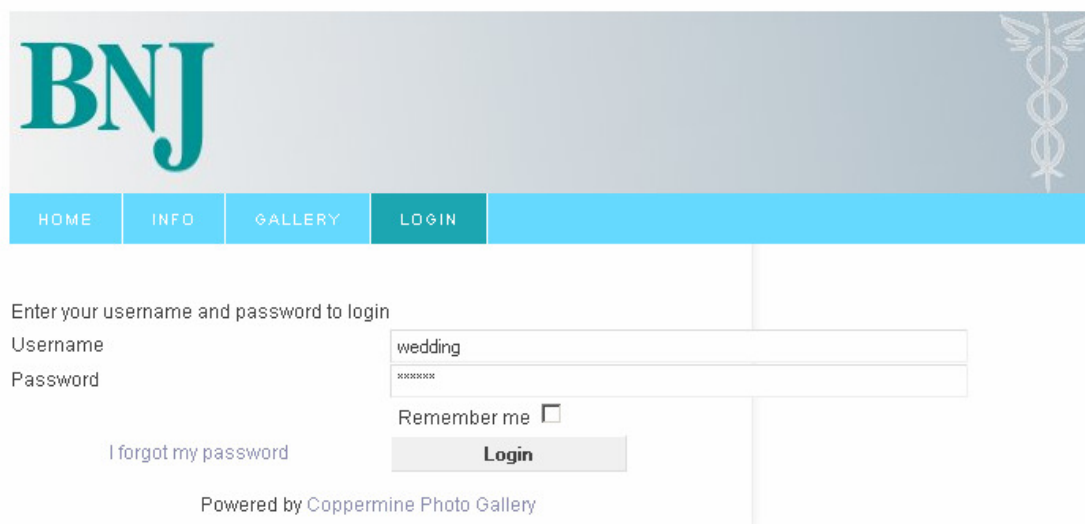


## Photograph Upload Guide

Welcome to the photograph upload guide which will take you through the process of uploading some of your pictures to the bnj.org.uk website!

### Login

First of All go to the website and go to the Gallery area. Click on the logon tab:



Enter your username and password to login

Username

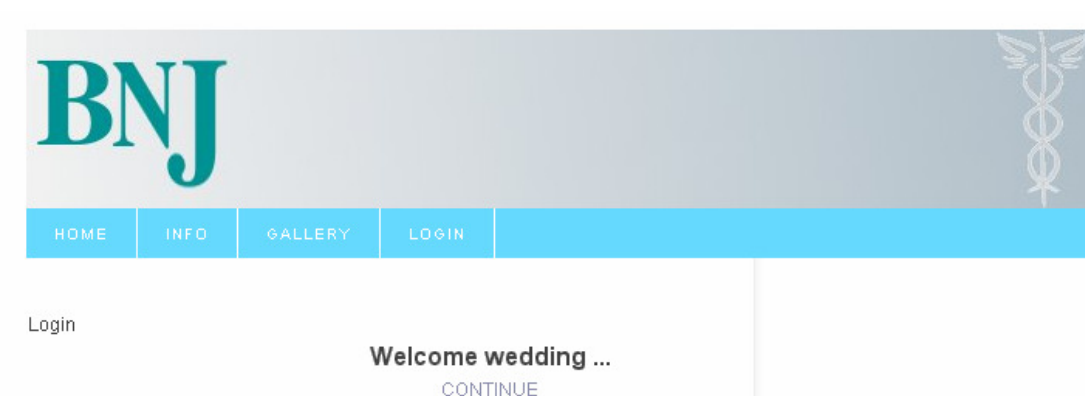
Password

Remember me

[I forgot my password](#)

Powered by Coppermine Photo Gallery

Put in the username and password you got from Jamie (or if you haven't, email him and ask for one at [Jamie@practicaluseful.com](mailto:Jamie@practicaluseful.com)) and click the Login button.



Login

Welcome wedding ...

[CONTINUE](#)

On the Welcome Screen, click the continue link.

## Upload Files

Click on the Upload File Tab.

Upload file

Now you may upload your files using the upload boxes below. The size of files uploaded from your client to the server should not exceed 1024 KB each. ZIP files uploaded in the 'File Upload' and 'URI/URL Upload' sections will remain compressed.

When using the URI/URL upload section, please enter the path to the file like so:  
http://www.mysite.com/images/example.jpg

When you have completed the form, please click 'Continue'.

**File Uploads:**

1.
2.
3.
4.
5.

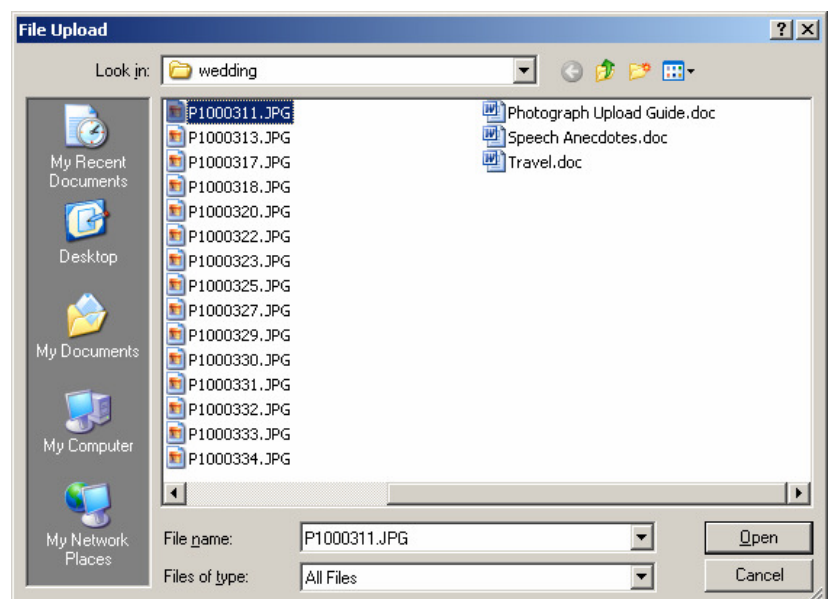
**URI/URL Uploads:**

1.
2.
3.

This page allows you to upload up to five images from your computer at a time or three pictures that are already on the internet at a different address.

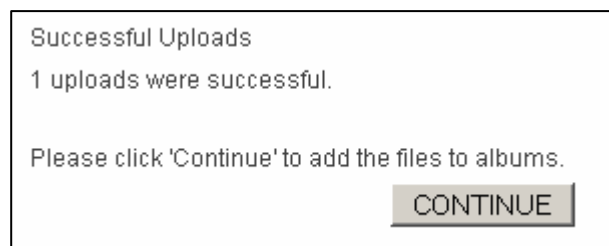
- Click one of the Browse... buttons.
- The window opposite will appear, browse to the location you have your images saved.
- Click on an image you want to upload.
- Click the Open button.

Once you have selected all the images you want to upload, click the Continue button.



## Upload Success!

If all has gone well you'll see a wee message like the picture opposite. Simply click the continue button.



## Upload Fail!

If instead you get an error message, read what it says carefully! The most common problem is that the gallery can only handle pictures that are 1024 x 768 pixels in size at maximum and that are less than 1Mb in size, if any of your pictures were larger than this they won't upload. You'll find an appendix to this document tells you how to go about resizing images to meet these criteria.

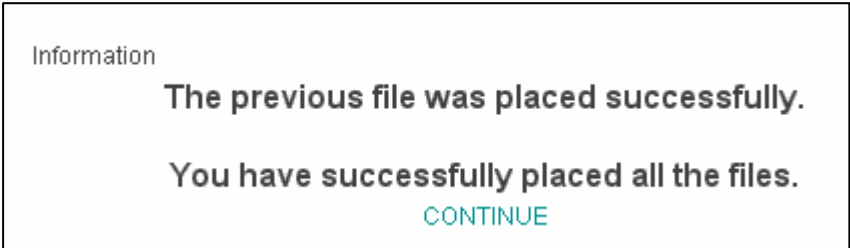
## Picture Details

For each of the images you uploaded you will now see a screen like the following:

A screenshot of a web form titled "Upload file". On the left is a thumbnail image of a bride and groom. To the right of the image, the text reads "File - P1000318.JPG" and "Please place the files in albums at this time. You may also enter relevant information about each file now." Below this is a dropdown menu labeled "Select album" with a list of options: "Select album", "Albums with no category", and "MyName's Pictures". The "MyName's Pictures" option is highlighted in blue. Below the dropdown are input fields for "File title", "File description", and "Keywords (separate with spaces)". There is also a link "Insert from list" and a grey button labeled "CONTINUE".

- Click on the "Select album" box and pick the album you want the image to be placed into. You should find you only have one option which is an album with your name in it!
- In the "File Title" box put a title for the image like "The Happy Couple".
- In the "File Description" box put a brief description like "Brian and Jackie at the back of the church after the ceremony."

- You don't have to worry about keywords, but you could put something like "St Alkmunds Brian Jackie wedding MyName" if you are feeling keen.
- When you are happy the details are correct, click the Continue button.
- You'll see a message like the one opposite, click continue.
- You'll need to do the same thing for every picture you uploaded, be careful to select the album every time as well!
- After the last image you'll see a slightly different message:

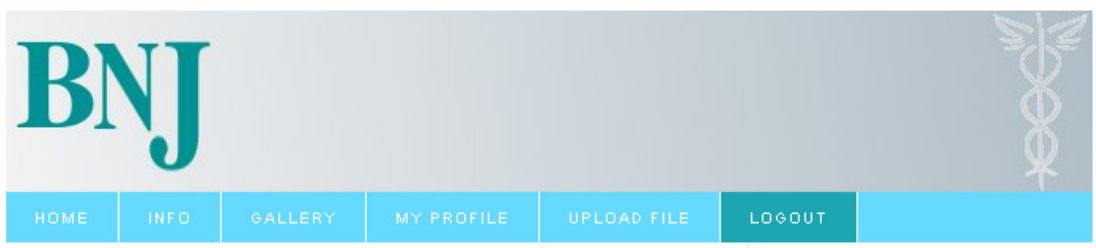


- Click Continue!

***Rinse and Repeat***

If there are more pictures to be uploaded then click the Upload File tab again and follow the same steps.

If you are all done then click the Logout tab then click Continue on the "Bye Bye" screen.



***Thank You***

Thank you very much for taking the time to share your photos with everybody, we really appreciate it and Jamie especially appreciates you taking the time to do this yourself so he doesn't have to!

## Appendix: Resizing Photos

The bnj.org.uk gallery can only accept pictures that are:

- 1024 x 768 pixels at maximum
- 1Mb in size at maximum

This is because this is a website and while your lovely 4 MegaPixel Camera produces marvellous pictures that still look great when you print them, the files might be as large as 3.3Mb and 3072 x 2304 pixels big which is just not a web-friendly format!

You probably have an image editor on your computer that will let you resize your pictures, the option might be called “Scale” or “Resize” or “Change resolution”. Make sure you keep the dimensions linked in scale so your image doesn’t become distorted!

### ***Microsoft Image Resizer***

There is a free software tool from Microsoft that also makes the process easier:

Download the Image Resizer Powertoy for Windows XP from:

<http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.msp>

Or directly from:

<http://download.microsoft.com/download/whistler/Install/2/WXP/EN-US/ImageResizerPowertoySetup.exe>

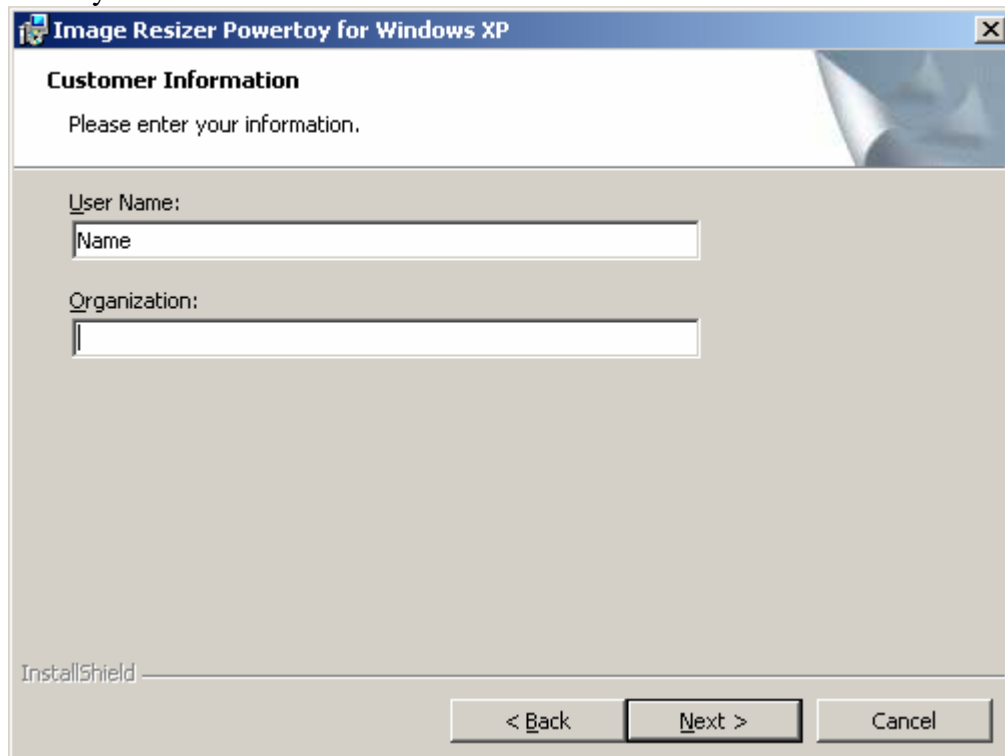
Double click the ImageSesizerPowertoySetup.exe file that you download and click “Next” on the first screen:



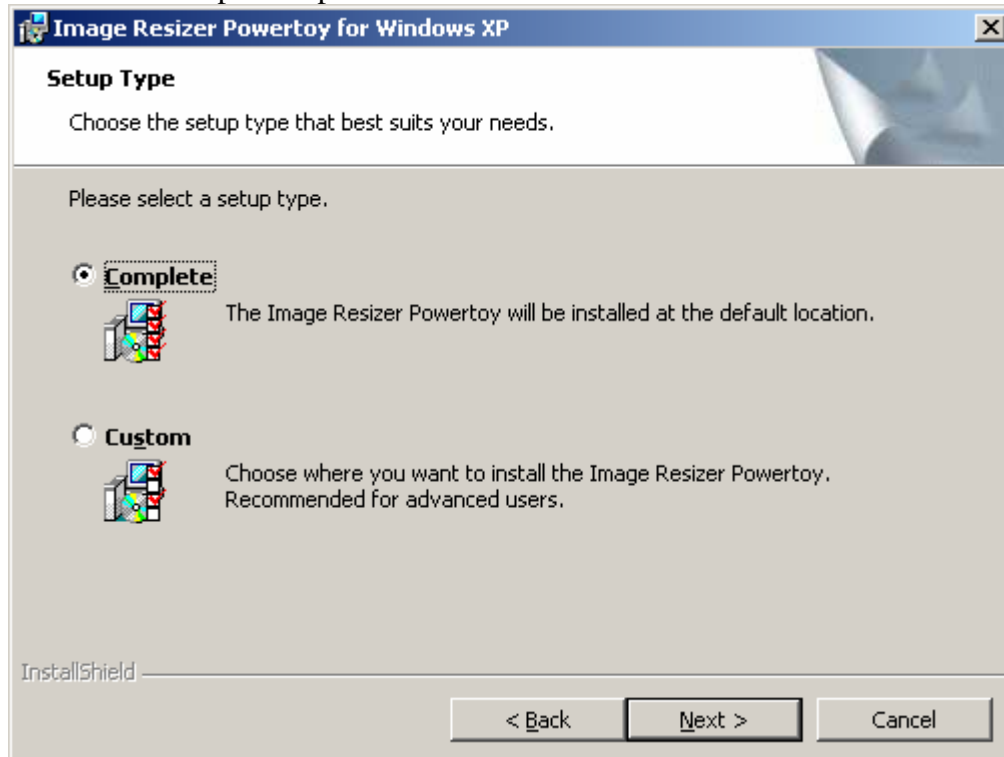
Click "I accept the terms in the license agreement" then click Next:



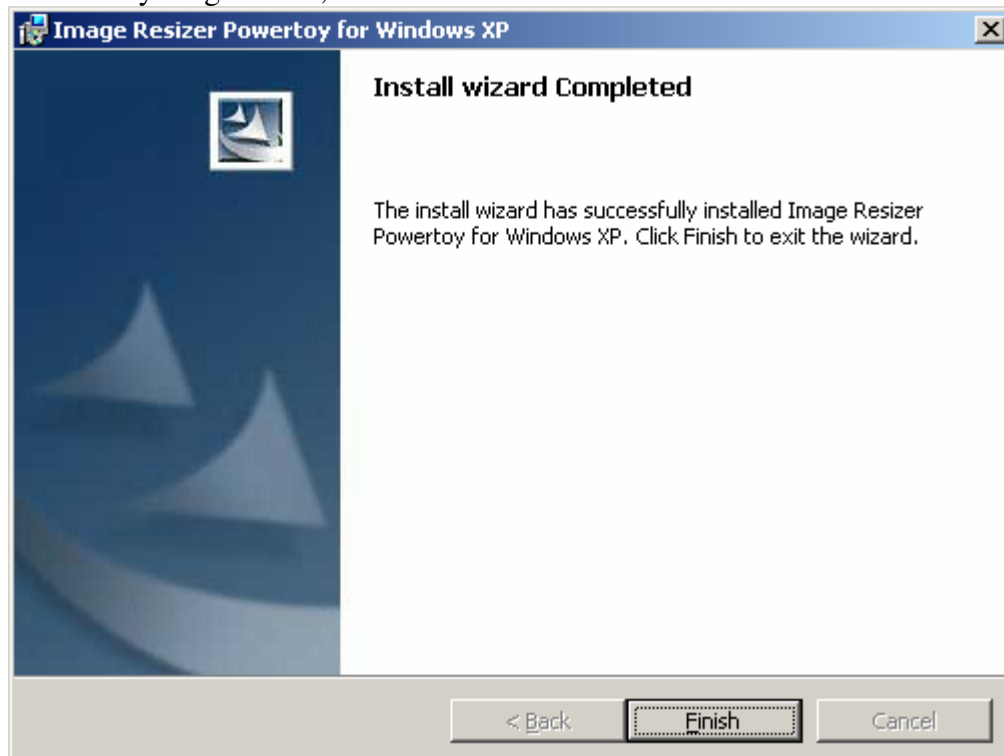
Put in your name and click Next:



Leave the “Complete” option selected and click “Next” then “Install”:

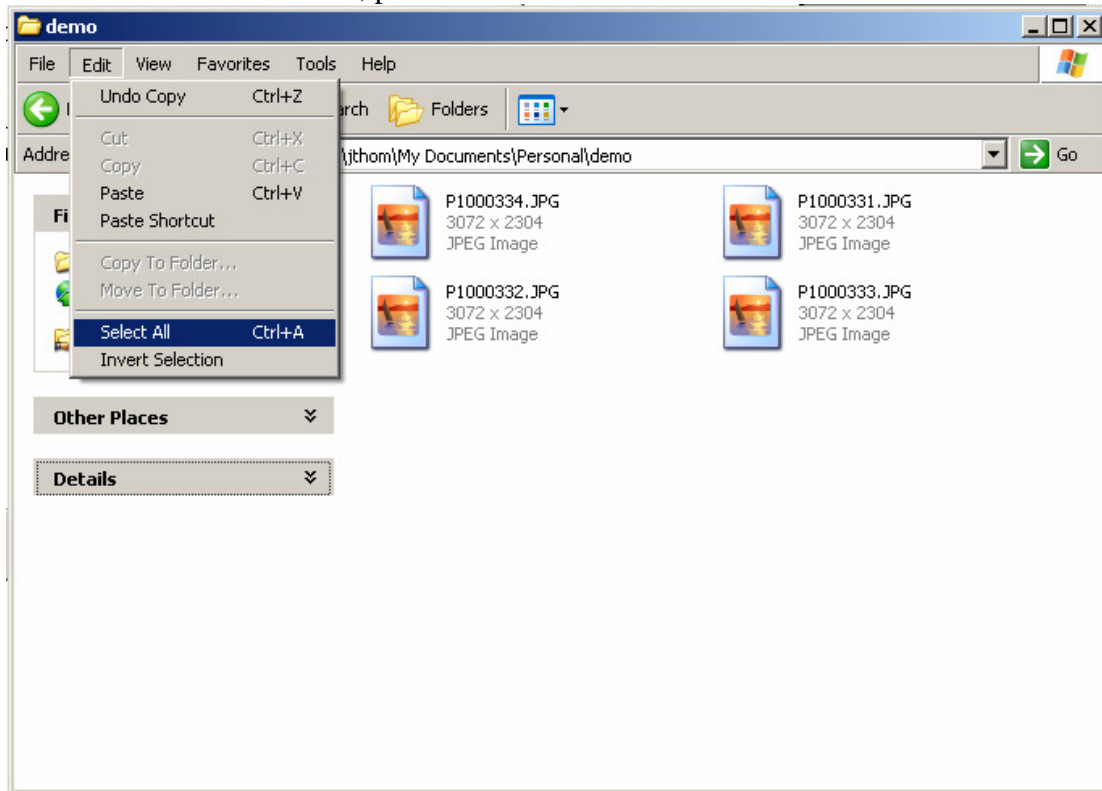


Once everything is done, click “Finish”:

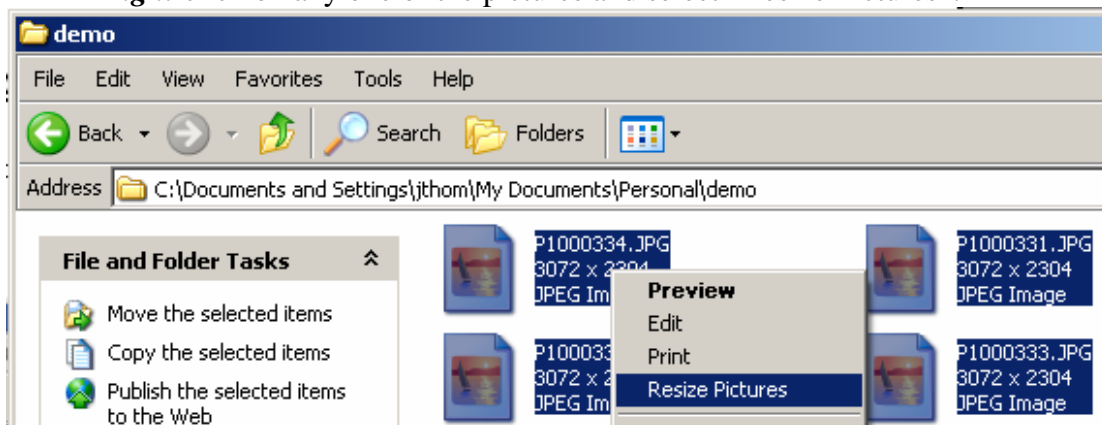


## Using Microsoft Image Resizer

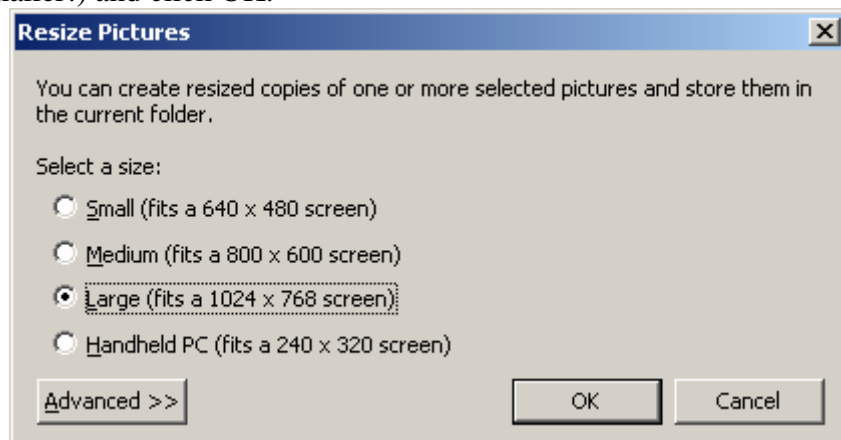
- Open the folder on your computer where you have the images saved from your camera.
- From the Edit menu, pick “Select All”:



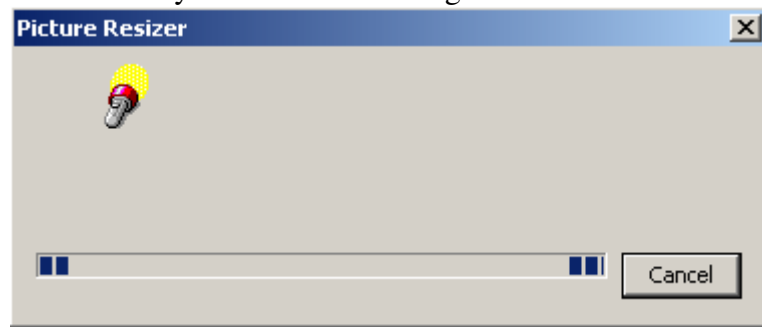
- **Right** click on any one of the pictures and select “Resize Pictures”:



- In the window that appears select “Large 1024x768” or (“Medium 800 x 600” if you are on a slower internet connection and want to make those files even smaller!) and click OK.



- A window will show you the progress of the files resizing, which might take a couple of minutes if you have a lot of images all selected at once.



- Once it disappears look again in your folder, you’ll see that your original images are all still there untouched but a new file has been generated called “Image Name (Large).jpg” (or “Image Name (Medium).jpg” if you selected that size). These are your newly resized images, ready for upload!

