

# Uploading to DPCA Website

1. Export the pictures you want to upload to an area on your hard drive, preferably a separate folder that you can find easily.
2. Log in to the DPCA Website.
3. On the Home page, click on the link provided in the third column of the table of events “Click here to upload pics into gallery”. You will see the “Images in this Gallery” page with the gallery name underneath.
4. Click on the “Upload Images into this Gallery” button.



The screenshot shows the website header for the Digital Photography Club of Annapolis, featuring a lighthouse and a sunset over water. The user is logged in as Colin McNaught. The navigation menu includes Home, Organization, Membership, News and Events, About Us, My Account, and Help. The main content area is titled "Images in this Gallery" for the "National Aquarium, Baltimore" gallery. It contains instructions on how to drag and drop images and how to remove them. Below the instructions are four buttons: "Return to Gallery List", "Upload Images into this Gallery" (highlighted with a red arrow), "Add Images from my Image Library", and "Add Images from Competitions". At the bottom, there are two buttons: "Cancel changes to image order" and "Save updates to image order". A preview of an image titled "Aquarium Trip Flyer" is shown in a small window.

5. The next page is titled "Upload Images". **Ignore all the text here**, go to the bottom of the page and click the "Select" button.



Home Organization Membership News and Events About Us My Account Help

## Upload Images

When you upload an image it is always placed into your Image Library. Competitions and Galleries can then use any number of links to your image. Multiple organizations can link to the same images in your library.

Start your upload with this page. Your file name or an embedded title will be suggested as the image title. Special file name formats allow you to specify additional information beyond just your title.

Information on Optional File Name Formats

Once your images have been uploaded, a new page will be displayed where you can change your titles and add additional information about your images.

Note that images in your Image Library that are not used in any competition or gallery will be automatically deleted three months after their upload date.

Use the "Select" button below to select one or more files to upload. On most browsers you can also drag and drop files onto the Select button. Use the "Select" button to add additional files. The upload process will start with each file as soon as you use the Select button. When all the files have been uploaded, as indicated by the green dot by each file name, click the "Save Images" button below.

The system maximum image size is 3840x2160 pixels. If your image exceeds the system maximum size allowed, your upload time will be unnecessarily long and your image will be resized after the upload completes. If your image size exceeds the maximum file size allowed for the website (10.0MB), you will see an error message and the file will not be uploaded.

Competitions specify a maximum image size in pixels. Your uploaded image will be resized internally when viewed for judging to fit within the limits set for your competition. You should upload a size large enough for any organization or competition that may use your image and allow the system to downsize your image as necessary to comply with competition limits. Click [here](#) for information on how to resize an image.

Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright.

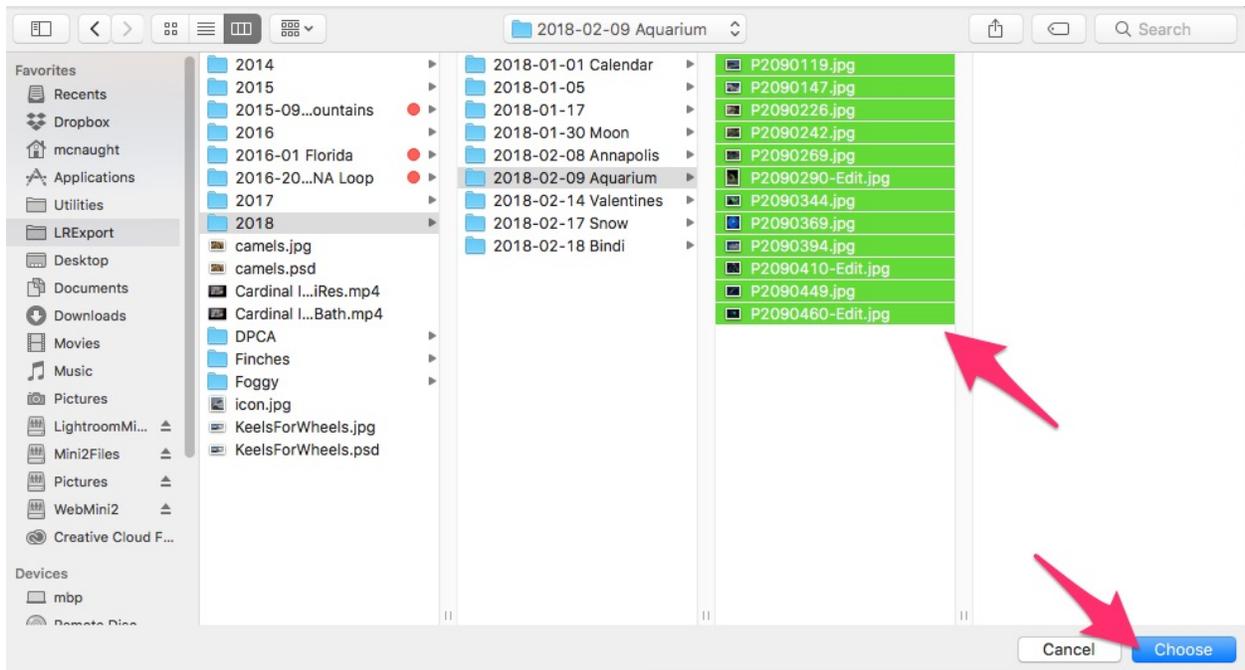
After your images are uploaded into your library, references to those images will be automatically added to your Gallery titled 'National Aquarium, Baltimore'.

Select

Return to Gallery without adding images to the gallery

Save Images and Proceed to Edit Page

- A 'File Chooser' sub-window will appear showing the files on your computer. Navigate to the area you stored your images to upload and select all of the images. Use shift-click to select a list of Images, command-click to add or remove individual images. Then click the 'Choose' button on the sub-window. (Mac example screenshot)



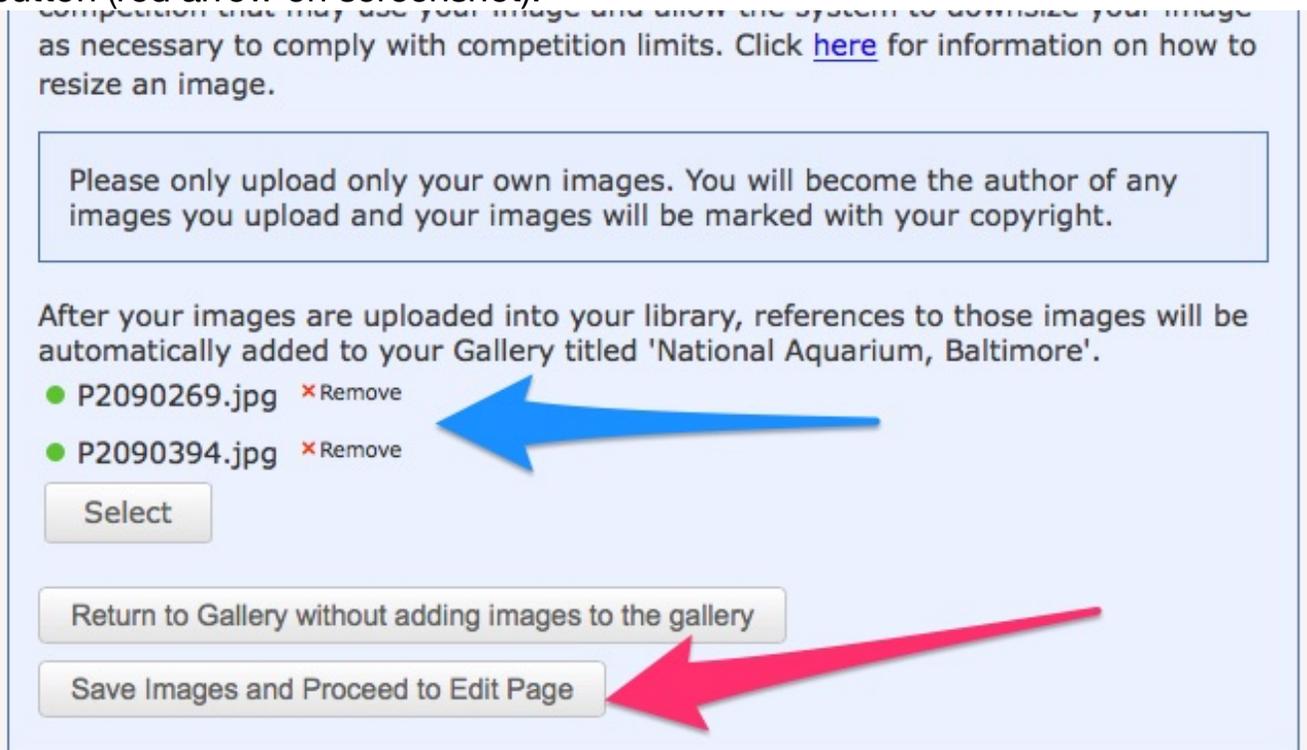
- The “Upload Images” page will update to show the files you have chosen, directly above the ‘Select Button with green dots to the left of the file names showing they are ready to upload (blue arrow on screenshot). Click on the “Select Images and Proceed to Edit Page” button (red arrow on screenshot).

competition that may use your image and allow the system to customize your image as necessary to comply with competition limits. Click [here](#) for information on how to resize an image.

Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright.

After your images are uploaded into your library, references to those images will be automatically added to your Gallery titled 'National Aquarium, Baltimore'.

- P2090269.jpg ✕ Remove
- P2090394.jpg ✕ Remove



8. The “Edit New Images” page will appear. **The only thing you need to change on this page is the title of each image.** This defaults to the file name but you can make this anything you want. Make any changes you want in the yellow box below each “Title:” (red and blue arrow on screenshot) and then click the “Save any changes and return to the original page” button at the very bottom of the page (red arrow at bottom of screenshot).

have been added to your original title to make it unique.

When you are finished editing your images, references to those images will be automatically added to your Gallery titled 'National Aquarium, Baltimore'.

Title:  
Froggy

English Spell Check

Image Id=8436657, 2048x1536 , 1/80 f4, ISO: 3200, Created: 2018-02-09 OLYMPUS CORPORATION E-M1MarkII, 100mm(200mm)

Genuine Wildlife  Allow Public Display

Author's Image Id:  This is a field for the author's use only to help identify the image within the author's collection.

  Delete

If a Sequence Name is present, your image will be placed into an Image Sequence. Clear the name or set the Image Number to zero to remove the image from an Image Sequence. Each image within an Image Sequence must be numbered sequentially.

The titles for images in a sequence will be altered automatically when viewed to include the sequence number, but NOT the name of the sequence. You can control where the sequence number is inserted into a title by coding "[1]" or "[2 of 3]" into you title. The actual numbers will be inserted in that location instead of at the end of the title.

Sequence Name:

Image Number within Image Sequence:

Title:  
Jelly

English Spell Check

Image Id=8436665, 2048x1536 , 1/250 f4, ISO: 400, Created: 2018-02-09 OLYMPUS CORPORATION E-M1MarkII, 54mm(108mm)

Genuine Wildlife  Allow Public Display

Author's Image Id:  This is a field for the author's use only to help identify the image within the author's collection.

  Delete

If a Sequence Name is present, your image will be placed into an Image Sequence. Clear the name or set the Image Number to zero to remove the image from an Image Sequence. Each image within an Image Sequence must be numbered sequentially.

The titles for images in a sequence will be altered automatically when viewed to include the sequence number, but NOT the name of the sequence. You can control where the sequence number is inserted into a title by coding "[1]" or "[2 of 3]" into you title. The actual numbers will be inserted in that location instead of at the end of the title.

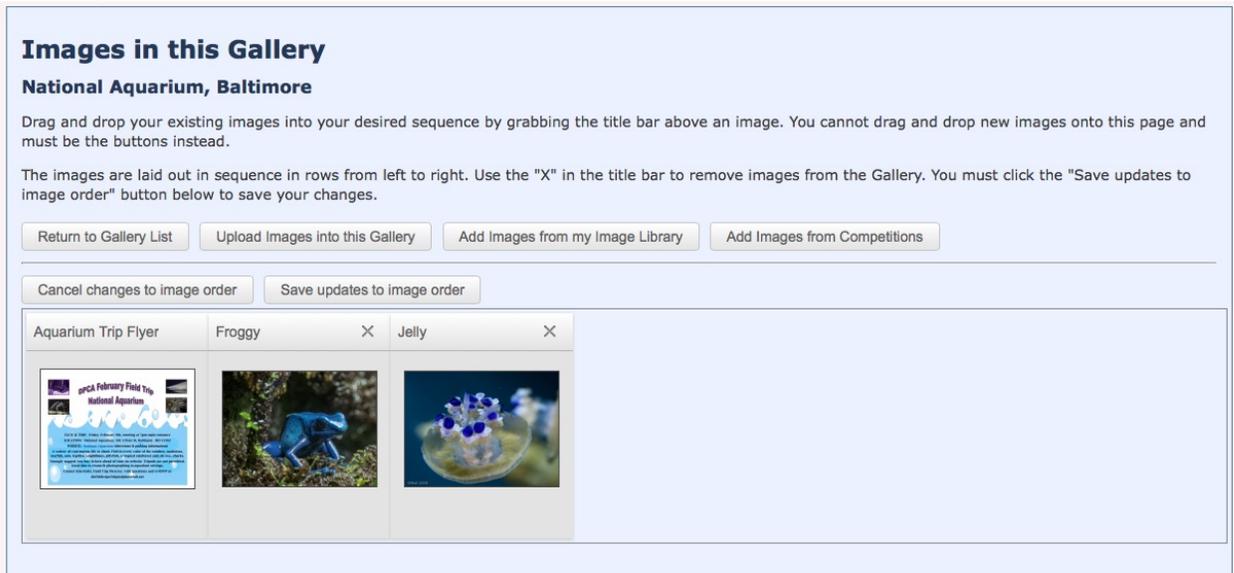
Sequence Name:

Image Number within Image Sequence:

When you click the button below your changes will be saved. You will then return to the page where you started your upload.

Save any changes and return to the original page

9. You will then be returned to the “Images in this Gallery” page which will show your pictures added to the gallery. See screenshot examples for the Aquarium.



Unless you want to mess with the order of your pictures by dragging them by their title bars, you're done!