# 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":

<u>ck to SpriteS</u>	pot.com	
	Search:	
		[login]



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

🐴 Login to SpriteSpot.com Photo Gallery - Microsoft Internet Explo 🔳 🗖	
Login to SpriteSpot.com Photo Gallery	
Logging in gives you greater permission to view, create, modify and delete albums.	
Username Password	
Login Cancel	
Forgotten your password?	
Username	
Send me my 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):

to SpriteSpot.com
Search:
Welcome, dan [new album] [preferences] [logout]

# Creating a New Album

1) Click on the "new album" link:

<u>to SpriteSpot.com</u>
Search:
Welcome, dan [new album] [preferences] [logout]



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):

www.SpriteSprit.com	SpriteSpot.com Photo Gallery Contact Us    Back to SpriteSpot.com		
Untitled			
no images in this album	e admin options e 💌 [elideshow] (logout)		
	Gellery: SpriteSpot.com Photo Ballery 🗘		
Email mo when: Comments are added E. Other	changes are made E		
Email me when: Comments are added 🕅 Other	changes are made. 🗖		
Email me when: Comments are added 🗆 Other	changes are made F Gallery: <u>SpriteSpot.com Photo Gallery</u>		
Email me when: Comments are added  Other Comments by Calleny v1.4.2-pl2 Chanks for visiting SpriteSpot com!	changes are made F Gallery: <u>SpriteSpot.com Photo Gallery</u>		
Email me when: Comments are added F Other  Semerad by Galleny v1.4.2-pl2  Thanks for visiting SpriteSpot.com!	changes are made F Gallery: <u>SpriteSpot.com Photo Gallery</u>		
Email me when: Comments are added F Other  Provered by Gallery VI.4.2-pl2  Thanks for visiting SpriteSpot.com!	changes are made ᄃ Gallery: <u>SpriteSpot.com Photo Gallery</u> 수		
Email me when: Comments are added F Other  Semantal By Gallery v1.4.2-pl2  Tanks for visiting SpriteSpot.com!	changes are made ᄃ Gallery: <u>SpriteSpot.com Photo Gallery</u> 수		
Email me when: Comments are added F Other  Severed by Gallery v1.4.2-pl2  Thanks for visiting SpriteSpot.com!	changes are made  Gallery: <u>SpriteSpot com Photo Gallery</u>		

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":

to SpriteSpot.com	
« admin options » 💉	[slideshow] [logout]
« admin options »	com Photo Gallery 쇼
custom fields edit captions new nested album permissions poll properties poll reset poll results properties rename album view comments	

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:



Add Photos - Microsoft Internet Explorer		
Applet Applet (big) Form URL Other		
Click the <b>Browse</b> button to locate a photo to upload. Supported file types: jpg, jpeg, gif, png, avi, mpg, mp	oeg, wmv, mov, swf, mp4	
Tip: Upload a ZIP file full of photos and movies!		
<ol> <li>Select the number of files you want to upload:</li> <li>Optional: Select the number of meta data files you want to upload.</li> </ol>	5 💌 vant to upload: 0 💌	≡
2. Use the Browse button to find the photos on your	computer	
File	Browse	
Caption		
File	Browse	
Caption		
File	Browse	
Caption		
File	Browse	
Caption		~

(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:

🛃 Add Photos	Microsoft Internet Explorer		
Choose file		?	
Look in:	🗀 Pat's Car	💌 🧿 🏚 📂 🛄-	
My Recent Documents	<pre>mek_3.jpg mek_4.jpg mek_5.jpg mek_6.jpg </pre>		
Desktop			=
My Documents			
My Computer			
	File name: ek_4.jpg	✓ Open	R
My Network	Files of type: All Files (*.*)	Cancel	Nr.
Caption			
File		Browse	
Caption			~

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:

Add Photos - Microsoft Internet Explorer	
Applet Applet (big) Form URL Other	<u>^</u>
Click the <b>Browse</b> button to locate a photo to upload. Supported file types: jpg, jpeg, gif, png, avi, mpg, mpeg,	wmv, mov, swf, mp4
Tip: Upload a ZIP file full of photos and movies!	
<ol> <li>Select the number of files you want to upload:</li> <li>Optional: Select the number of meta data files you want</li> </ol>	5 💌 t to upload: 0 🛩
2. Use the Browse button to find the photos on your cor	mputer
File D:\DTG DATA\My Pictures\Pat's Car\ek_4.jpg	Browse
Caption	
File	Browse
Caption	_
File	Browse
Caption	
File	Browse
Caption	



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".

🕙 Add Photos - Mici	osoft Internet Explorer		
2. Use the Brows	e button to find the photos on your	computer	^
File D:\DTG [	DATA\My Pictures\Pat's Car\ek_4.jpg	Browse	
Caption A photo	of Pat's Car		
File D:\DTG [	DATA\My Pictures\Pat's Car\ek_6.jpg	Browse	
Caption Another	ohoto of Pat's Car		
File D:\DTG [	DATA\My Pictures\Pat's Car\ek_5.jpg	Browse	
Caption The last	photo of Pat's car I want to load		
File		Browse	
Caption			
File		Browse	
Caption			
C Leave blank if r Use filename a Use file creatio	no caption is specified. s caption if no caption is specified. n date stamp as caption if no captio	on is specified.	
	Upload Now Ca	ncel	
	le le		~

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:

Add Photos - Microsoft Internet Explorer	
Processing status	
<ul> <li>Adding ek_4.jpg Resizing/compressing original image No resizing required</li> </ul>	
<ul> <li>Adding ek_6.jpg Resizing/compressing original image No resizing required</li> </ul>	
<ul> <li>Adding ek_5.jpg Resizing/compressing original image No resizing required</li> </ul>	
Dismiss	

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:

1048	Sprites	Noll Book to Secto Sectore	
www.SpriteSpot.com	Contact	Contact Us    Back to SpriteSpot.com	
Untitled			
mages in this album		e admin options o 💉 [elideshow] (logout)	
		Gellery: SonteSpot.com Photo Dallery 🗘	
	Another photo of Patia	The last photo of Pat's	
A photo of Pat's Car			
A photo of Pat's Car	Car	cer I went to load	

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:

k to SpriteSpot	<u>.com</u>		
« admin op	tions »	~	[slideshow] [logout]
Gallery:	SpriteSp	oot.	com Photo Gallery 쇼
			40



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

Sport	SpriteSpot.com Photo Gallery
www.SpriteSpot.com	Contact Us    Back to SpriteSpot.com
priteSpot.com Photo Gallery	
	Searchi
top-level albums (7 total), 35 images on 2 pages	Welcome, dan (new album). [preferences] [logout]
Þ	1 d <u>2</u> * DD D1
Image: Second	der album) [rename album] [edit captions] [permissions] [view comments] [watermark album] bt.com/gallerv/album01 so that the URL is not so generic! album contains 2 serve. s since 06/21/2004. [reset counter!
Spritenut's Sprites (sdik title (delete album) (move album) (record This is a collection of p url:http://www.spritespo Last changed on 06/21/2004. This a	d der album] [rename album] [edit captions] [permissions] [view comments] [watermark album] ohotos of some of Frank's cars. [edit description] ot.com/gallery/spritenut abum contains 5 kems.

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:

Edit title - Microsoft Internet Explorer	
Edit title	
Edit the title and click Save when you're done	
Untitled	
	V
Save Cancel	

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:

SPOT www.SpriteSpot.com	SpriteSpot.com Photo Gallery Contact Us II Back to SpriteSpot.com
SpriteSpot.com Photo Gallery	Searchi
6 top-level albums (7 total), 35 images on 2 pages þ	Welcome, dan           [new album] [preferences] [longut]           1 d 2 *
Pat's Car [edit title]           [delete album] [move album] [move album] [move album] [move album] [move album]           [mission album] [move album] [move album] [move album]           [mission album] [move album] [move album] [move album] [move album]           [mission album] [move album] [move album] [move album]           [mission album] [move album] [move album] [move album]           [mission album]           [mission album]	der album] (rename album) (edit captions) (previsions) (view comments) (watermark album)         a few Images of Pat's car after his "incident" at ction!         bit.com/gallery/album01.         so that the URL is not so generic!         bum contains 3 terms.         s since 06/23/2004. [reset counter]
Spritenut's Sprites (addit title [delete album] [move album] [record [This is a collection of p url;http://www.spritespo Last changed on 06/21/2004. This is	1 der album] [rename album] [edit captions] [permissions] [stew comments] [statermark album] photos of some of Frank's cars. [edit description] pt.com/gallery/spritenut sbum contains 5 tems.

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:

Rename Album - Microsoft Internet Explorer	
Rename Album	
What do you want to name this album? The name cannot contain any of the following characters: \ / * ? " ' & < >   . + # or spaces Those characters will be ignored in your new album name. album01 Rename Cancel	



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:

Rename Album - Microsoft Internet Explorer	
Rename Album	~
What do you want to name this album? The name cannot contain any of the following characters: \/*?"'& <> .+# or spaces Those characters will be ignored in your new album name. PatsCar Rename Cancel	

**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:

Second		SpriteSpot.com Photo Gallery
www.SpriteSpot.com		Contact Us    Back to Sprite Spot.com
SpriteSpot.com Photo Gall	ery	
		Searcha
top-level albums (7 total), 35 images o	n 2 pages	Welcome, dan [new album] [preferences] [logout]
		Þ1d <u>2</u> ↔ DÞ ÞI
	it's Car (edit title) dete album) (move album) (m This is an album with Watkin's Glen, (edit de	eorder album) [rename album] [edit captions] [permissions] [view comments] [watermark album] h a few images of Pat's car after his "incident" at ecristion]
	1:http://www.sprites at changed on 06/21/2004. Th is album has been viewed 2 ti	spot.com/gallery/PatsCar Ne album contains 3 terms. Imes since 06/23/2004. <u>freset counter1</u>
	pritenut's Sprites (edit ( elete album) (move album) (e	title] eorder album] [rename album] [edit captions] [permissions] [view comments] [watermark album]
	This is a collection of photos of some of Frank's cars. [adit description]	
u u	1:http://www.sprites st changed on 06/21/2004. Th	spot.com/gallery/spritenut as album contains 3 kams
Th	is album has been viewed 3 th	imes since 06/21/2004. [reset counter]



## 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:

Edit Text - Microsoft Internet Explorer	
Edit Caption	~
Caption: Another photo of Pat's Car	
	~
Description:	
Keywords:	
Photo Capture Date	
Month Day   Year   Hours   Minutes   Seconds     6   21   2004   12   20   41	
Save Cancel	
	¥



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:

🚰 Edit Text - Micro	osoft Internet Explorer	
	Edit Caption	
Caption:	The driver's side of the car	
		~
Description:	Pat's car - left side	
Keywords:	Supra, Toyota	(A) (A)
Mont 6	Photo Capture Date th Day Year Hours Minutes Seconds 21 2004 12 20 41 20 Save Cancel	
		~



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:

- 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.):

	100_0603.jpg	
Protocol:	HyperText Transfer	Protocol
Type: Address: (URL)	http://www.spritespo on-the-Green/100_0	ot.com/gallery/albums/Marques-
Size: Dimensions:	104031 bytes 640 x 480 pixels	Cut Copy Paste
Created:	6/24/2004	Delete Select All



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

X	100_0603.jpg	
Protocol:	HyperText Transfer Protocol	
Туре:	JPEG Image	
Address: (URL)	http://www.spritespot.com/ga on-the-Green/100_0603.jpg	len / albums /Marques- Undo
Size:	104031 bytes	Cut
Dimensions:	640 x 480 pixels	Copy Paste 🕏 Delete
Created:	6/24/2004	Select All
Modified:	6/24/2004	

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:

SpriteSpot.com Forum Inde	SpriteSpot.com The "Spot" for Austin-Healey Sprite & MG Midget Enthusiasts PFAQ @Search @Memberlist @Usergroups @Profile @You have no new messages @Log out [dan] Not.com
	Post a new topic
Subject	This is a tutorial example
Message body Emoticons	B     i     Quote     Code     List     Img     URL       Font colour:     Default     Font size:     Normal     Close Tags       Underline text:     [u]text[/u]     (=lt+u)
Image: Constraint of the second s	We're demonstrating how to add a photo to a Forum message. I'd like to display a photo after this line:



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:

SpriteSpot.com Forum Indez	SpriteSpot.com The "Spot" for Austin-Healey Sprite & MG Midget Enthusiasts PFAQ @Search @Memberlist @Usergroups @Profile @You have no new messages @Log out [dan] wof.com
	Post a new topic
Subject	This is a tutorial example
Message body Emotions 20 2	B       i       Quote       Code       List       List       Img*       URL         Font colour:       Default       Font size:       Normal       Gose Tags         Insert image:       [img]http://image_url[/img] (#lt+p)         We're demonstrating how to add a photo to a forum message.       I'd like to display a photo after this line:         [img]       Img1

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):

SpriteSpot.com Forum Inde	SpriteSpot.com The "Spot" for Austin-Healey Sprite & MG Midget Enthusiasts PFAQ Search Memberlist Usergroups Profile You have no new messages Dilog out [ dan ] Profile You have no new messages (Log out [ dan ]) Profile You have no new messages (Log out [ dan ])
	Post a new topic
Subject	This is a tutorial example
Message body Emoticona	B     i     i     Quote     Code     List     List-     Img*     URL       Font colour:     Default     Mont size:     Normal     Close Tags       Insert image:     [img]http://image_url//mg]     (althp)
<ul> <li>⇒</li> <li>≥</li> <li>⇒</li> <li>≥</li> <li>⇒</li> <li>View more Emoticons</li> </ul>	We're demonstrating how to add a photo to a forum message.



And the URL should be inserted:

SPRINE SP www.SpriteSp	SpriteSpot.com The "Spot" for Austin-Healey Sprite & MG Midget Enthusiasts
SpriteSpot.com Forum Inde	x -> Test Forum Post a new topic
Subject	This is a tutorial example
Message body Emoticona	B     I     Quote     Code     List     ImgX     URL       Font colour:     Default     More Tags     More Tags       Insert image:     [img]http://image_url/img]     (alt+p)
Image: second system     Image:	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_0603.jpg

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:







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 <u>admin@spritespot.com</u>. If you'd like additional help (or tutorials on other SpriteSpot.com features) please ask.

SpriteSpot.com http://www.SpriteSpot.com

