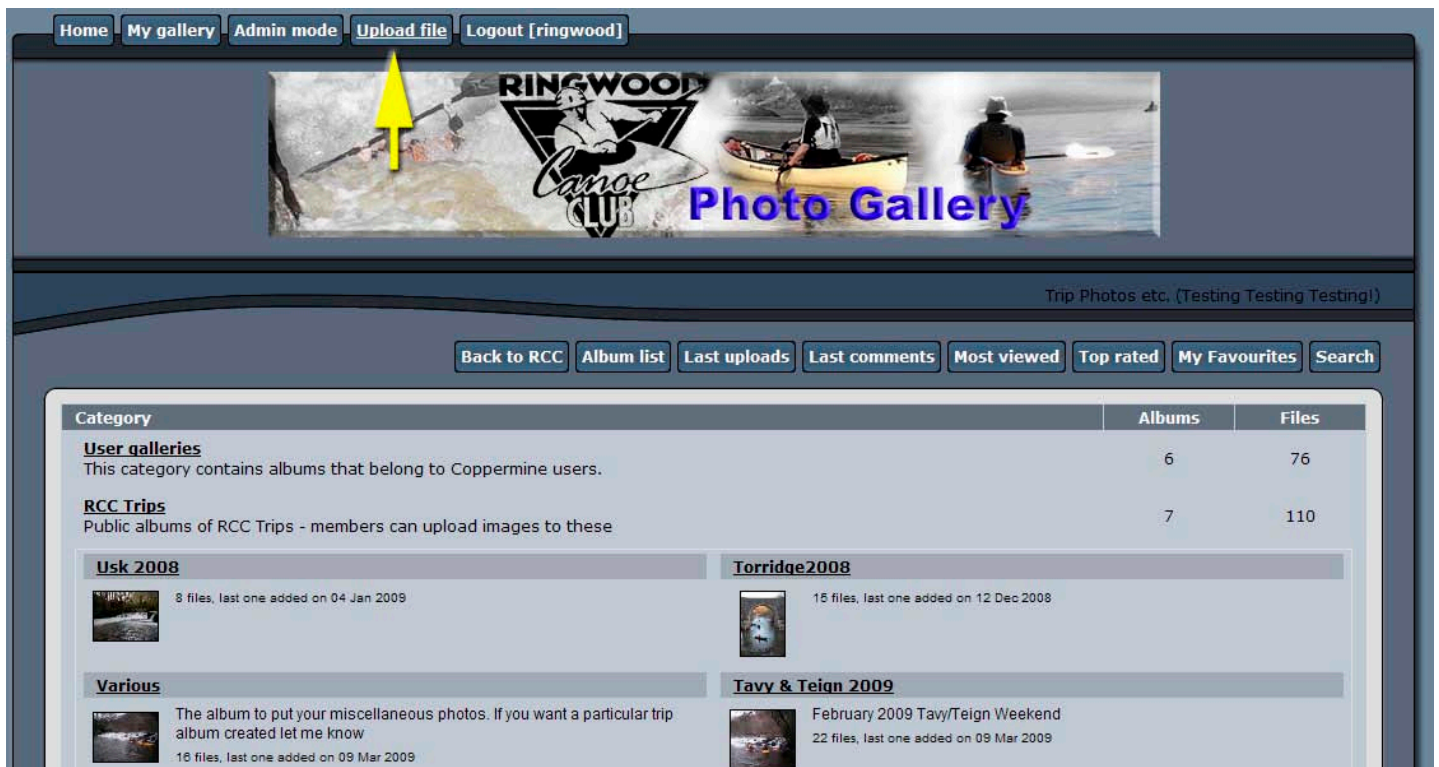


How to upload files to the RCC Gallery

(Uploading to an existing trip album under the RCC Trips Category)

Click Upload File



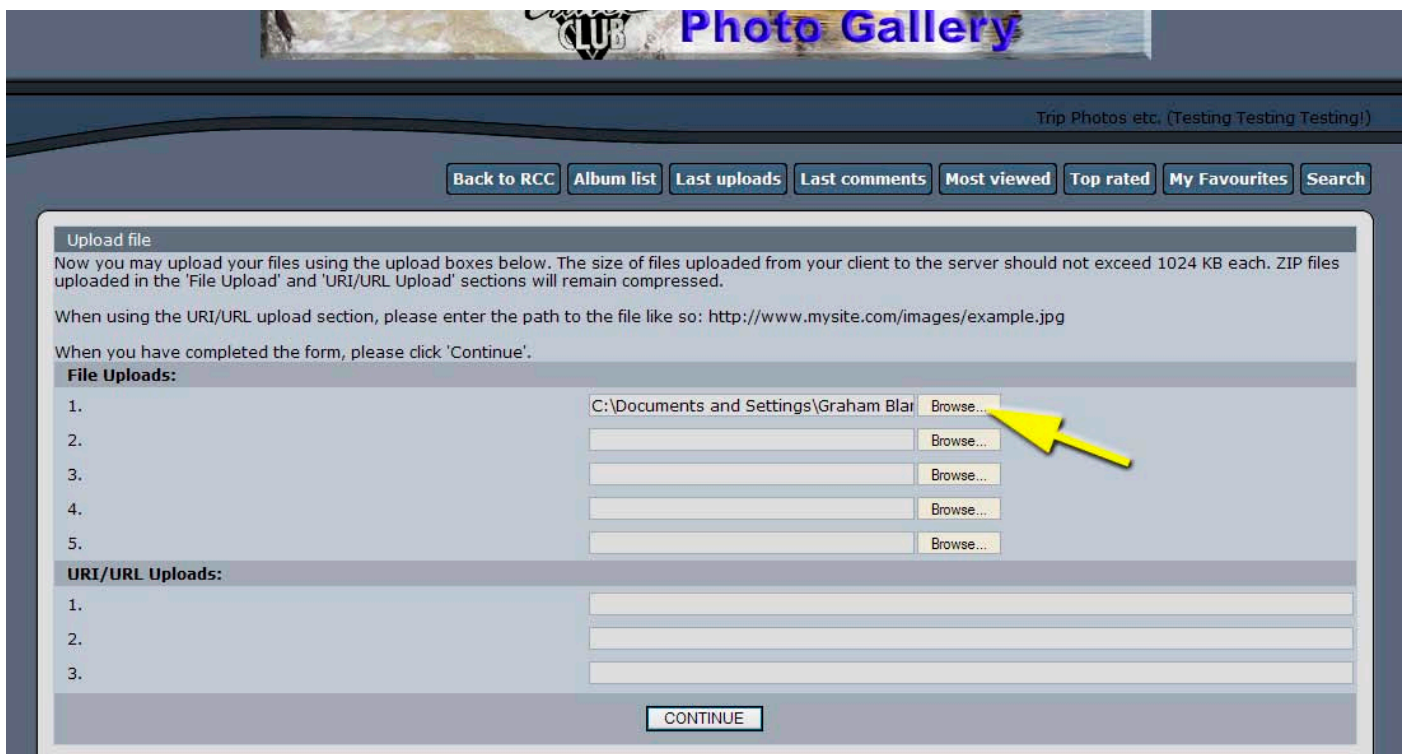
The screenshot shows the top navigation bar with buttons for Home, My gallery, Admin mode, Upload file, and Logout [ringwood]. Below the navigation is a banner for the Ringwood Canoe Club Photo Gallery. A yellow arrow points to the 'Upload file' button. Below the banner is a navigation bar with buttons for Back to RCC, Album list, Last uploads, Last comments, Most viewed, Top rated, My Favourites, and Search. The main content area displays a table of categories and albums.

Category	Albums	Files
User galleries This category contains albums that belong to Coppermine users.	6	76
RCC Trips Public albums of RCC Trips - members can upload images to these	7	110

Below the table, several albums are listed:

- Usk 2008**: 8 files, last one added on 04 Jan 2009
- Torridge 2008**: 15 files, last one added on 12 Dec 2008
- Various**: The album to put your miscellaneous photos. If you want a particular trip album created let me know. 16 files, last one added on 09 Mar 2009
- Tavy & Teign 2009**: February 2009 Tavy/Teign Weekend. 22 files, last one added on 09 Mar 2009

Browse to locate the image on your computer and then click 'Continue'



The screenshot shows the 'Upload file' form. It includes instructions on file size and URI/URL uploads. The 'File Uploads' section has five rows, each with a text input field and a 'Browse...' button. A yellow arrow points to the 'Browse...' button in the first row. The 'URI/URL Uploads' section has three empty text input fields. A 'CONTINUE' button is located at the bottom of the form.

File Uploads:

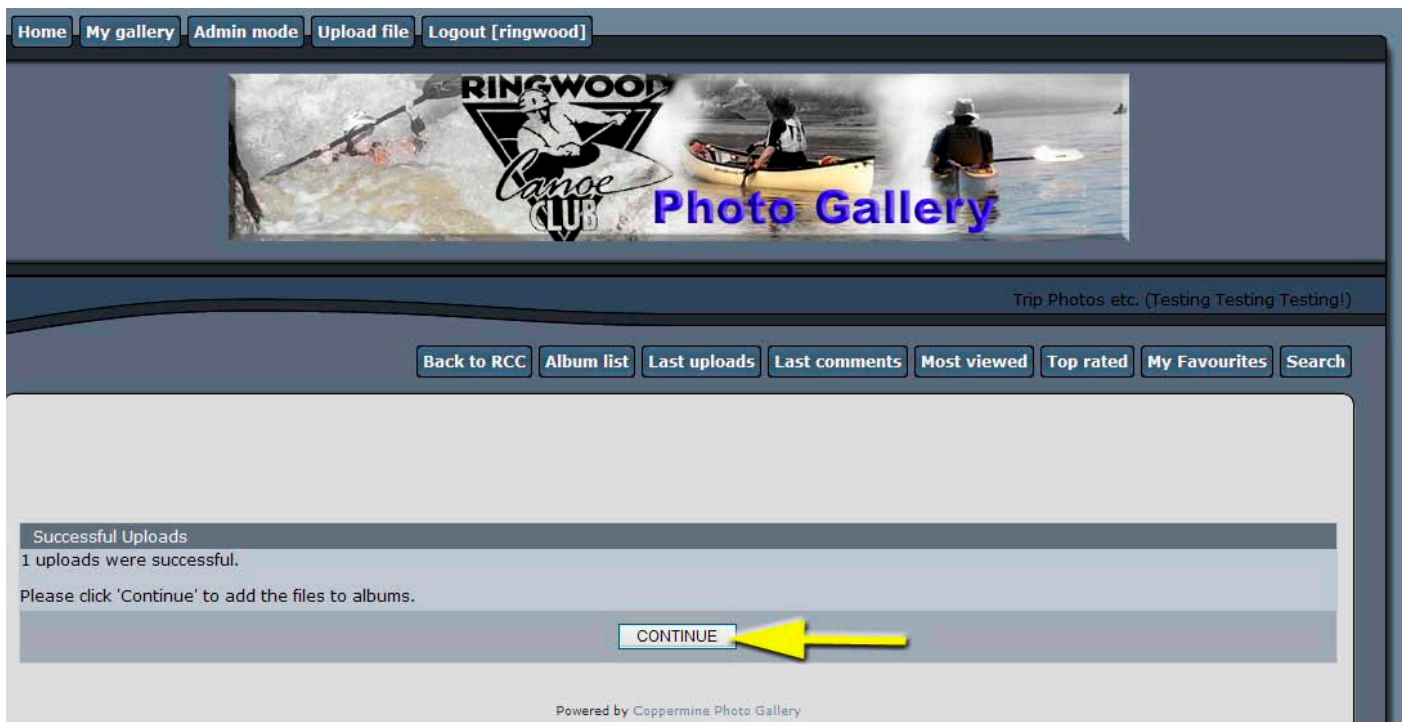
1. C:\Documents and Settings\Graham Blar Browse...
2. Browse...
3. Browse...
4. Browse...
5. Browse...

URI/URL Uploads:

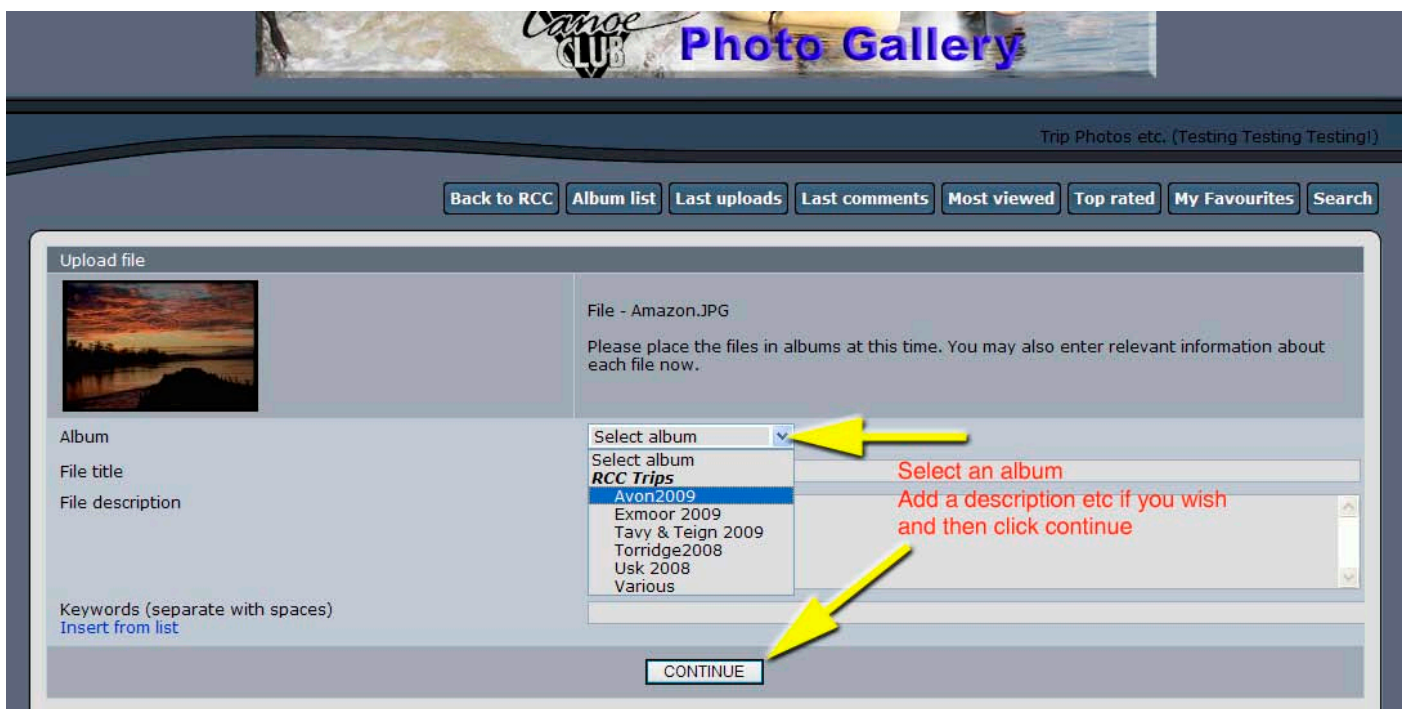
- 1.
- 2.
- 3.

CONTINUE

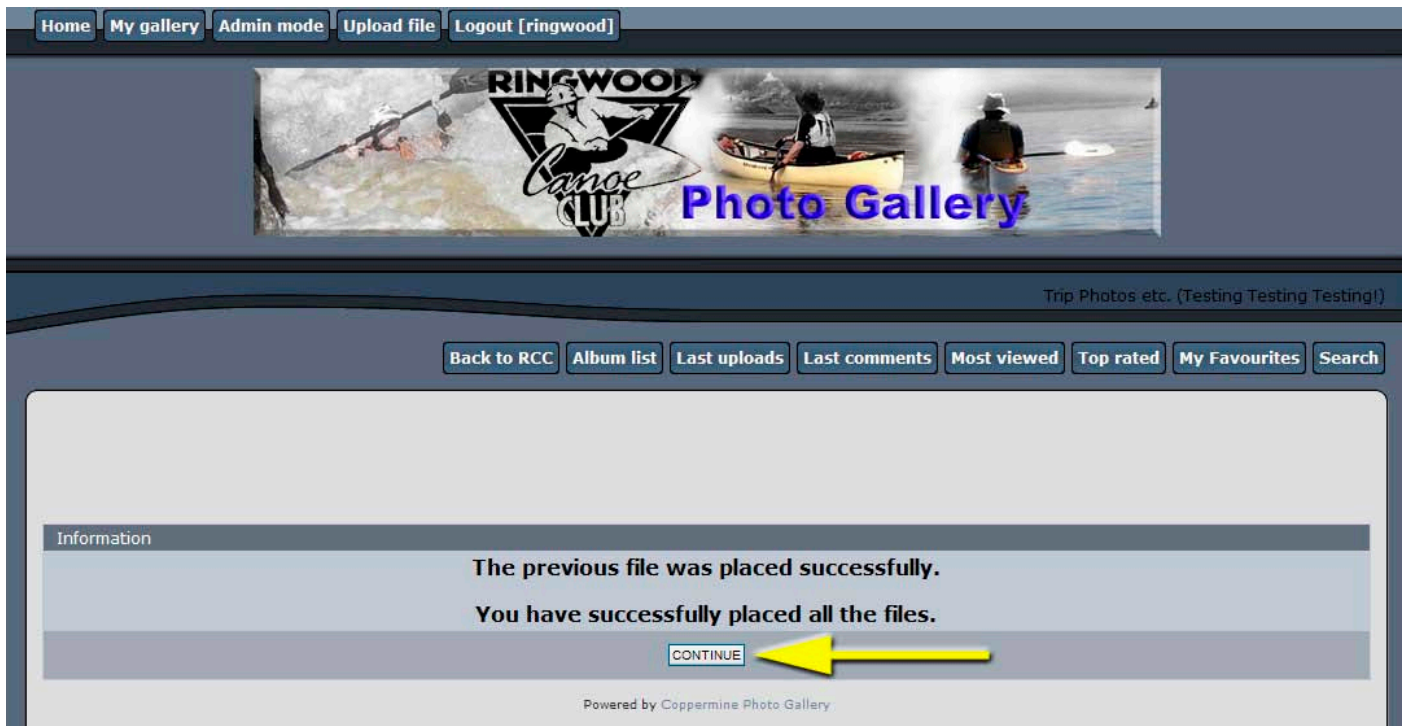
On the upload confirmation screen, click 'Continue'



Click the button next to 'select album' for a drop down list of albums. Hopefully, you will find an album already set up under RCC Trips (if not, let Graham know). If you want to set up an album specifically for your own images (under User Galleries) you will need to create your own album (discussed later)



The next screen confirms that your image has been put in the album selected



JOB DONE!

The above uploads an image to an album in the main RCC Trips Category. The advantage is that these albums can readily be seen by all users. However, users are not able to create their own albums under RCC Trips. Graham will do his best to create an album for each RCC trip as they occur, but if there isn't one there let him know)

You can, of course, create your own albums under User Galleries and upload images to these. See over

How to create your own albums under 'User Galleries'

Click "Create / order my albums"

The screenshot shows the Ringwood Canoe Club Photo Gallery website. At the top, there is a navigation bar with links for Home, My gallery, Upload file, and Logout [Graham]. Below this is a banner image featuring the Ringwood Canoe Club logo and the text "Photo Gallery". A secondary navigation bar contains buttons for Back to RCC, Album list, Last uploads, Last comments, Most viewed, Top rated, My Favourites, and Search. The main content area is titled "Create / order my albums" and includes sub-links for Modify my albums, My profile, and Sort my pictures. A table lists categories of albums:

Category	Albums	Files
User galleries This category contains albums that belong to Coppermine users.	6	76
RCC Trips Public albums of RCC Trips - members can upload images to these	7	112

Below the table, there are sections for "Usk 2008" (8 files, last one added on 04 Jan 2009), "Torridge2008" (15 files, last one added on 12 Dec 2008), "Various" (The album to put your miscellaneous photos. If you want a particular trip album created let me know), and "Tavy & Teign 2009" (February 2009 Tavy/Teign Weekend, 22 files, last one added on 09 Mar 2009). A yellow arrow points to the "Create / order my albums" link.

Click 'New', give the album a name and then click 'Apply Modifications'

The screenshot shows the "Album Manager" interface. At the top, there is a navigation bar with links for Back to RCC, Album list, Last uploads, Last comments, Most viewed, Top rated, My Favourites, and Search. Below this is a secondary navigation bar with links for Create / order my albums, Modify my albums, My profile, and Sort my pictures. The main content area is titled "Album Manager" and contains a list of albums:

- UserTest
- UserTest2

Below the list, there are navigation arrows (up and down) and buttons for "Delete" and "New". A yellow arrow points to the "New" button. Below the list, there is a text input field containing "UserTest2" and a button for "Apply modifications". A yellow arrow points to the "Apply modifications" button.

Finally click 'Continue' – you now have a new album to add images to within the 'User Galleries' Other members will be able to navigate to these albums and view the photos from the front screen

[Back to RCC](#)[Album list](#)[Last uploads](#)[Last comments](#)[Most viewed](#)[Top rated](#)[My Favourites](#)[Search](#)[Create / order my albums](#)[Modify my albums](#)[My profile](#)[Sort my pictures](#)

Album Manager

Creating album 'UserTest2'



Powered by Coppermine Photo Gallery