



Nikonians Photo Galleries

A Brief Users Guide
1.00 / EN

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1. Introduction

1.1. What is the Nikonians Gallery?

The Nikonians Gallery is an on-line photo gallery for members of [Nikonians.org](http://www.nikonians.org), the most friendly photography resource on the World Wide Web. The gallery server is located at <http://www.nikonians-images.com>

1.2. Who can use the gallery?

Anybody can view pictures in the gallery, but only members of Nikonians who have been granted Silver, Gold or Platinum status may upload and manage their images. You are granted upload rights to the galleries for 12 months upon receiving your paid membership status, which is a way of saying thank you for helping us sustaining our operations, in addition to the capability to post images in the discussion forums.

For more information about Silver, Gold and Platinum membership, go here: <http://www.nikonians.org/html/membership/>

1.3. Before you start using the galleries

Each member must conduct according to our terms of use (please see: http://www.nikonians.org/html/about/terms_of_use.html). Failing to do so automatically terminates the account.

Note: Make sure that the Nikonians community server can reach you through the email address you have stored in your profile. If the server cannot reach that email address for a prolonged period of time, the account automatically terminates.

1.4. How to join the gallery

Having Silver Status or higher, you are automatically granted space in the gallery for one year upon payment. Upgrading your access to the Nikonians image galleries may take up to 72 hours after you have been granted Silver Status.

You are automatically informed when your status have been updated and when you have access to the galleries.

You are automatically informed via email prior to the end of paid period, giving you the chance to renew your status.



1.5. Logging in

Before you can post to the gallery you must log in. At the upper right corner of the gallery home page there are three links {Home} {Search} {Login}. Click on the {Login} link which will take you to a page where you can enter your user name and password.

The user name and password are the same as for the main Nikonians site at <http://www.nikonians.org/>

If you forget your password, click on the {Forgot password} link. This will redirect you back to the main Nikonians server, where you can request a new password, which will be sent to you by email.

Note: It may take up to six hours for your new password until it is valid in the gallery.

1.6. What are the limits on gallery use?

Each Silver Status member is allocated 15 Mbytes of space, whereas Gold Status members are allocated 50 Mbytes and Platinum 200 Mbytes of space on the server.

The maximum limit of the size of each photo is 1280 by 1280 pixels and each file must be 250 Kbytes or smaller. If your picture is greater than 400 pixels (either high or wide) the gallery software will produce an additional preview image. This reduced size copy will become the default image (seen automatically when a visitor views the picture) and there will be a link to the full-size version as well.

You can combine a number of picture files into a single ZIP file and upload that file at once. The file must be 2 Mbytes or less in size.



2. Using the Gallery – Managing your own pictures

2.1. Your own member's folder

When you upload your first picture (See section 2.3 below) the system will create a new gallery folder for you. This folder will have the same name as your user name. You can access this from the “members’ galleries” page, or from the [{My gallery}](#) link.

2.2. Working with albums

Within your gallery you might like to set up “Albums” to keep photos together according to some system of classification. For example, you might like to have separate albums for “People”, “Nature”, “Landscape”, “My Holiday” etc.

2.2.1. Adding an album

From your gallery page, click on [{Album Admin}](#)

Click on [{Add Album}](#)

Enter the album name, and a brief description. (This will be seen by other users viewing your gallery).

If you want to keep your album private from other users, select [{Yes}](#) under “*Keep album private?*”

Click [{Save Changes}](#)

2.2.2. Editing an album

From your gallery page, click on [{Album Admin}](#)

Click on [{Edit}](#) against the album you wish to change.

Change the album name, description or privacy setting

Click [{Save Changes}](#)

2.2.3. Deleting an album

From your gallery page, click on [{Album Admin}](#)

Click on [{Delete}](#) against the album you wish to remove.

You will get a warning – you can't undo the delete. If you are sure, click on [{ I'm Sure. Delete the Album}](#).



2.2.4. Using private albums

You can create a private album, which can only be seen by yourself and people you give permission to view it. The system automatically creates a password for your private folder and that password is always included in the link sent to the ones you invite to view your private album.

Please note: This is a very simple security measure. It is not very safe and it might be easy for others to find out the password to your private album. Thus, you should never store anything valuable in a private album.

Create the private album from {[Album Admin](#)} in the same way as any other album. However, you must select {[Yes](#)} from the drop-down under the question *Is Album Private?* When you do this, a link will appear under the name of the album. You can change the status of an album from public to private (or vice versa) through the album admin page.

A private album does not appear in the gallery list visible to general gallery visitors. You can only see it from the Album Admin page. You can send an invitation to view the private album by using the {[Email gallery link to friend](#)} facility. Insert your friend's email address and click the button.

2.3. Working with pictures

2.3.1. Uploading a picture

You should only upload JPEG and GIF files. You should not upload TIF, BMP files or other large scaled files, which are often large and not easy to view over the Internet.

At the top right of the main screen you will see a group of links:

[Home](#) | [Profile](#) | [Upload Photos](#) | [Logout](#)

To upload an image, you:

Click on {[Upload Photos](#)}

You will be taken to the upload screen, which will tell you:

Your user name

The amount of server space allowed, used and remaining

There is a drop-down list labelled {[Choose a category](#)}. Select "Member galleries" to put the uploaded picture into your own gallery. If you have created albums within your gallery, these will be shown at the bottom of the list.



Selecting and uploading your picture

You need to input three items:

The destination for your picture (i.e. which gallery or album it will go to)

The default destination is {Member galleries}. Selecting this will put your picture into your own gallery space.

If you have created albums, these will be shown in the drop-down list.

There may be additional destinations for competitions or special categories.

The name and path of the file on your computer

You may type in the full file name and path, if you know it.

Alternatively, click {Browse} and your computer will pop up a standard file select dialog box. Find your file and click {Ok}. Then click {Submit/Upload}.

Whether you want email notification of any comments on the picture.

This is a simple Yes / No selection

Entering picture information

The next screen allows you to enter information about the picture. All fields are optional and free-form, except the destination, which is titled {Category}.

Once you are happy with the data you have entered, click on {Process Files}.

You will get a link back to the main menu, or you can click on any of the links along the top of the screen.

2.3.2. Uploading multiple pictures

The procedure for uploading multiple files is almost the same as uploading individual images.

After you select and upload each file, do not enter the data, but click on {Upload Photos}. You must have all the files selected and uploaded before you start entering data (otherwise the data will be lost and you'll have to enter it again).

Enter the data for each of the files after they have all been uploaded then click {Process Files}.

2.3.3. Uploading a ZIP file

You can upload a number of files simultaneously by combining them into a ZIP file. The ZIP file must be 2 MBytes or smaller, and each of the picture files within the ZIP file must be 250 KBytes or smaller.

Once the ZIP file is uploaded – which may take a considerable time if you have a slower internet connection – the gallery will unpack the individual files, and you can enter the data for each.

Note: You should not upload ZIP files containing more than 20 images, since the system will only prompt you for the 20 first images per ZIP file.



If the system finish the upload and only shows “no more images to process”, then either you have tried to upload a too large file, or a timeout occurred. You should then redo the operation with a smaller ZIP file.

2.3.4. EXIF information

If your picture has been created with a digital camera, and the so called EXIF data (i.e. the exposure settings recorded by the camera) is intact, then this will be displayed on-screen when the image is viewed.

Note: that many editing programs do not save the EXIF data, in which case nothing is shown.

2.4. Editing your images

When viewing an image (of your own 😊) you can edit the image and its description in various ways. From the viewing page, click on the [{Edit Picture}](#) link.

- You can upload a new file to replace the existing one;
- You can change any of the descriptive information, or add new information,
- You can change the orientation of the image by flipping it horizontally or vertically, or rotate it 90 degrees clockwise or counter-clockwise.
- You can also delete the image by checking the delete box.

When you have made all the changes you want, click on the [{Submit changes}](#) button to save them.

2.5. Moving your images

From the viewing or editing page, you can choose to move a picture into another album within your gallery. Just select the appropriate album from the drop-down list, and click [{Submit}](#).



3. Using the gallery – viewing other member’s pictures

3.1. Browsing

Just above each picture there are a group of links:

Add to Favorites | Post a Comment | Report Photo | Send as e-Card | Receive Email Updates

Use these links when you are browsing other members images.

3.2. Comments and ratings

The Nikonians Gallery allows members to make comments about photos and give them ratings between 1 to 10. There is no such thing as a “photographers ranking” and the ratings of a photographer’s pictures are not added up in any way. The ratings are only for the purpose of giving some form of feedback to photographers.

To submit a comment, fill in the Comments box with your text. You can optionally "rate" the photo and then select {Submit}.

You can use [UBBCode](#) (formatted text) and [Smilies](#) code in your comments – click on the links to see the legends in a separate window.

You can only rate an image if you also post a comment on your rating. Use this possibility to help other photographers improve their work.

3.3. Add to favourites

Click the {[Add to Favourites](#)} link, and the picture will be added to your own list of favourite pictures. You can easily remove a picture from your favourites list if you decide you don’t like it any more.



3.4. Downloading your favourites

You can easily download the images shown in your favourite folder by clicking on the {Download} button in your favourites display. A file called “nikonians-images.zip” will then be available for download for you. The file contains all the images from your favourites.

Depending on your online connection, the file download may take a substantial amount of time.

Remember that all images are copyright by their respective owner and you must not use the images commercially in any way whatsoever.

3.5. Report Photo

If you feel a photo may be in breach of our terms of use, you may report it to the administrator.

Select the type of violation from the drop-down list, and add your comments to the text box.

Click {Report Photo}.

The reporting system must be used responsibly for it to work. Please don't abuse this facility. Clearly state why you think the image is violating our terms of use. See also: http://www.nikonians.org/html/about/terms_of_use.html

3.6. Send as e-Card

You can send any picture in the gallery as an e-card to family or friends.

Click {Send as e-Card}

In the form which comes up, enter all the details such as the recipient's name and email address, and a brief message. If the recipient is another member of Nikonians, you can use their Nikonians user-name instead of the email address. You can also pick colours for the background, border and font, and the font style.

Click the {Check here to preview before sending} box to get a preview of what your e-card will look like.

When you are satisfied, click the {Send the E-Card} button.

The recipient will get an email telling them you have sent the card, and giving them a link to click on to view it. They will also receive your email address so that they can respond.



3.7. Receive Email Updates

If you want to be notified each time somebody posts a comment for a particular picture, click on the [{Receive Email Updates}](#) link.

3.8. Using the keyword / member search

When you upload or edit your pictures, you have the option to include keywords with them. If you don't include a keyword, the system will try to create one or more from the title of the picture.

From the home page, and the main page of each gallery, you can enter a keyword or member name to search for. The system will return all the pictures which contain the particular keyword, or which belong to the particular member.

You can also click on the keywords in the information below any photo to perform a keyword search.

3.9. Viewing the latest additions

You can view the latest additions in the galleries by clicking on either of the links:

Recent Posts: last day | last 7 days | last 14 days | all images
located at the top of the main page.

3.10. Sorting member galleries and images shown

Depending on your current location in the galleries , you can sort the displayed data according to various criteria.

In the member galleries overview list, you can sort the members being listed according Alphabetical Order, Date (newest first), Views (high to low) and Most Active

Viewing a gallery of a member, you can sort the displayed images according to Most Active, Latest, Most Views, Most Popular, Random, Least Popular, Image Name and Title



3.11. Viewing images in slide show

By displaying the detail screen of any image, you can also start a slide show displaying the images of that gallery, automatically refreshing the display after a predefined time.

Click on the {Slide show} link. New page will open - select the delay between pictures from the drop-down list, and click {Start slideshow}. If you have a slow internet connection, use a longer delay (e.g. 10 seconds) to allow each file to fully download.

Once started, the slideshow will cycle through every picture in the member's gallery. You can stop it at any time by clicking the {Stop} button.

3.12. Your profile

By clicking on this link, you are automatically shown the profile as it is stored in the Nikonians.org community. You can only edit your profile at the community server.

4.If you need more help

Should you need additional help with your gallery, please make sure that you have read our FAQ's first: <http://www.nikonians.org/faqs.html>

If that still didn't solve your question, post your question in the General / About Nikonians and Image Galleries forum at Nikonians.org

The Nikonians Team

http://www.nikonians.org/html/about/nikonians_team.html