

Quick Tip #6 v2 (Sep 2015)

Upload Images to your Image Library:

- Click on *"My Account"* on the main menu toolbar
- Click on *"My Image Library"*
- You are presented with an Image Search function which you can use to find images in your library after they are uploaded
- Scroll down to just under the Search box area and select one of the upload option buttons, *"Catalog a Print"*, *"Upload Images"*, or *"Add an Image Sequence"*
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- **Catalog a Print:**
 - o Read the instructions
 - o click on the *"Select"* button (just below the instructions) **ONLY IF** you want to upload a digital copy of the print image (normally you do).
 - o a file manager will open on your computer for you to find and select the image
 - o when the file is ready for upload a green dot will appear to the left of the filename. If it is red then the upload failed and a reason should be shown. You can click on the *"X"* to the right to cancel the upload and find another file
 - o *"Image Type"* - leave checked – *"Image is a Print that may not have a digital image available"*
 - o *"Title"* - enter a title – required. Suggest no more than 50 characters
 - o *"Owner Image ID"* – leave blank unless you have a personal image numbering system you wish to use, the system does not use this information
 - o *"Wildlife"*- check this box if the image meets the *"Genuine Wildlife"* definition (not currently used)
 - o *"Restrictions"* – leave the default
 - o Click on *"Save"* at the bottom of the page
- **Upload Images:**
 - o Click on *"Upload Images"*
 - o Read the instructions, ignore Information on File Name Formats
 - o Click on *"Select"* – the file manager on your computer will open – select the image(s) you want to upload to the Image Library
 - o A green dot will appear beside the file name(s) when they are ready to upload. Click on the red *"X"* to remove the file from the upload list
 - o Click on *"Save Images"* – this uploads the image(s) to the Image Library
 - o An information box for each image will open:

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Title: VCC-Statues-16 HDR

English | Spell Check

Image Id=5253756, 783x1050 , Panasonic DMC-GF1

Genuine Wildlife Allow Public Display

Author's Image Id: This is a field for the author's use only to help identify the image within the author's collection.

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.

Sequence Name:

Image Number within Image Sequence:

Delete

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 - *"Title"* – edit the title otherwise the default is the filename – not desired
 - *"Genuine Wildlife"* – click this only if your image meets the "Genuine Wildlife" definition of the club/CAPA/PSA
 - *"Allow Public Display"* – on by default. If unchecked the image can only be seen by logged in members.
 - *"Authors Image ID"* – leave blank, unless you have a personal image numbering system you wish to use. The system does not use this information
 - *"Delete"* – removes the image from the Image Library
 - Image Sequence box – not used
 - Click on *"Done"* at the bottom of the page to be returned to the Image Library search page.
- **Add an Image Sequence:**
- Not currently used

Note:

1. The VP system will not allow duplicate files (same filename) to be uploaded
2. The VP system will not allow images to have the same Title.