



Getting Started Guide

Getting Started With Photo Album

Setting up and configuring your photo galleries.

Getting Started with Photo Album

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1 ■ Setting Up Your New Photo Album Account

Welcome to Photo Album.

With Photo Album, you can share your photos with anyone you choose. Photo Album also offers easy-to-use editing tools to make sure your photos look their best. The online photo store provides a variety of ways for you and your site visitors to print your photos. We will explore these and other features in the following chapters.

Before you can add photos to your galleries, you must set up your account. After setting your basic account information, you can design your site or you can create multiple galleries and then upload your photos to those galleries, giving them unique names and setting options, such as making them accessible to all visitors, only accessible by password, or making them private.

SETTING UP YOUR PHOTO ALBUM ACCOUNT

The first time you launch Photo Album, you must complete your login and account information.

► To Set Up Your Photo Album Account

1. Log in to your Account Manager.
2. From the **My Products** section, click **Photo Album Accounts**.
3. Click **Setup Account** next to the account you want to create.
4. Read and **Accept** the **End User License Agreement**.



Fig. 1.1 - End User License Agreement.

5. On the **Account Settings page**, enter the email address you want to use to send photos by email and for password recovery, and then specify your Domain Settings:

Create a new subdomain

Enter the subdomain prefix and select one of the domains in your list.

Select an available domain from your account

Select from a list of domains for this account.

Enter a domain not registered here

Enter the full domain name.



NOTE: If you enter a domain that you registered with another registrar, please update the "A Record" for your domain so it points to the IP address 208.109.80.29. For more information, contact your domain registrar.

Account Settings

Email Settings

This email will be used to send photos by email and for password recovery.

Email Address: * Required

Domain Settings

[Need help?](#)

Set up your Photo Album site as a sub-domain of one of your domain names. You can also set up a domain that is registered with another Registrar to associate with your account.

If you use a domain registered with another registrar, you need to update the DNS records for your domain to point to the IP address 208.109.80.29. Check with your domain name registrar for more information.

- Create a new subdomain:
- Select an available domain from your account:
- Enter a domain not registered here:

 .

Fig. 1.2 - Account Settings page.

6. Click **Save**.

Your account is now set up. We send a unique user name and password to the email you provided. You can update the user name and password at any time.

CHANGING YOUR PHOTO ALBUM USER NAME

If you would like to alter your Photo Album user information, you can easily change the user name associated with your account.

► To Change Your Photo Album User Name

1. Log in to your Account Manager.
2. From the **My Products section**, click **Photo Album**.
3. Click **Manage Account** next to the account you want to modify.
4. Click **Settings**.
5. Select the **Account Settings** tab.
6. Under User name, click **Edit**.
7. Enter the user name you want to use to log in to your account.
8. Click **Save**.

Your user name is updated.

Specify Account Settings

Email address: 181 remaining

User name: timetest [\[Edit\]](#)

Password: [Hidden] [\[Edit\]](#)

Disk Space:
Currently using 2.76 Mb (0.11%) out of 2.44 Gb (2500.00 Mb)

Bandwidth:
Currently used 2.68 Mb (0.00%) out of 146.48 Gb (150000.00 Mb)

[Add more disk space or bandwidth.](#)

Fig. 1.3 - Account Settings User name and Password.

CHANGING YOUR PHOTO ALBUM PASSWORD

If you would like to alter your Photo Album user information, you can easily change the password associated with your account.

► To Change Your Photo Album Password

1. Log in to your Account Manager.
2. From the **My Products** section, click **Photo Album**.
3. Click **Manage Account** next to the account you want to modify.
4. Click **Settings**.
5. Select the **Account Settings** tab.
6. Under Password, click **Edit**.
7. In the **New password** and **New password again** fields, enter your new password.
8. Click **Save**.

Your password is updated.

CHANGING YOUR PHOTO ALBUM SITE TITLE

When you set up your Photo Album account, your site title defaults to the URL address you create for it and displays on your Photo Album page. However, you can update the site title to virtually any other name (for example, My Personal Photos).

► To Change Your Photo Album Site Title

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click **Settings**.
5. In the Site title field, edit the title of your Web site.

Specify Site Settings

Site title: 39 remaining

Fig. 1.4 - Enter your site title.

6. Click **Save**.

Your site title is updated.

SETTING A PHOTO ALBUM THEME

In Photo Album, you can select a theme to establish the look and feel of your photo album. You can also set themes for individual galleries.

► To Set a Photo Album Theme

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click **Settings**.
5. Select the **Default Theme** tab.
6. Filter the list of themes to view by selecting options from the following lists:

Category

View all themes associated with a specific category.

Color

View all themes associated with a specific color.

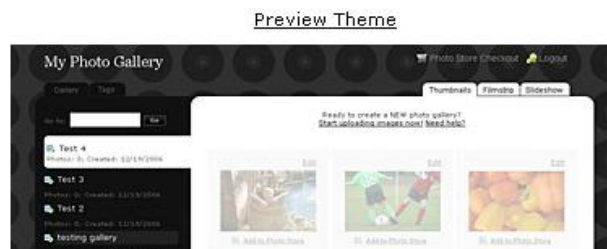


Fig. 1.5 - Filter Themes.

7. On the Filmstrip display, click the theme you want to use.



Fig. 1.6 - Create New Blogcast Site page.

8. Click **Save**.



NOTE: You can preview the theme by clicking Preview Theme.

2. Working with Photo Galleries

Creating photo galleries in Photo Album helps you organize your photos into categories. You can create multiple galleries, and then upload your photos to those galleries.

You can make your photo galleries public, so that anyone can view them; private, so that they are hidden from public view; or password protected, so they can only be accessed if the visitor enters the correct password.

TO CREATE A PHOTO GALLERY

You can create a gallery and add photos later, or you can create the gallery and add photos immediately.

► To Create a Photo Gallery

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. From the **Galleries** menu, select **Create Gallery**.
5. In the **Gallery name** field, enter the name you want to use for the gallery.
6. In the **Privacy settings** area, select one of the following:
 - Public**
Makes the gallery available for public view.
 - Private**
Makes the gallery private so only you can view it.
 - Password Protected**
Makes the gallery accessible only to visitors who enter the correct password.
7. Click **Create Gallery** to create your gallery and add photos later, or click **Create and add photos** to add photos to your gallery now.

Create Gallery

Gallery name:

20 remaining

Privacy settings: [Need help?](#)

Public

Private (Only you can see this gallery when logged in)

Password protected

Fig. 1.1 - Create New Gallery page.

SETTING GALLERY THEMES

By default, your Photo Album gallery themes are the same as your site theme. However, you can change the gallery theme to customize the look and feel of your galleries.

► To Set a Gallery Theme

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. From the **Galleries** menu, select **Manage Galleries**.
5. Select the gallery or galleries for which you want to change the theme.
6. Select the **Gallery Theme** tab.
7. Filter the list of themes you want to view by selecting an option from one of the following lists:

Category

View all themes associated with a specific category.

Color

View all themes associated with a specific color.

8. Click the theme you want to set.
9. Click **Save**.

PASSWORD PROTECTING PHOTO GALLERIES

You can password protect Photo Album galleries so that visitors can only view them if they have the password.



NOTE: If you use the same password for multiple galleries, visitors will be able to access all galleries that use that password.

You can also make your photo galleries private so that they're only accessible to you, and visitors won't be able to see them on your Web site.

► To Password Protect a Photo Gallery

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to password protect.
5. Click the **Edit <Gallery name>** hyperlink for the gallery you want to edit, where the gallery name is the name of the gallery you selected. The hyperlink is located next to the Thumbnails tab.
6. From the **Privacy settings** area, select **Password protected**.
7. In the **Enter Password** field, enter the password.
8. Click **Save**.

Edit Your Gallery

Gallery name:

11 remaining

Privacy settings: [Need help?](#)

- Public
- Private (Only you can see this gallery when logged in)
- Password protected

Enter Password:

Fig. 1.2 - Edit Your Gallery page.

MAKING GALLERIES PRIVATE

You can make your Photo Album galleries private so that visitors won't be able to see them on your Web site. In this way, only you have access to these galleries.

► To Make a Photo Gallery Private

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to make private.
5. Click the **Edit <Gallery name>** hyperlink for the gallery you want to edit, where the gallery name is the name of the gallery you selected. The hyperlink displays next to the Thumbnails tab.
6. From the **Privacy settings** area, select **Private**.
7. Click **Save**.

3. Working with Photos

Photo Album provides you with multiple ways to upload photos to your online photo album site. Additionally, you can add captions and titles to your photos and add keywords to help your site visitors find specific photos.

With Photo Album, you also have access to easy-to-use tools to edit your photos, making sure they look their very best.

ADDING PHOTOS TO PHOTO GALLERIES

You can upload your photos individually using the Basic Uploading Tool, or you can upload multiple photos at once with the Advanced Uploading Tool.



The Advanced Uploading Tool requires the Image Uploader ActiveX control. If you use the Basic Uploading Tool, individual files you upload can be up to 50MB in size. When using the Advanced Uploading Tool, Photo Album uploads your files in pairs. The combined file size of each pair can be up to 50MB.

You can upload photos in the JPG, BMP, or GIF file formats.

► To Add Photos to a Photo Gallery Using the Basic Uploading Tool

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click **Add Photos**.
5. Click **'basic uploading' tool**.
6. From the **Select a gallery** list, select the gallery to which you want to upload photos.

Step 2: Select and upload your photos

Upload **photo** files (.JPG, .GIF, .BMP):

1.	<input type="text"/>	Browse...
2.	<input type="text"/>	Browse...
3.	<input type="text"/>	Browse...
4.	<input type="text"/>	Browse...

Fig. 1.1 - Basic Uploading Tool.

7. Click **Browse**, and then locate and select the photo(s) to upload.
8. Click **Upload**.

► To Add Photos to a Photo Gallery Using the Advanced Uploading Tool

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click **Add Photos**.
5. If this is the first time you've accessed the Add Photos page, follow the instructions for running the Image Uploader ActiveX control.
6. From the **Select a gallery** list, select the gallery to which you want to upload photos.
7. Click **Browse**.
8. Locate and select the photo(s) you want to upload, and then click **Open**. To select multiple files, hold the **Ctrl** or **Shift** key while selecting the files you want to upload.
9. Click **Upload**.

Step 1: Select a gallery

Family Holiday Pics

Step 2: Select and upload your photos

No files selected

Fig. 1.2 - Advanced Uploading Tool.

ADDING AND EDITING PHOTO CAPTIONS AND TITLES

By default, Photo Album uses the photo's file name as the title, but you can edit it at any time. You can also add and edit a photo caption. If you use the Advanced Uploading Tool to add photos, you can edit the title before you upload the photo.

► To Add or Edit a Photo Caption and Title from the Photo Gallery

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Select the gallery you want to view.
5. Click the photo title. The title displays in a text box, and a caption text box displays below it.
6. Update the title and caption as necessary.
7. Click **Save**.

ADDING KEYWORD TAGS TO PHOTOS

In Photo Album, you can "tag" photos with keywords that describe the photos. Tag photos individually, or from the Manage Galleries page, tag all photos in selected galleries.

To find the photos that share a specific tag, perform a search for the keyword, and all photos tagged with that keyword display in the list.

► To Add Tags to a Photo

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click the **Filmstrip** tab.
6. Click the photo to which you want to add tags.
7. Click the photo's tag text. Text fields display for the Title, Caption, and Tags
8. In the **Tags** field, enter keywords.
9. Click **Save**.

EDITING PHOTOS

Improve your photos with easy-to-use photo editing features. If you aren't happy with the edits you've made, you can restore your image to its original state.

Cropping Photos

You can crop photos in Photo Album by specifying the width-to-height ratio you want to maintain and then selecting the portion of the photo you want to keep. When you crop the photo, only the portion you selected remains.

► To Crop a Photo

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. Select the **Crop** tab.
7. From the **Orientation** area, select whether you want to maintain the size ratio in landscape or portrait format.
8. From the **Size** area, select an option for maintaining the width-to-height ratio of the photo.

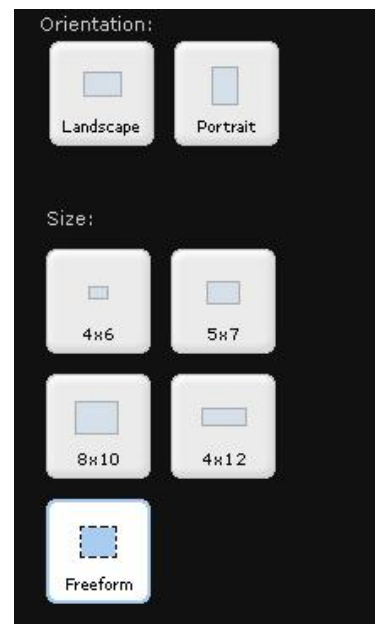


Fig. 1.3 - Crop Photo Options.

9. Holding down the mouse button, drag diagonally to select the portion of the photo you want to keep. When you crop the photo, this portion will be the only part of the photo remaining.



NOTE

Once you have created the area to be cropped, you can resize the area or move the entire selected area. If you need to start over at any time, click the "Reset" button.

10. Click the **Crop** button.
11. Click **Save**.

If you edit a photo without saving, the next time you try to edit a photo, Photo Album gives you the option of resuming the editing session for the unsaved photo.

Rotating and Flipping Photos

Using Photo Album, you can rotate photos left or right or you can flip them vertically or horizontally.

► To Rotate or Flip a Photo

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify
6. To rotate or flip the photo, click one of the following:.

Rotate Left

Rotates the photo 90 degrees to the left (counter-clockwise).

Rotate Right

Rotates the photo 90 degrees to the right (clockwise).

Flip Horizontal

Flips the photo horizontally (sideways).

Flip Vertical

Flips the photo vertically (up and down).

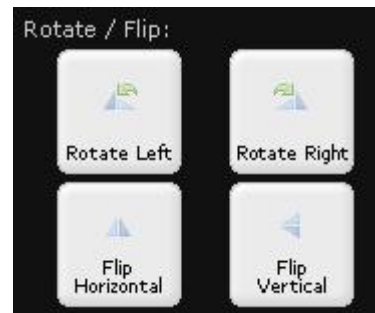


Fig. 1.4 - Rotate and Flip Options



If you need to start over at any time, click the Reset button.

NOTE

7. Click **Save**.

Changing the Brightness in Photos

You can enhance or decrease photo lighting by changing the brightness. When you select to change the photo's brightness, Photo Album creates several thumbnails with different brightness levels applied to them. Select the thumbnail you want to use and apply the change.

► To Change the Brightness on a Photo

1. Log in to your Account Manager.

2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. Click **Decrease Brightness** or **Increase Brightness**.
7. Select the photo you want to use, and then click **Apply**.
Click **Save**.



Fig. 1.5 - Brightness Settings Options

Changing the Contrast in Photos

You can enhance or decrease photo details by changing the contrast. When you select to change the photo's contrast, Photo Album creates several thumbnails with different contrast levels applied to them. Select the thumbnail you want to use and apply the change.

► To Change the Contrast on a Photo

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. Click **Decrease Contrast** or **Increase Contrast**.
7. Select the photo you want to use, and then click **Apply**.
8. Click **Save**.

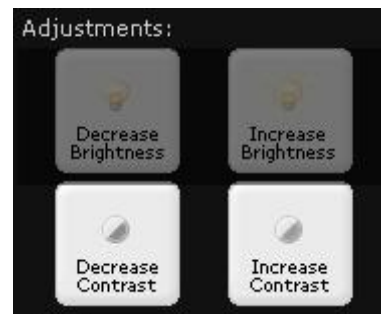


Fig. 1.6 - Contrast Settings Options

Restoring Edited Photos

Photo Album keeps an original version of all your edited photos. You can restore the original photo at any time.

► To Restore an Edited Photo

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. In your Photo Album Account list, click **Manage Account** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. Click **Restore Original**.



NOTE

The Restore Original hyperlink only displays for photos you edited.

7. Click **Save**.

PROTECTING YOUR PHOTOS ON THE INTERNET

If you send photos using the Internet, it is possible for someone to steal them and print or use them elsewhere. You can take measures to protect your photos, but there is no completely secure method for stopping determined thieves. The problem is that there are many ways that your images can be stolen and it is impossible to block most methods.



NOTE

The securest and safest method of protecting valuable digital images is to refrain from sending them through the Internet or posting them online.

Here are some measures you can take to protect your photos and deter people from printing or using your images:

- Watermark your photos with an overlay containing another image or copyright information. A watermark can be a visible logo or invisibly embedded into the image. A watermark in the image doesn't stop someone from taking your photos, but a watermark is difficult to remove and remains on the photo when it is printed.
- Place an embedded GIF over your photo using a style sheet so right-clicking on the image saves a transparent GIF rather than your photo.
- Reduce the resolution and print size to distort the photo if someone prints it.
- Embed your image files in Java Applets or Flash files to make it difficult to copy your photos.

We also recommend that you include copyright information in all correspondence regarding your photos. All of these are ways you can protect your photos. However, it is still possible for people to print or use your images if you exchange them using the Internet.

4. Working with the Photostore

Photo Album includes a Photo Store, where anyone can order prints and T-shirts of photos in your photo galleries. By default, photos in your public galleries are available for anyone to order. If you want to restrict access to any photos, you need to place them in a private or password protected gallery.

UNDERSTANDING THE PHOTO STORE

To place an order, from your live Photo Album site, click the Photo Store hyperlink, select the photos in the photo store, and then complete checkout.



You can order photos in either JPG or BMP formats.

Ordering Photos

During checkout, you can specify the following options:

Type

Displays the types of photo sizes you can select. When you select a Type option, the actual sizes display in the Size and Finish list.

Size and Finish

Displays the photo sizes you can choose, based on the Type option you selected. This list also displays the photo finishes and the price per photo. You can select from the following photo finish types:

The screenshot shows a web form with the following elements:

- Type:** A dropdown menu with "Standard Sizes" selected.
- Size and Finish:** A dropdown menu with "4 x 6 Glossy \$0.19" selected.
- Quantity:** An input field with a small blue "Add" button to its right.

Fig. 1.1 - Type and Size Options

- **Glossy** - A smooth, highly-reflective, shiny-coated surface, resulting in vibrant color. This is the most popular finish and is best for photos that will be handled often. Most fingerprints or smudges wipe away
- **Lustre** - A smooth surface that is less reflective than glossy, but still resists fingerprints. This is the finish used most often by professionals.
- **Matte** - A smooth, even surface free of reflection or shine. This finish is not recommended for photos that will be handled and is best for photos that you plan to frame.

Quantity

Provides you the option to enter the quantity of each photo you'd like to order.

Ordering T-Shirts

During checkout, you can specify the following option:

Size

Displays all available sizes and their relative prices.

ORDERING PRINTS FROM THE PHOTO STORE

Photo Album includes a Photo Store, where anyone can order prints and t-shirts of photos in your photo galleries. By default, photos in your public galleries are available for anyone to order. If you want to restrict access to any photos, you need to place them in a private or password protected gallery.

For most print sizes, you can add a photo frame to your order. We offer several options of frame styles and colors; however, not all frame styles are available in all sizes.

► To Order Photos From Photo Store

1. From your published Photo Album site, click **Photo Store**.
2. From the **Select** area, select the photo(s) you want to include in your order.



NOTE

You can view larger representations of the photos using the Size links.

3. From the **Select Products** menu, select **Photos**.
4. From the **Type** menu, select the size type from which you want to choose the print.
5. From the **Size and Finish** menu, select a size and one of the following finished types:

Glossy

A smooth, highly-reflective, shiny-coated surface, resulting in vibrant color. This is the most popular finish and is best for photos that will be handled often. Most fingerprints or smudges wipe away

Lustre

A smooth surface that is less reflective than glossy, but still resists fingerprints. This is the finish used most often by professionals.

Matte

A smooth, even surface free of reflection or shine. This finish is not recommended for photos that will be handled and is best for photos that you plan to frame.

6. In the **Quantity** field, enter the number of photos you want to order.
7. Click **Add**.
8. (Optional) If you selected multiple photos, you can set different quantities in the **Quantity** section. Click **Update Quantity** to refresh the list and update your subtotal.
9. (Optional) To add a photo frame to your order, click **Frame This Print!** and select the frame you want to purchase.
10. Click **Checkout Now**.



NOTE

You can also click "Checkout Later" to save the order and return to the photo gallery. If you close the window before checking out, your order will be lost.

11. Follow the instructions to enter your payment information and complete the checkout process.

► To Order Framed Photos From Photo Store

1. From your published Photo Album site, click **Photo Store** at the top of the page.
2. From the **Select** area, select the photo(s) you want to include in your order.



NOTE

You can view larger representations of the photos using the Size links.

3. From the **Select Products** menu, select **Framed Photos**.
4. From the **Size and Finish** menu, select a size and one of the following finished types:
5. Click **Select Frame**, and then select the frame you would like to add to this order.
6. In the **Quantity** field, enter the number of framed photos you want to order.
7. Click **Add**.
8. (Optional) If you selected multiple photos, you can set different quantities in the **Quantity** section. Click **Update Quantity** to refresh the list and update your subtotal.
9. Click **Checkout Now**.

Glossy

A smooth, highly-reflective, shiny-coated surface, resulting in vibrant color. This is the most popular finish and is best for photos that will be handled often. Most fingerprints or smudges wipe away

Lustre

A smooth surface that is less reflective than glossy, but still resists fingerprints. This is the finish used most often by professionals.

Matte

A smooth surface free of reflection or shine. This finish is not recommended for photos that will be handled and is best for photos that you plan to frame.

Fig. 1.2 - Type and Size Options



You can also click "Checkout Later" to save the order and return to the photo gallery. If you close the window before checking out, your order will be lost.

10. Follow the instructions to enter your payment information and complete the checkout process.

To Order T-Shirts From Photo Store.

1. From your published Photo Album site, click **Photo Store** at the top of the page.
2. From the **Select** area, select the photo(s) you want to include in your order.
3. From the **Select Products** menu, select **T-Shirts**.
4. From the **Size** menu, select a shirt size.
5. In the **Quantity** field, enter the number of T-Shirts you want to order.
6. Click **Add**.
7. (Optional) If you selected multiple photos, you can set different quantities in the **Quantity** section. Click **Update Quantity** to refresh the list and update your subtotal.

Fig. 1.3 - T-Shirt Selection Options

8. Click Checkout Now.



You can also click "Checkout Later" to save the order and return to the photo gallery. If you close the window before checking out, your order will be lost.

9. Follow the instructions to enter your payment information and complete the checkout process.

VIEWING PRODUCT PRICES IN PHOTO STORE

You can view the Photo Store Product Price list, which displays a complete list of the products we offer and the price per product.

► To View Product Prices

1. From your published Photo Album site, click **Photo Store** at the top of the page.
2. Click **Product Price List**. By default, the price list for Photos displays.
3. To view the prices for a different product, from the **Photos** list, select the product.

SHOWING OR HIDING PHOTO STORE

You can specify whether or not you want to allow visitors to purchase prints of your Photo Album photos. If you allow visitors to purchase prints, they can add photos to Photo Store and specify the options for printing them. If you hide Photo Store, visitors cannot purchase prints.

► To Show or Hide Photo Store

1. Log in to your Account Manager.
2. In the **My Products** section, click **Photo Album**.
3. Click **Manage Account** next to the account you want to modify.
4. Click **Settings**.
5. To show or hide Photo Store, select or clear the **Allow visitors to order prints of my photos** checkbox.
6. Click **Save**.