

WEBSITE PICTURE POSTING PROCESS

9 Sep 2013

1. This process works whether you use the downloadable PICASA software on your computer to organize your photos or you use some other process to organize your photos (i.e., copying the photo files to your “Pictures” folders on your computer.). When you see the capitalized PICASA, this is referring to the PICASA software used to organize your photos on your computer. When you see the word Picasa, this is referring to the internet Picasa website where the photos are uploaded.
2. Identify pictures on your computer that you want to share on the Kactus Kicker website
 - a. Put all photos that you want to upload in one folder on your computer whether in your Pictures folder or some PICASA folder.
 - b. If possible, reduce the size of your photos to approximately one megabyte or less per photo. For example, this can be done using Microsoft Office Windows Manager. If you are using the PICASA software to organize your photos, this is an option under that software. This is needed because of the large number of photos that over time will be uploaded to the Picasa website. The Club has only so much memory on the Picasa website that can be used to store pictures.
3. After organizing the pictures that you want to upload to the Kactus Kicker Picasa website, go to the command line in your Internet Explorer and type in:

<http://picasaweb.google.com>
4. and hit enter.
5. On the right side of the window, you need to sign in with a login and a password

To get the Sign In Login and Sign In Password please send a request to webmaster@kactuskickers.org or to one of the officers in the Club to get access to the Picasa website. The Password will be changed on a periodic basis for security purposes. Please do not share this Login and Password with others who have no need of this information. The pictures should only be viewed using the Kactus Kickers website only.
6. In the upper center of the window, you will see a tab called “Upload”. Click on the tab.
7. In the center of the box, click on the “Select photos from your computer” tab to locate and highlight the pictures that you want to upload to the Kactus Kickers Picasa Web Albums. This applies to whether you use the PICASA software or the Pictures folder under Windows.
8. After highlighting your photos, hit the tab called “open”.

9. At this point, the pictures are uploaded to the Picasa website after a period of time. The more pictures you upload, the longer it takes. As the pictures are being uploaded, they are put into an album. After they have all been uploaded, rename the album at this time. Highlight the Album Name and rename the album with the following format:
Year-month-day-Brief description of hike-Persons first name submitting pictures
Example: 2013-06-16-Mt Baldy-Tom
10. Click the “OK” tab
11. Click on the “HOME” tab. After clicking on the “Home” tab, all of the albums should now appear.
12. Click on the new album that you just created. Now click on the “Actions” tab.
13. Now click on the “Album Properties”. Under the “Visibility” options, use the drop down menu to select “Limited, anyone with the link” option. Now hit the “Save changes” tab. This allows anyone who goes to the Kactus Kickers website to view the album when the webmaster posts it.
14. Click “Home” again to view all of the albums. You have now created a photo album that the Webmaster can now link to the Kactus Kickers website.
15. Click on the album that you just created and copy the address in the address bar, for example:
<https://picasaweb.google.com/110685044571630470158/20130616MtBaldyTom?authkey=Gv1sRgCJuMneSR8JuvtGE#>
and paste into an e-mail to
webmaster@kactuskickers.org
16. The next thing to do is to exit the Picasa website. To do this, click on the “Kactus K” tab in the upper right hand corner of the window. A drop down menu now appears. Now click on the “sign out” tab. You should now be logged out of the Picasa website.
17. Of course, there are other ways to post pictures to the Picasa website. But this is a simplified way.
18. One final note, **DO NOT DO ANYTHING TO ANY OTHER ALBUM WHEN YOU ARE LOGGED INTO THE PICASA WEBSITE!! NOT EVEN TO VIEW THE OTHER ALBUMS!!** If you want to view other albums, log out of the Picasa website and go to the Kactus Kickers website to view the other albums. Thank you for your cooperation in this last step. It is very important.