





From:  **Andy Cohen**  
Subject: Adding photo albums to Gallery  
To:  **Kerri Richardson Redding**

September 28, 2008 10:51:41 AM  

BFS Gallery is ready!

Adding photo albums is easy, just follow these simple steps and guidelines.

1. After downloading your digital images from your camera via USB cable to iPhoto, organize and edit them into albums. **Remember...less is more.** Please add a descriptive title to the albums such as: "5a Trip to the Zoo"



2. Select all the photos in the album the select Export from the iPhoto File Menu. Select the Gallery option.

3. Holding "Add to album" drop down menu, navigate to the Gallery album you would like to nest your album in.

Export Photos

File Export HP Photosmart Mac Web Page Gallery QuickTime™

Gallery

Gallery: panthernet.brooklynfriends.org/gallery2/

Status: Logged in

Album

Add to album: Fifth Grade

Create New Album

Open album in browser upon completion of export

Images

Scale images to no larger than: 1400 x 1400

Export titles and comments

iPhotoToGallery 0.67, by Zach Wily

Donate!

3 items

Cancel Export

Create new album

Title: 5a Trip to the Zoo

Short name:

Description:

Nested in: Fifth Grade

Cancel Create Album

And make sure too Scale images no larger than 1400X1400

4. Select Export to upload your images to Gallery.

5. Go to Gallery and check your work.

The screenshot shows a web gallery interface. At the top left is the 'Gallery' logo. Below it is a breadcrumb trail: 'Gallery > 2008-2009 > Middle School > Fifth Grade'. A search bar is present with the text 'Search the Gallery' and a link to 'Advanced Search'. On the right, there is a 'Site Admin' link and some metadata: 'Date: 09/11/2008', 'Owner: Middle Scho', and 'Size: 3 items (60 ite'. A vertical sidebar on the left contains various management actions like 'Add Album', 'Add Album To Cart', 'Add Comment', 'Add Items', 'Delete Album', 'Edit Album', 'Edit Captions', 'Edit Permissions', 'Make Highlight', 'Mount with WebDAV', 'Move Album', 'RSS Feed for this Album', 'Rearrange Items', 'Reorder Items', 'Show Debug Tree', 'View Latest Comments', and 'View Slideshow'. The main content area displays three album cards. Each card has a thumbnail image, a title, a date, an owner, a size, and a view count, along with a 'New' button and a dropdown menu for 'album actions'. The first album is '5A Class Roster' (Date: 09/25/2008, Owner: Middle School Teacher, Size: 24 items, Views: 2). The second is '5a Election' (Date: 09/18/2008, Owner: Andy Cohen, Size: 30 items, Views: 7). The third is '5a Trip to the Zoo' (Date: 09/28/2008, Owner: Middle School Teacher, Size: 3 items). At the bottom left of the main area, it says 'Page: 1'.

Have fun and remember these images can be viewed and downloaded by the world. If you have any questions about this procedure please contact your DIMS Divisional integrator or email Techhelp.

Andrew S. Cohen  
Media Services Coordinator/Director, Bridge Film Festival  
Brooklyn Friends School  
375 Pearl Street  
Brooklyn, New York 11201  
(718)-852-1029  
[acohen@brooklynfriends.org](mailto:acohen@brooklynfriends.org)  
<http://www.brooklynfriends.org/bridgefilm/index.html>