

A Short Tutorial in creating YOSC Photo Albums

1. Prepare your photos preferably as jpg files in a dedicated folder and adjust the file size to a maximum of 600kB by use of your Photo Software.
2. The photos will appear on the Album Page in alphabetical order as the file names. Alter the name as you would like it to be displayed on the Album. To display them sequentially, prefix the file name in the form #11_picturename.jpg, #12_picturename.jpg etc. These extra characters will not be displayed in the Album. Do not use “forbidden” characters such as “.” (dot) “/” (slash) “?” (question mark) etc. in the file name.
3. Go to the YOSC Website and click on the Picture Gallery button in the LH panel, then click on the second button labeled **CLICK HERE** with the message *to add and edit your pictures using your allocated User Name and Password*
4. Enter your user name and password in the boxes all in lower case without spaces and click OK. This should take you to the IDS Admin screen. Let the Webmaster know if you have problems in access or if you have forgotten your user name and/or password
5. Click on *Add New Album Here* which will take you to the Add Album screen
6. Enter a suitable name for your album in the box and click *Add Album* which will be created and shown in alphabetical order among the existing Albums
7. The album is empty and may now be filled with your pictures
8. Click on Your Album and add a suitable description in the box, then click *Save Description* button
9. Click on *Upload a file here*, click on the *Browse* button, select the directory where you stored your pictures, click on the first file to be uploaded, click *Open* then click the *Upload* button
10. Continue in sequence on the remaining pictures until all have been uploaded
11. A suitable description may be added to the picture by clicking on it and entering the text on the box and finally clicking the *OK* button
12. Return to the Photo Gallery page to review the final version of your Album. Further editing of the captions, comments, addition and deletion of individual pictures etc. may be carried out via the IDS Screen
13. Once created, the Album (even if empty of pictures) can only be deleted by the Webmaster so let him know if you consider the Album is no longer valid and require it to be deleted