

# Photo Upload Instructions for Contributors

This guide provides instructions to log into the Flying Disc Museum site, upload photos, and add titles and descriptions.

The Flying Disc Museum (FDM) is built using Zenfolio, a website building tool that is geared towards photographers and photographic galleries. You will see Zenfolio branding when uploading photos.

## Logging In

This document assumes you've already signed up as a contributor, received an email to activate your contributor account, and have successfully activated it.

1. Go to <https://www.flyingdiscmuseum.com/> and you'll see the FDM homepage.
2. Click on the login menu at the bottom-left of the page.
3. On the left side of the page, under Already Registered?, enter your username or email address in the **Email** field (either will work) and your **Password**, and click **login**.
4. You'll return to the FDM homepage, but now with a banner across the top. At the upper-right, click choose **All Photos** under the menu with your username.
5. You should arrive at the All Photographs page.

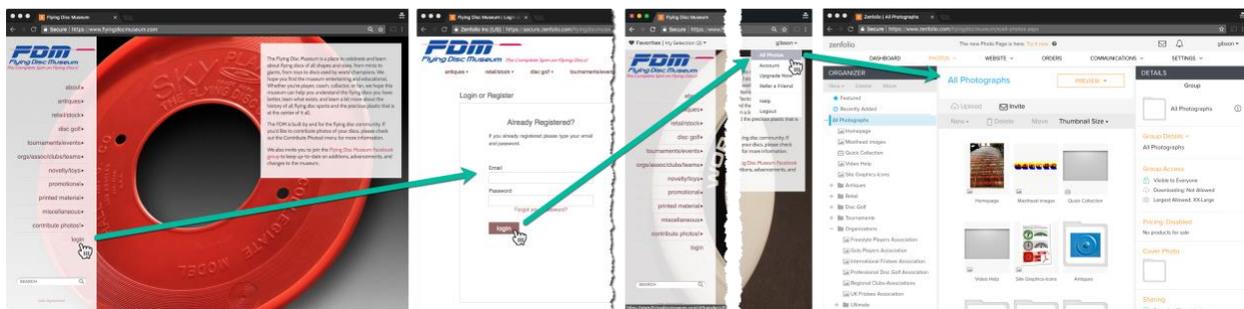


Figure 1: Log in sequence from Flying Disc Museum site.

## Old and New Photo Pages

You may find yourself on an old or new version of the photos page. They are fundamentally the same, but contain several small differences in the user interface. You can switch between them with a link at the very top-center if you prefer one over the other. At this time, we recommend using the old page as it has some features that make it easier to edit disc descriptors.

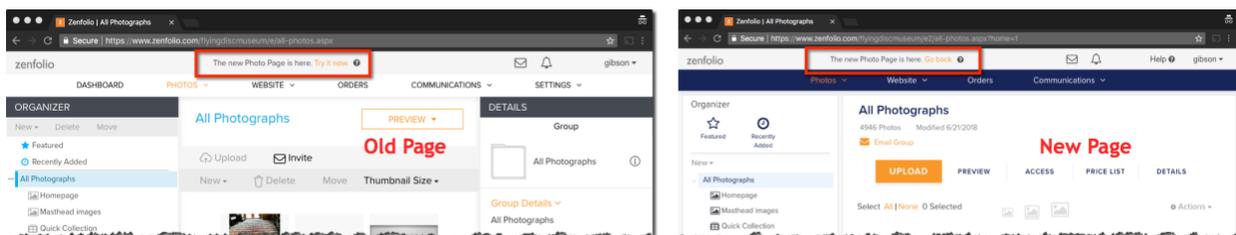


Figure 2: Old (left) and new (right) photo gallery page used to upload photos and add disc titles and descriptors.

## Photo Galleries

Once logged in, you need to select your personal upload gallery.

- In the ORGANIZER, scroll down to the bottom and find the **Contributor Upload Folder**.
- If the folder is closed (preceded by a plus sign (+)), click on the + to open it.
- Scroll down to find the folder with **your name** and click on it to select your upload gallery.

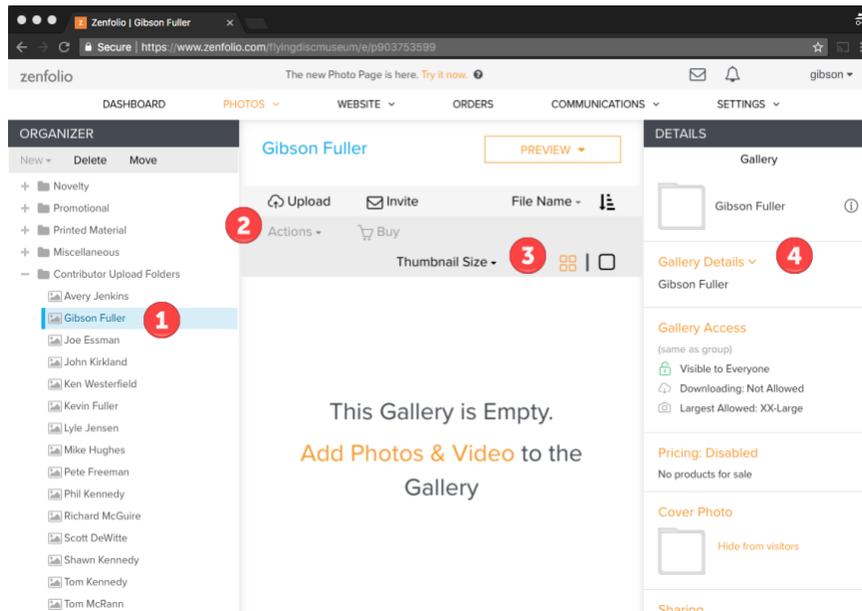


Figure 3: Contributor's personal upload Gallery page, shown with an empty gallery.

1. The ORGANIZER lists the galleries of the site. While contributors can see the contents of other galleries, you cannot make any changes to them.
2. The various function buttons to **Upload** and later perform **Actions** after photos have been uploaded.
3. Gallery photo thumbnail display controls. This only affects what you see here while working, not how the photos display to FDM visitors.
4. The TOOLBOX is where you add titles and descriptions (captions) to the photos.

## Upload Photos

Photo upload is a simple drag-and-drop action. The first step should be to collect all the photographs destined for upload.

1. Click the **Upload** button (if the gallery is empty, you can also click the **Add Photos & Video** link in the center of the screen). This will open a drag-and-drop window.
2. Select your files to be uploaded (this prepares the files for uploading, but does not upload them yet). There are two ways to do this:
  - a. Drag your photos from your computer to the drag-and-drop window. You can drag many files at once or drag them a few at a time (see Figure 4, left). OR
  - b. Click the **Add Photos or Videos** link, which will open a standard file open dialog box where you can select images from your computer (see Figure 4, right).
3. Click the orange **START UPLOAD** button.
4. Your photos are uploaded.

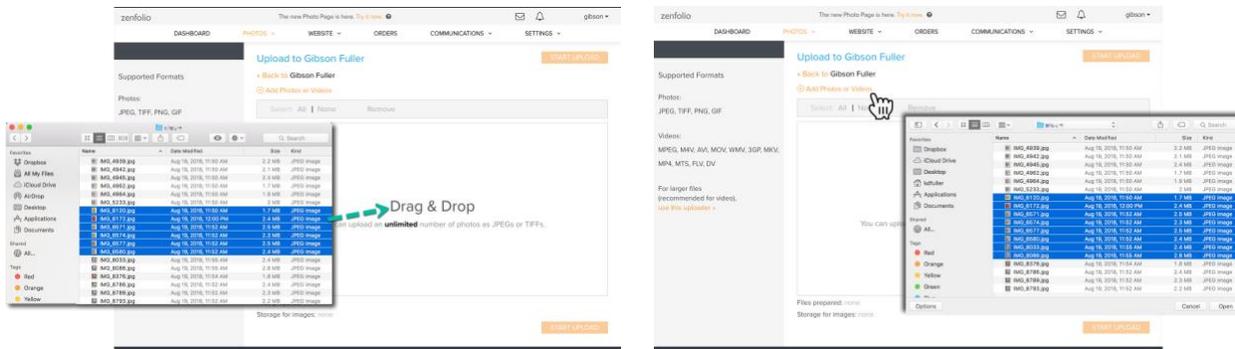


Figure 4: Upload photos by dragging files into the Drag & Drop window (left) or selecting files from your computer (right).

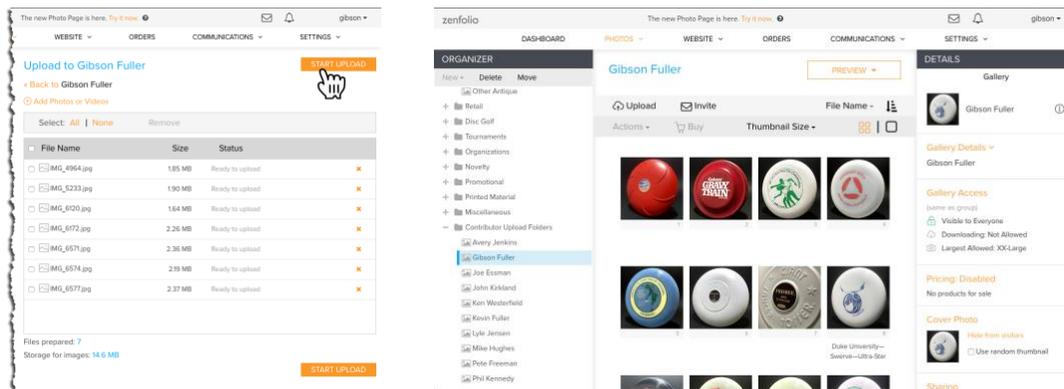


Figure 5: Click Start Upload (left). Personal upload gallery after uploading a group of photos (right).

Depending on the photo management software you use, your photos may upload with titles assigned from your software. For example, in Figure 5, the Duke University Swerve disc was uploaded from the MacOS Photos application. Titles defined in Photos will upload as part of the Exchangeable Image File (EXIF) data that transfers with the image. Typically, you'll want to set (or reset) the title value here in your upload gallery.

### Manage Your Gallery

You can sort the images in your gallery by date taken, filename, image title, or upload order (note, the upload order isn't predictable as the photos uploaded in one step can complete their upload in any order).

Optionally, you can manually sort your images by dragging-and-dropping them in the order you want. This is much like slide sorting in PowerPoint if you've ever done

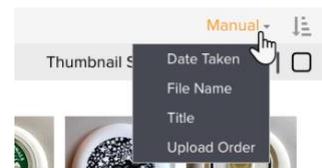
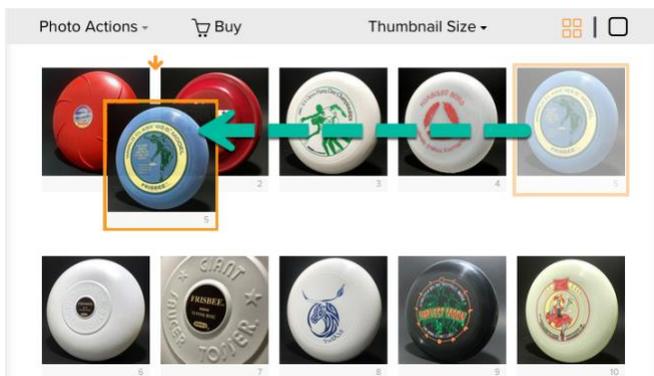


Figure 6: Sorting the gallery.



that. You can move just a single image, or select a group of images (<shift>click and <ctrl>click select continuous or discontinuous images respectively).

Figure 7: Manual move of single disc to desired order.

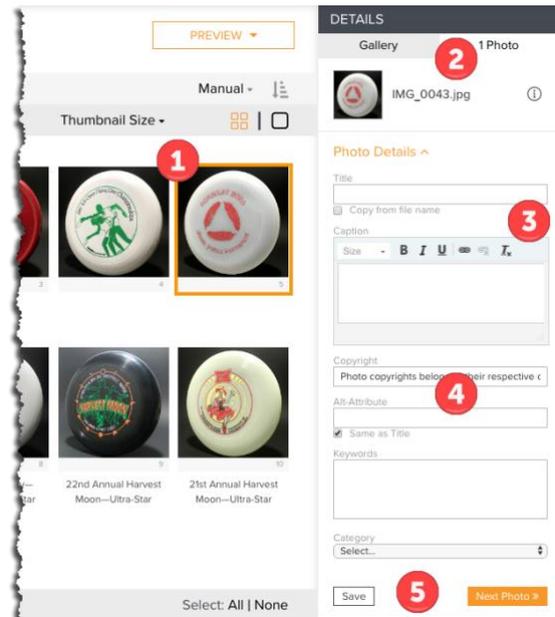
Sorting your gallery is for your convenience only. The contributed photos will be moved into the appropriate gallery(s) by FDM curators and/or gallery managers, and ordered in their destination galleries as appropriate. When the photos are moved to the FDM galleries, they will disappear from your personal upload gallery.

## Photo Titles and Descriptors

### Editing with the Photo TOOLBOX

The photo upload process is very quick and easy. Adding titles and descriptors, while easy, takes time to complete in accordance with FDM guidelines for information and formatting. Remember, photos and descriptors must meet FDM standards to be added and give you credit as a contributor.

1. Select one or more photos from your gallery. If you select multiple photos, the editing that you do will apply to all of them, which can be very useful when you have several similar discs to describe. Note, however, that if the values for the **Title** or **Caption** are not exactly the same for all photos when more than one is selected, the fields will be blank and anything you type will *replace* what was there for all selected photos.
2. A Photo tab will appear in the TOOLBOX when you choose a photo(s). Click the **Photo Details** link to open up the editing window.
3. Enter your title and descriptor in the **Title** and **Caption** fields. Titles and descriptors must follow FDM standards (more details below).
4. Ignore everything below the Category field. These settings will be set by the system to the FDM standards.
5. **Be sure to click either the **Save** button or the **Next Photo** button when you're done editing.** The Next Photo button saves the one you're working on and moves you to the next photo. If you change your disc selection without saving, your edits will be lost.



### Specifying and Formatting Titles and Descriptors

Figure 8: Photo Details ready for editing.

The FDM's How to Contribute page includes a set of [contributor resources](#). Included is the [Quick Reference Style Guide](#) that explains how to provide titles and descriptions of your contributions that conform to FDM guidelines. Take the time to read through this document thoroughly **before** you start to add titles and descriptors to your photos, and ask questions by sending email to [info@flyingdiscmuseum.com](mailto:info@flyingdiscmuseum.com).

To add a standard descriptor, start by copying a blank descriptor from the [bottom of the How to Contribute page](#). Paste the text into the **Caption** field in the TOOLBOX. Complete the title and descriptor by following the guidelines in the "Quick Reference Style Guide." If you're new to copying/pasting, to start just select the text of the desired descriptor. You can then either right-click and choose Copy from the menu, or simply type <CTRL>C (or Command-C on a Mac). Paste is similar, right-click in the Caption field and choose the Paste option, or just put your cursor in the field and type <CTRL>V (or Command-V).

Other contributor resources include specifications and expert advice on photographing your discs, a glossary and acronym guide to help with descriptor language, and standard Wham-O trademark band (TMB) styles.

### Changing Your Gallery View

You can change the size of the thumbnails in your gallery to either see more detail (larger) or see more discs (smaller) by adjusting the thumbnail size or using single view mode.

1. The **Thumbnail Size** dropdown provides a slider to adjust the size of the thumbnails.
2. The four-square button on the left sets the display to thumbnail view, while the single-square button on the right sets the display to single view.

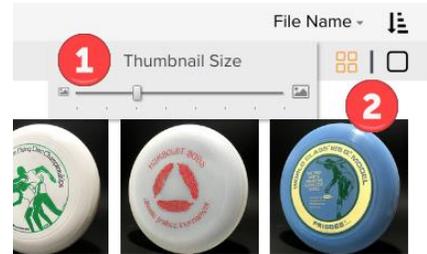


Figure 9: Gallery view options.

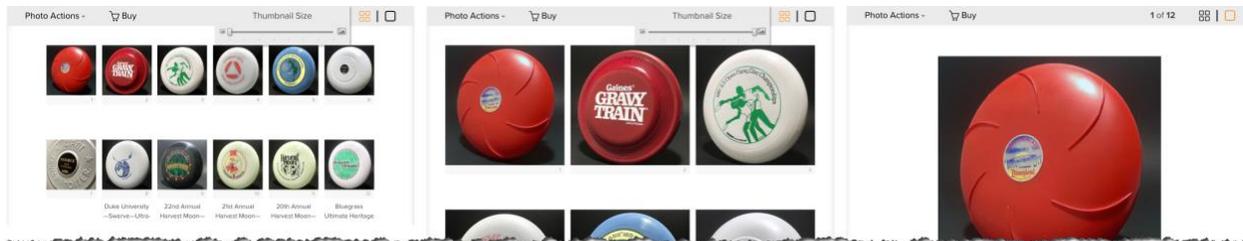


Figure 10: Gallery display sizes with thumbnail slider to smallest (left), to largest (center), or single view mode (right).

The Single View mode is useful when editing individual titles and descriptors because it shows you the most detail of the disc while entering the descriptor information. Saving with the **Next Photo** button then moves to the next photo in the gallery. There are also navigation arrows below the image.

### Bulk Update

There is a tool to upload the titles and descriptors in a bulk mode using Excel. We only recommend this for contributors with 100 images or more to add. If you're familiar with tools such as Zenfolio, and with Excel functions, one of the FDM staff can provide instruction for setting up a bulk upload.

### Finished

Once you are finished with your contributed photos and descriptors, please send an email to [info@flyingdiscmuseum.com](mailto:info@flyingdiscmuseum.com) and the curator(s)/gallery manager(s) will add your contributions to the proper museum gallery(s). Congratulations! You'll be recognized as a contributor to the FDM.