SpriteSpot.com Photo Gallery

Tutorial

Introduction

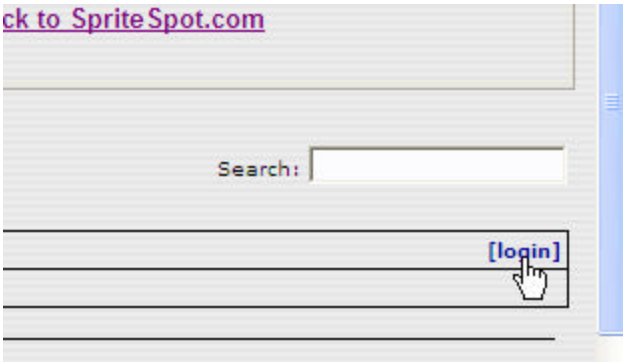
This document provides detailed instructions for using the SpriteSpot.com Photo Gallery system, including logging in, creating albums, posting your photos, etc.

IMPORTANT: If you have a pop-up blocker, please be sure to enable pop-ups for all SpriteSpot.com websites. This is important because the log-in for SpriteSpot Photos relies on a pop-up window, and the SpriteSpot Forums uses a pop-up to notify you when you log-in if you have any new "Private Messages" in your SpriteSpot Inbox. If pop-ups are blocked, you may have difficulty using all of the features of the SpriteSpot website.

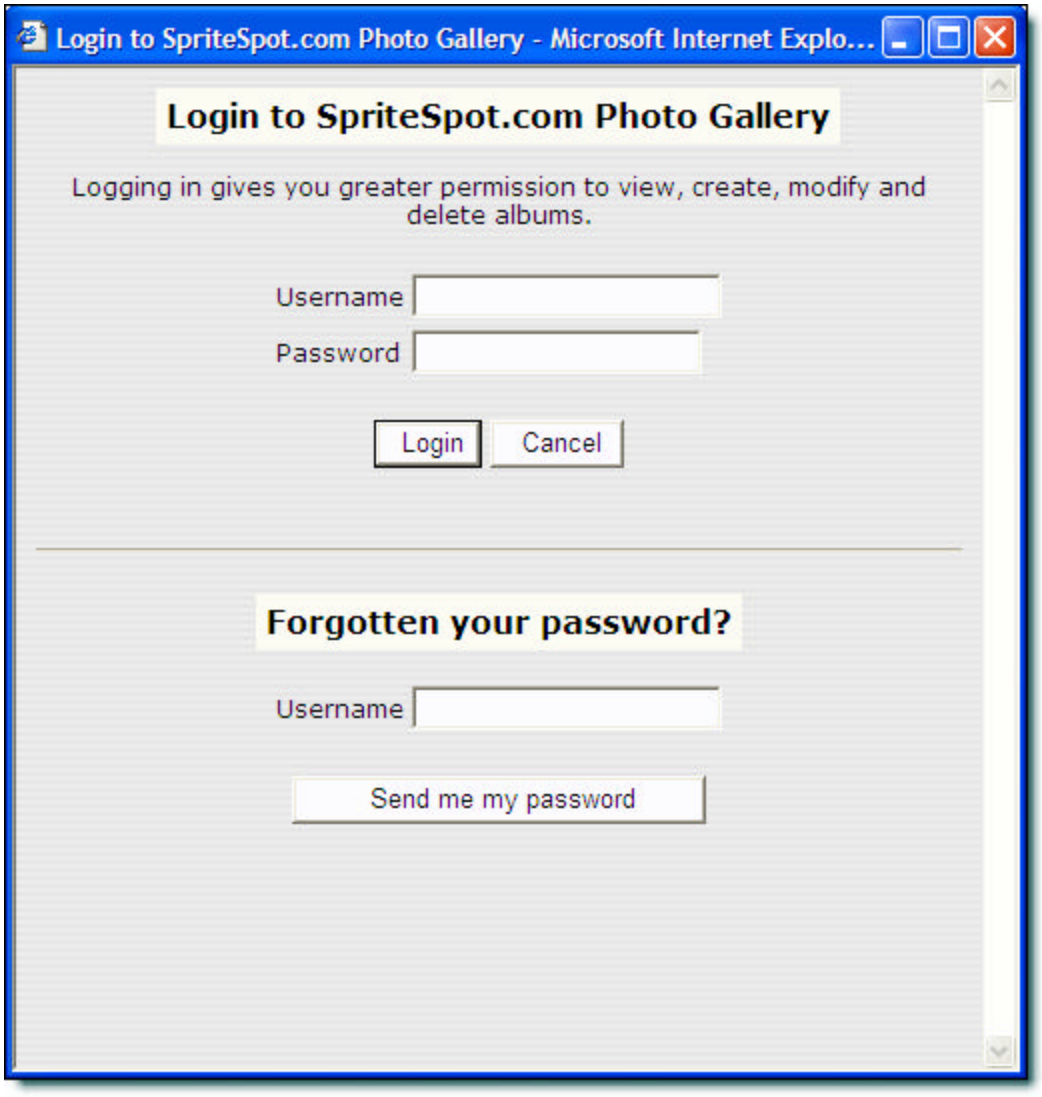
Logging-In

1) You'll need a username and password. Please obtain these from your SpriteSpot.com administrator via posting a request on the forums, a "private message (PM)" on the forums, or via email (admin@spritespot.com).
2) Open your browser, and navigate to the SpriteSpot.com website. Click on the "SpriteSpot Photos" link on the navigation menu.

3) You'll be taken to the SpriteSpot.com Photo Gallery. On the right side is a link labeled "logon":



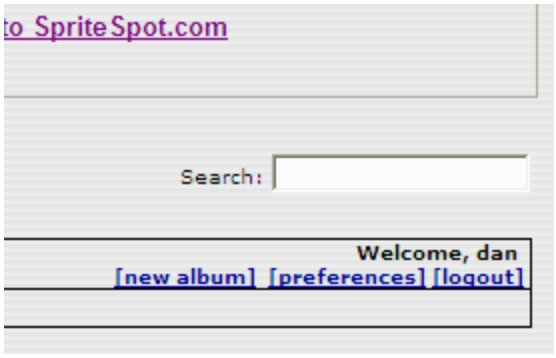
4) When you click on this link, you'll get a "pop-up" window where you can enter your username and password:



Type your username and password into the appropriate boxes, and click the button labeled "Login".

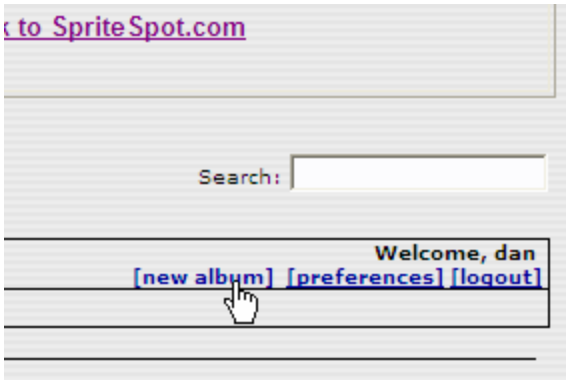
(Note that until you've logged in the first time (and entered your email) you won't be able to use the "Forgotten your password?" feature.)

5) You'll be successfully logged in when you see the "Welcome" message where the "login" link used to be (in Step 3):

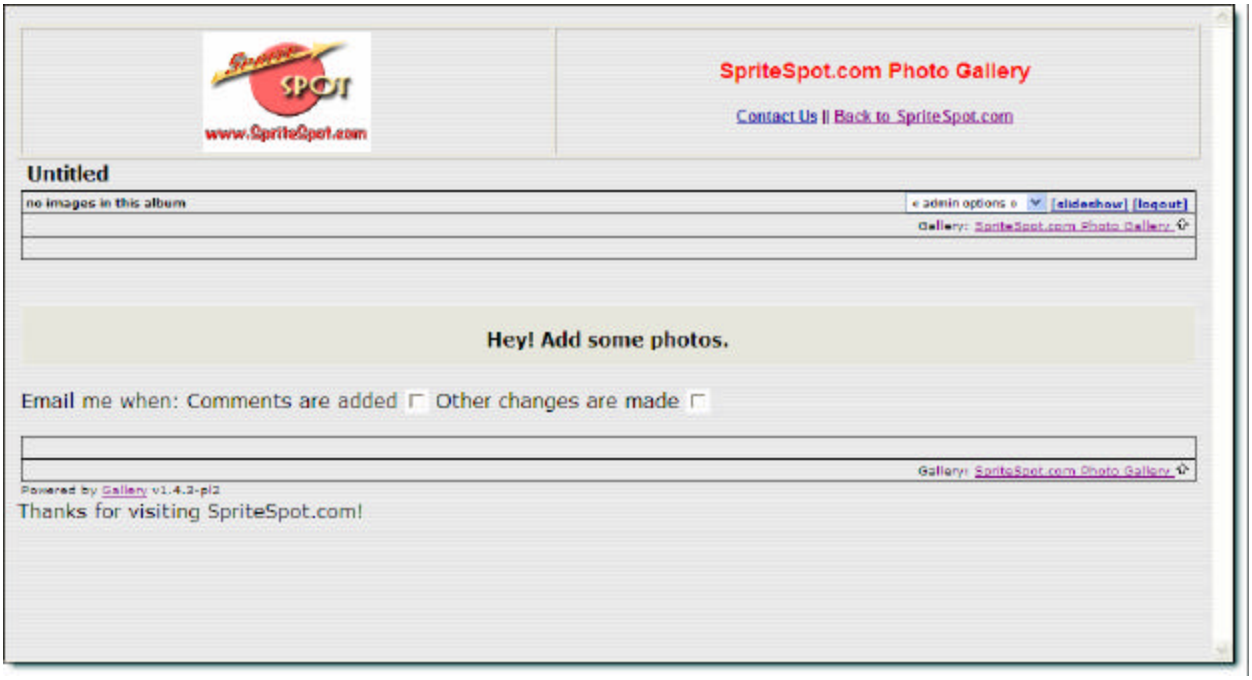


Creating a New Album

1) Click on the "new album" link:



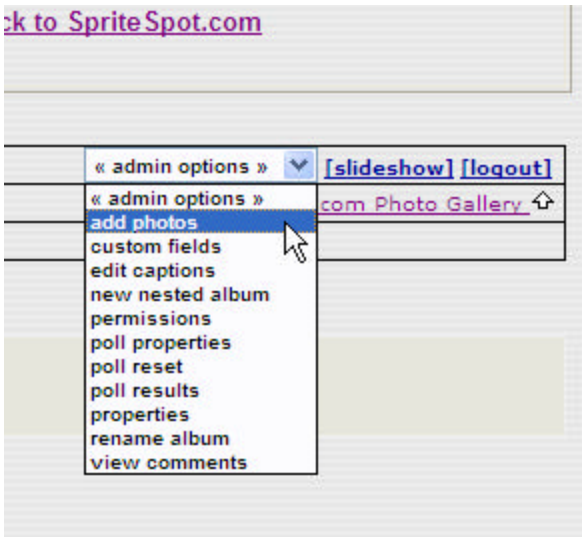
2) Your album will be created (and labeled “untitled” until you change it). You’ll see the following screen asking you to add photos (you can do this now, or later, but your album has been created):



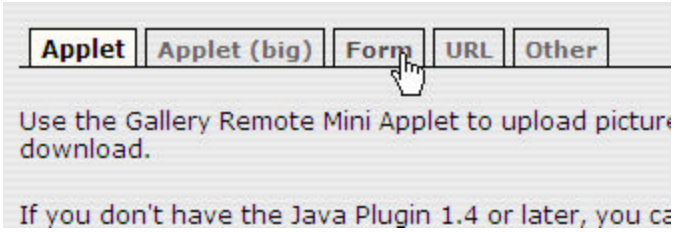
At this point, you can also decide whether you want to be notified via email if people comment on your album, or make other changes (such as adding their own pictures, if you choose to allow this).

Adding Photos to your Album

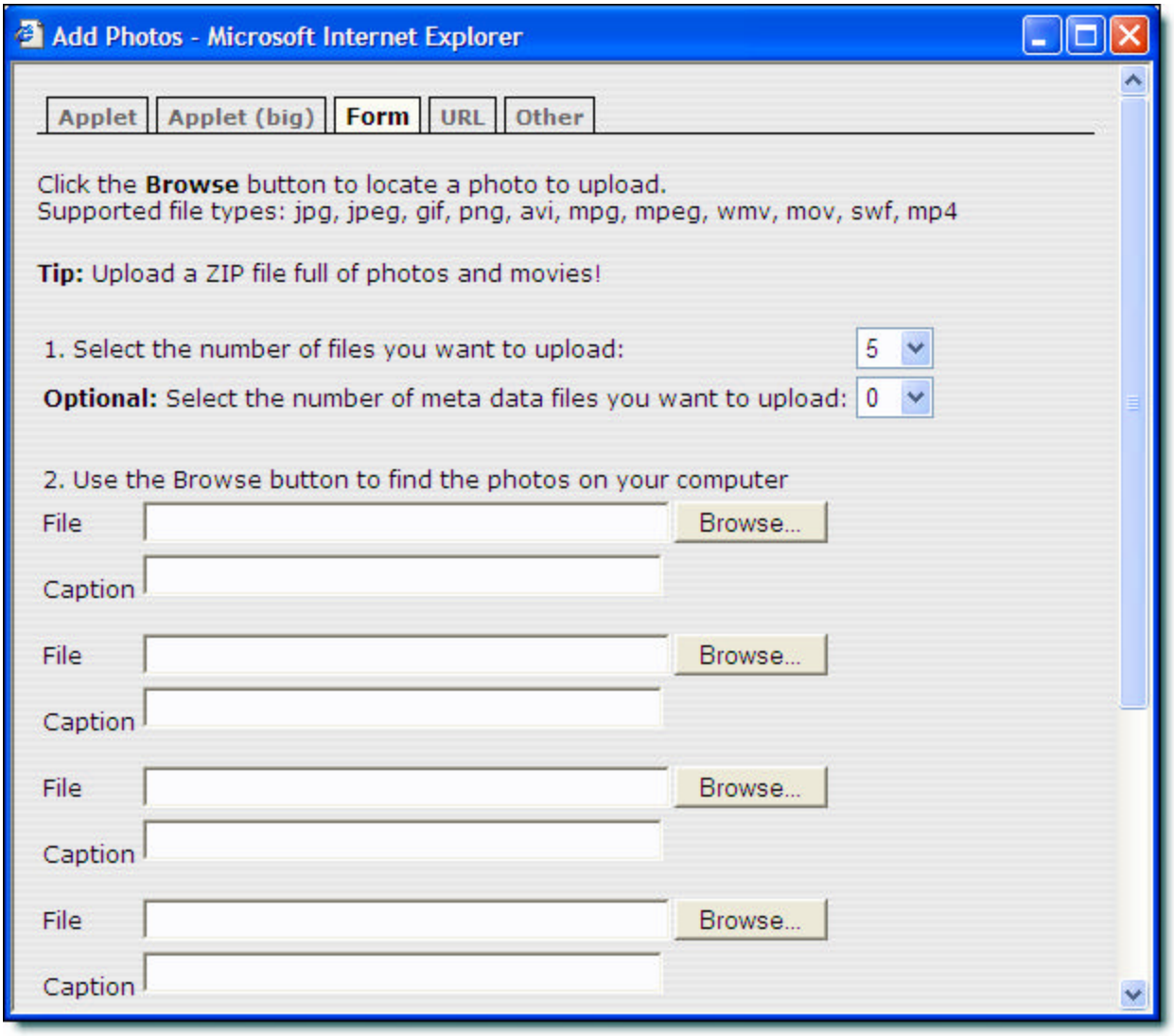
1) Click on the little arrow to the right of the <admin options> box, and a menu will open. Select the choice “add photos”:



2) You’ll get another pop-up window, with “tabs” on the top that let you add photos with different “tools”. The easiest tool to use is the one labeled “Form”, so click on that tab:

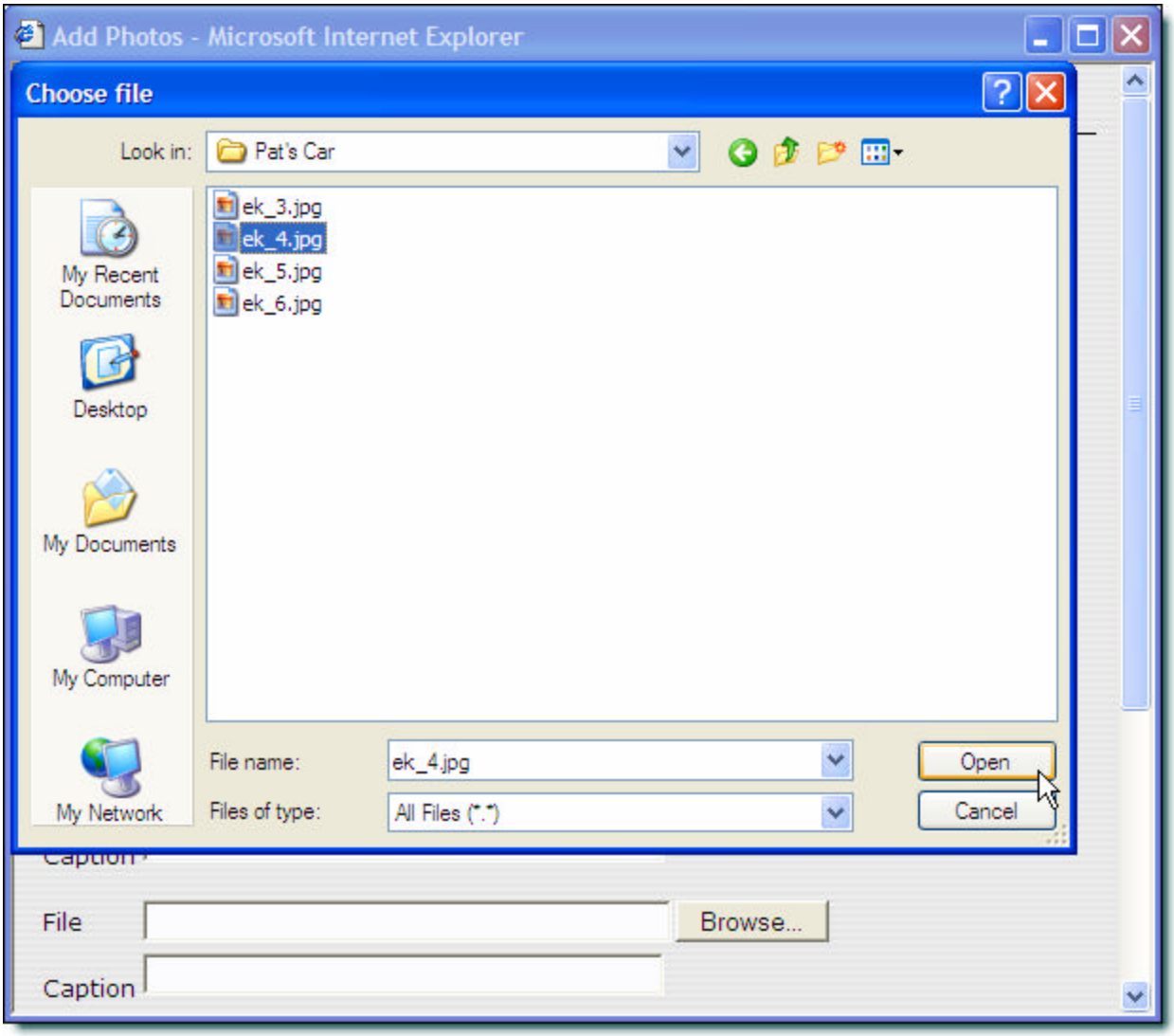


And you’ll be presented with the following screen in your pop-up window:



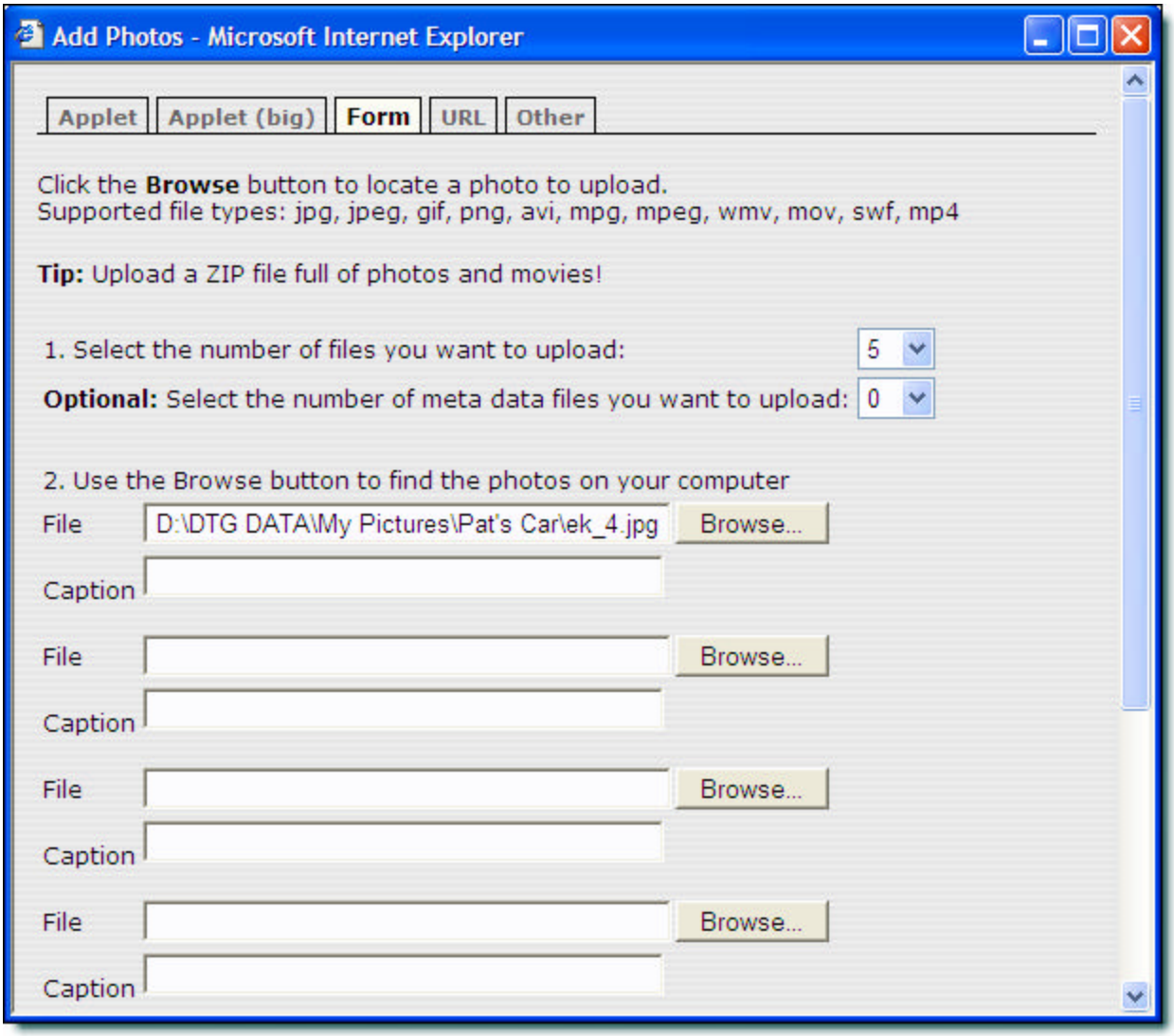
(Note: you can explore some of the other options for uploading photos. Each has advantages and disadvantages, but for the most purposes, the “Form” tool will work just fine.)

3) You'll need to use the "Browse" button to navigate to each photo you'd like to upload to SpriteSpot.com. When you click the "Browse" button you'll get a typical Windows "navigation" screen:

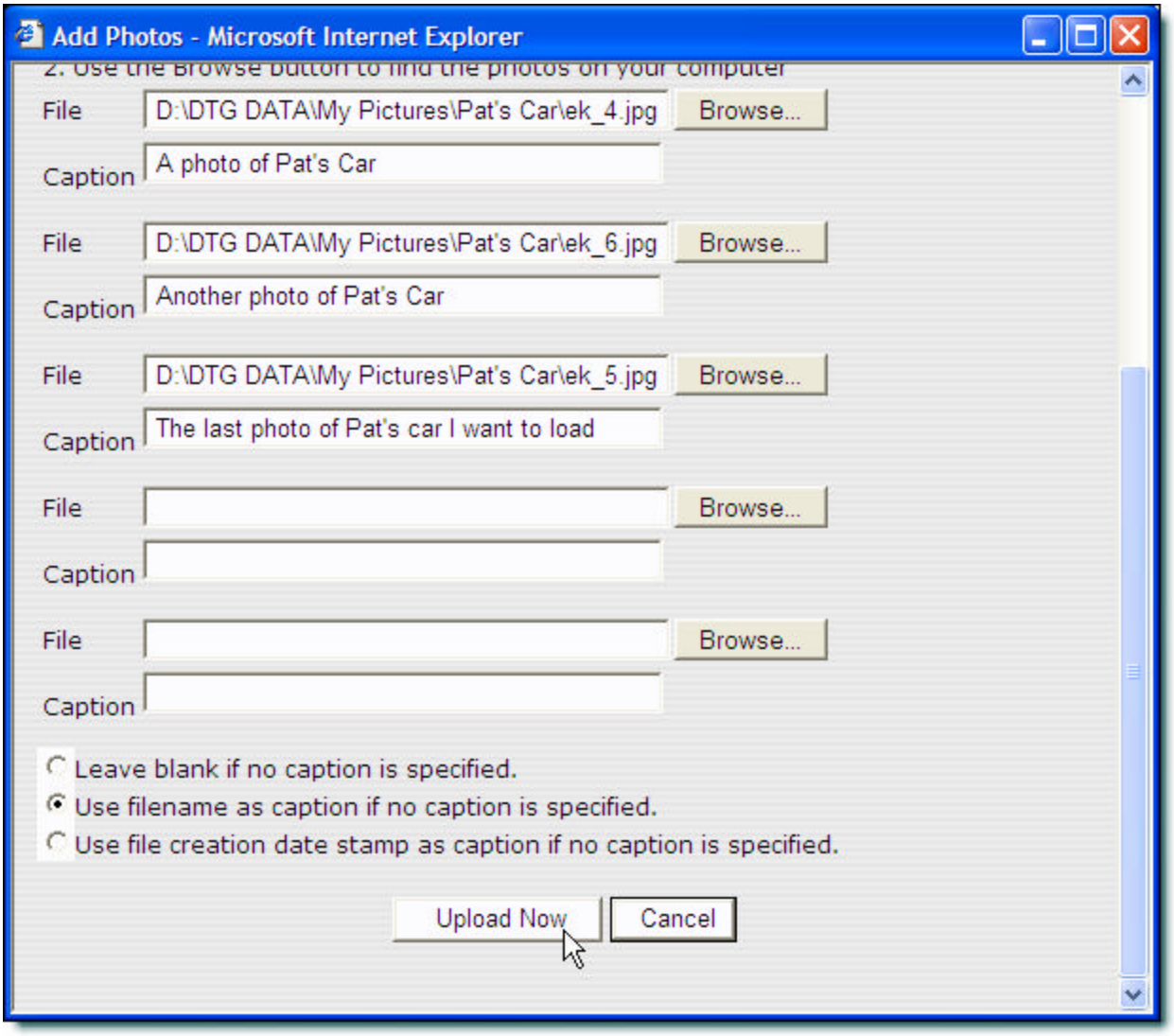


You'll need to navigate to your photo using the standard Windows interface. (In this case, I clicked on "My Documents" and then went to the folder "My Pictures" and then to the sub-folder "Pat's Car" where I've stored the four photos in the above window (labeled ek_3.jpg, ek_4.jpg, ek_5.jpg and ek_6.jpg). In this example, I've chosen to upload the file ek_4.jpg, so I've clicked once to highlight it, and will then click the "Open" button.

When you click the "Open" button you'll return to the Add Photos "Form" tool, and you'll see the location of the file has been added to the "File" box:

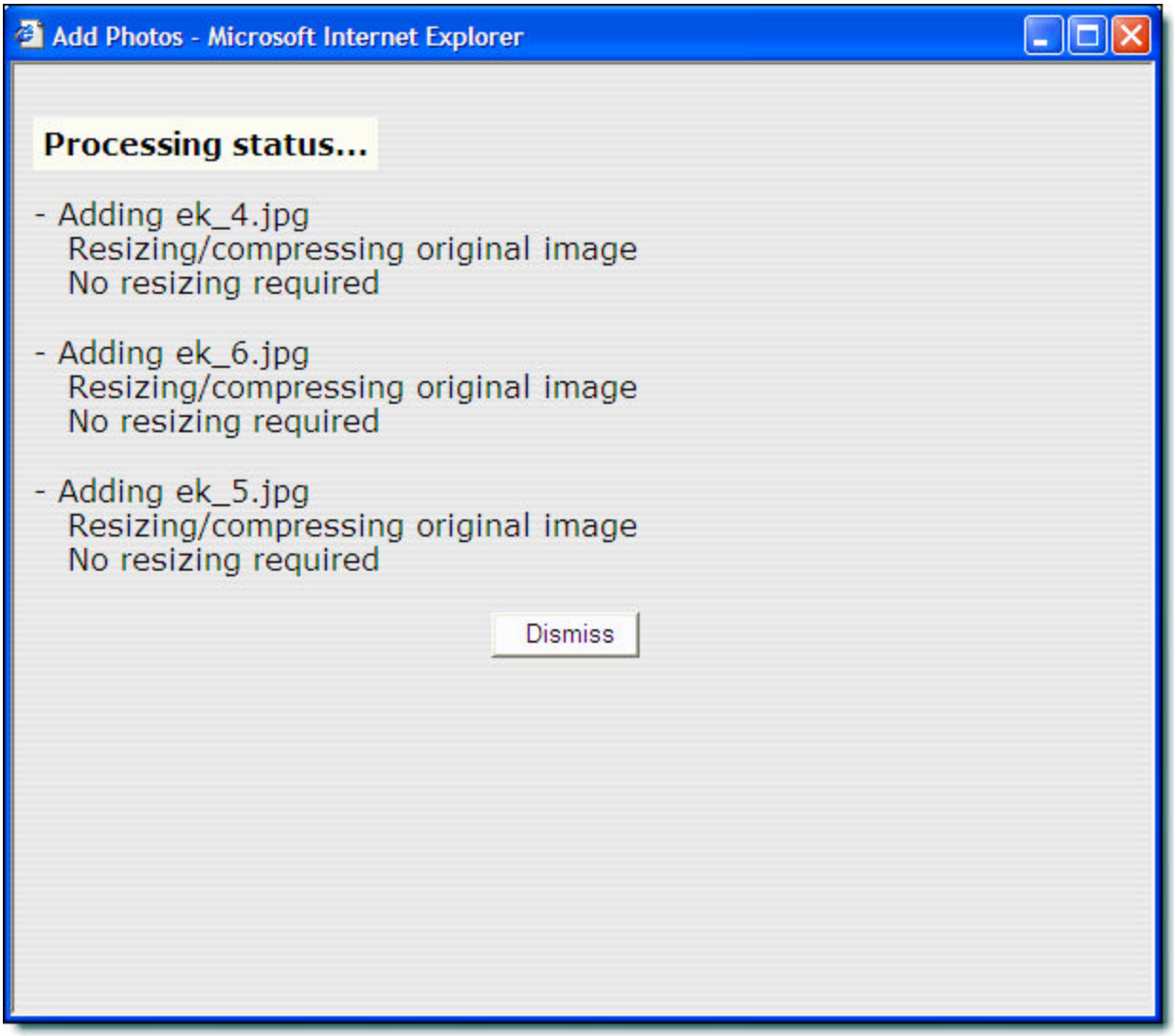


At this point, you can add a caption for the photo if you like. (Don't worry, you can always add or modify the caption later). In this case, I'll type in "A photo of Pat's Car". You can continue to add photos in this fashion (in this example, I'll upload three pictures). When you're done, scroll to the bottom of the window, and click the button labeled "Upload Now".



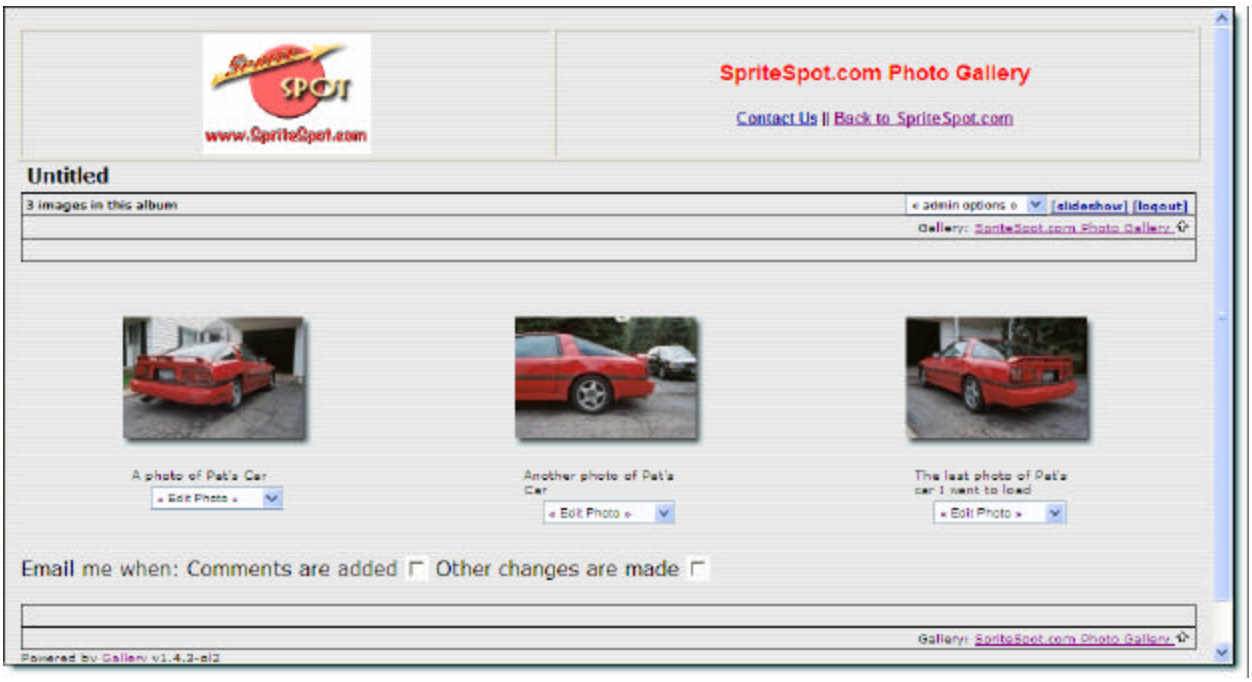
Note there are three "radio buttons" at the bottom of the window related to the caption. Leaving the default of "Use filename as caption if no caption is specified." is fine, or you can choose one of the other options if you wish.

4) When you click “Upload Now” you’ll get another pop-up window that will say “File upload in progress”. When the upload is completed, you’ll see a status screen similar to this one:



This screen provides some details on the upload (whether the photos were successfully loaded, whether they were compressed, etc.) For the most part, you can ignore this information and click the “Dismiss” button to close the window.

5) At this point, your photos should be visible and loaded:

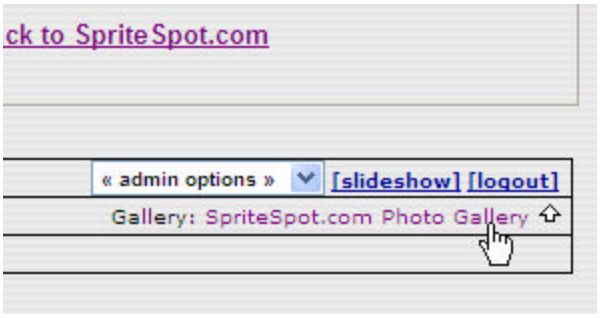


Congratulations!

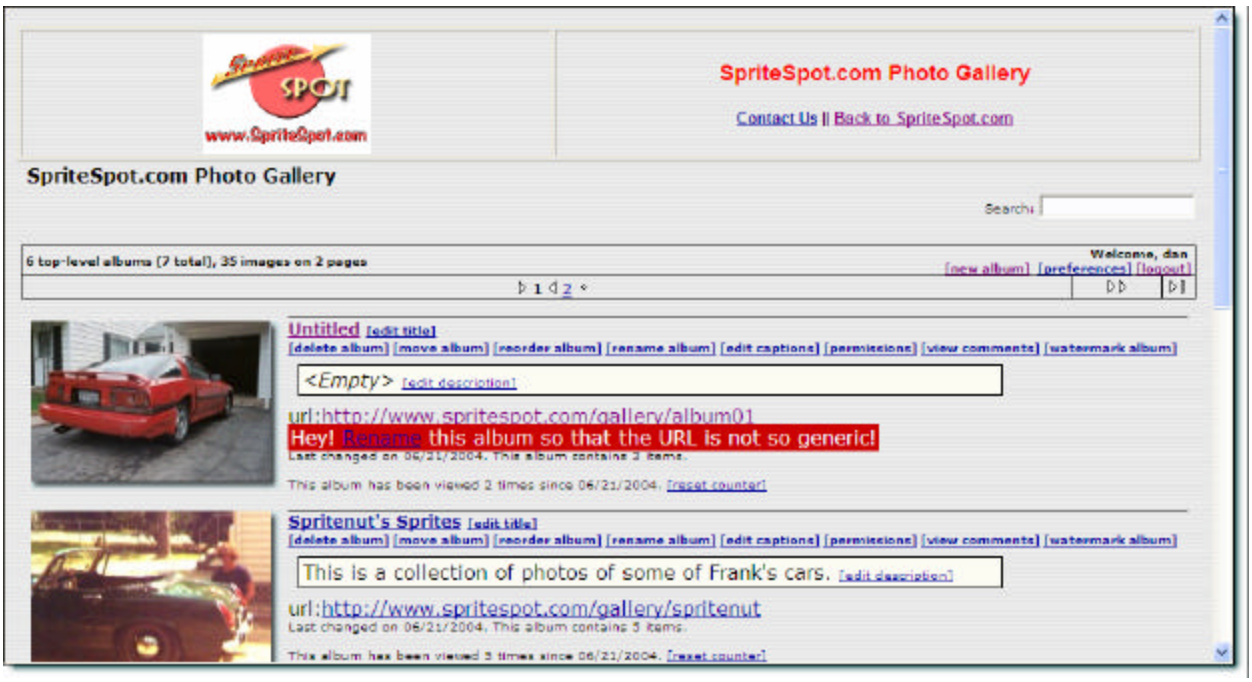
Modifying Your Album Information

You'll likely want to offer other users a bit of information about your album. The photo gallery allows you to easily change the title of the album, and type in a short description.

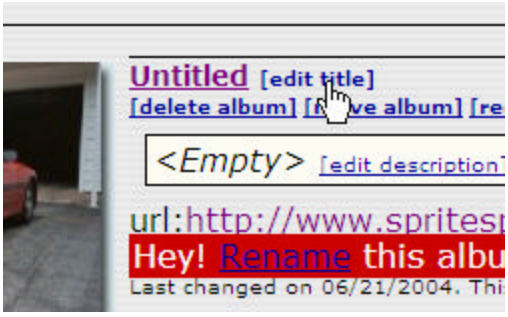
1) If you haven't done so, click the link "SpriteSpot.com Photo Gallery" to return to the main Photo Gallery page:



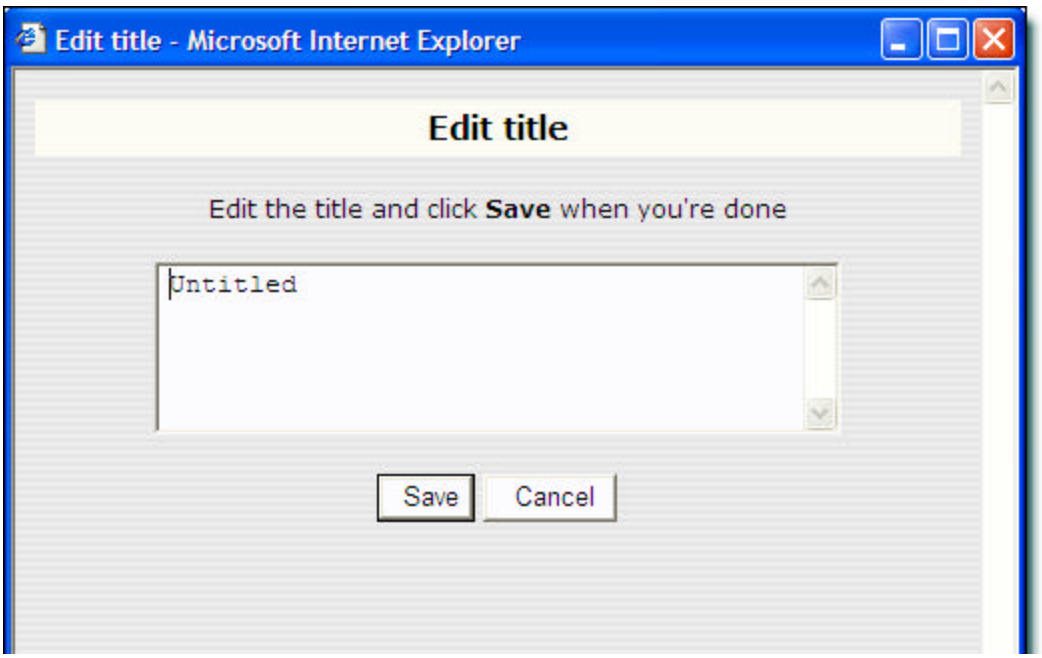
2) You'll see your photo album is present, but is very "generic" at this point:



3) To add a title, click on the "add title" link:

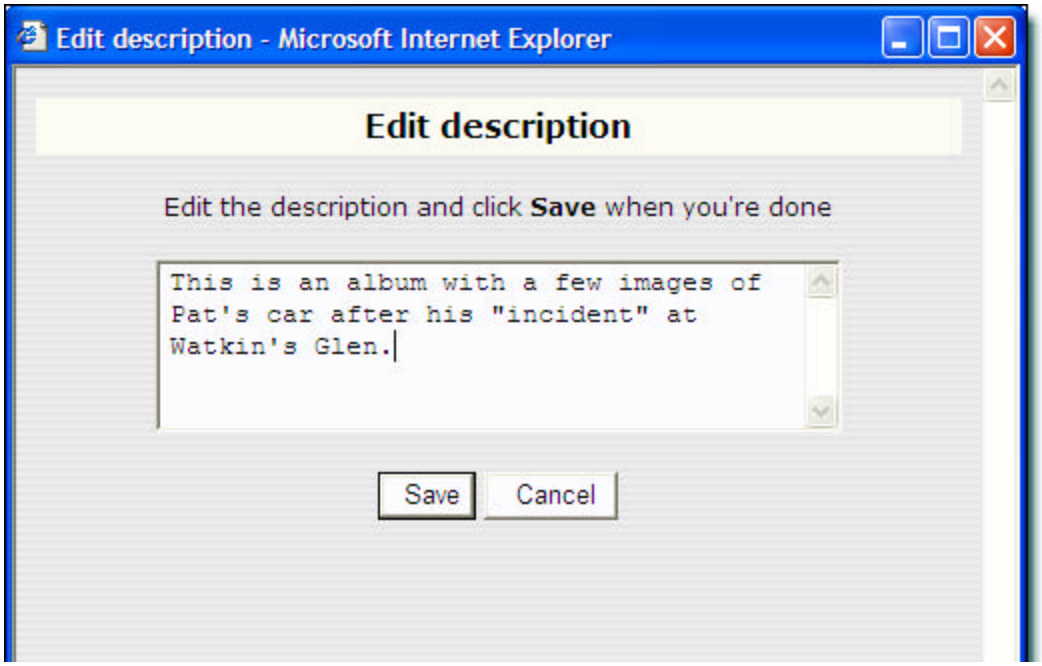


You'll be presented with a pop-up window, where you can alter the title:



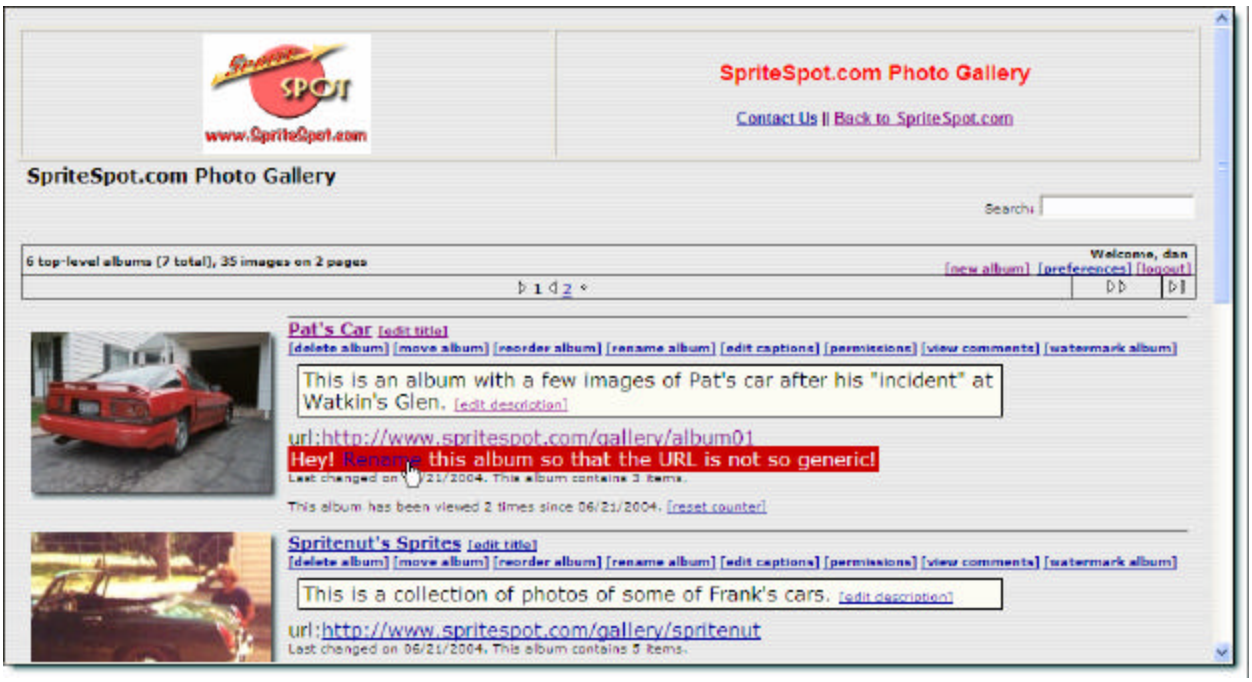
Erase (or modify) what's there and click the "Save" button. In this case, I'll label the album "Pat's Car". You can see the changes in this image:

4) Likewise to edit the description, click on the link (as indicated above) and type in an appropriate description. Note that the description helps with the "search" feature that let's people find images on a particular topic. Again, click on the "Save" button when you've finished:

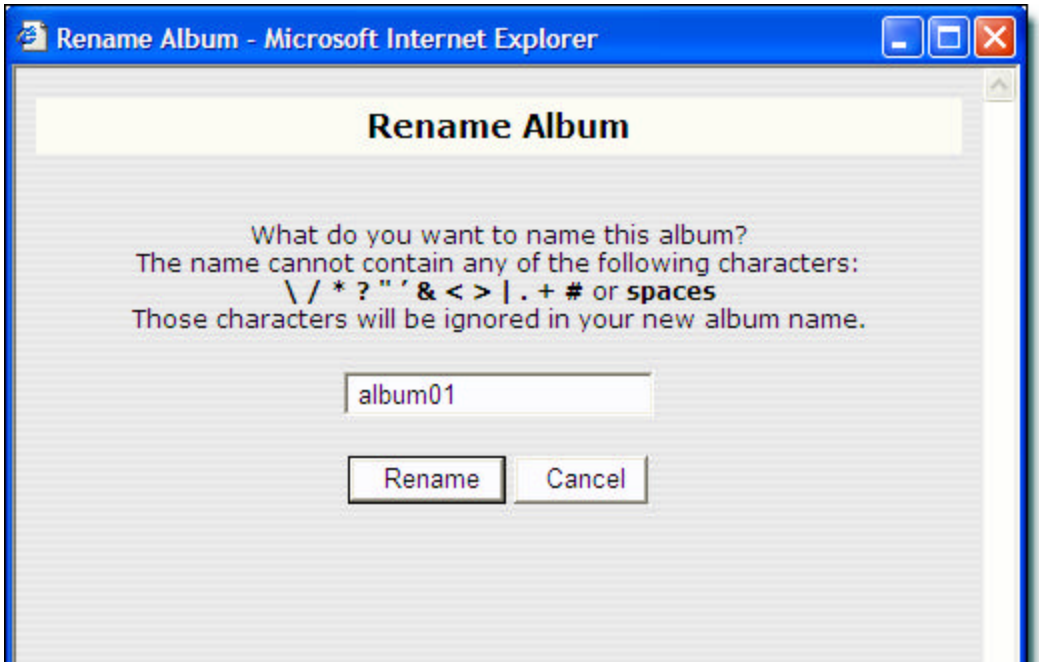


(Note the changes to the album description in the image on the following page.)

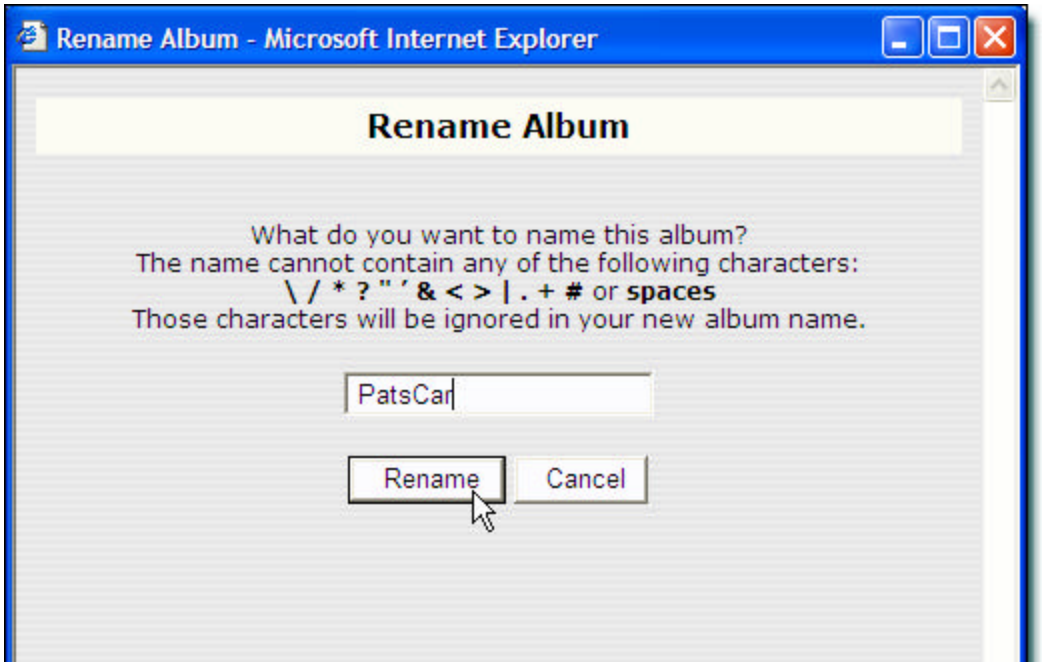
5) Finally, you'll want to rename the album (and the URL) so that the web address is a bit more descriptive. In this case, click the "Rename" link:



Once again, you'll get a pop-up window, where you can change the album URL name. Note that there are some characters that are not able to be used:



In this case, I can't use the apostrophe, so I'll name this album "PatsCar" (without an apostrophe or a space) and click the "Rename" button:

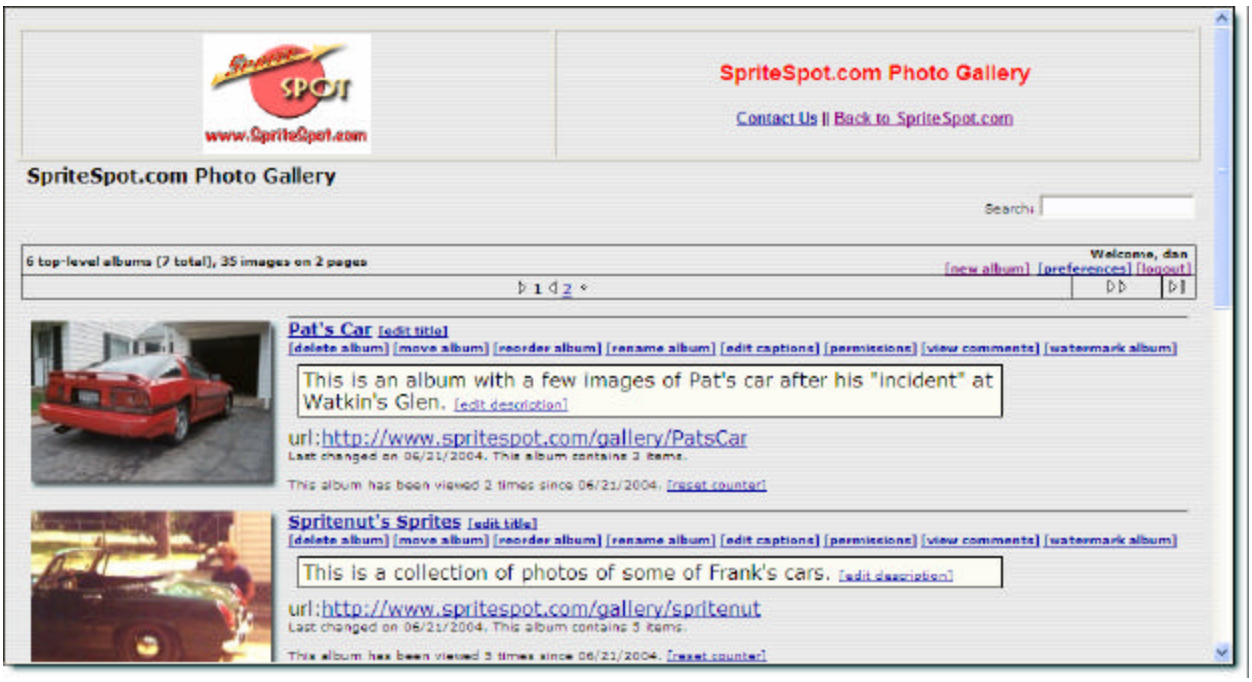


IMPORTANT: While you can rename an album as many times as you'd like, realize that you are also changing the album's web address (and the web address of the photos it contains).

This means that if you "link" to any photos (for example in a forum posting) and you later change the album's URL name, the link will be "broken" and the forums will not display your photos correctly.

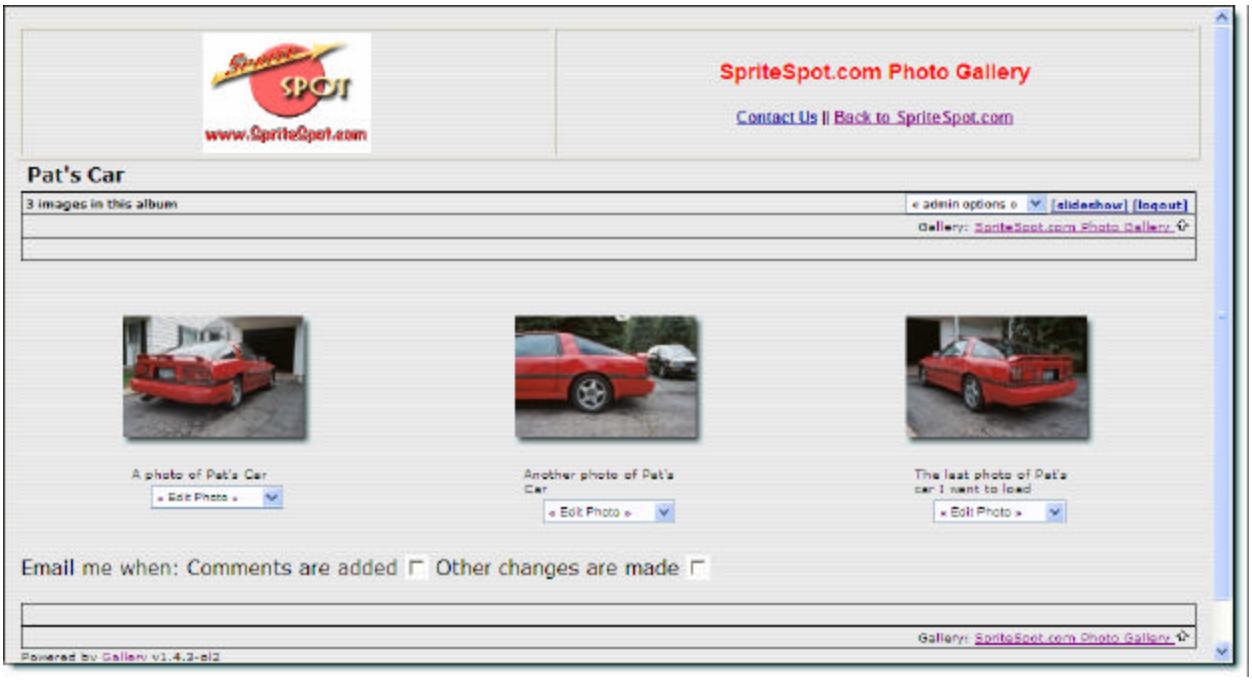
The best way to avoid any such difficulties is to complete this step (the "Rename Album" process) as soon as you create your album, and then avoid changing it again. That will ensure that any links that are established will remain consistent.

Here's our finished album:

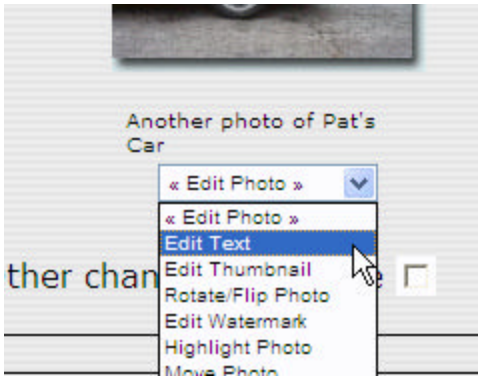


Modifying Photo Information

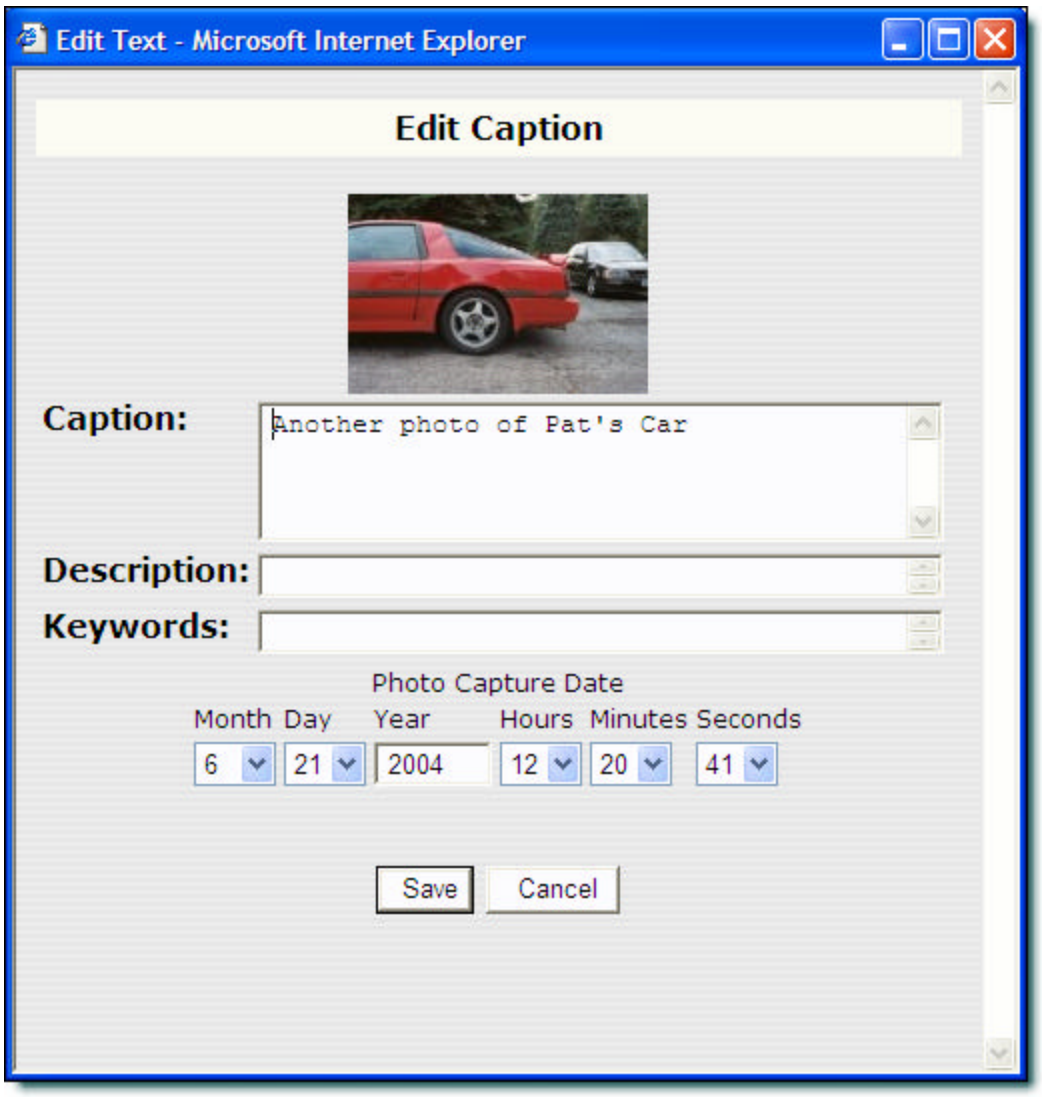
1) "Open" your album (by clicking on the "thumbnail" photo image, or the link—in our case the text "Pat's Car". You'll then see thumbnails of each photo in your album:



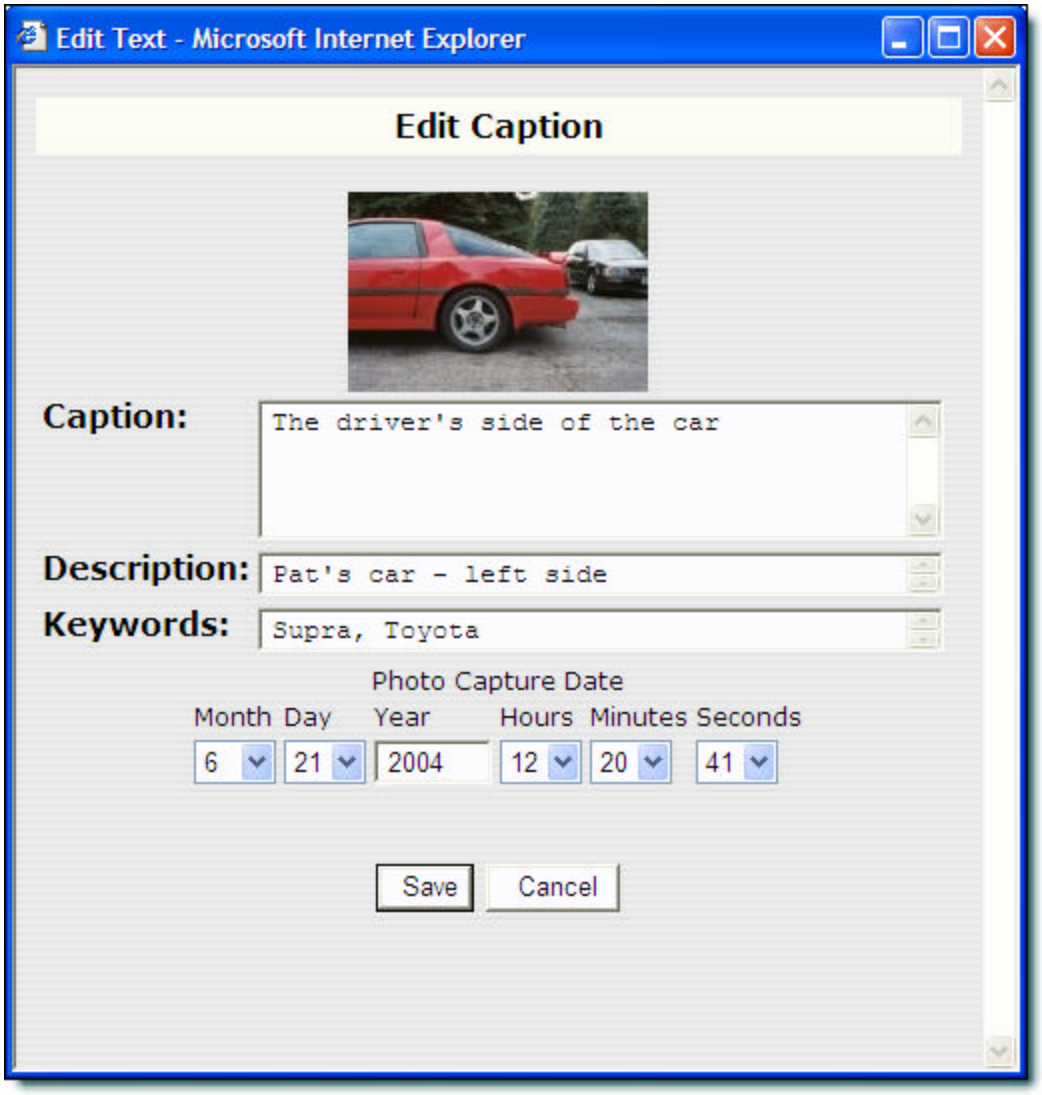
2) Click on the arrow next to the box under the photo you wish to edit, and select the appropriate choice. In this example, we'll edit the photo caption, so we'll select "Edit Text" from the dropdown menu:



3) You'll get another pop-up where you can change the details of the photo in question:



You can change the caption, add a description, keywords (again useful for the “search” function) and a photo date. In this example, we’ll add the following:



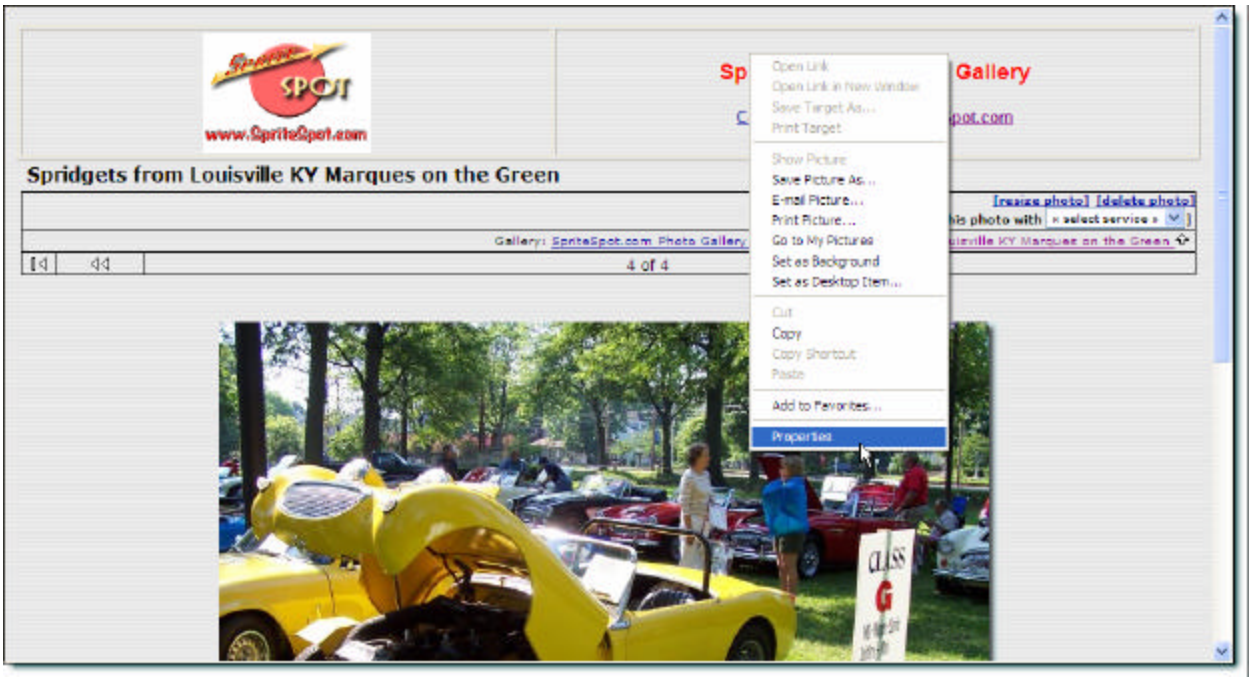
When you're happy with the changes, click the "Save" button. You'll notice that the caption has changed:

(Note that the description is visible when you're viewing the album in detail.)

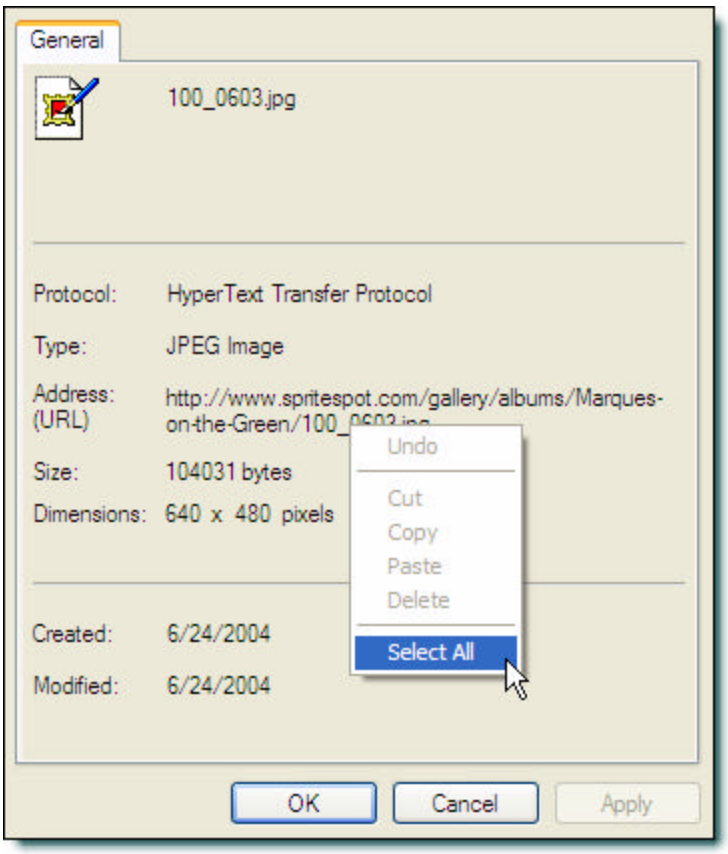
Inserting Photos into Forum Messages

Not only can you create and share photo albums with SpriteSpot Photos, but you can use the photos you've uploaded to help illustrate your SpriteSpot Forum posts. This can be invaluable when trying to communicate via the forums…many times a picture is literally worth a thousand words. Here's how to do it:

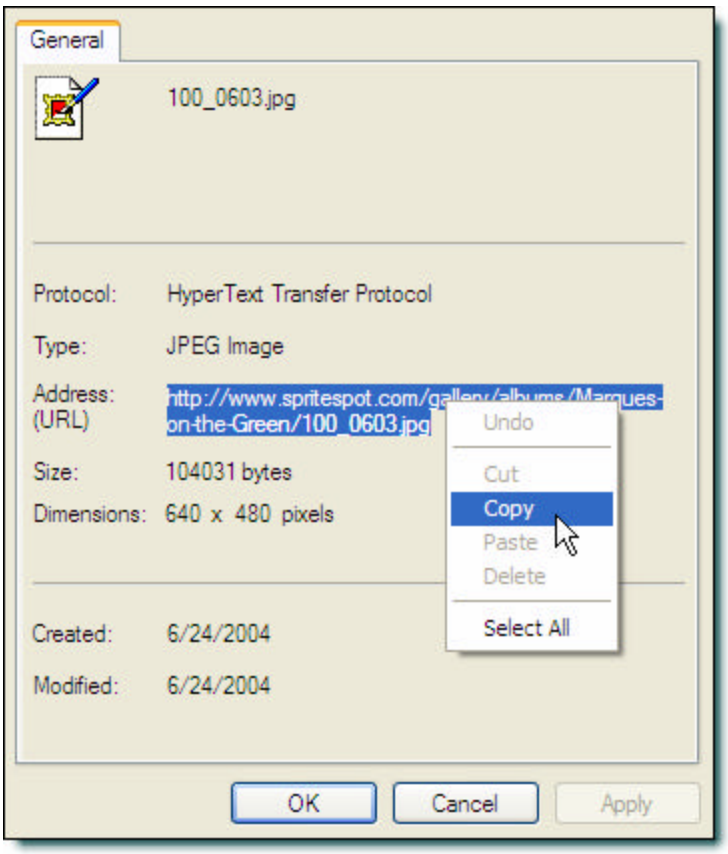
1) Navigate in SpriteSpot Photos so that you're viewing the image you'd like to insert into your post. Note that you can choose to either insert the small "thumbnail" image or the larger image. (Most of the time you'll likely want to insert the large image, so be sure to click on the thumbnail in SpriteSpot Photos to ensure you're viewing the full-size image).
2) Use your right mouse button to "right-click" on the photo you'd like to insert. A pop-up menu will appear, and you should pull-down (and then left-click) on "Properties":



3) A pop-up window will appear. You'll need to use your mouse to "highlight" (by clicking and dragging, or by right-clicking (while your mouse is on the URL text) and choosing "select all". Note: sometimes with a long URL it's hard to highlight all of the URL with the "click and drag" technique, so in many cases, the "select all" method is easier.):

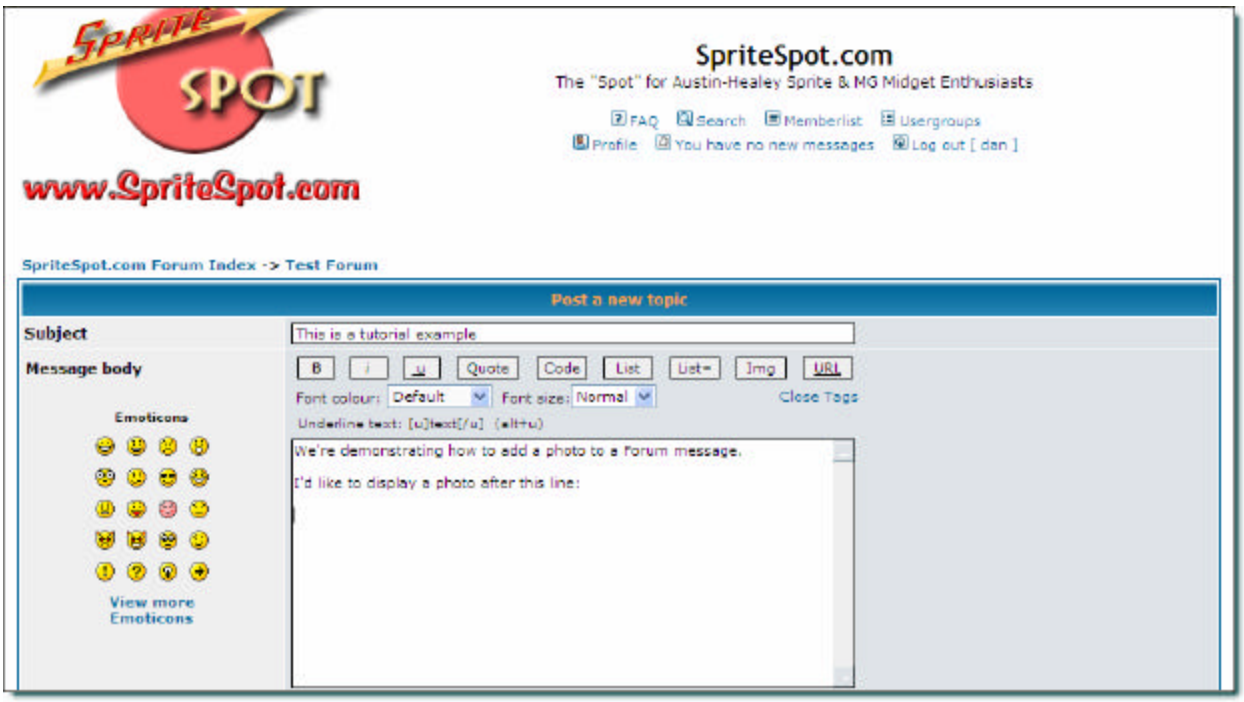


4) Once the text is highlighted, right-click on the text and choose “copy”:



This puts the URL into the computer’s “clipboard” memory, and you’ll use it a bit later. (Note: don’t “copy” anything else or the computer will “forget” the URL and you’ll have to repeat the above steps).

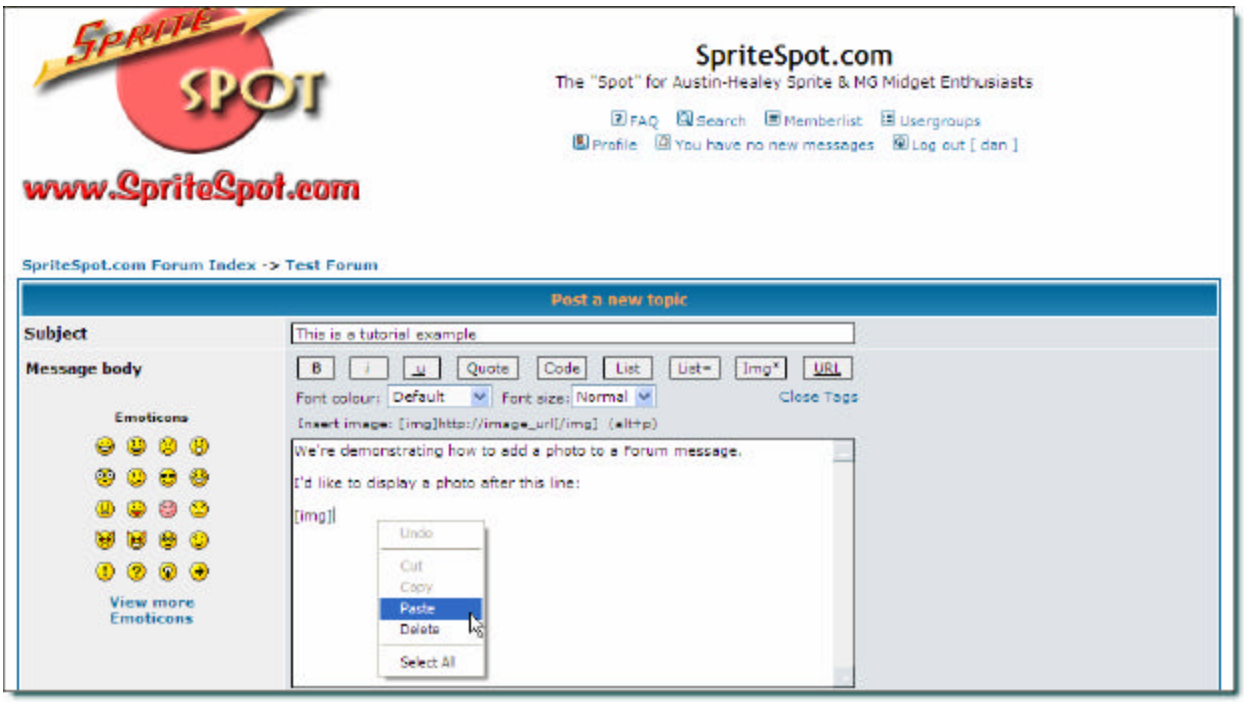
5) Navigate to the SpriteSpot Forums, and begin your post as you would normally. Note: you may want to practice this in the "Test" forum first—feel free to experiment (that's what the Test forum is for!) Click on the "New Topic" button, enter a "Subject" for your message, and some text:



6) To add the photo, you'll be using the code tag buttons that are just below the "Subject" box. Tags must be used in pairs: an "opening" tag, and a "closing" tag. You'll need an opening tag to begin, and since we're adding a photo, we'll need an image (IMG) tag. Click once on the "Img" button, and you should see the opening tag inserted into your message:

You'll notice the opening tag has been inserted. (Note that the square brackets are required, as they "identify" the text they enclose as a tag).

7) Following the opening tag is where you put the URL to the image you want to include. You can type this in manually if you'd like, but since we went to the trouble of copying it to the clipboard earlier, we'll be able to simply paste it in now. You can "right-click" and select "Paste" (or you can go up to the "Edit" menu and select "Paste" as well):



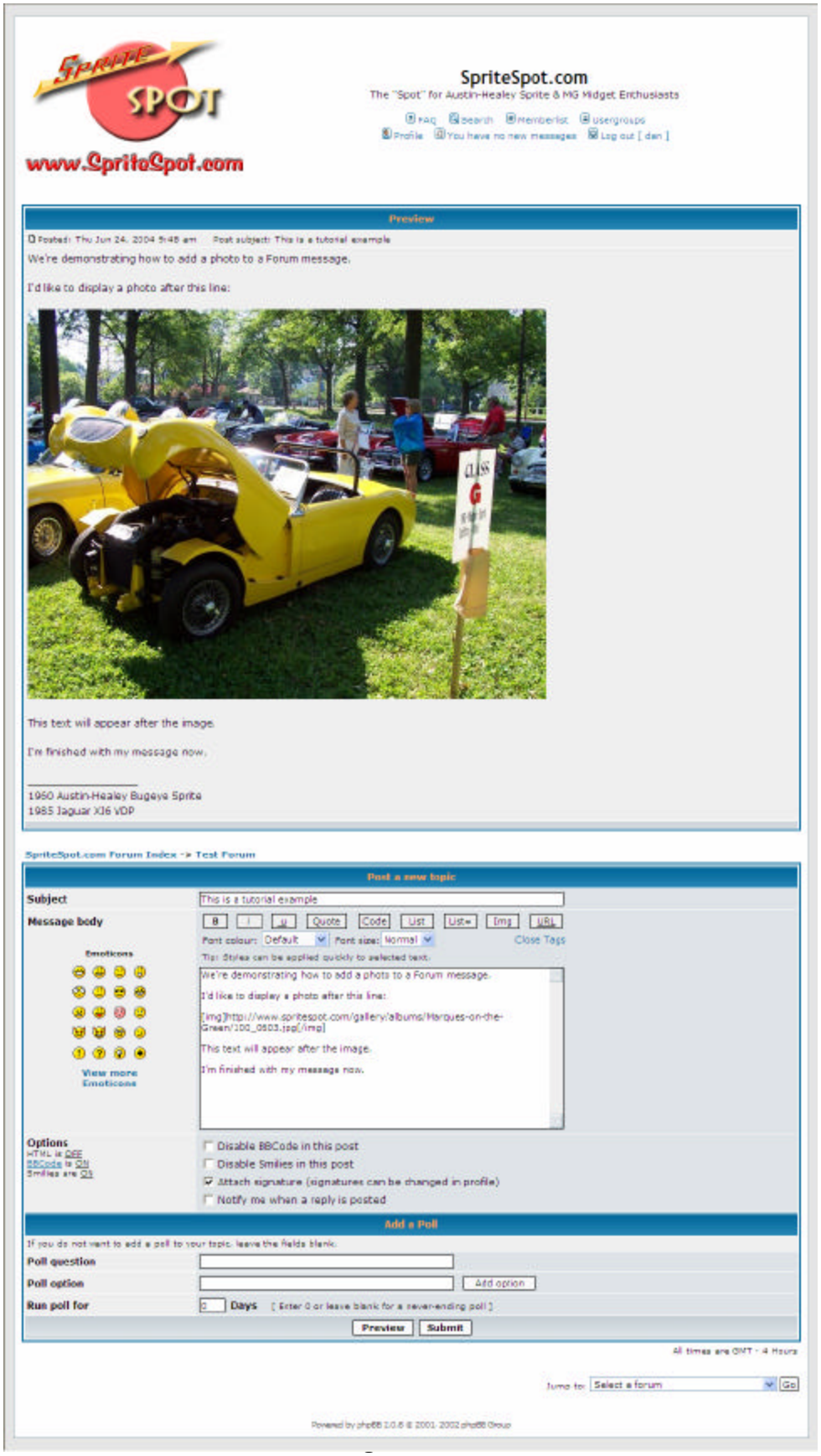
And the URL should be inserted:

Notice how long the URL is (which is why typing it in isn't a great choice). We're almost done, but we still need a "closing" tag (remember tags come in 2 parts). If you look at the "Img" button you'll see it now has an asterisk. This indicates that we're still missing the closing tag, and more importantly, the asterisk signifies that if we click the "Img" button now the computer will automatically insert the closing tag for us.

8) Click on the “Img*” button to insert the closing image tag:

Your image is now ready to be displayed. You can continue to type more text if you like to your message. Here’s a close up of the final text of our message:

9) It’s a good habit to “Preview” your message to be sure everything worked correctly, so click on the “Preview” button at the bottom of the screen. Your message should be displayed properly, including the image:


www.SpriteSpot.com
SpriteSpot.com
The "Spot" for Austin-Healey Sprite & MG Midget Enthusiasts
FAQ Search Memberlist Usergroups
Profile You have no new messages Log out [dan]
Preview
Posted: Thu Jun 24, 2004 5:48 am Post subject: This is a tutorial example
We're demonstrating how to add a photo to a Forum message.
I'd like to display a photo after this line:
This text will appear after the image.
I'm finished with my message now.
1960 Austin-Healey Bugeye Sprite
1985 Jaguar XJ6 VDP
SpriteSpot.com Forum Index -> Test Forum
Post a new topic
Subject
This is a tutorial example
Message body
B I U Quote Code List List= Img URL
Font colour: Default Font size: Normal Close Tags
Tip: Styles can be applied quickly to selected text.
Emoticons
View more Emoticons
We're demonstrating how to add a photo to a Forum message.
I'd like to display a photo after this line:
[img]http://www.spritespot.com/gallery/albums/Marques-on-the-Green/100_0503.jpg[/img]
This text will appear after the image.
I'm finished with my message now.
Options
HTML is OFF
BBCode is ON
Smilies are ON
Disable BBCode in this post
Disable Smilies in this post
Attach signature (signatures can be changed in profile)
Notify me when a reply is posted
Add a Poll
If you do not want to add a poll to your topic, leave the fields blank.
Poll question
Poll option
Add option
Run poll for
0 Days [Enter 0 or leave blank for a never-ending poll]
Preview Submit
All times are GMT - 4 Hours
Jump to: Select a forum Go
Powered by phpBB 2.0.6 © 2001, 2002 phpBB Group

10) If you're happy with your message, you can simply click the "Submit" button and you'll be finished. However, if you'd like to alter or edit your message, you can simply make those changes in the message body, and then either "Preview" your message again (recommended) or "Submit" you edits if you choose.

That's it! One "gotcha" to keep an eye out for is that the image (and other) tags are inserted at the end of the message, so if you're trying to go back and add an image in the middle of some text, you may want to consider composing the opening tag, image URL and closing tag at the end of the message, and then copying the whole kit 'n caboodle to where you want the image to appear (in our example you'd copy all this: "[img]http://www.spritespot.com/gallery/albums/Marques-on-the-Green/100_0603.jpg[/img]" to another place in the message. (I hope that makes sense). Just be aware that if you click on one of the tag buttons, and the tag isn't where you expect, then be sure to look at the end of the message for your "lost" tag!

Other Features

There are many other features available to help customize, configure and categorize your SpriteSpot.com Photo albums. Please take some time to try out the different options (you really can't hurt anything, so don't worry).

If you've found this tutorial helpful (or if you didn't and it needs clarification) please email me at admin@spritespot.com. If you'd like additional help (or tutorials on other SpriteSpot.com features) please ask.

SpriteSpot.com

http://www.SpriteSpot.com