

Image Share Guide

Setting up a Community Photo Site will allow parents and members of your community to submit their photos for your use in the yearbook. To set up your site, use the Image Share link under 1)Plan.

Enabling the Photo Sharing Site

The screenshot shows the 'Image Share' configuration page. Callout 1 points to the 'Image Share' link in the top navigation. Callout 2 points to the 'Do you want to have a Web site for parents and others to upload images for the yearbook staff's use?' checkbox and the date input fields. Callout 3 points to the 'Do you want the site enabled?' checkbox. Callout 4 points to the 'Save' button.

- 1 Go to 1)Plan, and click on the Image Share link.
- 2 Check the box next to "Do you want to have a web site for parents...?" Then, enter a start date, end date, and maximum number of images in the spaces provided.
- 3 Check the box next to "Do you want the site enabled?"
- 4 Click on the Save button. A User ID and link for your web site will then be automatically generated in the blank spaces shown above.
- 5 Text will appear below the Save button that you may copy and paste into an email to send to parents or students. This letter contains a link to the web site along with the username and end date information.

NOTE: Remember to click on the Save button whenever you change the start date, end date, and maximum number of images.

5 Dear Parent or Student,

Get your pictures in the yearbook! The Yearbook Staff invites students and parents to submit photos for the yearbook. If you've got great photos of school and community events or you and your friends just having fun, we'd like to see them. Our photographers can't be everywhere. Help us get as many photos as possible to create a terrific book everyone will want to have.

Here is how you can submit photos online:

- Go to: <https://images.memorybooks.com/login>
- If it does not automatically log you into the site, enter username: 400000111
- Browse to select the photo(s) you wish to upload.
- Enter information about the photo and provide contact information in case the staff needs additional information.
- Click "Save Details".

It's that easy! Submit your photos today! The last day to submit photos is 08/12/2015.

Thank you, and enjoy the rest of the school year!

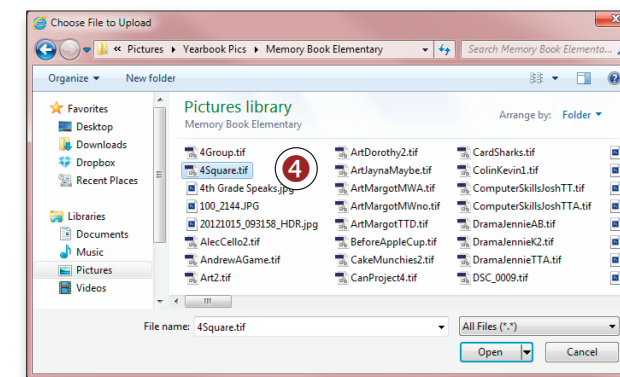
Sincerely,
Yearbook Adviser and the Yearbook Staff.

The Yearbook Staff will review all photos and determine final yearbook content. We cannot guarantee that all submissions can be used in the book.

Using the Photo Sharing Site

The screenshot shows the 'Image Share' login page. Callout 2 points to the 'User ID' input field.

The screenshot shows the 'Memory Book School 2015 YB' welcome page. Callout 3 points to the 'Choose Files' button.



The screenshot shows the 'Memory Book School 2015 YB' photo submission page. Callout 5 points to the 'Contact Information' section.

Image Name	*First Name	*Last Name	Current Grade	Description
4th Grade Speaks.jpg	Billy	Doodle	4	4th grade reinactment
DSC06883.jpg	Amanda	Huggs	3	apple day
IMG_0629.jpg	Jane	Goodchild	4	Jane, Sally, Helen, Lynn
PSK4 Advest.jpg	Jonas	Hallfax	PRE-K	apple day with Jonas, Dou

The screenshot shows the 'Memory Book School 2015 YB' thank you page. Callout 7 points to the 'Thank you for submitting your images for the yearbook!' message.

- 1 Go to <http://images.memorybooks.com/login>.
- 2 Type in the User ID in the space provided, and then click on Submit.
- 3 To upload images, click the **Choose Files** button.
- 4 Navigate to the folder containing the image(s) you want to upload. Double-click an image to upload a single image or hold the **Ctrl** key on your keyboard to select multiple images to upload.
- 5 A new screen will appear for you to type in Contact Information and Image Information. All fields are required except for Current Grade or Description under Image Information.

Under Contact Information, type in your email address, first name, and last name in the spaces provided.

Under Image Information, type in the first name and last name associated with each image uploaded in the spaces provided. If there is more than one person in the image, type in each person's name under Description in the space provided. Under Grade, use the drop down to choose the appropriate grade information. A thumbnail preview is provided to help you identify the image(s).

If you do not finish filling in Contact Information and Image Information, any image(s) uploaded will not appear in the Inbox Image Share folder.

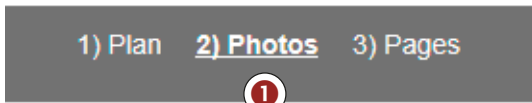
- 6 When you are ready to upload, check the box next to "I have read and understood the terms and conditions for image usage." Then, click on the **Upload Chosen Images** button. Do not leave the screen during the upload process which may take several minutes. Uploading time will depend on the size and number of files and your Internet connection speed.

- 7 A new screen will appear with the following message: "Thank you for submitting your images for the yearbook!" If you have more images to upload, please log back into the site again.

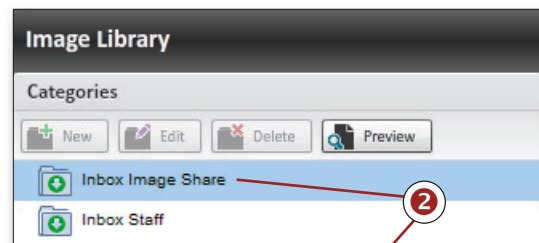
NOTE: You may use complete sentences or phrases when typing in description information.



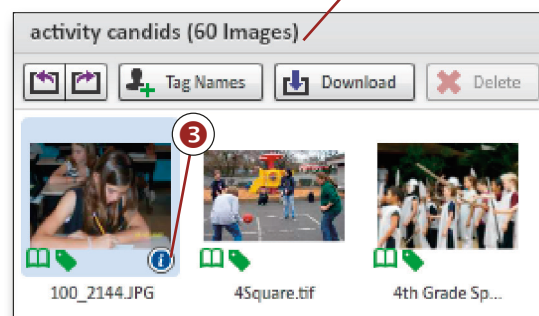
Accessing Image Share Images



1 Go to 2)Photos. This will take you to the Image Organizer.



2 Under Categories in the left pane, choose Inbox Image Share. Thumbnails of all images in this category will show to the right. The number of images available under this category will appear in parentheses next to the top right pane header. Depending on the number of images and preview size, you may have more than one page.



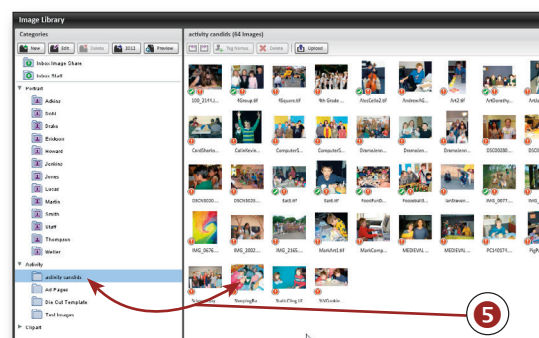
3 To view the information for the file, point to an image, and click on the blue "i" icon.

Before you can place an image uploaded to Image Share, it needs to be assigned to a category.

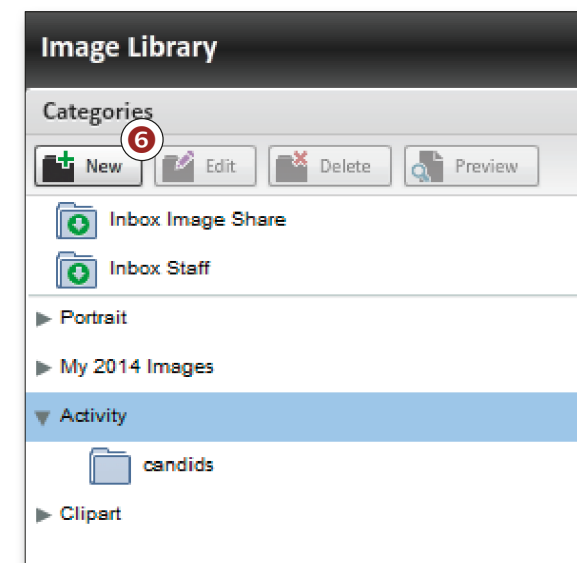


4 Click on the Details tab to see image information including the Upload Date, Source Info, and Max Size.

The Source Info is the information typed in during the upload process under Contact Information. The Source Info may also include the Grade information associated with the image. The Max Size is the biggest size you can make the image in the Page Editor.



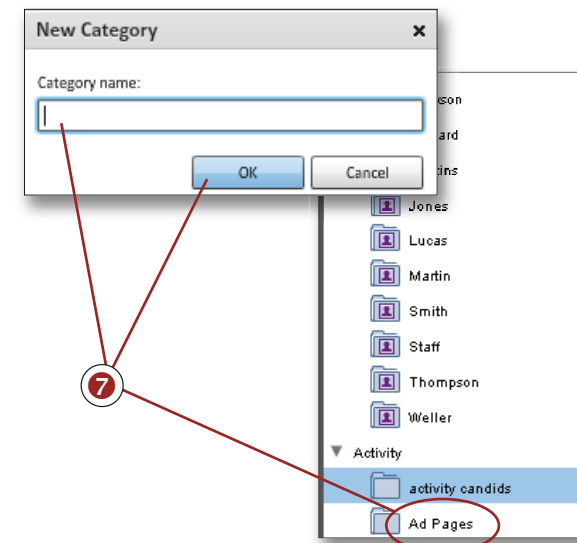
5 To move an image to an existing category, click on the thumbnail on the bottom right pane and drag it to one of the categories listed on the left pane. The category you are dropping the image into will be highlighted.



6 To create a new category, Select Activity and then click on New on the left pane.

7 A New Category window will appear. Type in the category name in the space provided, and click on OK.

The new category will be placed in alphabetical order after Portrait. You are now ready to move images to this category.



8 Go to 3)Pages. This will take you to the Page Designer. Go to the Images tab on the right side of the screen. Using the drop down, click on the category to browse through thumbnails of available images.

To place an image on a page, click and drag the image's thumbnail on a photobox or a blank area on the page.

See the Creating Your Yearbook section of this manual for more information.

