

Experience Outdoors Photo Gallery Instructions

To load a picture into the Gallery -

1. Create a Category - (if you already have a suitable category, skip this step)

- Click on the Categories button
- Type in a name in the Category title box - like "Lake Michigan" or "Customers" or whatever you want.
- Click the Update/Create category button at the bottom.

2. Create an Album - (if you already have a suitable album, skip this step)

- Click on the Albums button
- Select a Category from the pulldown menu – for example "Lake Michigan".
- Click the New button.
- Where the words "New Album" appear at the bottom, select them and modify the Album title to be what you want, like "Tournaments" or "Sept 2007" or "Fishing" or whatever.
- Click the Apply Modifications button at the bottom.
- On the next page, click the Continue button.

Repeat these steps as necessary until you get all the different Categories and Albums that you want. You can always add more or change their names.

3. Upload your pictures -

- Click on Upload File at the top of the Gallery page.
- Click the Browse button on the right to locate picture files on your computer.
- Once you have a file located, select it and click the Open button at bottom right. You can repeat this process until you have 5 files selected...that is the most you can do at one time.
- Once you have all your files selected, Click the Continue button at the bottom of the page. It will say "1 (or however many) uploads were successful.
- Click Continue again to add them to an Album.
- Select an Album from the pulldown menu.
- Give the file a title (caption). (optional)
- Give the file a description. (optional)
- Give the file keywords to help find this file when doing searches (optional)
- Click Continue
- If you had multiple files in your upload list, you will need to repeat the process with each one. If not, click Continue and you are done.

Your photos can be arranged and organized however you want. By year, by activity, by people, by products....you decide. And you can always rearrange your photos into different albums or categories if needed. You can also edit captions or descriptions any time.

Questions? Call Tom @ 248-980-6382, or email to: tom@experienceoutdoors.org