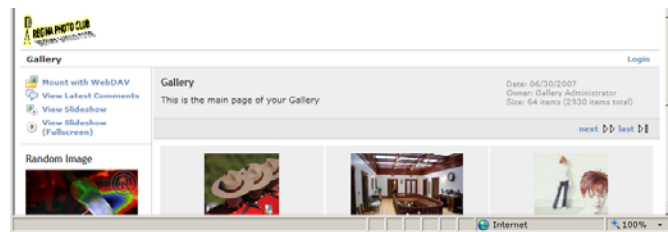


User's Guide to the RPC Gallery

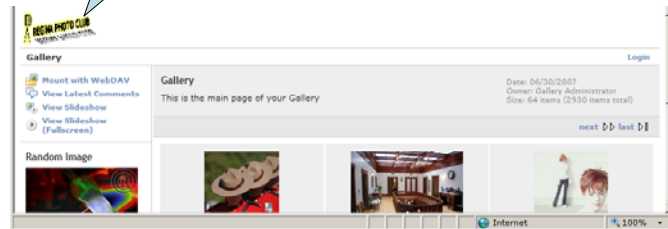
gallery.reginaphotoclub.com

Welcome screen

This is the basic screen that all visitors and members see when you go to our gallery. Galleries have been sorted into an alphabetical order (*of sorts – only by the first letter of your last name*)



The RPC logo takes you to the first page of the gallery

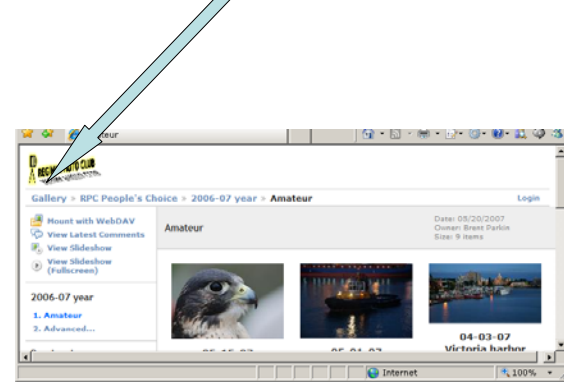


This is the navigation bar



This is the navigation bar

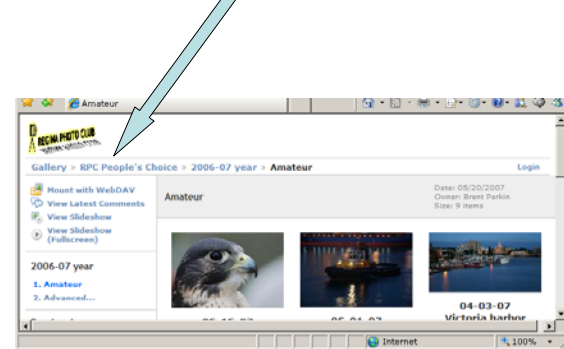
• Top of the gallery



This is the navigation bar

• Top of the gallery

• User's folder



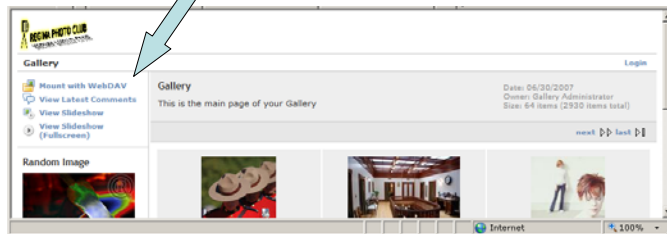
This is the navigation bar

- Top of the gallery
- User's folder
- All the sub-folders of the user

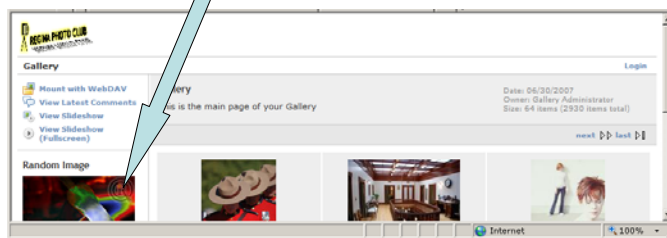


Guests and users NOT logged in will see these simplified set of controls.

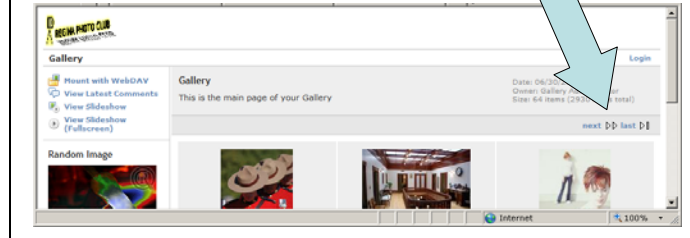
- WebDAV is Web-based Distributed Authoring and Versioning. It is not enabled on our website (yet – maybe)
- Comments are available but not widely used. The old version of gallery allowed Guests to leave comments, but this newer version requires users to be logged in. This may be changed in the near future.
- Slideshow (fullscreen) will run depending on your version of Java™ installed on your computer.



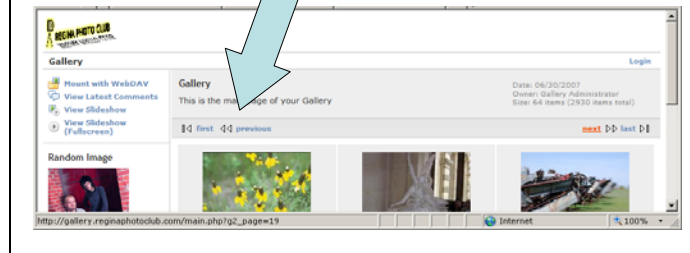
This Gallery features a random image. It is taken from any user's gallery. By clicking on that image, you will be taken to that gallery. Each time you reload or change the page, a new random image is selected.



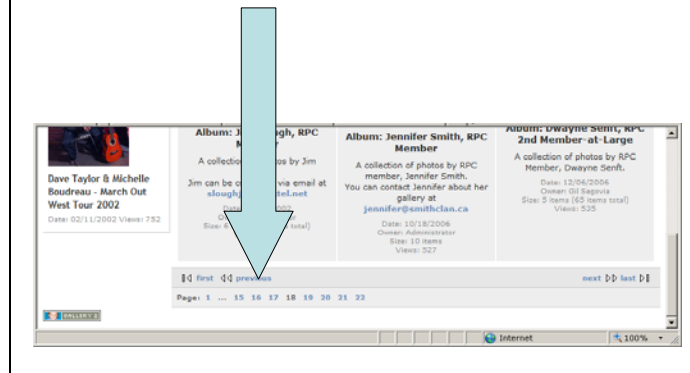
These icons "next" and "last" will help navigate to other pages in the gallery.



Similarly the "first" and "previous" buttons move to previous pages in the gallery.



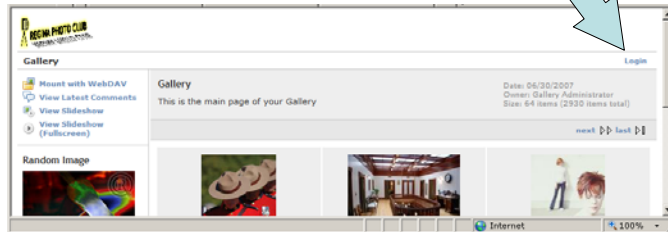
Near the bottom of the gallery window are page numbers "1 ... 22". You can skip pages simply by clicking on the page number.



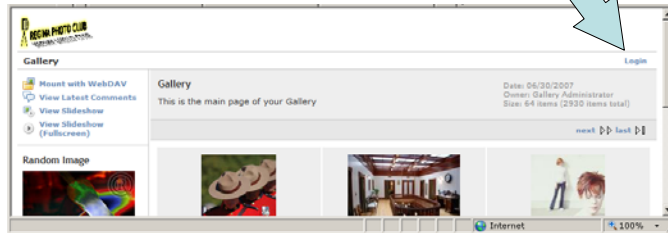
Currently, we don't have a method to jump to a letter in the alphabet... so if you are looking for a certain letter, you have to take a guess.



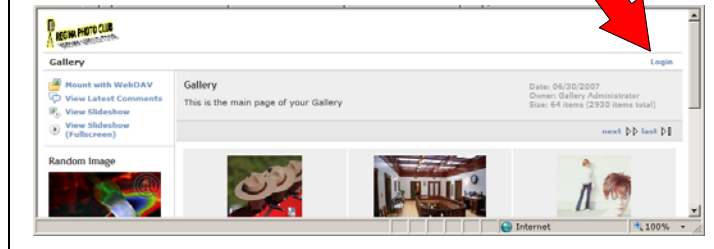
“Login” allows registered users to add, delete, arrange, sort and maintain items in their gallery.



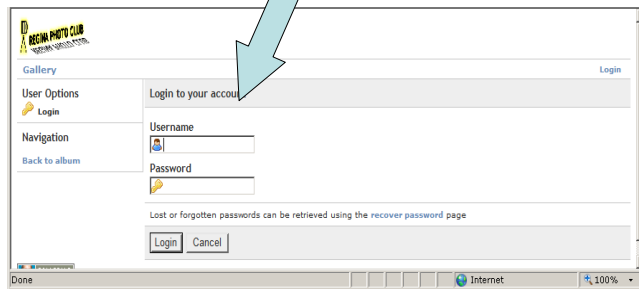
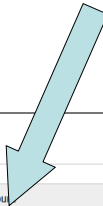
Every user has their own Username and password.
To get your gallery username and password, simply e-mail the current webmaster for your space.



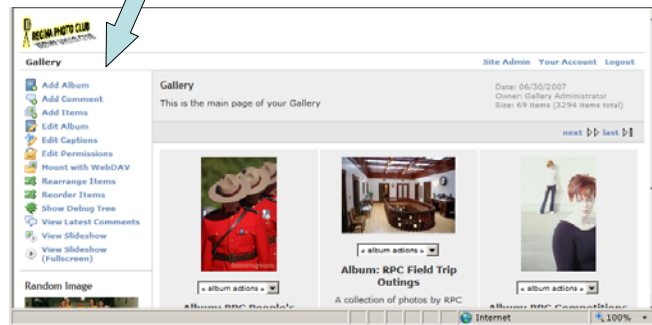
CLICK and....



Enter your login credentials....

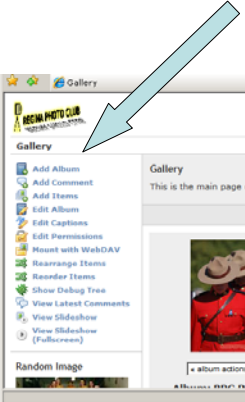


Once you are logged in, you will get the enhanced menu in the left hand column.



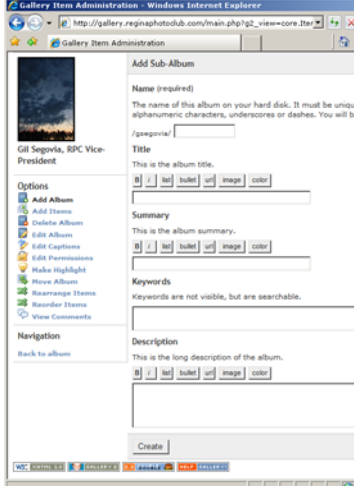
The tools available are:

- Add album
- Add comment
- Add items (images)
- Edit album
- Edit Captions
- Edit Permissions
- Rearrange Items
- Reorder Items
- Show Debug Tree *a programmers tool not used for us*



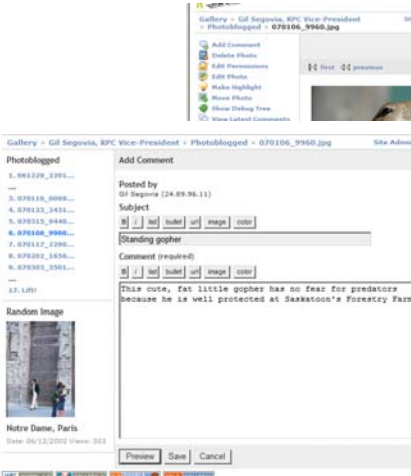
Add album

1. Go to your album space.
2. Click "add album"
3. Give your new album a unique name, similar to what you should title this folder.
4. Title = The full english name of your folder
5. Summary = brief description
6. Keywords = for searching purposes
7. Description = Put in a longer detailed paragraph to describe the contents of this album.
8. Click "Create" to build this album.



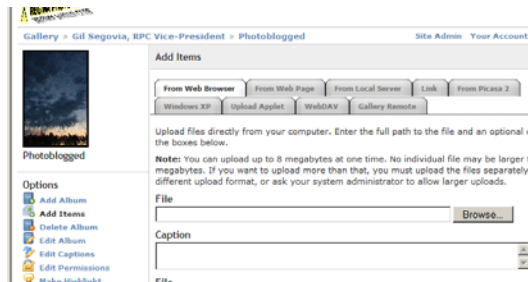
Add comment

1. Go to the image you wish to comment and click "Add comment"
2. You can add the title to your comment.
3. Put the majority of the comment in
4. Click Preview or Save.



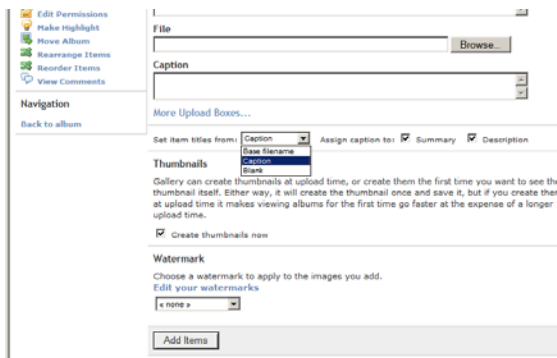
Add item

1. Go to the album that you want to add an image.
 - "From Web Browser" is the most common/default setting.
2. Click Browse and find the image on your home computer for uploading.
3. Add the caption that you wish to name the image.



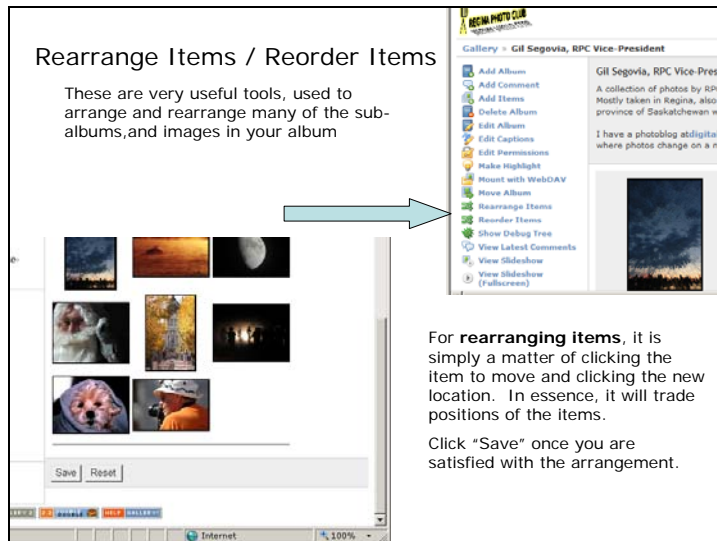
Add item (continued)

4. Select "Caption" to use the caption you entered.
5. Add a watermark from the drop down list to protect your image.
6. Click "Add items" to upload the images that you have selected.



Rearrange Items / Reorder Items

These are very useful tools, used to arrange and rearrange many of the sub-albums, and images in your album



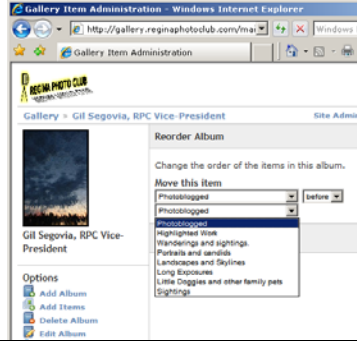
For **rearranging items**, it is simply a matter of clicking the item to move and clicking the new location. In essence, it will trade positions of the items.

Click "Save" once you are satisfied with the arrangement.

Rearrange Items / Reorder Items

These are very useful tools, used to arrange and rearrange many of the sub-albums, and images in your album

The **Reorder Item** tool is slightly different as it allows you to put one item in a place relative to another.

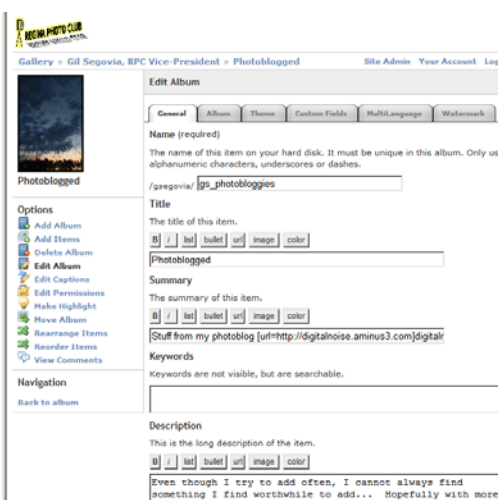


Edit album

Allows you to make changes to an album that you have already created.

Other features are available here to further enhance or protect your images.

(Scroll down)

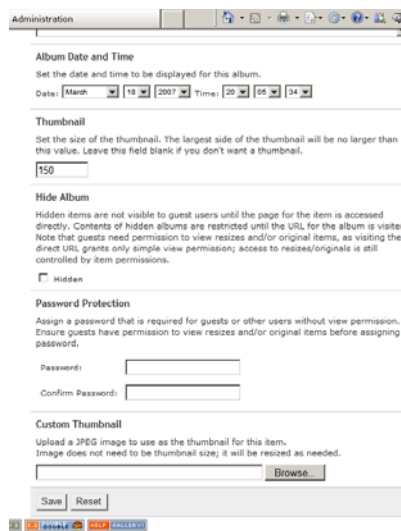


Edit album (continued)

- You can change the thumbnail size
- Hide the Album from guest users
- Add Password Protection
- Add Custom Thumbnails

I do suggest that you play with these features.

You shouldn't be able to break anything... if you do lock yourself out of an album, let me know and I can fix it for you.

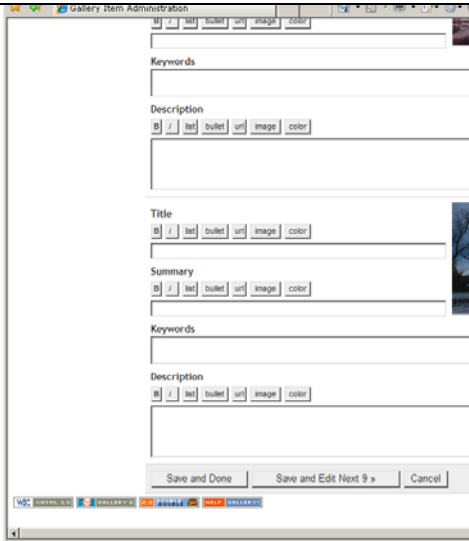


Edit captions

In any of your albums, you can select the Edit Captions option to change the title, summary, keywords, and description for each image in the album.

You can update only a few or all of the images as you wish.

Be sure to click either "Save and Done" or "Save and Edit Next #"



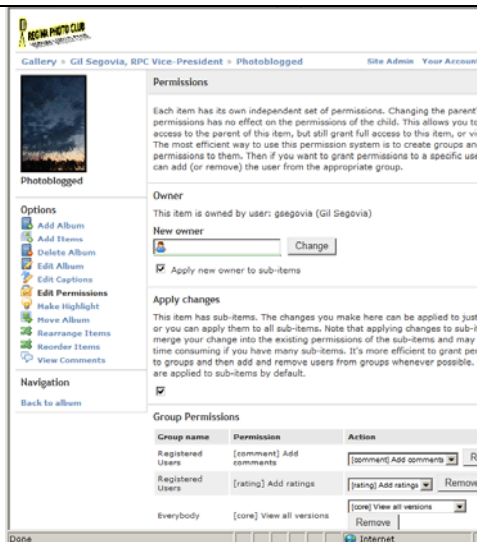
Edit permissions

Permissions become a bit more advanced.

However, if you feel so inclined, you can make some changes as described.

You should only be able to change permissions for albums for which you have "All access"

Again, play with these, if they get messed up... It can be fixed.



Group name	Permission	Action
Registered Users	[comment] Add comments	[comment] Add comments Remove
Registered Users	[rating] Add ratings	[rating] Add ratings Remove
Everybody	[core] View all versions	[core] View all versions Remove

That's all for now...

This document will be available on the ReginaPhotoClub.com website.