

How to Edit Images You Have Already Uploaded (v1.1 August 2018)

From time to time you may need to edit an image that you have previously uploaded (usually its title which defaulted to the file name). For example having your name in the title of the image is redundant since the system automatically displays your name as being the photographer / image owner.

Find Images in Your Library

Note: You can only edit an image within your Library – it is not possible to do so from a Gallery, except to add a caption – see below.

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

The search criteria will be open by default.

Fill in whatever criteria you want to use – if any. The most useful is probably Image Title. Select an item from the first box, then enter the appropriate text in the second.

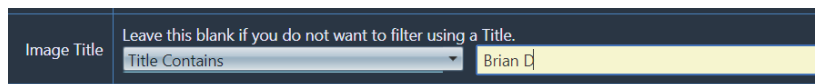


Image Title	Leave this blank if you do not want to filter using a Title.	
	Title Contains	Brian D

If you are using search criteria, when ready click the button [Search for Images].

If you are not using search criteria, click either button...

[Display Recent Uploads] - finds the images you uploaded in the last 30 days or whatever other Catalogue Age you specify.

or

[Display All Images] – finds all the images in your Library.

Edit Existing Images

You will see the image information for each image.

For each image you wish to edit, click the [Edit] button which opens the ‘Update an Image’ window.

To replace the image with a new version

At the bottom of the first section ‘Image’ click the [Select] button which will open the file manager on your computer – select the replacement file you want to upload and click on [Open] (the button may vary according to your computer system).

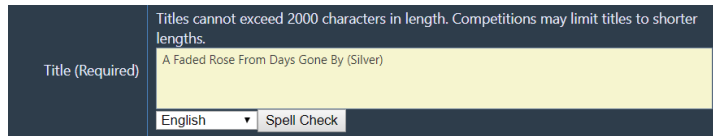
If using Windows, you may alternatively drag the chosen file and drop it onto the [Select] button.

The file will be queued for uploading and a green dot will appear to the left of each file if successful. If the process fails, a red dot will be shown along with an explanation. 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.

When ready (green dot displayed) click on [Save Update].

To change the image title

In the 'Update an Image' window, scroll down to the Title box



The screenshot shows a dark-themed interface for updating an image. On the left, there is a label 'Title (Required)'. To its right is a text input field containing the text 'A Faded Rose From Days Gone By (Silver)'. Above the input field, a warning message reads: 'Titles cannot exceed 2000 characters in length. Competitions may limit titles to shorter lengths.' Below the input field, there is a dropdown menu set to 'English' and a 'Spell Check' button.

There, change the title as desired.

When ready click on [Save Update].

Review all image titles and edit each one as necessary.

When you have finished editing images...

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 Image Library page.

Note: Except when replacing an image as described above, the system will not allow duplicate filenames to be uploaded nor will it allow multiple images to have the same Title within your own library.

If you want to replace an image with a new version having either the same filename and/or the same title, you must follow the above procedure to upload the new version.

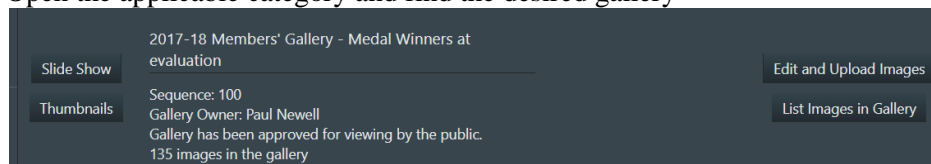
If you want to re-use an existing title on a different image, then add a distinguishing number to the end to make it unique.

All changes will be reflected wherever the image is displayed i.e. in all galleries.

Add a Caption to Images in a Gallery

Unlike an image title which is attached to the image itself, a caption belongs to an image in a gallery, and the same image may be given different captions in different galleries. The caption you give to an image in a gallery will be displayed only in that particular gallery.

- Find the gallery containing the image(s) to which you want to add a caption
 - In the menu, either
 - My Account > Galleries
 - or Galleries > All Photo Galleries and there click on [Manage Galleries]
 - Open the applicable category and find the desired gallery



- **List Images**
 - On that gallery's row click on [List Images in Gallery]
 - All images in the gallery are shown in a list. You may edit only your own images, and beside each of those is a button [Edit Caption].
 - Hint to group your images together click on the column heading 'Author' to sort the list by author/photographer.
- **Edit Caption**
 - Click the [Edit Caption] button to open the text editor, and there type the text of your caption.
 - When done, click [Save Changes] below the editor.
 - Your caption is saved and you are returned to the beginning of the images list.
- **Finish**
 - When you have finished with that gallery click on [Gallery List] at the top of the page to find another gallery, or click on any menu item to move on.