

# Images

Contributed by  
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If you have a 'Gallery' link you will want to upload some photo's or images. This is really quite straight forward.

1. Bring up your website home page in your internet browser and click on the link to open up your gallery.
2. Click on 'Login' (top left corner of the page), enter your username and password and click on login again. You will now see a welcome message. Just click on 'continue'.

(If you do not have any 'categories' or 'albums' created you will need to do this now before continuing with instruction number 5. Just click on the 'Category' and 'Album' tabs to do this).

3. You should now have a page showing your images. Along the top of the page you need to click on the 'upload file' tab.
4. In the middle of the next page to appear there are 5 lines and each has a 'browse' link at the end of the line. Click on 'browse' and this will open a new window which will allow to to choose the image you wish to upload from your own computer.
5. Once you have selected your image (you can do up to 5 at a time) click on 'continue' at the bottom of the page.
6. You should now see a message confirming the upload was successful. click on 'continue'.
7. The following screen will show a thumbnail of your image. In the centre of the screen is a drop down menu which says 'select album'. Click on the small arrow to the right hand side to open the menu and click on the album you wish the image to be added to and click on contiune at the bottom of the page.
8. You will see a screen which confirms this action has been successfully completed. Click on continue to proceed.
9. If you have any more images to upload continue from instruction number 5.
10. When you have finished uploading your images click on 'logout' at the top of the page.

However you do need to consider the following:

When you take a digital photo and load this on to your computer you will most probably find that this is something like 1600x1200 pixels in size or more. Although you can upload images of this size there may be problems in the image being displayed correctly because it is too large or more importantly;

Not everyone has a high speed broadband connection. Some visitors to your site may only have access to a 'dial up' facility or slower broadband service. Therefore, images that are large in size will take longer for the data to be downloaded and this may put visitors off if it takes to long for your site, gallery or slides shows to display.

I would therefore, advise you to adjust the size of your images to something like 500x500 before uploading to your site. The is a very nice software package called irfanview that can do this and you can do a number of images at the same time so it does not take long to do. Bear in mind though that when you change your images it is always best to save the result in a new folder thereby keeping the original image unaffected. This software is FREE and can be downloaded from <http://www.irfanview.com/> although if you are pleased with what this does you may like to make a small donation.

As usual, any downloads and installations are at your own risk and I must strongly advise you to check items with good virus scan software. See the Free Software link for more information.

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