



Using the Selene Owner's Photo Gallery

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Introduction

The Gallery function on the Selene Owner's web site allows owners and registered guest users to upload photos and share them 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.

Navigating to the Gallery

Logged in users can enter the photo gallery by clicking on the "Gallery" tab at the top of the page. The Gallery tab is disabled until you log in. The Gallery is available both to

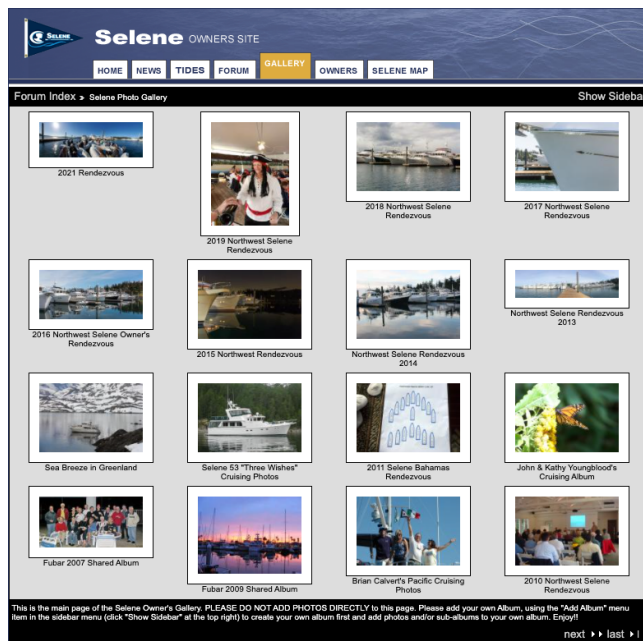


Figure 1. The gallery home screen shows the first 16 albums in the gallery. Next and Previous buttons in the bottom right corner provide access to other albums.



owners and to guest users, though individual users can choose who to allow to view their albums and photos. We'll talk more about setting permissions later in this document.

Photos & 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.

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

The Gallery also displays a navigation bar near the top of the screen that shows you where you are in the hierarchy of albums and sub-albums. 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.

After the Forum Index is two >> characters followed by the main “Selene Photo Gallery”. Clicking on “Selene 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 “Selene 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 back up the tree by clicking on one of the links at the top of the screen.

Creating Your First Album

You can’t add photos directly to the main gallery—you must create your own album to contain your photos¹.

First, make sure you’re in the main Selene Gallery. If you’re there, the words “Selene Gallery” will be in small black type. If not, click on “Selene Gallery” to navigate back to the main gallery.

¹ If other users have given you permission to add photos to their album, you can also add them to other’s albums, but we don’t recommend it. Please don’t add sub-albums or photos to other’s albums without checking with the owner of that album first. Album owners can choose whether to allow others to add photos or sub-albums to their albums. For more information, see the description of the permission system.

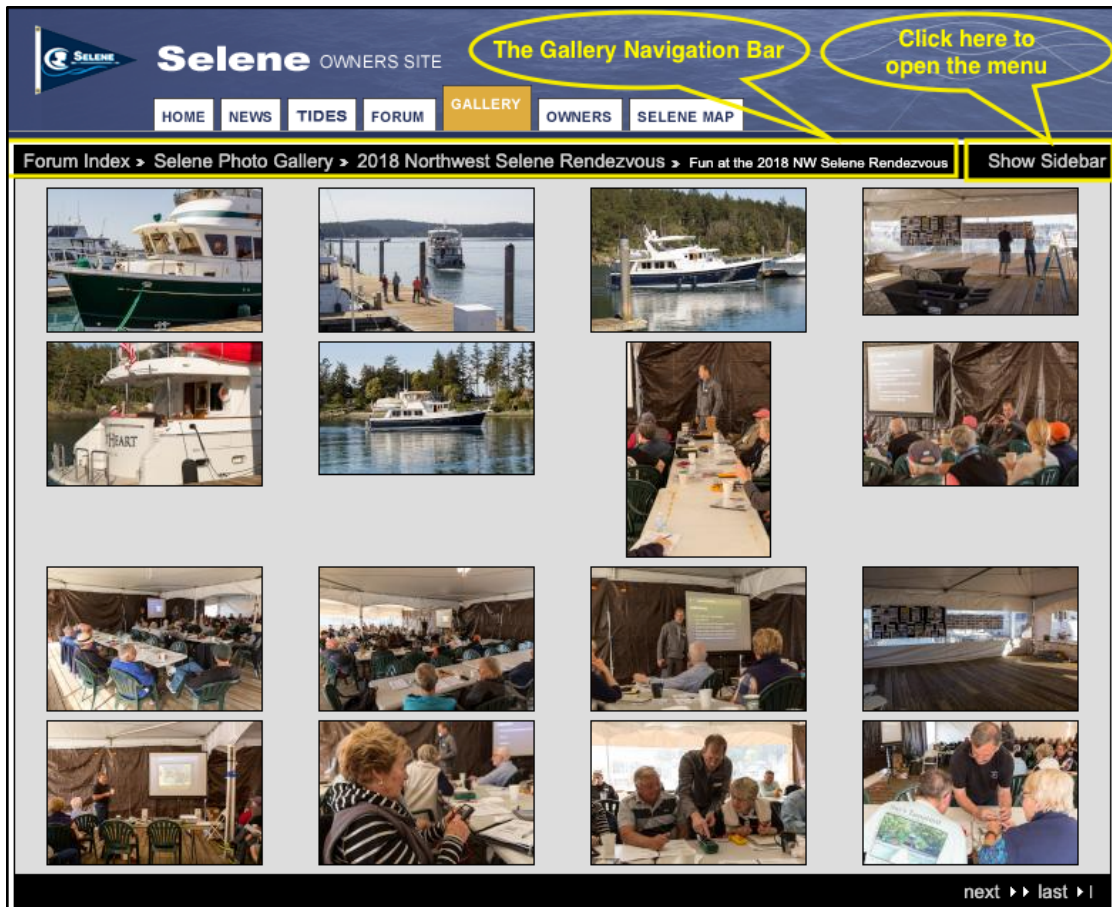


Figure 2. The gallery navigation bar at the top of the screen always shows you where you are in the hierarchy of albums and photos. All albums in the hierarchy can be clicked to move to that album. The Show Sidebar button in the upper-right corner opens the main menu for access to most gallery functions.

To create a new album, first click on the “Show Sidebar” to open the menu. From the pop-up menu, click “Add Album”. Then fill out the form for the new album. Here’s a brief description of the fields on the form:

Name: This field is required. It’s simply a filename on the server for your new album. The name can only contain letters, numbers, underscores and dashes. The name 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 just using your name or username for the album name. This name won’t appear on screen and is not 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.



Summary: This is a brief description of the album. It will also be displayed in the block on screen that describes your album.

Keywords: These are words you would like to associate with your album. When people search the gallery and specify your keywords, your album will appear in the search results. Keywords are optional and won't be displayed. Multiple keywords can be separated by commas, semicolons, or spaces.

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

Once you've filled out the form, click "Create" to create the new album. Within a few seconds, you'll be taken to a screen that says your album was created successfully. From this "edit album" screen you can modify the settings of your new album. We'll describe these advanced album settings later in this document. For now, just click on the name of your new album in the navigation bar just under the Gallery logo to go to the new album.

You can also open the album by clicking on the text link that says "No Thumbnail" on the album block. Once you've uploaded some photos to the album, this link will be replaced with a thumbnail of one of the photos in your album and you open the album by clicking on the image. You can even choose a particular photo to be displayed as the thumbnail image for an album.

Once you've created your top-level album, you might want to consider adding "sub-albums" under the main album. For example, I created a sub-album for photos of our boat under construction, and another one for our Vancouver Island cruise. You might also add sub-albums for photos of a specific cruise. You can always add sub-albums later as you have new experiences to share. To create a sub-album with your new album, simply repeat the above procedure, taking care to select the album you want to create the sub-album in. Remember that you can always see which album or item you're currently viewing in the navigation bar at the top. Once you've created the album(s) you want, you're ready to begin uploading photos into your album.

Caution

While the Selene Owner's 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!

Adding Photos to Your Album

If you've opened your new album, the screen will say "This album is empty". You can add photos to the album by clicking on the "Add a Photo!" link or by clicking "Add Items" in the left-side toolbar.

When you click on either of these links, you'll go to an upload screen that initially has two File name boxes and two Caption boxes.

Upload a photo by either typing the full path and file name to the photo file or by clicking the "Browse" button next to the file name box and navigating to the photo file you want to upload.

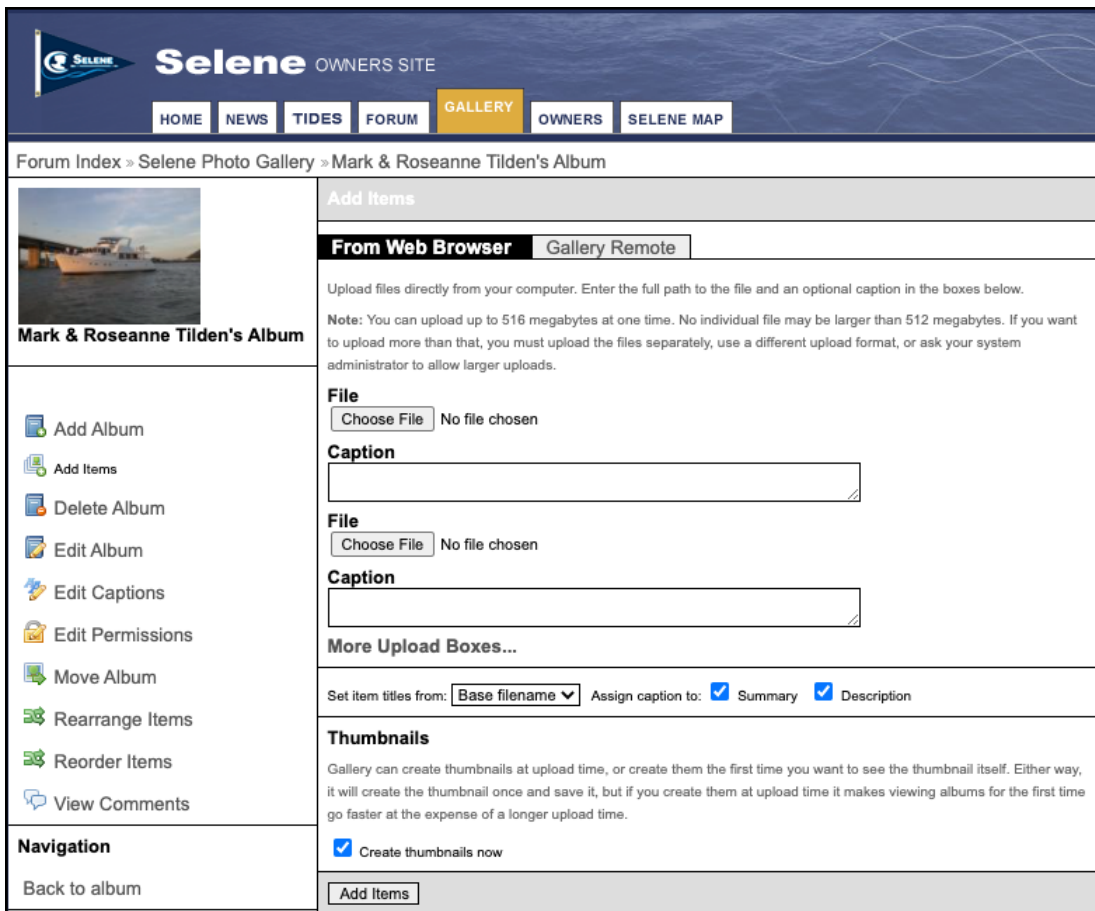


Figure 3. Add photos to an album by clicking on the album, opening the sidebar menu, and choosing Add Items. Choose photo files and enter captions on this screen.

Note

Photo files are limited to 3 megabytes 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 necessary, as long as each group is no larger than 15 megabytes per upload. 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.



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 that you should limit the number you upload simultaneously. The total upload size can never exceed 15 megabytes, but depending on your internet connection, you'll probably want to limit the upload to considerably less. 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 you can upload, but generally uploading a couple at a time works better.

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 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).

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.

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.

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)
- Who has permission to view and open the album
- Who has permission to open various size versions of the image (thumbnails, reduced sizes, or full-size images)
- Who has permission to edit properties of an album or photo
- Who has permission to delete an album or photo
- Who has permission to add additional photos or sub-albums to an album
- Who has permission to add, edit or view comments
- Who has permission to add or view ratings
- Who has permission to print a photo using the Shutterfly photo printing service.

To edit permissions for an album or photos, either choose “Edit Permissions” from the drop-down list below the album or photo, or select the item you want to edit and click “Edit Permissions” in the left-side toolbar. Figure 4 shows the Permissions screen.

The permission screen is broken into three primary parts:

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 Selene Owner’s photo gallery:
 - **Everybody** – just what it says: everybody, whether a registered user or not. This group really has no meaning in the Selene 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, whether guests or owners.
 - **Owners** – verified Selene 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 Permissions 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 Selene 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

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—such as 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 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 edit 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 in 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 appears as well as the behavior of photos and navigation within the album. The descriptions of operation in this document describe the default theme. 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 e-card

You can easily send a simple electronic greeting card to anyone via email, whether or not they are a user on the Selene Owner's site. To send a greeting card, navigate to the album you want and open a photo. Click on the "Send an eCard" item in the menu on the left and fill out the form including your name and email address, and the recipient's name and email address, along with any text you want to send.

You can preview your card by clicking the "Preview". The recipient's email may not appear exactly as shown in the preview due to differences in email software.

Click "Send" to send the e-card.

Embedding Gallery Images into a Posting

You can also embed 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 new button in the list of buttons above the message body. The button is labeled "g2img" (see figure 7). When you click on this button, a dialog window will open that has shows the hierarchy tree of albums. You can expand or collapse the tree of albums, much like expanding or collapsing folders in file manager. 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.

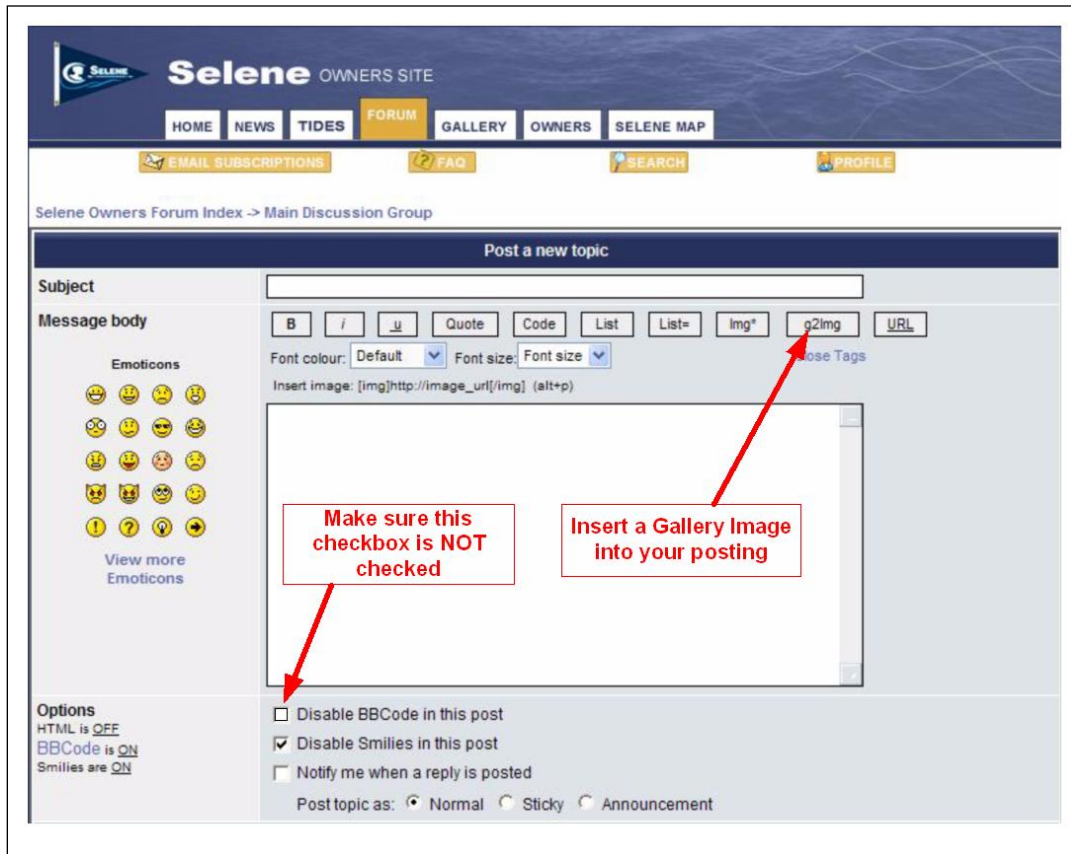


Figure 7. Inserting a Gallery image from the Posting screen

When the images appear, you can select one or more images by clicking the checkboxes in the upper left corner. 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 the full-size image without links. The options to imbed a link to the photo in the gallery are not particularly useful in the Selene Owners 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.

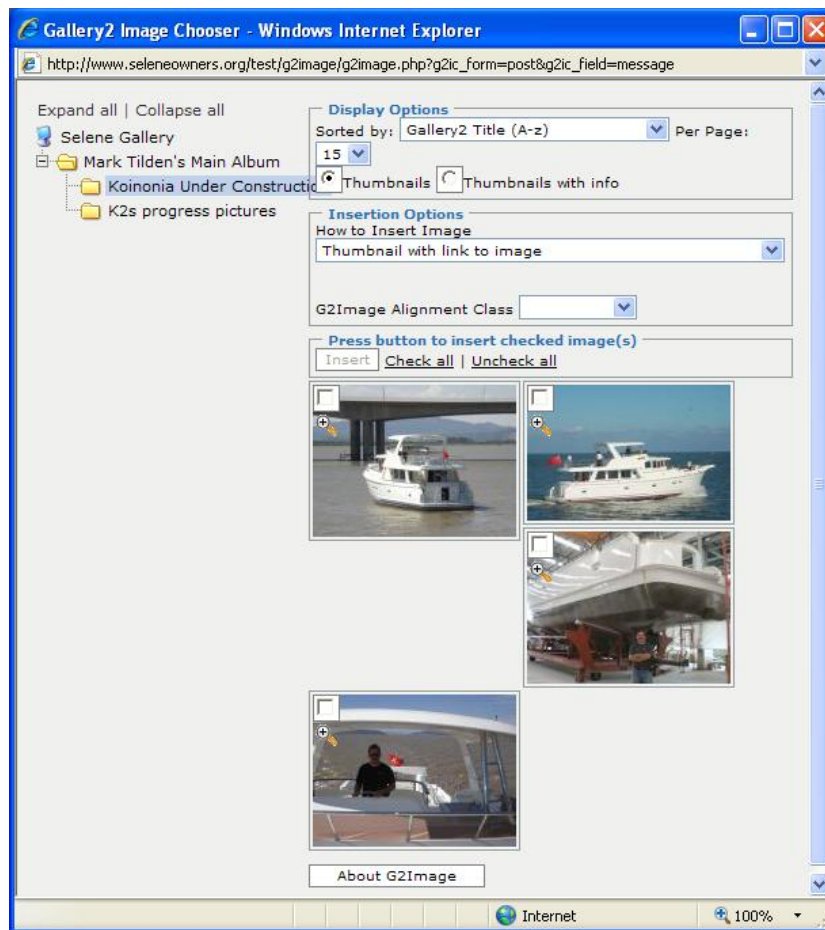


Figure 8. The Gallery Photo choose screen lets you pick photos to imbed in your posts.

NOTE

Please refrain from using the option to insert any of the full-size image options into the posting unless you are sure that the full-size image is reasonably small (less than about 100K bytes). Otherwise, you may create a very large posting and all the email subscribers will receive the posting with a large imbedded image. Please be considerate of those using low-bandwidth or expensive connections and only insert thumbnails or text links to images!

Click the “Insert” button to insert the image into your posting.

NOTE

In order for the image to be inserted properly in the posting the “Disable BBCode in this post” box below the posting body must NOT be checked. Otherwise, the posting will have the text link, but the image won’t appear and the link may not be active.



Getting More Help...

The Selene Gallery function is based on “open source” software, and I have done all the integration work on a volunteer basis. I’m not paid to develop or operate the Selene Owner’s site. I do it because we enjoy and want to help support the Selene owner’s community.

I’m happy to try and help you via email if you have questions on the site. Email me at admin@seleneowners.org. Please remember that this isn’t my job—I just do it in my “spare” time, so I can’t promise a quick response to your questions. If you do have problems, please try to tell me 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 me enough information to help you.

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 are 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 policy for the owner’s site than is absolutely necessary. Adding this photo gallery function raises questions about copyrights. 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. As the administrator of the forum, I have access to all photos regardless. 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.