items” from the menu on the left to add photos to your album.
7. Using the “From Web Browser” tab, browse to the location of each photo on your computer that you wish to upload, and add a caption to the photos in the box if desired.
  - a. You can add multiple images by using more of the “File” and “Caption” boxes

The screenshot shows a web form titled "Add Items". It has four tabs: "From Web Browser" (selected), "From Local Server", "From Web Page", and "Windows XP". Below the tabs is a note: "Upload files directly from your computer. Enter the full path to the file and an optional caption in the box. Note: You can upload up to 8 megabytes at one time. No individual file may be larger than 20 megabyte that, you must upload the files separately, use a different upload format, or ask your system administrator." The form contains three identical sets of "File" and "Caption" input fields. The first "File" field contains "c:\my\_photo\_collection\image1.jpg" and the first "Caption" field contains "This is a photo of the campsite".

8. Click the “Add Items” button at the bottom of the screen, and your photos will be uploaded to the gallery.
  - a. You may need to be patient. Depending on the speed of your broadband connection, this may take some time.
9. Repeat the steps above to add more photos to an album, or to add additional albums.
10. Congratulations, your photos will now appear on the gallery for group members to see.

*If you experience any problems uploading photos to the gallery, please contact the web team by e-mail at [gallery@3rdmoleseyscouts.org.uk](mailto:gallery@3rdmoleseyscouts.org.uk).*



## **Instructions for advanced users**

Some gallery users may have multiple photos that need to be published on the 3<sup>rd</sup> Molesey Gallery. The basic method for adding albums and photos may be too slow if you have a lot to upload.

The following instructions can be used to enable an additional feature under Windows XP, removing the need to use the web browser method for uploading photos. The advanced method requires use of the setup instructions, which only need to be followed once. You can then use the upload instructions to add to the gallery from your computer.

## **Setup**

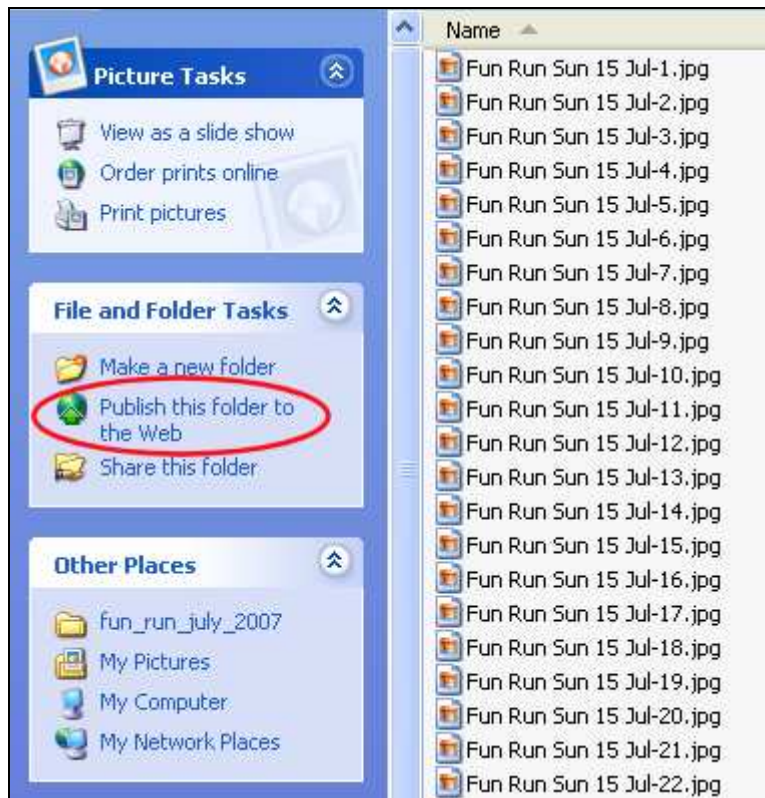
1. Visit the gallery at <http://gallery.3rdmoleseyscouts.org.uk> , log in using your username and password, and then browse to the “Add Item” screen.
2. Select the “Windows XP” tab and download the “install\_registry.reg” file to your computer.



3. Run the downloaded file, which will enable the gallery upload feature on your computer.
  - a. You have now enabled an additional feature on your computer which will allow you to upload multiple images without the need to use your web browser. You do not need to repeat this setup procedure unless you re-install Windows XP on your computer.

## Uploading photos / creating albums

1. Open your Windows Explorer using the “My Computer” icon on your Windows Desktop and browse to the folder containing the images that you wish to upload.
  - a. You cannot use the “Windows Key + E” shortcut for this, it will not work!
2. Select the image(s) or a folder and then click the link on the left of the window “Publish this file to the web...”



3. The “Web Publishing Wizard” will appear.
4. Follow the instructions to log into the 3<sup>rd</sup> Molesey Photo Gallery, select an album and publish the images.

*If you experience any problems uploading photos to the gallery, please contact the web team by e-mail at [gallery@3rdmoleseyscouts.org.uk](mailto:gallery@3rdmoleseyscouts.org.uk).*