

## 1. Adding your own photos and Albums

Please make sure you have resized your photographs before you start to upload them. The maximum file size is 300kb for each photo.

- 1.1. Once you have logged in to the site, at the top of the side bar on the right, you will see your own Avatar and name:



**GardenClickers**  
Gardening Questions  
Fingers not green enough? Come  
and [ask the members.](#)

- 1.2. You can click on either your Avatar or your name and this will take you to your own “area” of the site. Here you will find little links to everything relating to you, Activity, Profile, Private Messages, Friends list, Groups, Send Invites, Forums, Gallery and Settings.

- 1.3. Click on the Gallery tab.



There are no galleries yet.

[+ Create Gallery](#)

- 1.1. Once you have clicked on the Gallery tab you will see more options below that. These are: My Galleries, Create Gallery and Photo. There will also be text to show you how much “personal” space you have left for your photos.
- 1.2. Click on “create gallery”



1. Gallery

Activity Profile Messages 0 Friends 2 Groups 3 Send Invites Forums Gallery 0 Settings

My Galleries Create Gallery Photo You have 100% of your 20MB space left

There are no galleries yet.

+ Create Gallery

2. Create Gallery

- 1.3. A box will open underneath. Type in the name you wish to call your gallery and a description of it in the two boxes. You can set who sees your gallery by using the dropdown box "visibility".

Create a Photo Gallery

Gallery Title

Description

Visibility Public

Save Gallery

1. Type in a title

2. Type description

3. Set "visibility"

- 1.4. Once you have filled in the details click save gallery.

Create a Photo Gallery

Gallery Title

Harvest time

Description

Some of the veg I have harvested

Visibility Public

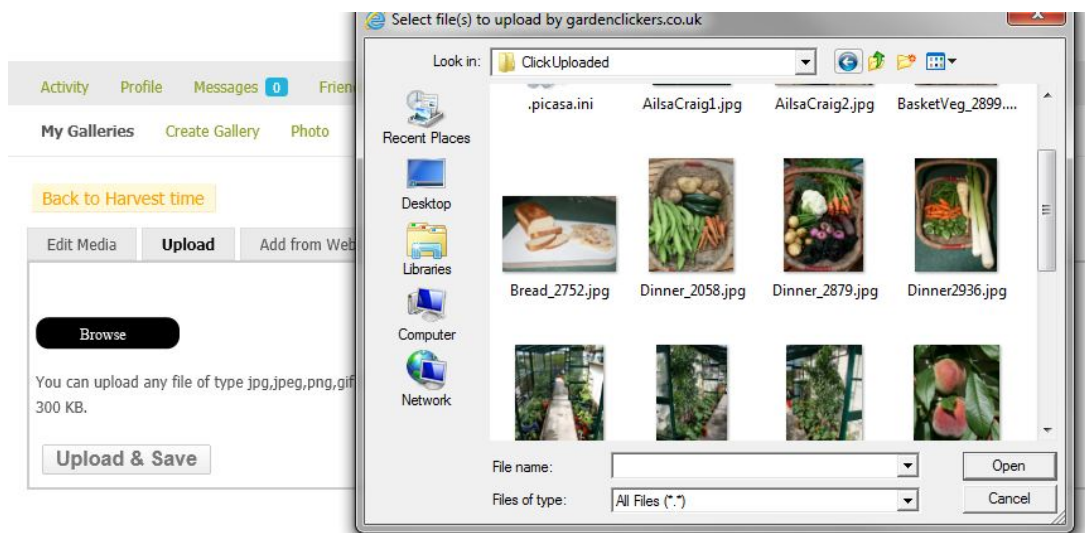
Save Gallery

Save

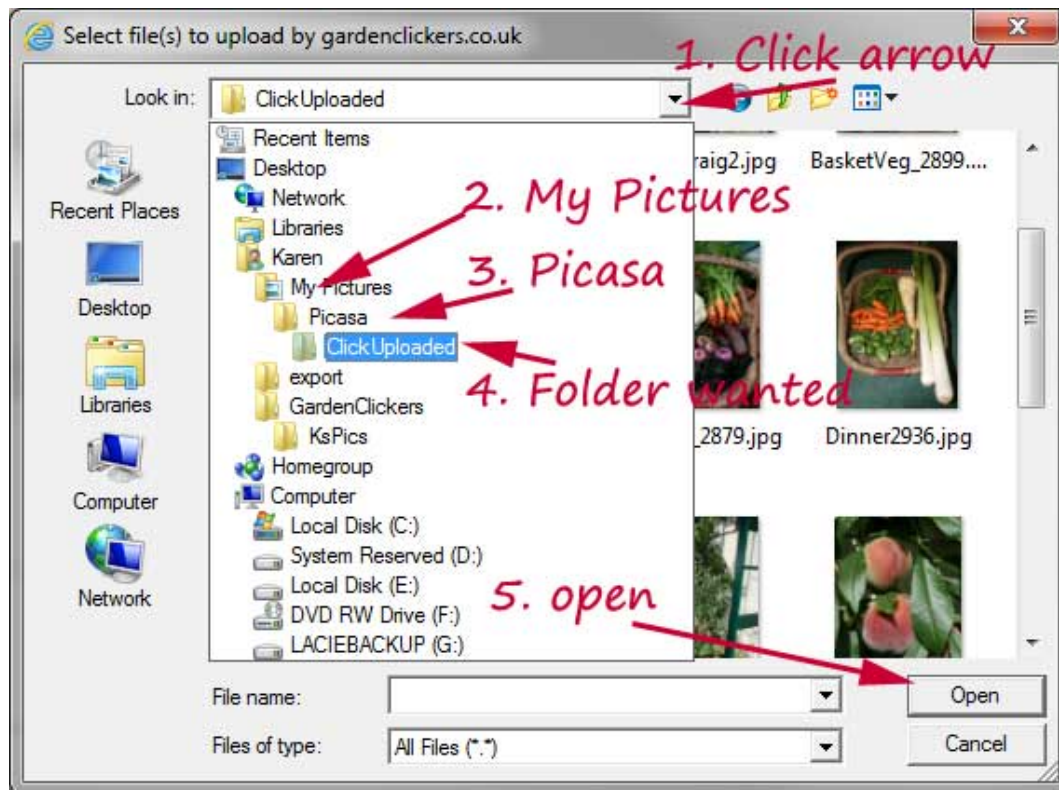
1.5. You will then see a box like this.



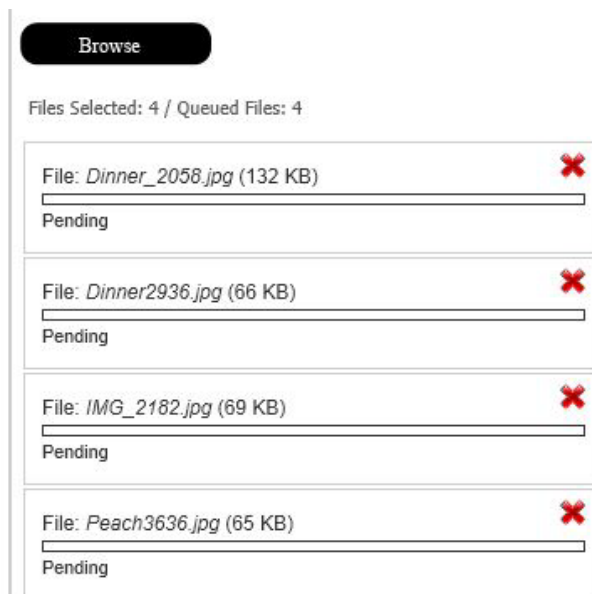
1.6. The “upload” tab at the top will be in bold text, click on “Browse”. This will open a Window showing the contents of your computer.



1.7. Use the dropdown arrow to find the folder of photos you want. If you have used Picasa to resize your images this will be: My pictures, Picasa, folder name.



- 1.8. When you have found the photo you want click “open”. (You may select more than one photo before clicking open.)
- 1.9. Your list of folders will close and the selected files will appear under the “browse” button in your Clickers Upload area.



You can upload any file of type jpg,jpeg,png,gif. The maximum file size should not exceed 300 KB.

**Upload & Save**

1.10. Click the “Upload and save” button below them. As each file is uploading a bar will show the progress, once each file is uploaded fully, it will appear on the right.



**Browse**

Files Selected: 4 / Queued Files: 4


File: *IMG\_2182.jpg* (69 KB) 0%  
Uploading...

File: *Peach3636.jpg* (65 KB) ✘  
Pending

You can upload any file of type jpg,jpeg,png,gif. The maximum file size should not exceed 300 KB.

**Upload & Save**


**Dinner2936**




**Dinner\_2058**



1.11. When it is finished uploading them all a thumbnail of each will appear on the left, with boxes for you to give each one a title, make a comment, set the visibility and select one of them to be the “cover” for your new Album. Fill them in, set one as a cover and click save at the bottom.



Set Cover



Set Cover

**Save**

- 1.12. A little green bar will appear at the top saying “updated”, to show that you have uploaded the photos. You’re done!!
- 1.13. You can then go back to the Album, using the “Back to ...” button above them. This will then show a button called “Gallery” and the name of the Album you have created, with all your photos in it.
- 1.14. Click on one of the photos to see it full size, and use the “left” and “Right” buttons to get to the next or previous ones.



Happy uploading!!

VegVamp

October 2012