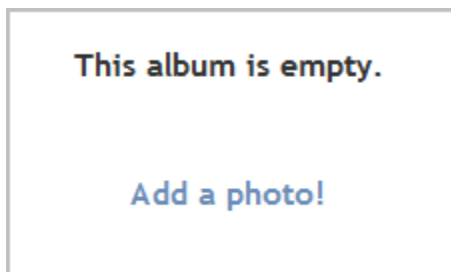


“The Map”[®] Fish & Species ID Call for Photos

Gallery instructions for Entries

Once you login you may find the following screen:

- The album is empty.
- Add a photo!

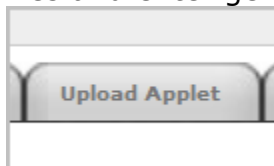


Click Add a photo!

You will have the following tabs



I suggest you choose “*Upload Applet*”. This will allow you to upload multiple files and enter general information about each photo (in batch).



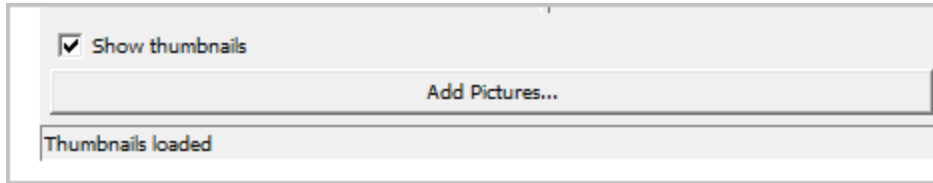
You will be required to install an applet for your browser.
You will be required to Allow the program to run by choosing “No” to “Block potentially unsafe components...”



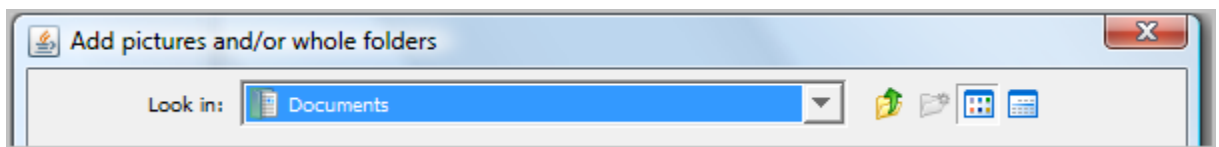
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Adding photos using the *Upload Applet*

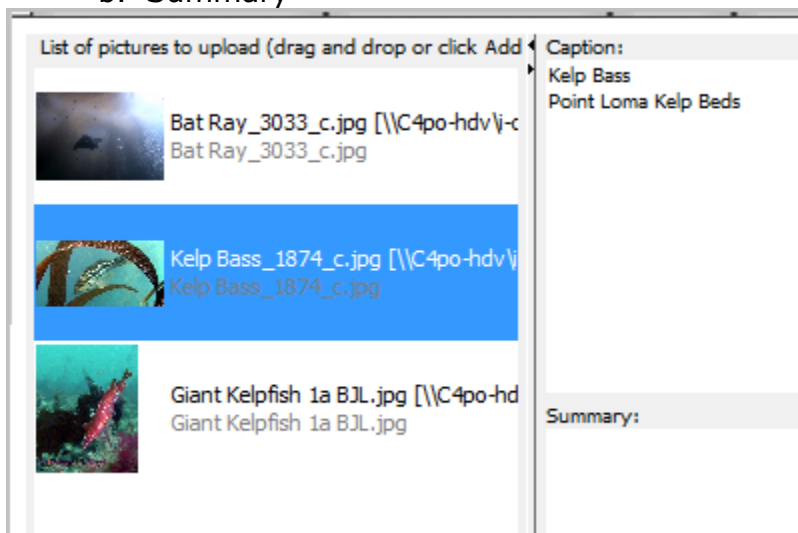
1. Click *Add Pictures*
2. Leave *Show thumbnails* selected



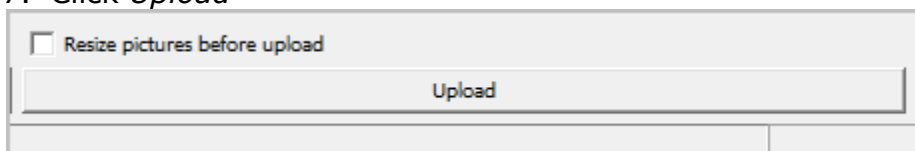
1. Locate your files on your computer
3. Select the individual files or use drag and drop



4. Keep adding photos until you have all of them you want (don't choose too many it because programs are known to crash)
5. Click on each photo to enter
 - a. Caption
 - b. Summary



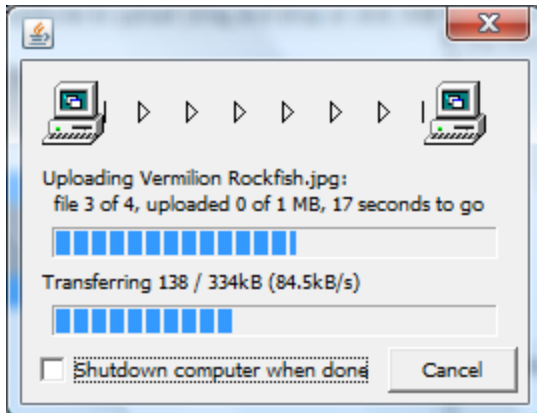
6. Uncheck *Resize pictures before upload*
7. Click *Upload*



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Upload applet - processing the upload of your photos

You will see a message box similar to the one below.
It will show the filename and the number of files you are uploading.
It will show progress of how many files and how much of the current file has been uploaded



Upload complete

[Vermilion Rockfish.jpg](#)

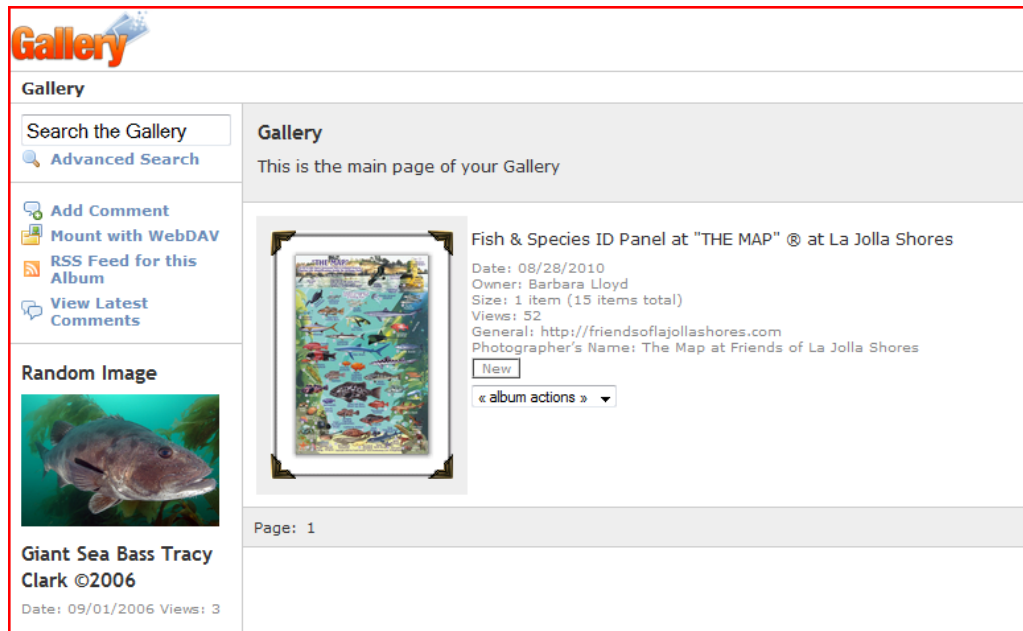
[Sea Nettle.jpg](#)

You can keep uploading or go to some of the pictures you uploaded by clicking on the links above

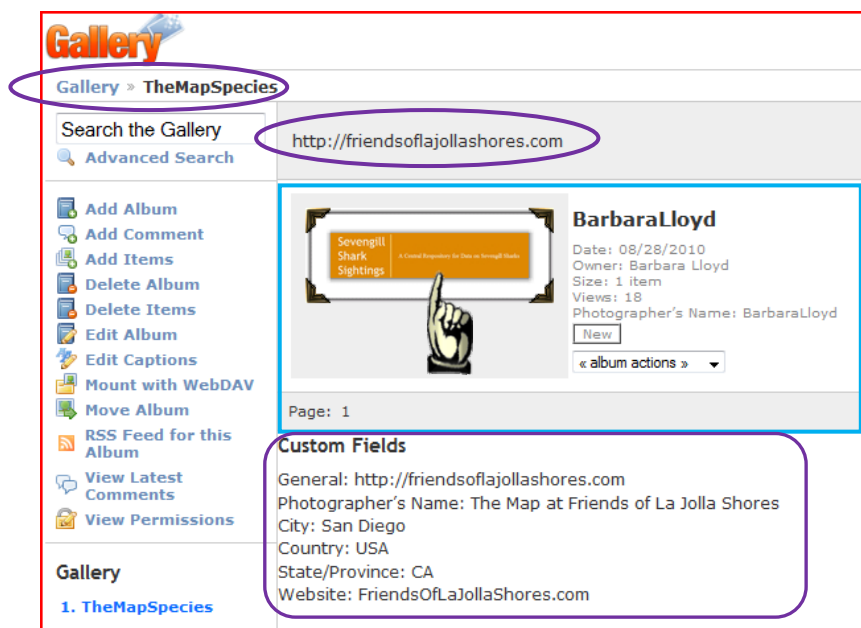
“The Map”[®] Fish & Species ID Call for Photos

Editing the information in your album

The main page of the Gallery will look something like this:

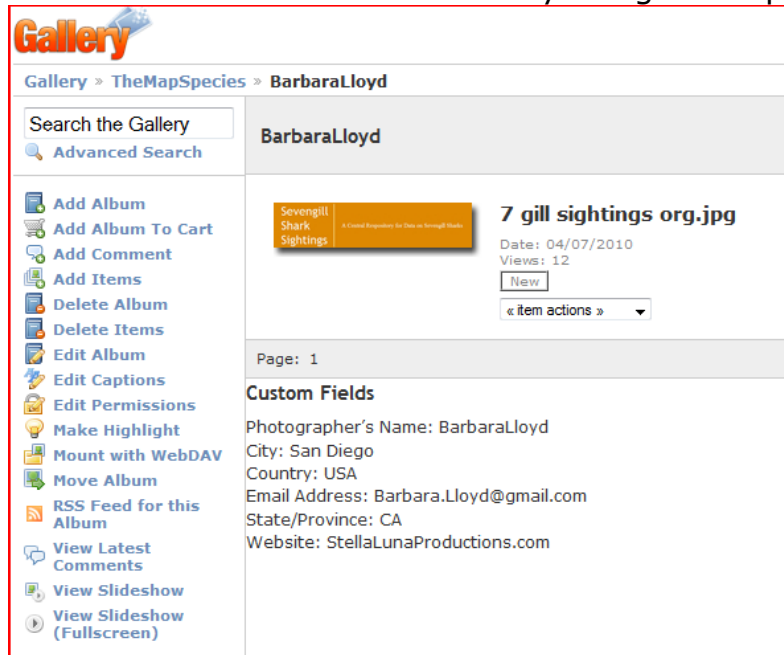


1. Click on the “Fish & Species ID Panel at “The Map”[®] at La Jolla Shores” album icon
2. You are currently in the **Main Album** where **your** album is displayed
3. Your album has a small picture frame around it
4. Click on **your** album name (see the hand)



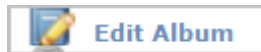
“The Map”[®] Fish & Species ID Call for Photos

5. You should now be in your Album
Note: pictures are outline with a light shadow;
Albums have a picture frame around them
6. You need to complete the *Custom Fields*
this information is not viewable by the general public



The screenshot shows a gallery interface with a left sidebar containing various album management actions such as 'Add Album', 'Delete Album', and 'Edit Album'. The main content area displays a photo titled '7 gill sightings org.jpg' with a date of 04/07/2010 and 12 views. Below the photo, a 'Custom Fields' section lists metadata for the photographer BarbaraLloyd, including her city (San Diego), country (USA), email address, state (CA), and website (StellaLunaProductions.com).

7. Choose *Edit Album* on the left



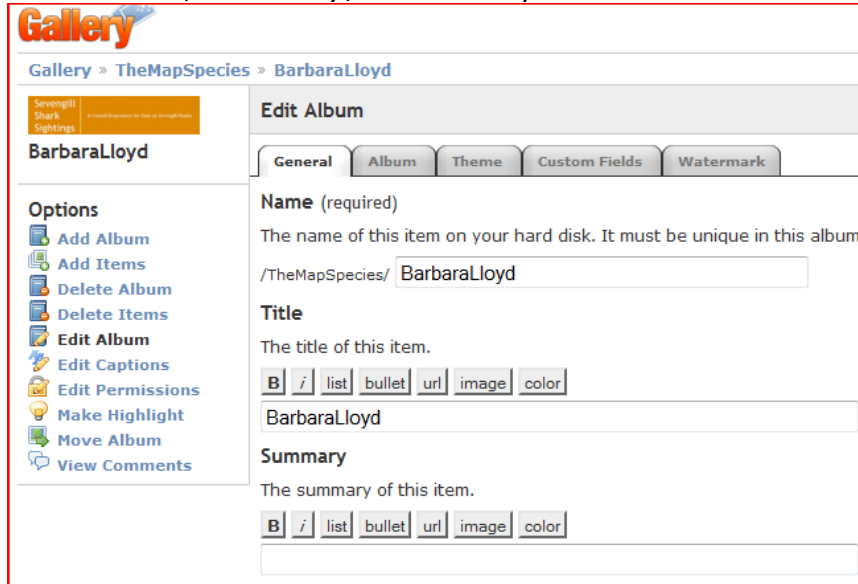
“The Map”[®] Fish & Species ID Call for Photos

Edit Album – Required information for submissions

You will have the following tabs. The tabs that we are interested in are the *General* tab and the *Custom Fields* tab.

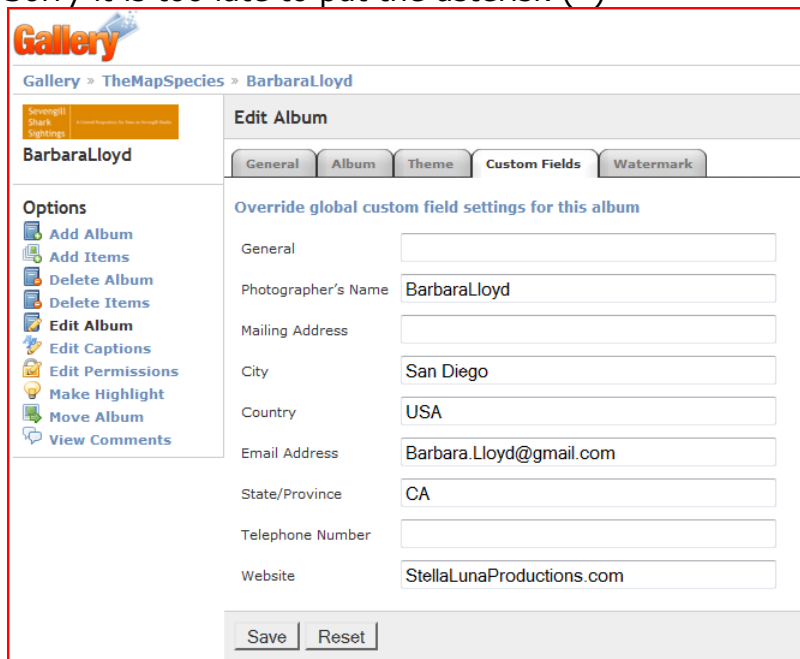
Please do not change the name of your Album. We do not know the impact.

1. Enter a *Title, Summary, and Description*



The screenshot shows the 'Edit Album' interface for an album named 'BarbaraLloyd'. The 'General' tab is selected. The 'Name' field is required and contains '/TheMapSpecies/ BarbaraLloyd'. The 'Title' field contains 'BarbaraLloyd'. The 'Summary' field is empty. The sidebar on the left lists various actions like 'Add Album', 'Delete Album', and 'Edit Album'.

2. Click on the *Custom Fields* tab.
3. Complete all fields (General is not required)
Sorry it is too late to put the asterisk (*)



The screenshot shows the 'Edit Album' interface for the same album, now with the 'Custom Fields' tab selected. The 'Override global custom field settings for this album' section is active. The fields are filled with the following information: Photographer's Name: BarbaraLloyd; City: San Diego; Country: USA; Email Address: Barbara.Lloyd@gmail.com; State/Province: CA; Website: StellaLunaProductions.com. The 'Save' and 'Reset' buttons are visible at the bottom.

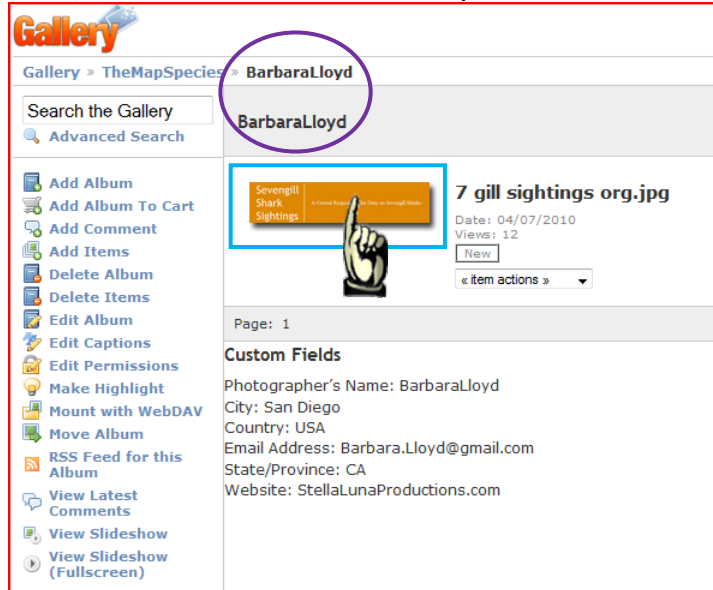
4. Click *Save*

“The Map”[®] Fish & Species ID Call for Photos

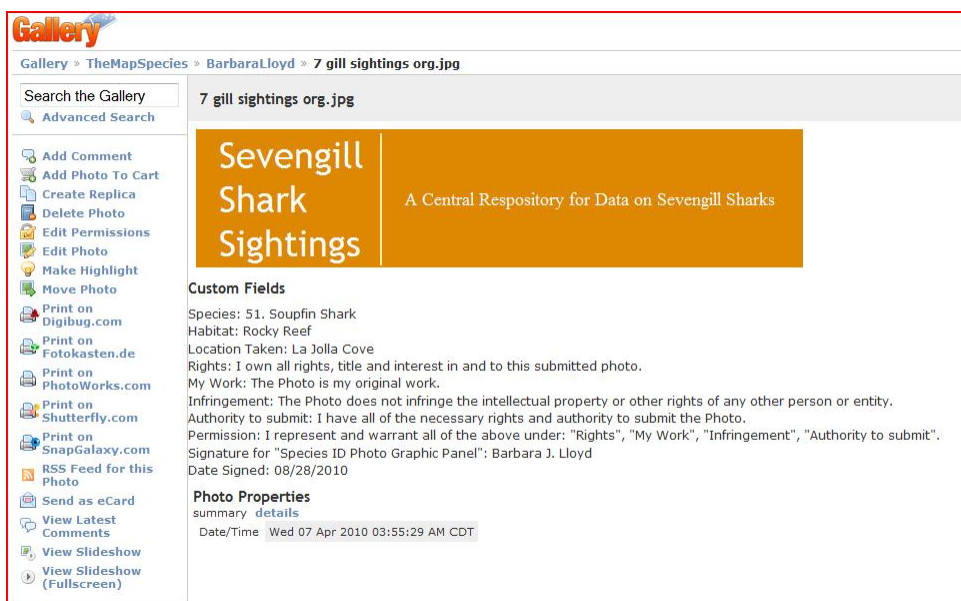
Edit Photo – Required information for submissions (similar to Edit Album)

1. You are currently in **your album** display
2. Your photo has a gray shadow around it
3. Click on **a photo** (see the hand)

Note, the Custom Field values you entered when editing **your** album



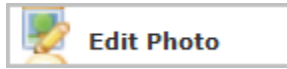
4. You should now be in your Album
Note: pictures are outline with a light shadow;
Albums have a picture frame around them.
5. You need to complete the *Custom Fields*
this information is not viewable by the general public



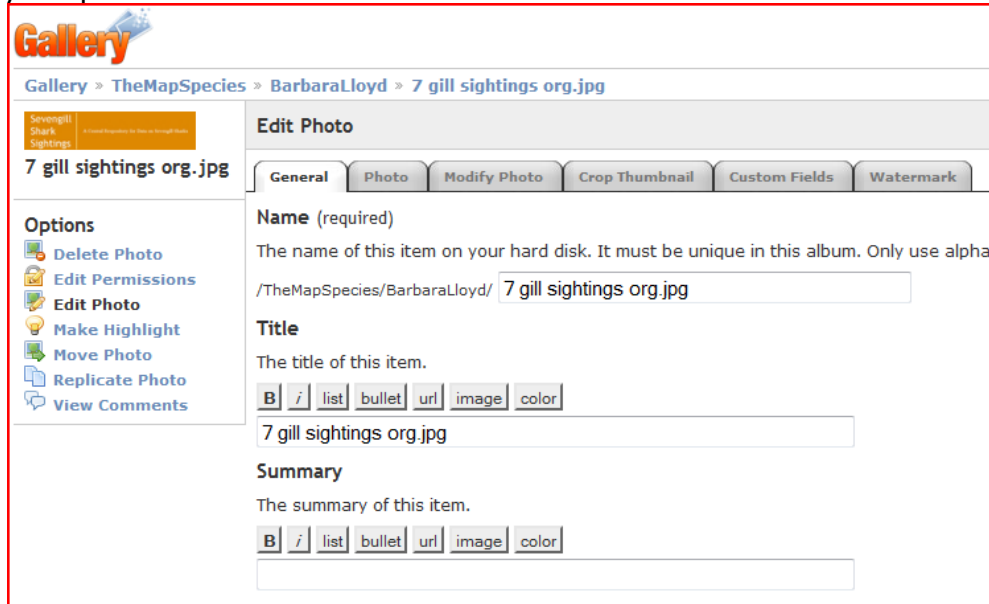
“The Map”[®] Fish & Species ID Call for Photos

Photo Custom fields - Required information for submissions

6. Click *Edit Photo*

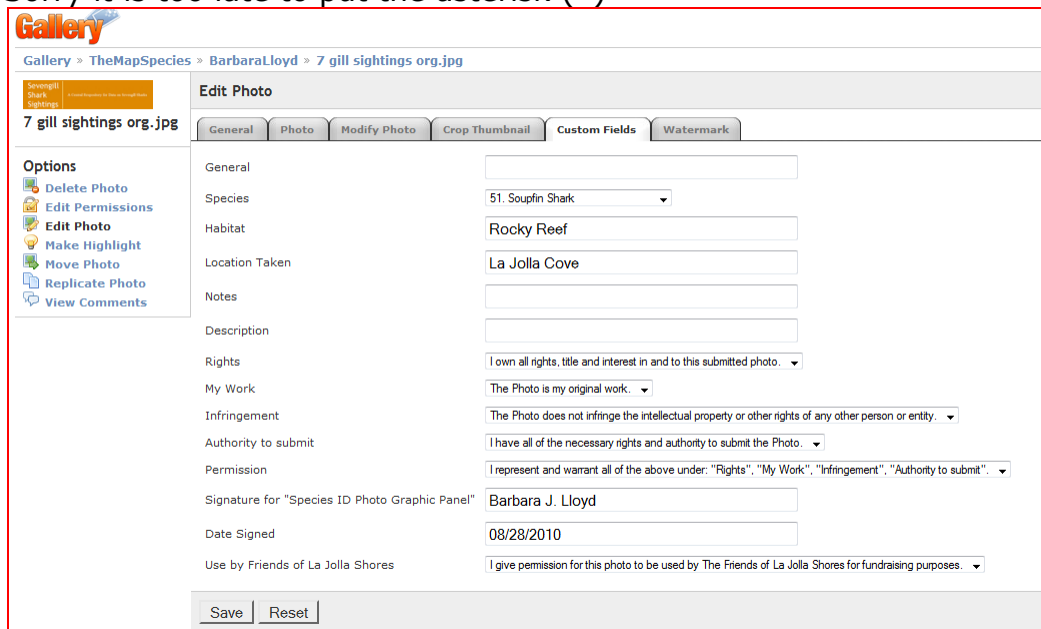


7. General tab – this information should already be set when you uploaded your photo

A screenshot of a web application interface for editing a photo. The page title is "Gallery" and the breadcrumb is "TheMapSpecies > BarbaraLloyd > 7 gill sightings org.jpg". The main heading is "Edit Photo". There are several tabs: "General", "Photo", "Modify Photo", "Crop Thumbnail", "Custom Fields", and "Watermark". The "General" tab is active. On the left, there is a sidebar with "Options" including "Delete Photo", "Edit Permissions", "Edit Photo", "Make Highlight", "Move Photo", "Replicate Photo", and "View Comments". The main content area has the following fields:

- Name (required)**: "The name of this item on your hard disk. It must be unique in this album. Only use alpha..."
Text input: "/TheMapSpecies/BarbaraLloyd/ 7 gill sightings org.jpg"
- Title**: "The title of this item."
Text input: "7 gill sightings org.jpg"
Buttons: B, i, list, bullet, url, image, color
- Summary**: "The summary of this item."
Text input: (empty)
Buttons: B, i, list, bullet, url, image, color

5. Click on the *Custom Fields* tab.
6. Complete all fields (General is not required)
Sorry it is too late to put the asterisk (*)

A screenshot of the same web application interface, but with the "Custom Fields" tab selected. The sidebar and breadcrumb are the same. The main content area has the following fields:

- General**: (empty text input)
- Species**: "51. Soupfin Shark" (dropdown menu)
- Habitat**: "Rocky Reef" (text input)
- Location Taken**: "La Jolla Cove" (text input)
- Notes**: (empty text input)
- Description**: (empty text input)
- Rights**: "I own all rights, title and interest in and to this submitted photo." (dropdown menu)
- My Work**: "The Photo is my original work." (dropdown menu)
- Infringement**: "The Photo does not infringe the intellectual property or other rights of any other person or entity." (dropdown menu)
- Authority to submit**: "I have all of the necessary rights and authority to submit the Photo." (dropdown menu)
- Permission**: "I represent and warrant all of the above under: 'Rights', 'My Work', 'Infringement', 'Authority to submit'." (dropdown menu)
- Signature for "Species ID Photo Graphic Panel"**: "Barbara J. Lloyd" (text input)
- Date Signed**: "08/28/2010" (text input)
- Use by Friends of La Jolla Shores**: "I give permission for this photo to be used by The Friends of La Jolla Shores for fundraising purposes." (dropdown menu)

At the bottom, there are "Save" and "Reset" buttons.

7. Click *Save*