

**Getting Started Guide**  
**Photo Album**  
**Manage Your Media Online**

Getting Started Guide: Photo Album

Version 1.0 (03.08.10)

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# Welcome to Photo Album

With Photo Album, you can share your photos and videos with anyone you choose.

After setting up your account, you can upload photos and videos and organize them in to categories. Then you can customize your settings, such as making your galleries public (accessible to all visitors), password-protected (only accessible by password), or private (accessible only by you).

## SETTING UP YOUR PHOTO ALBUM ACCOUNT

The first time you launch Photo Album, you must enter 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**.  
.....
3. Click **Setup Account** next to the account you want to create.  
.....
4. Read the End User License Agreement, and then click **I Accept**.  
.....
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 select your **Domain Name Settings**:

**Create a new subdomain**

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

**Select an available domain name from your account**

Select from a list of domain names for this account.

**Enter a domain name not registered here**

Enter the full domain name.

**Account Settings**

**Email Settings**  
This email will be used to send photos by email and for password recovery.  
Email Address: \* Required  
myname@coolexample.com

**Domain Settings**

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

photos . coolexample.com

Save

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

6. Click **Save**.

Your account is set up. We send a unique user name and password to the email address 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 use.  
.....
4. From the **Settings** menu, select **Account Settings**.  
.....
5. On the **Specify Account Settings** page, next to **User name**, click **Edit**.  
.....
6. Enter the user name you want to use to log in to your account.  
.....
7. Click **Save**.  
.....

Your user name is updated.

## 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 use.  
.....
4. From the **Settings** menu, select **Account Settings**.  
.....
5. Next to **Password**, click **Edit**.  
.....
6. In the **New password** and **New password again** fields, enter your new password.  
.....
7. Click **Save**.  
.....

Your password is updated.

## CHANGING YOUR PHOTO ALBUM SITE TITLE

When visitors come to your Photo Album site, their browsers display your Photo Album Site Title in the browser's title bar. Photo Album uses your account's URL as the site title by default, but you can change it to any title you prefer.

### To Change Your Photo Album Site Title

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 use.  
.....
4. From the **Settings** menu, select **Site Settings**.  
.....
5. In the **Site title** field, edit the title of your Website.  
.....
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. Click **Manage Account** next to the account you want to use.
4. From the **Settings** menu, select **Default Theme**.
5. Filter the list of themes to view by selecting options from the following lists:

<b>Category</b>	View all themes associated with a specific category.
<b>Color</b>	View all themes associated with a specific color.

6. On the Filmstrip display, click the theme you want to use.
7. Click **Save**.

You can preview the theme by clicking **Preview Theme**.

# Working with Galleries

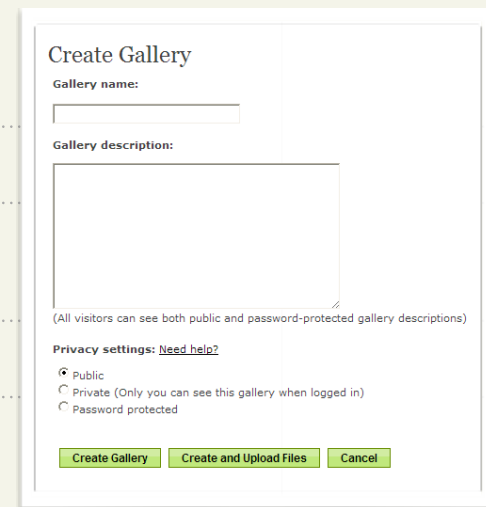
Organizing your photos and videos into galleries in Photo Album lets you easily organize and share them. You can create multiple galleries, and then upload your photos and videos to those galleries.

## CREATING GALLERIES

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

### To Create a Gallery

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 use.
4. Click **Create Gallery**.
5. In the **Gallery name** field, enter the name you want to use for the gallery.



The screenshot shows a 'Create Gallery' form with the following fields and options:

- Gallery name:** A text input field.
- Gallery description:** A larger text area.
- (All visitors can see both public and password-protected gallery descriptions)
- Privacy settings: [Need help?](#)**
  - Public
  - Private (Only you can see this gallery when logged in)
  - Password protected
- Buttons: **Create Gallery**, **Create and Upload Files**, and **Cancel**.

6. In the **Gallery description** field, enter a description for your photo gallery.

---

7. In the **Privacy settings** section, select one of the following:

<b>Public</b>	Makes galleries available for public view.
<b>Private</b>	Makes galleries private so only you can view them. Private galleries do not support video uploads.
<b>Password Protected</b>	Makes the gallery accessible only to visitors who enter the correct password. Password-protected galleries do not support video uploads.

---

8. Click **Create Gallery** to create your gallery and add media later, or click **Create and add media** to add to your gallery now.

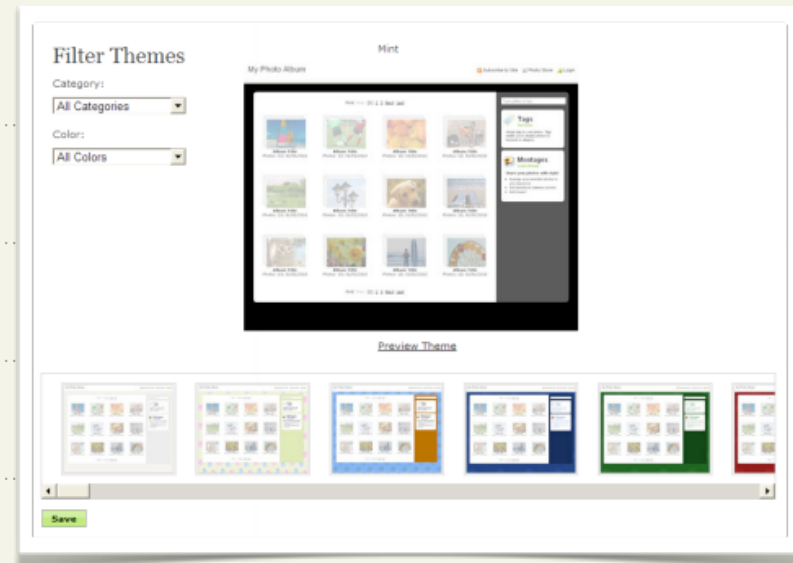
---

## SETTING GALLERY THEMES

By default, your Photo Album gallery themes are the same as your site's 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. Click **Manage Account** next to the account you want to use.
4. From the **Galleries** menu, select **Edit Galleries**.
5. Select the gallery or galleries for which you want to change the theme.
6. From the **Apply this action** menu, select **Change Theme**.
7. Click **Go**.



8. Filter the list of themes you want to view by selecting an option from one of these lists:

<b>Category</b>	View all themes associated with a specific category.
<b>Color</b>	View all themes associated with a specific color.

9. Select the theme you want to use.

10. Click **Save**.

## PASSWORD PROTECTING GALLERIES

If you password protect a gallery, only visitors that enter the correct password can view the gallery.

.....  
[Password-protected galleries do not currently support video uploads.](#)  
.....

### To Password Protect a Gallery

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 use.  
.....

4. Hover your mouse over the gallery you want to edit, and click **Edit Gallery**.
5. From the **Privacy settings** section, select **Password protected**.
6. In the **Enter Password** field, enter the password you want to use.
7. Click **Save**.

## MAKING GALLERIES PRIVATE

You can also make galleries private, so that they are hidden from public view and are accessible only by you.

Video upload to private galleries is not supported at this time.

### To Make a Gallery Private

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 use.  
.....
4. Hover your mouse over the gallery you want to edit, and click **Edit Gallery**.  
.....
5. From the **Privacy settings** section, select **Private**.  
.....
6. Click **Save**.  
.....

# Working with Media

Photo Album hosts two types of media: photos and video. There are multiple ways to upload media to your online photo album site using the Basic Uploading Tool or the Advanced Uploading Tool. Additionally, you can tag and add captions and titles to your media to help your site's visitors find specific photos or videos.

## ADDING MEDIA TO A PHOTO ALBIM

Uploading photos and video into Photo Album makes it easy to share your life with your friends. While you provide all your photo and video content, we provide all the music to accompany your media.

## ADDING PHOTOS TO A GALLERY

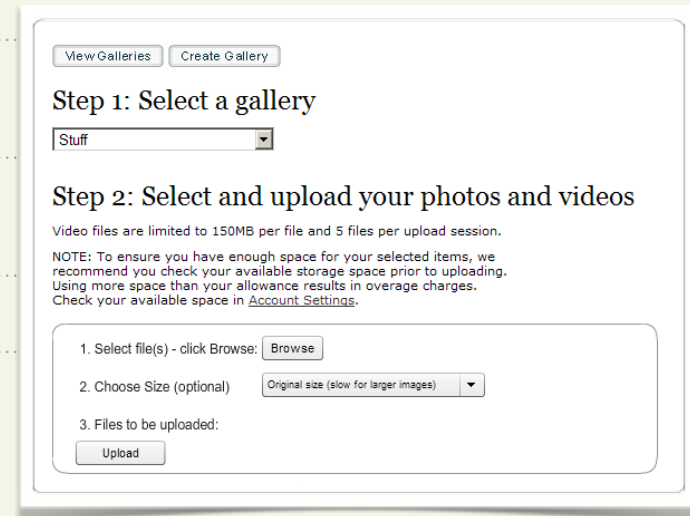
You can upload your photos individually using the Basic Uploading Tool, or in bulk with the Advanced Uploading Tool.

The Advanced Uploading Tool requires the Adobe® Flash® plug-in. If you use the Basic Uploading Tool, individual files you upload can be up to 50 MB in size. The size of your image files determine how long it takes to upload. We recommend resizing your photos using the Resize option.

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

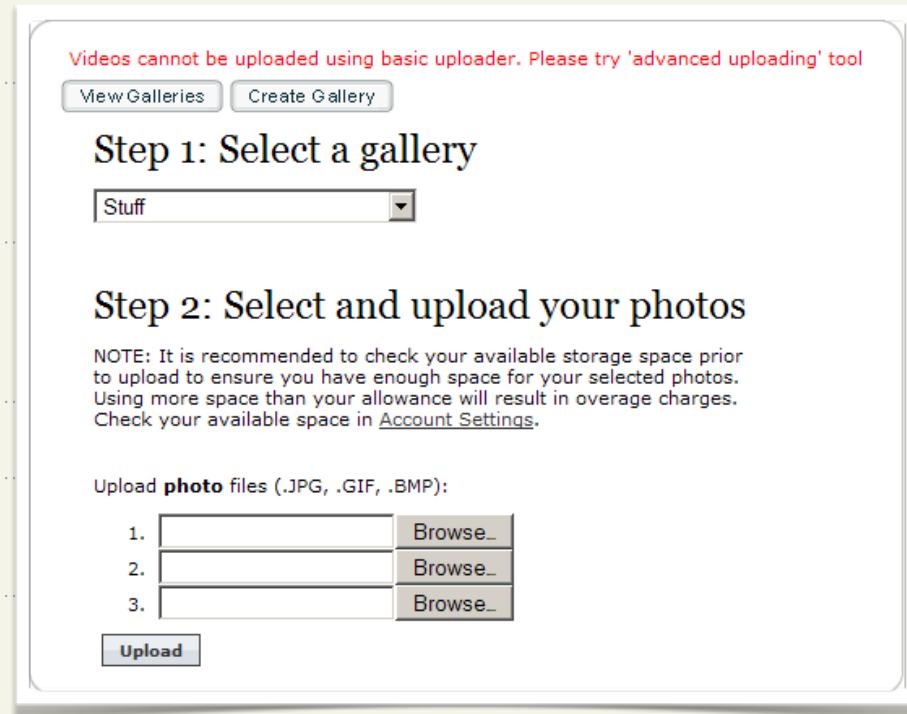
### To Add Photos to a Gallery Using the Advanced Uploading Tool

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 use.
4. Click **Upload**.
5. If this is the first time you've accessed the Add Photos page, you might need to follow the instructions for installing the Adobe Flash plug-in.
6. From the **Select a gallery** menu, select the gallery you want to use.
7. Click **Browse**.
8. Locate and select the photos 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**.



### To Add Photos to a Gallery Using the Basic Uploading Tool

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 use.
4. Click **Upload**.
5. Click **'basic uploading' tool**.
6. From the **Select a gallery** menu, select the gallery you want to use.
7. Click **Browse**, and then locate and select the photos you want to upload.
8. Click **Upload**.



## ADDING VIDEOS TO A GALLERIES

Using the Advanced Uploading Tools, you can upload videos to public galleries. Videos uploaded to private or password-protected galleries don't display properly. If you add a video to a private or password-protected gallery, you can it to public to display your videos.

Photo Album requires the most recent version of Flash to upload videos. If you do not have the most updated version, we recommend you download it before uploading videos. Uploads are limited to 150 MB per file and 5 files per upload.

### To Add Videos

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 use.
4. Click **Upload**.
5. From the **Select a gallery** menu, select the gallery you want to upload the video.
6. Click **Browse**, and then locate and select the video you want to upload to.

7. Click **Upload**.

---

## ADDING AND EDITING CAPTIONS AND TITLES

By default, Photo Album uses the photo and video file name as the title, but you can edit it at any time. You can also add and edit a 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 Caption and Title from the Gallery

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 use.
4. Select the gallery you want to view.
5. In the **Thumbnail** or **Filmstrip view**, click the photo or video title. The title displays in a text box, and a caption text box displays below it.
6. Update the title and caption.
7. Click **Save**.

## ADDING KEYWORD TAGS TO MEDIA

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

To find the media that share a specific tag, click the tag in the sidebar and all media tagged with that keyword display in the list.

### To Add Tags to Media

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 use.  
.....
4. Click the gallery you want to add tags to.  
.....
5. In the **Thumbnail** or **Filmstrip View**, click the photo or video you want to add tags to.  
.....
6. Click **Click to edit title, caption, and tags**.  
.....
7. In the **Tags** field, enter keywords.  
.....
8. Click **Save**.  
.....

# Working with Photos

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

## EDITING PHOTOS

Improve your photos with 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. Click **Manage Account** next to the account you want to use.  
.....
4. Click the gallery you want to view.  
.....

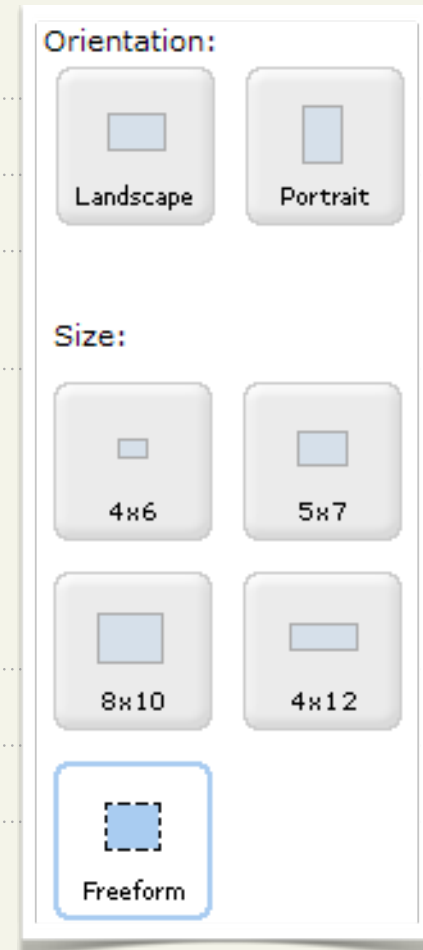
5. In the **Thumbnail** or **Filmstrip View**, click **Edit** above the photo you want to use.
6. Go to the **Crop** tab.
7. From the **Orientation** menu, select **Landscape** or **Portrait**.

8. From the **Size** menu, select an option for maintaining the width-to-height ratio of the photo.
9. Click and drag your mouse to select the portion of the photo you want to keep. When you crop the photo, only this portion remains.

Once you select the section to crop, you can resize the area or move the entire selected section. If you need to start over at any time, click **Reset**.

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 an option to resume the editing session for the unsaved photo.

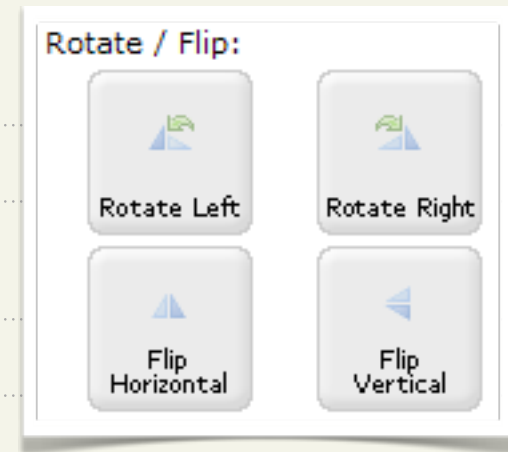


## ROTATING AND FLIPPING PHOTOS

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. Click **Manage Account** next to the account you want to use.
4. Click the gallery you want to view.
5. In the **Thumbnail** or **Filmstrip view**, click **Edit Photo** above the photo you want to use.
6. To rotate or flip the photo, click one of the following:



<b>Rotate Left</b>	Rotates the photo 90 degrees to the left (counterclockwise).
<b>Rotate Right</b>	Rotates the photo 90 degrees to the right (clockwise).
<b>Flip Horizontal</b>	Flips the photo horizontally (sideways).
<b>Flip Vertical</b>	Flips the photo vertically (up and down).

7. If you need to start over at any time, click **Reset**.
8. Click **Save**.

## CHANGING THE BRIGHTNESS IN PHOTOS

You can enhance or decrease photo lighting by changing the brightness. When you select to change a 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. Click **Manage Account** next to the account you want to use.
4. Click the name of the gallery you want to view.
5. In the **Thumbnail** or **Filmstrip View**, click **Edit** above the photo you want to use.
6. Click **Decrease Brightness** or **Increase Brightness**.
7. Select the photo you want to use, and then click **Apply**.

8. Click **Save**.

---

## 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. Click **Manage Account** next to the account you want to use.
4. Click the gallery you want to view.
5. In the **Thumbnail** or **Filmstrip view**, click **Edit** above the photo you want to use.
6. Click **Decrease Contrast** or **Increase Contrast**.
7. Select the photo you want to use, and then click **Apply**.
8. Click **Save**.

## RESTORING EDITED PHOTOS

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

.....  
[The Restore Original hyperlink displays only for photos you edited.](#)  
.....

### To Restore an Edited Photo

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 use.  
.....
4. Click the gallery you want to view.  
.....
5. In the **Thumbnail** or **Filmstrip view**, click **Edit** above the photo you want to use.  
.....
6. Click **Restore Original**.  
.....
7. Click **Save**.  
.....

## ADDING MUSIC TO PHOTO ALBUM SLIDESHOWS

Photo Album offers a variety of music tracks to play during your slideshows. When you play or share a slideshow, the music you select plays.

### To Add Music to a Slideshow

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 use.  
.....
4. Click the gallery you want to add music to.  
.....
5. Click **Slideshow**.  
.....
6. From the **Choose Music** menu, select a music track.  
.....

### To Remove Music from a Slideshow

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 use.  
.....

4. Click the gallery you want to add music to.

---

5. Click **Slideshow**.

---

6. From the Choose Music menu, select **None**.

---

# Protecting Your Photos on the Internet

If you send photos using the Internet, it is possible for someone to 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 all.

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

- 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.
- 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.