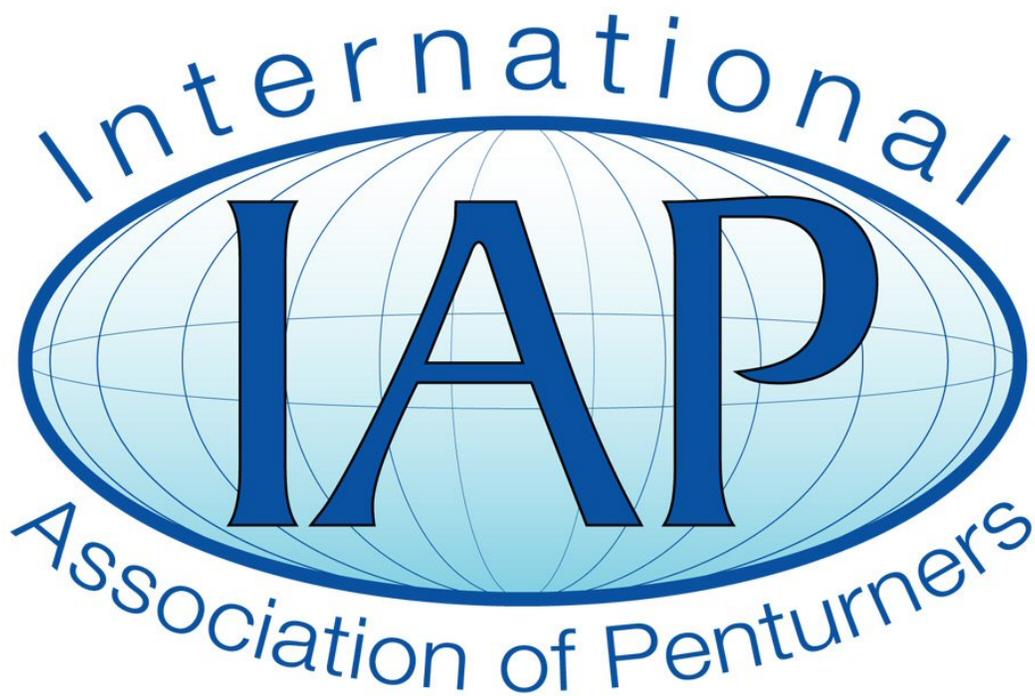


Uploading Photos to Your Member Album

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www.penturners.org

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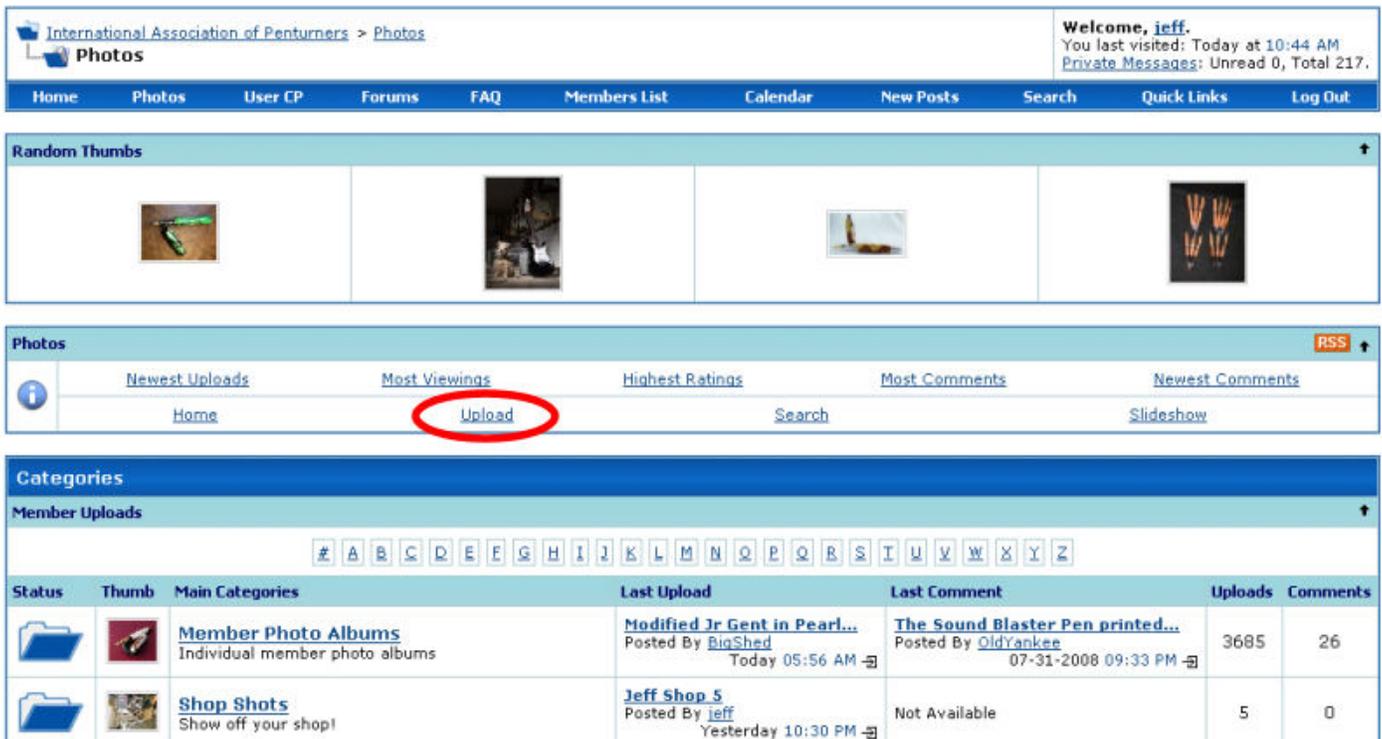
The International Association of Penturners - 2012

Uploading Photos - Your Album - Jeff in Westlake, Ohio, USA

Here is a quick overview of how to add photos from your computer into your album in the Member Photo Albums category.

NOTE: Unlike our former site, you do not need to have an album created for you. If one does not exist, it will be automatically created the first time you upload a photo.

STEP 1 - Click the "Photos" link on the navigation toolbar at the top of any site page. That will take you to the Main Album Page as shown below.

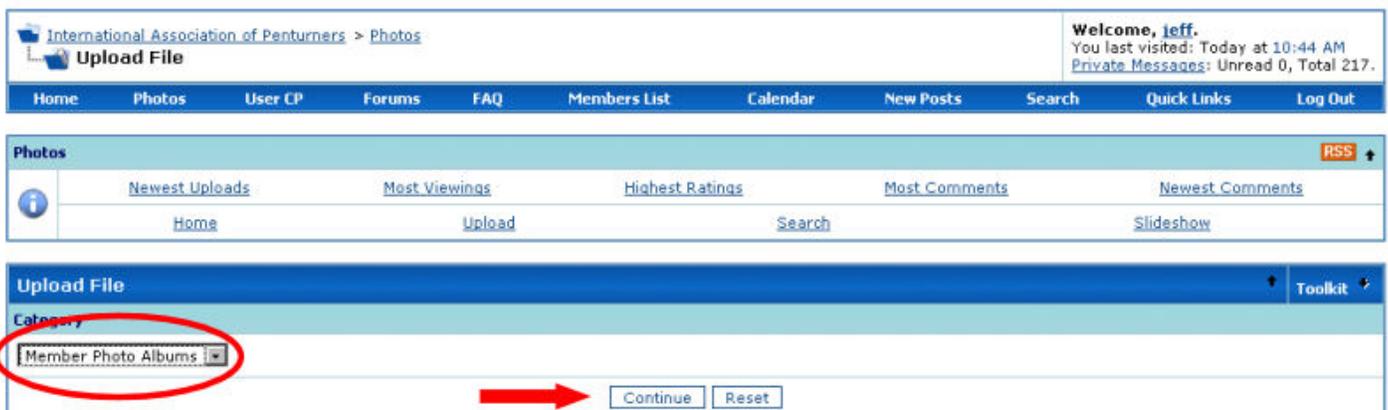


The screenshot shows the main album page with a navigation bar at the top containing links like Home, Photos, User CP, Forums, FAQ, Members List, Calendar, New Posts, Search, Quick Links, and Log Out. Below the navigation bar is a 'Random Thumbs' section with four photo thumbnails. Underneath is a 'Photos' section with a sub-menu where the 'Upload' link is circled in red. Below that is a 'Categories' section with a list of member uploads. The table below shows the following data:

Status	Thumb	Main Categories	Last Upload	Last Comment	Uploads	Comments
		Member Photo Albums Individual member photo albums	Modified Jr Gent in Pearl... Posted By BigShed Today 05:56 AM	The Sound Blaster Pen printed... Posted By OldYankee 07-31-2008 09:33 PM	3685	26
		Shop Shots Show off your shop!	Jeff Shop 5 Posted By jeff Yesterday 10:30 PM	Not Available	5	0

Step 2 - Click the "Upload" link as shown on the image above. That will take you to the upload page.

STEP 3 - On the upload page, select "Member Photo Albums" from the category selector, then click the "Continue" button. These are shown in the image below. You will land on the upload details page.



The screenshot shows the 'Upload File' page with a navigation bar at the top. Below the navigation bar is a 'Photos' section with a sub-menu where the 'Upload' link is highlighted. Below that is the 'Upload File' section with a 'Category' dropdown menu where 'Member Photo Albums' is selected and circled in red. A red arrow points to the 'Continue' button.

STEP 4 - On the upload details page as shown below, click the "Browse" button to locate the file on your computer. Don't worry about the "Upload File From URL Link" box. Leave it empty.

STEP 5 - Fill in a title and description, then click the "Upload" button.

The screenshot shows a web form titled "Upload File" with a blue header. Below the header, there is a section for "File (Max Size : 500.0 KB)". Under this section, there are two options: "Upload File From Computer" and "Upload File From URL Link". The "Upload File From Computer" option has a text input field and a "Browse..." button, with a red arrow pointing to the button. The "Upload File From URL Link" option has an empty text input field. Below the file options is a "Category" section with a dropdown menu showing "Member Photo Albums". Underneath is a "Title" section with a text input field containing "Some Title". The "Description" section features a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The text area contains "Some description of the photo". To the right of the text area is a "Smilies" panel with a grid of smiley icons and a "[More]" link. Below the "Smilies" panel is a "[Images]" link. At the bottom of the form, there are two buttons: "Upload" and "Reset", with a red arrow pointing to the "Upload" button.

You're FINISHED! The photo will be in your own album.

NOTE: You can also upload photos into any category that shows up in the Category Selector drop-down box on the upload page (the second image above). The only difference is that only YOU can insert images into your personal album category, whereas yours and everyone else's are together in the specialty categories (PITH, Shop Shots, etc.)