How to Upload Images Directly to a Gallery (v1.1 Mar 2023)

File Naming

By default your file name will become the title of an uploaded image – except if you have assigned a title or caption in your photo editing software, in which case that title will be used.

The file name is not important, since after uploading you may edit the image title – see below.

No Duplicates

You cannot use the same file name or image title more than once within your own library. Among your own images each file name and title must be unique.

You cannot upload an image that has already been uploaded by anyone anywhere (including yourself) – even if the file name and title are different. The system checks the pixels of each image to ensure there are no duplicates.

If you have already uploaded a fabulous sunset over English Bay, you cannot change the file name or title and upload it again – the system will recognize and reject the duplicate.

Upload Image(s) to a Gallery

In the Main Menu, click on *My Account* then on *Galleries*.

You will see a list of Gallery Categories. Expand the one you want (e.g. Member Photos - Monthly Galleries) by clicking the [+] symbol to the left which will open a list of galleries within that category.

In the right-hand column, click the button [Edit and Upload Images].

If the button is not there, then the gallery is closed, and no more images can be added.

Click the button [Upload Images into this Gallery]

If you are uploading to a Gallery shared by other members, such as the Coffee Room galleries, please do not leave this "upload" page open for any longer than it is necessary to upload the images. Leaving this open for extended periods of time may cause synchronization problems if other users are also uploading at the same time.

If you had this page opened for an extended period, please "refresh" the page using the **refresh** button on your browser before starting your upload.

Scroll down and at the bottom of the page, click on the [Select] button which will open the file manager on your computer – select the file(s) you want to upload and click on [Open] (the button may vary according to your computer system).

If using Windows, you may alternatively drag the chosen files and drop them onto the [Select] button.

The file(s) will be queued for uploading and a green dot will appear to the left of each file if successful. If you change your mind, or selected the wrong file, you can delete the file from the upload queue by clicking the "X" to the right of the file name. If the process fails, a red dot will be shown along with an explanation. When ready, click on [Save Images and Proceed to Edit Page] – this will upload the files to the Gallery (and also to your own Image Library).

Edit Image Information

You will see the Image information for each image.

Review all image titles and edit each one as necessary.

Allow Public Display is checked by default. If unchecked the image will be seen only by logged-in members.

Ignore the Image Sequence box.

IMPORTANT: At the bottom of the page Click the button [Save any Changes and Return to the Original Page] even if you didn't make any changes.

You will be returned to the Gallery to which you were uploading images.

To remove an image of yours from the gallery, click the 'X' in its title bar. The image is removed from this gallery and remains in your Library.

You can only remove your own image(s).

When finished, click the button [Return to Gallery List] or select any item from the Main Menu

Note: The system will not allow duplicate filenames to be uploaded nor will it allow images to have the same Title within your own library.

If you want to replace an image with a new version having the same filename and/or the same title, you can do so by choosing to edit the image in your Library. The new version will replace the old wherever it is used.

If you want to re-use an existing title, then add a distinguishing number to the end to make it unique.