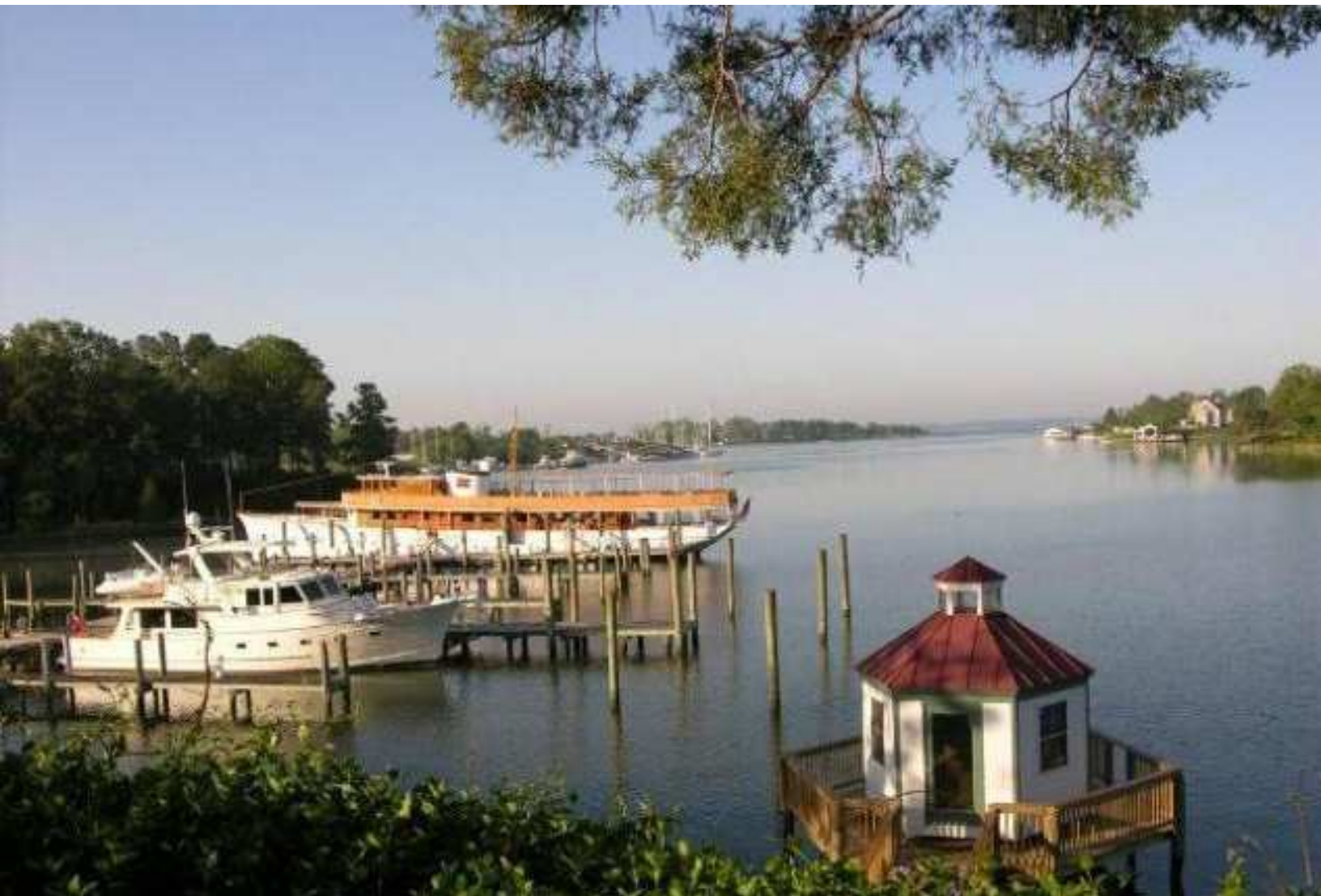




FLEMING OWNERS' SITE



**Fleming Owner's Site**  
**The Gallery Feature**

Table of Contents

<b>Navigating to the Gallery</b>	.	.	.	.	.	.	.	.	.	.	.	1
<b>Photos and Albums</b>	.	.	.	.	.	.	.	.	.	.	.	1
<b>The Navigation Bar</b>	.	.	.	.	.	.	.	.	.	.	.	2
<b>Creating Your First Album</b>	.	.	.	.	.	.	.	.	.	.	.	3
<b>Creating Sub-Albums</b>	.	.	.	.	.	.	.	.	.	.	.	4
<b>Preparing Photos For Your Album</b>	.	.	.	.	.	.	.	.	.	.	.	6
<b>Adding Photos to Your Album</b>	.	.	.	.	.	.	.	.	.	.	.	7
<b>Editing Your Photos and Albums</b>	.	.	.	.	.	.	.	.	.	.	.	8
<b>Setting Album and Photo Permissions</b>	.	.	.	.	.	.	.	.	.	.	.	9
<b>A Few Permission Examples</b>	.	.	.	.	.	.	.	.	.	.	.	9
<b>Editing Album Preferences</b>	.	.	.	.	.	.	.	.	.	.	.	11
<b>Editing Photo Preferences</b>	.	.	.	.	.	.	.	.	.	.	.	11
<b>Sending a Photo eCard</b>	.	.	.	.	.	.	.	.	.	.	.	11
<b>Embedding Gallery Images into a Posting</b>	.	.	.	.	.	.	.	.	.	.	.	12
<b>Getting More Help</b>	.	.	.	.	.	.	.	.	.	.	.	12
<b>A Word About Copyrights</b>	.	.	.	.	.	.	.	.	.	.	.	13

Copyright © Fleming Owner's Site, September, 2010

Cover photo: Fleming 55 *Alfie* (55-100) moored at Tides Inn, Chesapeake Bay, Virginia.

Photo by: Ed Potter

# The Gallery Feature

The Gallery feature on the Fleming Owner's site allows owners and registered guest users to share photos with other registered users on the site. Each user has full control over access to their photos, but the default settings allow all registered users to see all photos. Users can also offer comments and ratings on photos and view a slide show of all photos in an album, and even send simple electronic greeting cards with photos from the gallery.

This document is a brief introduction to using the Gallery feature. If you need more detailed documentation on the Gallery feature, go to [www.codex.gallery2.org](http://www.codex.gallery2.org).

## Navigating to the Gallery

Logged in users can enter the photo gallery by clicking on the "Gallery" tab on the main site navigation links located in the banner area of any screen. The Gallery tab is disabled until you log in - so that only registered users are able to view the gallery. The Gallery is available to both owners and guest users, although

individual users can choose who can view their albums and photos. Permissions are explained later in this document.

## Photos and Albums

Photos in the gallery are organized in "albums". Albums are very much like folders or directories on your computer's disk drive. Albums can contain other albums, which can, in turn, contain more albums. You can nest albums as deeply as you like.

**Gallery policy dictates that you don't add photos directly to the main gallery level. You must first create your own main album, and then insert photos to that album. The name of your main album should contain your Fleming's name, and sub-albums identify a "theme" for the photos.**

Creating albums is an important concept for keeping the Gallery easy to use for all users. A policy has been

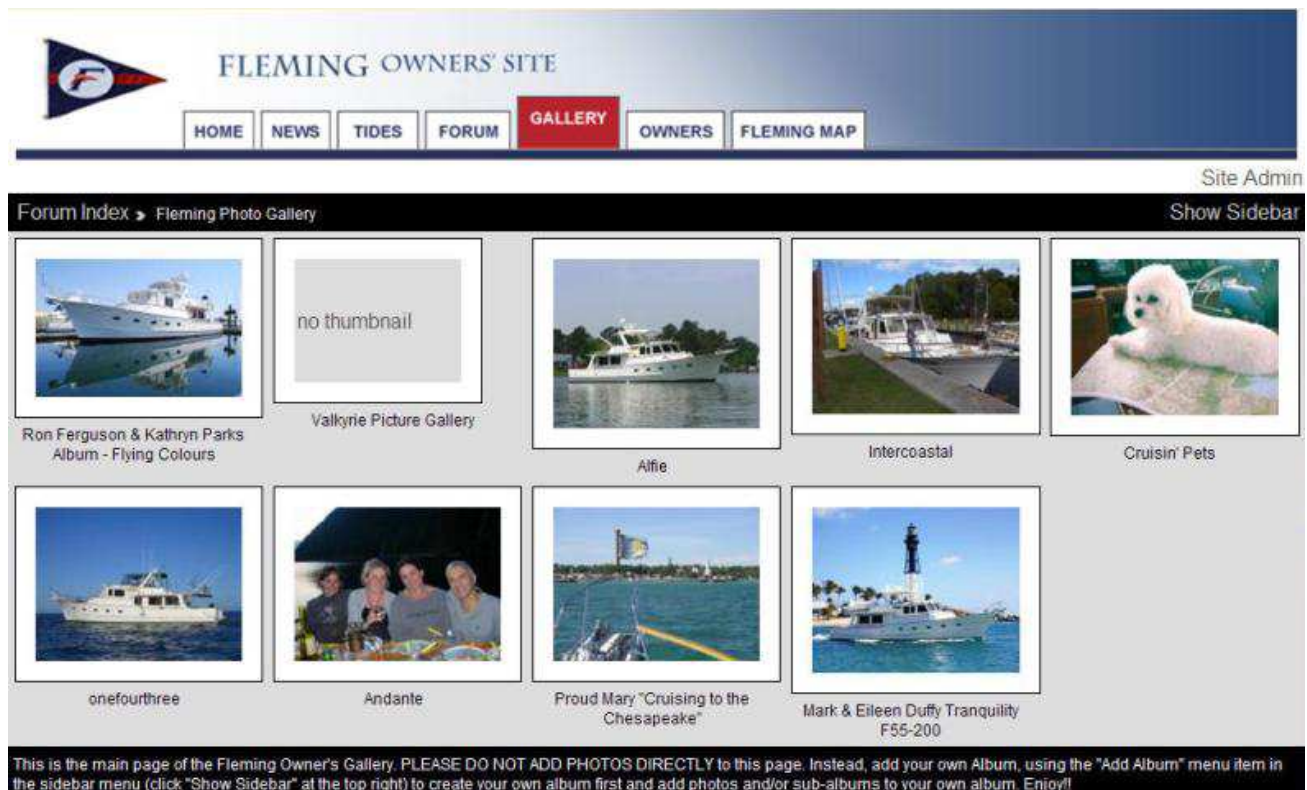


Figure 1. The main Gallery screen for the Fleming Owner's Site





Figure 2. Album Photos, the Gallery Navigation Bar, and the Show Sidebar Tab

created that allows a single “home” album for your Fleming, and then you can create sub-albums within it that viewers can drill down to if they wish to see more of your photos. We strongly encourage you to employ this concept, and it will help keep the Gallery less cluttered.

The main page of the Gallery screen shows all the currently defined Albums (see Figure 1). Each thumbnail photo represents an album (or the words “no thumbnail” if the album does not yet contain any photos). To open an album, simply click on the thumbnail photo. The album may contain photos and/or other albums.

When your cursor hovers over an album thumbnail photo, a data block appears about the album, giving you the name of the album, the date it was created, who the owner is, the size in sub-albums and photos, and a total count of the number of user views since the album’s creation.

When you left click on a thumbnail, it will either take you to a set of thumbnails showing all sub-albums within the main album, or if you don’t have sub-albums it will display the photos within the album. If you left click on a thumbnail for a sub-album, it will display the photos with the sub-album (see Figure 2).

## The Navigation Bar

The Gallery displays a navigation bar near the top of the screen that shows you where you are in the hierarchy of albums and sub-albums (see Figure 2).

When working with the “Show Sidebar” tab, it is extremely important to recognize where you are within the Gallery, using this navigation bar to assist you.

**Tip: It’s important to know “where you are” when creating albums and uploading photos. Clicking on an album is a good way to go “down” a Gallery tree; the Navigation Bar is a good way to go “up”. Always check where you are before clicking the Show Sidebar tab - notice the difference in the Sidebar menus in Figure 3 and 4.**

The first item in the line is always “Forum Index”. Clicking that link takes you to the discussion forum main page. It’s exactly the same as clicking the “Forum” tab at the top of the screen.

At the right of Forum Index is the Fleming Photo Gallery” - which is the primary screen as you enter the gallery. From anywhere within the Gallery, clicking on “Fleming Photo Gallery” will take you back to the gallery home page (unless you’re already there). If you open a user’s album inside the gallery, you’ll see another set of arrows (>>) after “Fleming Photo Gallery” and the name of the album you’re in. Each time you open a sub-album, the name of that album is added to the end of this list. You can always see where you are in the hierarchical tree of albums and navigate quickly up the tree by clicking on one of the links at the top of the screen.

Remember: you are always “at” the level shown by the last entry at the right of the Navigation Bar. Clicking on any level to the left of that will take you to that level.

### Creating Your First Album

The Gallery use policy that we’ve created for the Fleming Owner’s site dictates that you don’t add photos directly to the main gallery — you must first create your own main album, and then either insert photos in that album, or create sub-albums below that in which to store photos that are grouped together by theme (cruising season, or rendezvous, for example). This will help keep the Gallery uncluttered and manageable for everyone’s use.

So, if this is your first album you’re creating (i.e., the main starting-point album for your Fleming), first make certain that you are in the main Fleming Photo Gallery, by looking at the Navigation Bar. It should only show the words “Fleming Photo Gallery” in small black type.

If not, click on “Fleming Photo Gallery” to navigate up to the main gallery level.

Next, click on the “Show Sidebar” tab at the right of the Navigation Bar (this is somewhat difficult to see, as it is “grayed-out” against a black background). When you click on Show Sidebar, it opens a pop-up menu. The menu should look like the one shown below in Figure 3. (Note, there is an Add Album in the menu in Figure 4, but this is for adding a sub-album after you’ve created your main album.)

Click “Add Album”. A form called “Add Album will appear, and here’s where you will create your first new album.

**Create Album Screen** - Here’s a brief description of the fields on the “Add Album” (or any subsequent “Add Sub-Album”) forms:

**Name:** This field is required. It’s simply a filename in Gallery on the server for your new album (the description in the menu says “on your hard drive”, but

this isn’t true in this case - it’s really the name that your album will be stored with on the Fleming Owner’s site server). The name can only contain letters, numbers, underscores, and dashes, and it must be unique within the album that contains this album. Don’t worry - you’ll get an error message if the name is not unique. If this is your top-level album, consider using your name or username for the album name. This name won’t appear on screen, and is not

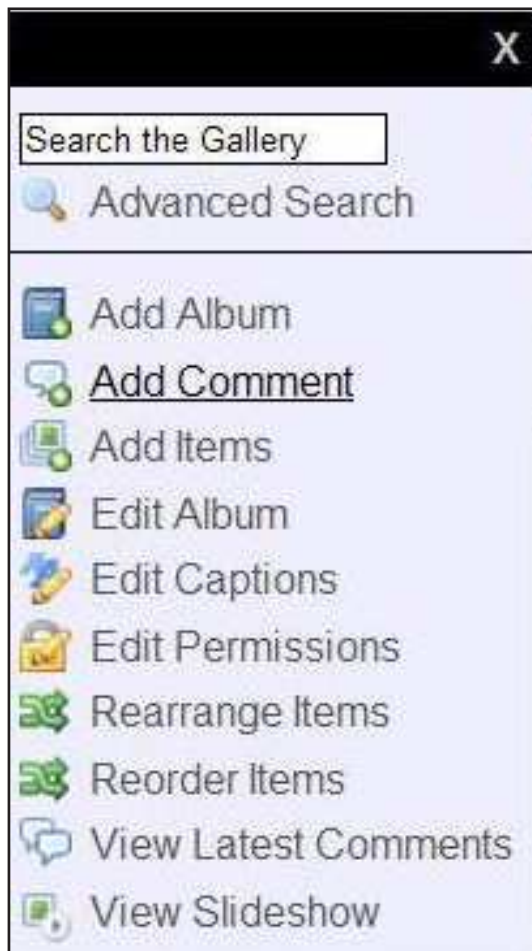


Figure 3. Sidebar Menu (at main album level)

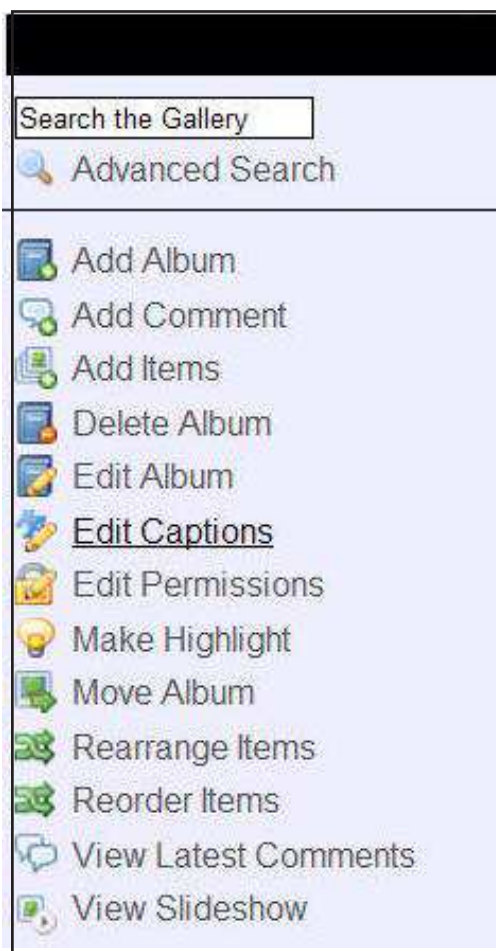


Figure 4. Sidebar Menu (at sub-album level)

**Add Sub-Album**

**Name (required)**  
The name of this album on your hard disk. It must be unique in this album. Only use alphanumeric characters, underscores or dashes. You will be able to rename it later.

**Title**  
This is the album title.

**Summary**  
This is the album summary.

**Keywords**  
Keywords are not visible, but are searchable.

**Description**  
This is the long description of the album.

Figure 5. Add Album (or Sub-Album) Menu

significant apart from the requirement that it be unique within the album that contains this album.

**Title:** This is the title of the album that will be displayed on the screen. It would be most descriptive if you used a title of your name and your Fleming’s name, such as: Queen Mary Album - John and Mary Doe.

**Summary:** This is a brief description of the album. It will also be displayed in the block on screen describing your album when you hover your cursor over the thumbnail. You could use the same value as you’ve given in the Title field.

**Keywords:** These are words you would like to associate with your album so that when someone uses the Gallery Search option your album will appear in the search results. Keywords are optional and won’t be displayed anywhere. Multiple keywords can be separated by commas, semi-colons, or spaces.

**Description:** This is an optional longer description of the album. It’s not normally displayed on the album page, but may be displayed in other screens.

When the form is complete, click “Create” at the bottom to create the new album. Within a few seconds, you’ll be taken to a screen that says your album was created successfully.

While you’re in the Edit Album Screen, you’ll upload the thumbnail photo that will be the opening photo for your main album.

**Edit Album Screen** - Once the album is created, you can then use the “Edit Album” screen to modify the settings of your new album. We’ll describe these advanced album settings later in this document.

**Important:** before leaving this screen, click on the **Add Items** link to the left of the **Edit Album Screen**. This will open a menu similar to **Figure 6**, where you can browse to your computer’s photo directories to select a thumbnail photo as your main album cover.

After you complete the thumbnail selection, click on the name of your new album in the navigation bar just under the Gallery logo and it will take you to the new album.

**Creating Sub-Albums** - When your top-level album has been created, you’ll want to add “sub-albums” inside this main album. For example, you might create a sub-album for photos of your boat under construction, and other albums for each cruising season. You can always add sub-albums later as you have new experiences to share.

To create your first set of sub-albums, simply repeat the above procedure, taking care to ensure that your location within the Gallery at the time you click on



Figure 6. The Gallery Add Items (photos) Screen

begin is your top-level album. Remember that you can always see which album or item you're currently viewing in the navigation bar at the top.

Here are the steps you'll need to go through:

1. At the Fleming Photo Gallery level (the main gallery level), click on the thumbnail for your primary album.

This will take you to a screen that shows your main album thumbnail at the left.

2. Click on Show Sidebar. It should look like the example shown in Figure 4 (but without the Rearrange Items and Reorder Items tabs, as you don't have any sub-albums or photos in this main album yet)

3. Click on Add Album in the Sidebar. This will bring up an Add Sub-Album menu (just as we've already seen in Figure 5 for the main album).

4. Fill in the menu boxes for the new sub-album, and click Create.

5. You'll now be taken to the Edit Album menu - and there's probably nothing

you need to do with the main menu items, but before leaving this, click on Add Items to create the thumbnail photo for this sub-album.

6. Maneuver through the Choose File To Upload screen and click Open when you've selected the photo to upload. Click Add Items at the bottom of the upload menu.

**Note: Photo files are limited to 3MB per photo and a total of no more than 15 megabytes in a single upload operation. However, you can upload photos in as many operations as you want, as long as each group is no larger than 15MB per upload.**

**Depending on the speed of your upload internet connection, uploading large photos may take considerable time. If any of your photo files exceed 3MB in size, you must reduce their size before uploading. You can use tools like Microsoft Office Picture Manager to reduce images (or Aperture for Mac users).**

**In most cases, you'll get an error message if the image files are too big, but you may not if each image is under 3MB but you exceed the 15MB total limit. Try reducing the size of your images if you have problems uploading.**

Note: make sure that you've re-sized the photo (if necessary) before uploading. You should not upload photos larger than

When you've created the album(s) you want, you're ready to begin uploading photos into your album.

## **Preparing Photos For Your Album**

Before we actually begin uploading photos to your album, we need to discuss a few sizing issues about photo sizing that you need to be aware of.

Obviously, your photos need to be in digital format - so if your photos are the old style on real photo paper, you'll need to have them scanned into a digital format

Many of us shoot digital photos with our cell phone camera, our quick and simple point-and-shoot camera, or maybe a high-faluting SLR through-the-lens digital camera.

However you've created your photos, be aware of the pixel resolution of your digital photos that you wish to upload to the Gallery.

Whether your camera is set on a standard, fine, or super-fine setting, the pixel resolution is going to be fairly high.

Typically, these resolution settings are much higher than you need for your photos to show up well on a computer screen from the Fleming Owner's site. Quite often, photos are shot in resolutions that result in digital images of 2-6MB (or even greater), and if these photos are uploaded to the Gallery, it will result in *very* high page loading times (i.e., slow) when viewing the gallery.

Another factor that significantly influences photo sizing is called photo "dimension", measured either in pixels, inches, or some other unit. Oftentimes, photos are created at a dimension of 3,000 x 4,000, which yields an 8x12" photo if printed. This is a far larger photo

**Note: There are two other tabs at the top of the Add Items screen. The "From Web Page" tab allows you to upload a photo to the gallery from another web site. If you use this, be sure you have permission to use photos before uploading from another site. The third tab is for uploading a large number of photos using the File Transfer Protocol (FTP). If you need to upload a large number of photos and wish to use FTP to do so, please contact the site administrator for help with using this function.**

dimension than is necessary for a web site photo to provide a really good viewing on a computer screen. A much better size for our Gallery purposes is 400-600 pixels in each dimension.

Resizing is the single best thing you can do to achieve better photo dimensions in the Gallery. If you're adept at Adobe's Photoshop, resizing can be done but it's fiddly (at best).

In the Windows PC environment, the quickest and easiest tool for resizing - as well as cropping - is the Microsoft Office Picture Manager.

**Note: For Mac users, the Aperture program provides similar features.**

Using the Picture pull-down menu (Alt-P) in Picture Manager, you can very easily crop your photo on one or more sides - which will also bring the image closer that you're trying to show in the album, as well as remove extraneous "junk" around the border that isn't necessary for the composition.

You can manually (and easily) resize it with the Resize option. Better still, you can Compress it to the most

## **Important - Photo Sizing**

**When inserting photos to your Gallery albumx posts - please, please, please - resize them to the smallest possible size that will show them without losing detail.**

**Sometimes your Fleming friends will be in remote places, where Internet and e-mail access is very slow, and browsing through an album with large pixel sizes could be very expensive. Please pay close attention to the photo sizing discussion so that you don't overload your friends when admiring your Gallery photos.**



optimum Web page size by just clicking on that option and then clicking OK. By doing this, you can easily reduce a photo from several MB to a new size of 80-150KB. (An added benefit of this is, it reduces the possibility that someone can “grab” your photo from the web site in a high-resolution format for their own use. They can still get a photo that prints well at a very small size, but it turns very grainy if they try to print it any larger.)

## **Adding Photos to Your Album**

When you first open your new album, a message will appear “This album is empty”. You can begin adding photos to the album by clicking on the “Add Items” link in the sidebar menu. An upload screen will appear that initially has two File name boxes and two Caption boxes (Figure 3).

At the top of the screen there are three locations you can upload photos from - Web Browser, Web Page, or Local Server. Most likely, your photos are on your own computer hard drive, so leave the setting at Web Browser - and when you click the Browse button, it will take you to your own hard drive to browse. You can then navigate to the photo file you want to upload (see the associated note for other options).

Once a photo is selected, you can add a caption for the photo in the box below the filename. You can also choose whether the photo’s title, summary, and description text are derived from the file name of the photo or from the caption you enter, or are left blank. You can always edit this text later.

The link that says “More Upload Boxes...” will add additional upload boxes to the screen so you can upload more photos at once. Remember, however, if you’re uploading large photos (which we strongly discourage), you should limit the number you upload

simultaneously. The total upload size can never exceed 15 MB in one upload sequence. Depending on your internet connection, you’ll probably want to limit the upload to considerably less.

We recommend you leave the “Create thumbnails now” box checked. Otherwise, the system creates thumbnails the first time the album is opened, which slows down the process of opening the album considerably, especially if there are a large number of photos in the album. Read the explanatory text above the checkbox for more details. We also recommend

**Permissions**

Each item has its own independent set of permissions. Changing the parent's permissions has no effect on the permissions of the child. This allows you to restrict access to the parent of this item, but still grant full access to this item, or vice versa. The most efficient way to use this permission system is to create groups and assign permissions to them. Then if you want to grant permissions to a specific user, you can add (or remove) the user from the appropriate group.

**Owner**

This item is owned by user: rontf (rontf)

**New owner**

Apply new owner to sub-items

**Apply changes**

This item has sub-items. The changes you make here can be applied to just this item, or you can apply them to all sub-items. Note that applying changes to sub-items will merge your change into the existing permissions of the sub-items and may be very time consuming if you have many sub-items. It's more efficient to grant permissions to groups and then add and remove users from groups whenever possible. Changes are applied to sub-items by default.

**Group Permissions**

Group name	Permission	Action
Registered Users	[comment] Add comments	[comment] Add comments [Remove]
Registered Users	[comment] View comments	[comment] View comments [Remove]
Registered Users	[core] Add sub-album	[core] Add sub-album [Remove]
Everybody	[core] View all versions	[core] View all versions [Remove]
Everybody	[rating] All access	[rating] All access [Remove]
Everybody	[shutterfly] Print	[shutterfly] Print [Remove]
Site Admins	All access	

**New Group Permission**

[Group Name] [Permission] [Add Permission]

**User Permissions**

User name	Permission	Action
rontf	All access	All access [Remove]

**New User Permission**

[User Name] [Permission] [Add Permission]

Figure 4 The Permissions screen

**Note: Please refrain from inserting images using the full-size option unless you are sure that the full-size image is reasonably small (i.e., less than about 100K bytes). Otherwise, you may create a very large posting and all the e-mail subscribers on the Forum will receive the posting with a large imbedded image. Be considerate of users with low-bandwidth or expensive connections, and only insert thumbnails or text links to images!**

you choose “Caption” from the “Set Item Titles from:” dropdown box. This will make the item titles correspond to the caption you type—not the file name of the photo (which isn’t very helpful for most users). **Note: neither of these suggestion are the default, so you’ll need to explicitly change them to take effect.**

When you’re ready to begin the upload, click the “Add Items” button at the bottom of the screen. The upload process may take several seconds to a few minutes, depending on the number and size of photos you are uploading and the speed of your internet connection.

Be sure to watch the progress of the upload, as any error messages will appear in red along with the progress bar, and sometimes the messages disappear rather quickly. If you’re having trouble with uploading photos (especially if it takes a long time and then returns with no photos uploaded), try uploading fewer or smaller photos at one time. There’s no limit on how many total photos you can upload to your album, but generally uploading a few at a time works better.

When the upload completes a screen appears that says “Successfully added x files” and lists the name of the files. An error message will be displayed if the system detects that any of the files are too large or the total file size is too large. If you get a timeout message from your browser, try uploading files in smaller batches or reduce the size of the files before uploading.

**Sizing (or re-sizing) your photos** - Typically, for photos taken with today’s digital cameras - even with your iPhone - the resolution settings are much higher than you need for your photos to show up well on a computer screen from the Fleming Owner’s site. Quite often, photos are taken in resolutions that result in digital images of 2-6MB, and if these photos are uploaded to the Gallery, you’ll either get an error, or it will result in very high page loading times (i.e., slow) when others are viewing your albums.

Before uploading photos to the Gallery, please pay special attention to what is called photo “dimension” - measured either in pixels, inches, or some other unit. Oftentimes, photos are created at a dimension of 3,000 x 4,000 pixels, which yields an 8x12” photo if printed. This is a far larger photo dimension than is necessary for a web site photo to provide really good viewing on a computer screen. A much better size for our Gallery is 400-600 pixels in each dimension.

Resizing photos is easy to do. If you have a photo tool such as Adobe Photoshop resizing can be done, but it’s fiddly (at best).

In the Windows PC environment, the quickest and easiest tool for resizing - as well as cropping - is the Microsoft Office Picture Manager (provided with MS Office Suite starting with version 2003).

Using the Picture pull-down menu (Alt-P) in MS Picture Manager, you can very easily crop your photo on one or more sides - which will also bring the image closer, as well as remove extraneous “junk” around the border that isn’t necessary for the composition.

You can reduce the size of the photo with the Resize option. Better still, you can Compress it to the most optimum Web page size by just clicking on that option and then clicking OK. By doing this, you can easily reduce a photo from several MB to a new size of 80-150KB.

**Caution: While the Fleming Owner’s web site is regularly backed up, you should always keep original image files of your important photos on your own computer or other storage. Do not rely on the photo gallery as your only storage for important photos!**

## **Editing Your Photos and Albums**

You can always edit the attributes of a photo or album by clicking on the album or photo and then opening the menu by clicking the “Show Sidebar” link at the top right. From the pop-up menu, choose an operation. For example, if you choose “Make Highlight” when a particular photo is selected, that photo will become the thumbnail image for the album that contains it.

## **Setting Album and Photo Permissions**

The Gallery system has a very powerful and flexible (and frankly, a bit confusing) permission system. It allows you to set permissions for entire albums or individual photos to control several aspects of what other users can do with your photos. The permission system allows you to control:

- Who owns the album or photo (you are the default owner of your own albums and photos)
- Permission to view and open an album
- Permission to see various size versions of the image (thumbnails, reduced sizes, or full-size images)
- Permission to edit properties of an album or photo
- Permission to delete an album or photo
- Permission to add additional photos or sub-albums to an album
- Permission to add, edit or view comments
- Permission to add or view ratings
- Permission to print a photo using the Shutterfly photo printing service.

To edit permissions for an album or photos, choose “Edit Permissions” from the Sidebar menu.

The permission screen is broken into three primary parts (see Figure 4):

1. The top of the screen allows you to change the owner of an item. You are the default owner of your own items. Remember that if you change the ownership of an album or photo, you may not have permission to change it back, so use caution in changing ownership.
2. The middle of the screen lists the current “Group Permissions” for the album or photo and allows you to remove any of the current permissions or add new ones. There are four groups defined in the Fleming Owner’s photo gallery:

- ***Everybody*** – just what it says - *everybody*, whether a registered user or not. This group really has no meaning in the Fleming Owner’s site because we don’t allow access to the photo gallery for users who are not registered and logged in.
- ***Registered Users*** – anyone who has an account on the owner’s site and is logged in.
- ***Owners*** – verified Fleming owners (as compared to guest users)
- ***Site Admin*** – the administrator of the site. Existing group permissions are listed in this section of the page.

You can click the “Remove” button next to any of the existing group permissions you wish to revoke.

You can add new group permissions by typing the name of the groups listed above in the box and choosing the permission you want to give from the drop down list. Then click “Add Permissions” to add that permission to that group of users.

3. The bottom section of the screen shows individual user permissions and allows you to remove or add permissions for individual users. In most cases, you will see several lines of permission with your own user name listed next to those permissions. You might also want to add permissions for one or more specific site users.

## **A Few Permission Examples...**

Let’s consider a few examples for how you might use the permission system to control access to your photos.

### ***Allowing Access only to Owners***

Perhaps you have a few photos (or an entire album) you’d like to share only with registered Fleming owners. Select the items you want to share only with owners and go to the Edit Permissions screen. Remove all the permissions you want to revoke from the “Registered Users” group. Then type “Owners” in the New Group Permissions box and choose the permissions you want to give to owners. Click Add Permission to add those permissions to the owners group. Guest users will no longer have access to the photos or album, but owners will have the access you specify.

### ***Preventing others from adding to your albums***



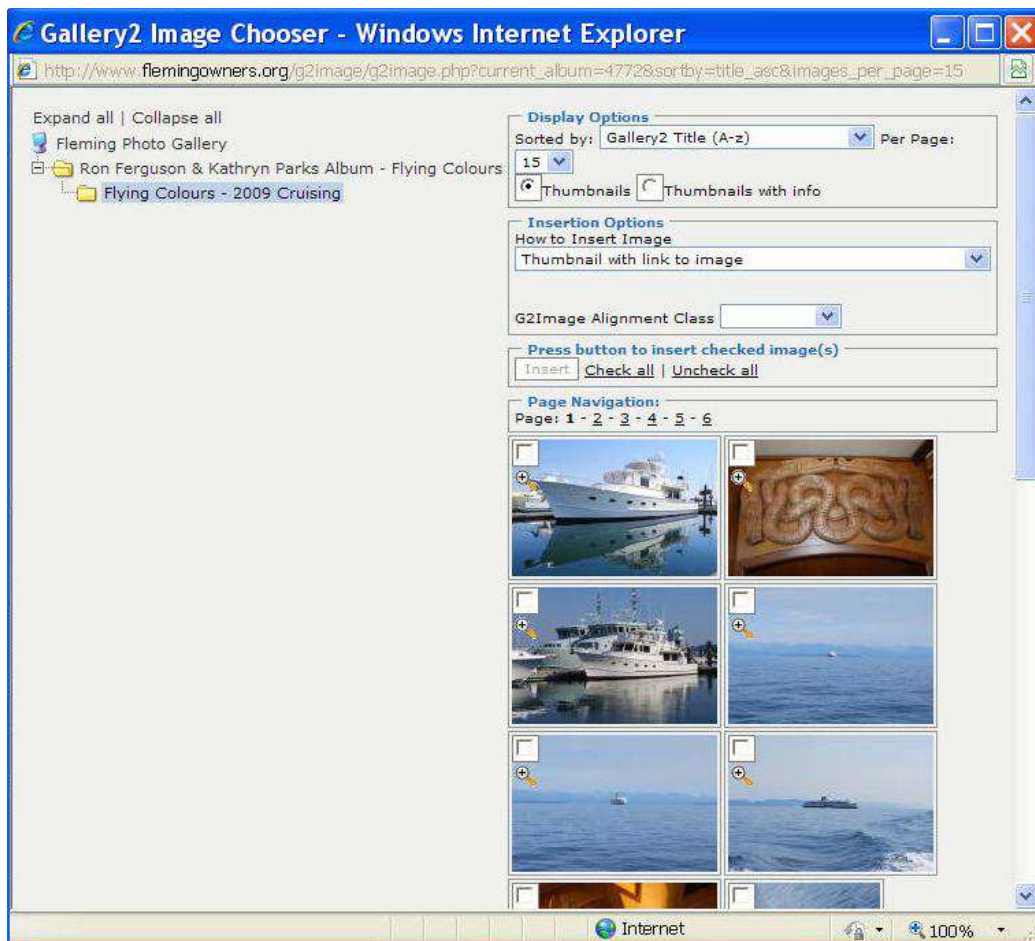
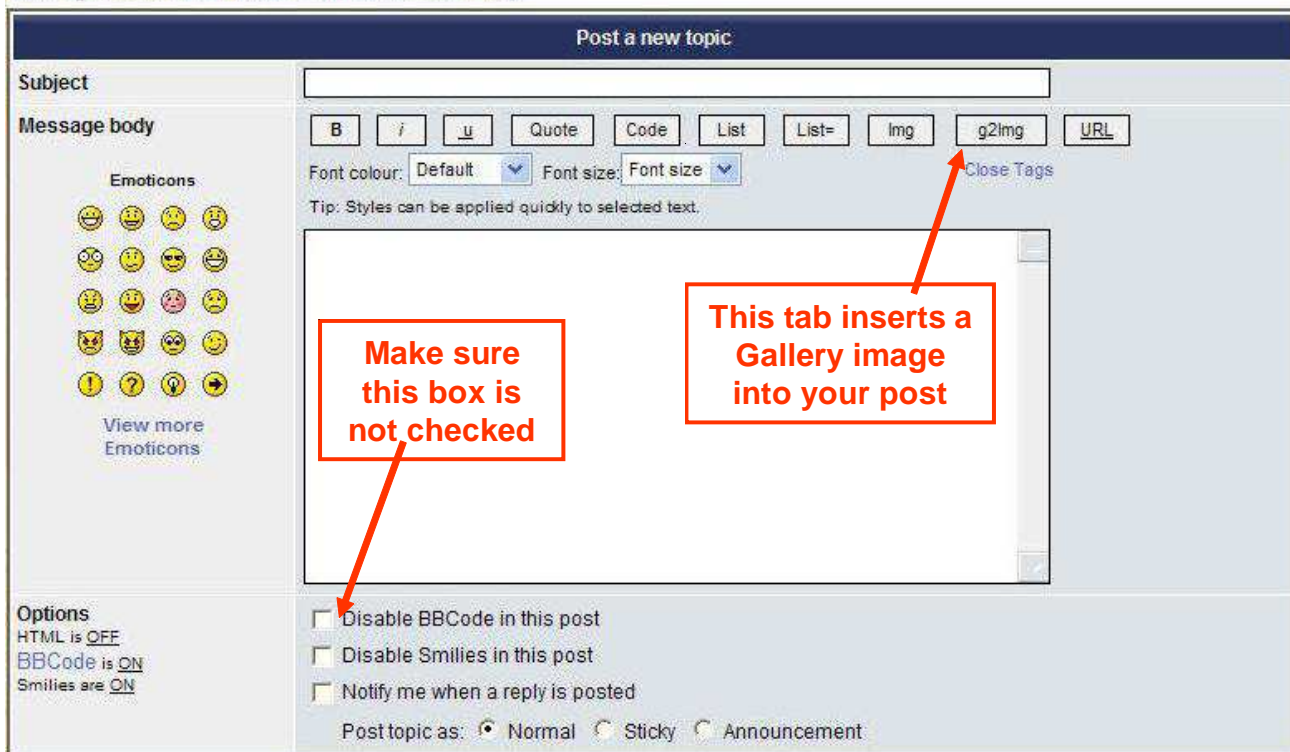


Figure 5 (top) Inserting a Gallery image from the Posting screen

Figure 6 (bottom) Gallery Image Chooser screen for selecting photos to add to your post

The default setting for new albums allows other users to add photos or sub-albums to your albums. You might want to revoke those permissions by selecting your top-level album and removing permissions to add sub-albums and add sub-items from all groups. Make sure you retain your own user privileges to add sub-albums and sub-items in the user permission section at the bottom of the screen.

### ***Providing access to individual users***

Perhaps you want to share an album or a few photos only with a few other users—perhaps family members who are registered guests on the site. You can remove all viewing privileges from all groups and then add the privileges for the specific users you want to have access in the User Permission section at the bottom of the screen. You must enter the user’s user name (not their full name) in the New User Permission box in order to give them permission to access the album or photos.

### **Editing Album Preferences**

When you create a new album, you’ll then be taken to a screen with a variety of other options to customize your album. You can also change these settings after an album is created by choosing “Edit Album” from the drop-down box below the album thumbnail, or by selecting the album you want to edit and choosing “Edit Album” from the left side toolbar.

In general, we recommend using the defaults for all these settings. However, this section provides a brief overview of the album settings.

There are three tabs at the top of the Edit Album Screen:

**General:** This tab allows you to specify the file name, title, summary, keywords and longer description of the album. You filled these items in when you initially created the album, but you can change them at any time.

**Album:** This tab allows you to change the sort order of the sub-albums and photos within the album. You can sort on a variety of properties or manually order the items within the album. An optional checkbox allows you to apply these settings to all sub-albums within this album.

The thumbnails section of this screen allows you to choose the size of the thumbnail photos for the

album and the photos it contains. We recommend using the default 150 pixel thumbnail size.

The gallery system can create multiple image sizes for each photo you store in a gallery, in addition to the full-size image. You can choose multiple reduced image sizes and control access to the reduced images, as well as the original full-size image with the permissions system. We recommend using the default of a single 640x640 pixel intermediate size image.

You can choose whether to apply any settings changes to existing items within the album using the checkboxes in the “Apply settings to existing items” section.

Finally, the bottom of this screen allows you to enable or disable the ratings system for this album. Ratings allow a user to provide a rating for your photos.

**Theme:** The Theme tab allows you to select a “theme” for an album. Themes change the appearance as well as the behavior of photos and navigation within the album. Choosing an alternate theme for your album may also change the navigation and may confuse users, so be cautious about choosing alternate themes.

You can also customize some aspects of how photos and albums are displayed within your chosen theme from this screen.

### **Editing Photo Preferences**

Just as you can modify the default preferences for an album, there is a similar screen with four tabs that allow you to modify properties of an individual photo, including rotating, scaling, and creating a cropped thumbnail for a photo.

The photo options are pretty self-explanatory, and it’s worth exploring some of these options on your own. We won’t take the time here to describe each of them in any detail.

### **Sending a Photo eCard**

You can easily send a simple electronic greeting card - with any photo in your albums - to anyone via email,

regardless of whether they are a user on the Fleming Owner's site.

To send a greeting card, navigate to the album you want and open a photo (the photo will open in the larger size than the thumbnail). Click on "Show Sidebar", then click on "Send as eCard". A menu will appear that has your username and e-mail address already filled in (assuming you're the owner of the photo). Type in the recipient's name and e-mail address, plus any e-mail text you wish to send with the photo (the recipient's name will be inserted into the card's greeting, and it will identify you as the sender.

You can preview your eCard by clicking "Preview". The recipients email may not appear exactly as shown in the preview due to differences in email software.

Click "Send" to send the eCard.

## **Imbedding Gallery Images into a Posting**

You can imbed images from the photo gallery into a forum posting. This functionality is only available for postings made on the web site. You can, of course, always attach a photo to a posting submitted via email, but the web site allows you to preview images from the gallery and directly insert them into the posting.

Navigate to the posting screen by going to the "Forum" tab, selecting a discussion forum and either clicking "New Topic", or open an existing Topic and "Post Reply".

Within the posting screen, you'll see a button in the list of buttons above the message body, labeled "g2img" (see figure 5 at right).

When you click this button, a dialog window opens - called the Gallery2 Image Chooser menu (shown in Figure 6 at right).

On the left side of the menu, it shows the hierarchy tree of albums that you can select images from. You can expand or collapse the tree of albums, much like expanding or collapsing folders in Windows Explorer or any file manager program. Click on the album that contains the photo you want to insert. It may take a second or two for the images from that album to appear.

All images from the album will be shown on this screen, and you can select one or more images by clicking the

checkboxes in the upper left corner of the thumbnail image.

The boxes above the photos give you a variety of options for how to insert the images. In general, we recommend inserting either a thumbnail or low resolution full-size images without links. The options to imbed a link to the photo in the gallery are not particularly useful on the Fleming Owner's site because we require all gallery users to login to the site before accessing the gallery, so the links will usually only take the user as far as the login page.

## **Getting More Help...**

The Fleming Owner's site Gallery function is based on "open source" software, and all of the integration work has been done by the site administrators on a volunteer basis. We're not paid to develop or operate the Fleming Owner's site - but rather, do it because we enjoy it and want to help support the Fleming owner's community.

We're happy to try and help you via e-mail if you have questions on the Gallery function, but please remember that our support is done in our spare time, so we can't promise a quick response to your questions. If you do have problems, please try to tell us exactly what you did — step-by-step — and exactly what happened. Just sending me a message saying "I can't upload pictures" doesn't give us enough information to help you.

You might also want to post your questions and comments on the Web Site Feedback and Suggestions Forum on the Owner's site. The e-mail address for this forum is [feedback@flemingowners.org](mailto:feedback@flemingowners.org) and you can read the postings on the web site just like the other forums. If you post your questions there, we (or other users) can answer your questions and everyone can benefit from the answers. Please make a habit of checking that forum for answers before you post a question.

You can also find out a lot more about the Gallery software at <http://gallery.menalto.com/>. Documentation for the software as well as a discussion forum dedicated to the Gallery software is available at this site. Remember that some features and functions described in the documentation may not be available in our



specific installation, because it's integrated with our owner's site.

## **A Word About Copyrights**

We've tried to avoid developing any more formal policies for the owner's site than are absolutely necessary.

Providing this photo gallery function to the site, however, raises questions about copyrights and appropriate content photos.

Let's just agree to a few simple rules:

1. **DO NOT** under ANY circumstances upload pornographic or other offensive images to the gallery — even if you do change the permissions to prevent access. The administrators of the forum have access to all photos regardless of their permission settings, and we'll see them whatever you do. Posting any such material is grounds for terminating your account and erasing all uploaded images without warning.
2. Don't upload a photo to the web site if you don't want it shared with others. You can, of course, use the gallery's permission system to restrict access to the photo, but just assume that if you upload it, you want to share it.
3. Conversely, do not assume that you have the rights to use or publish a photo you find on the web site without permission (this goes for the dealers and the factory as well). PLEASE get the permission of the owner of the photo before copying or reproducing it in any way.

**Enjoy!**