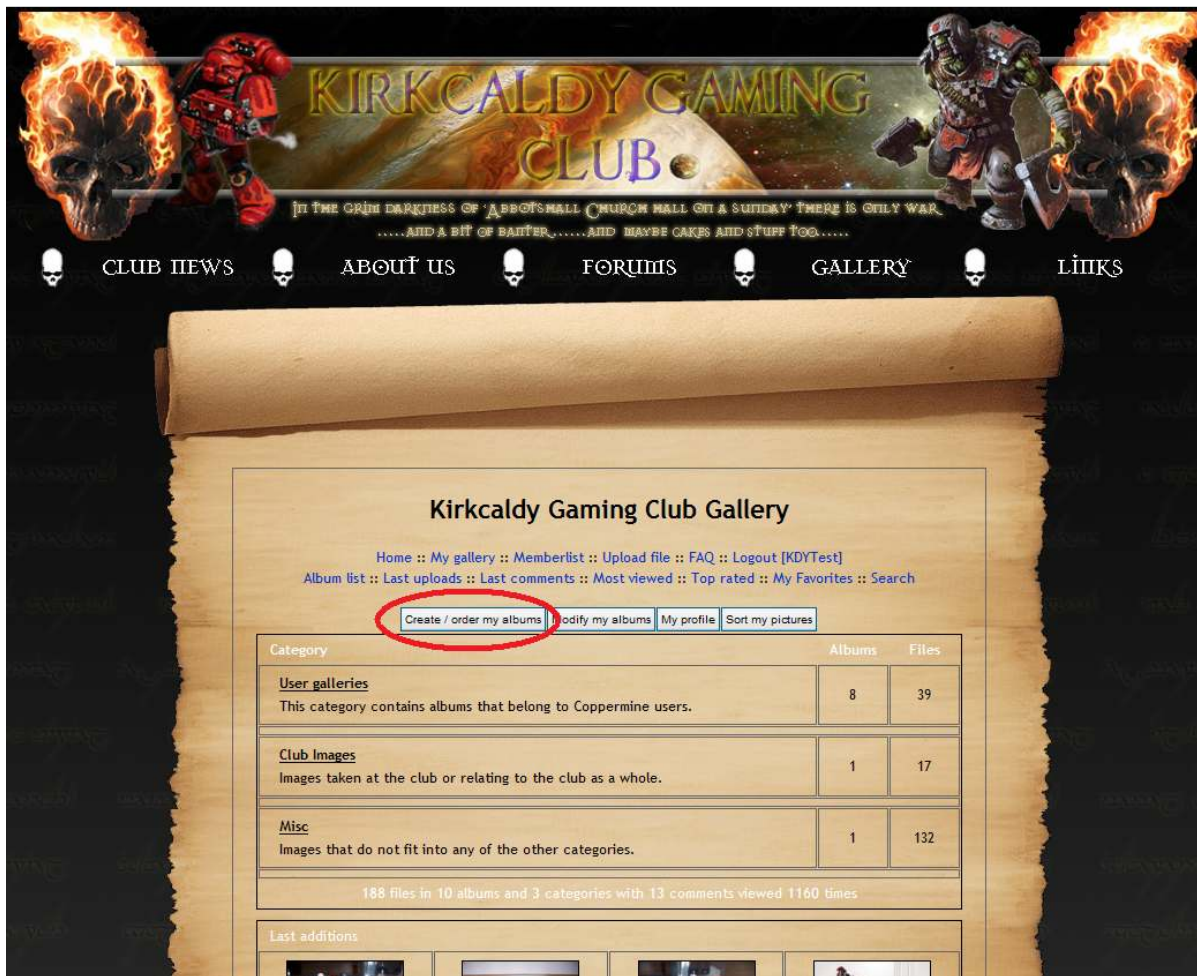
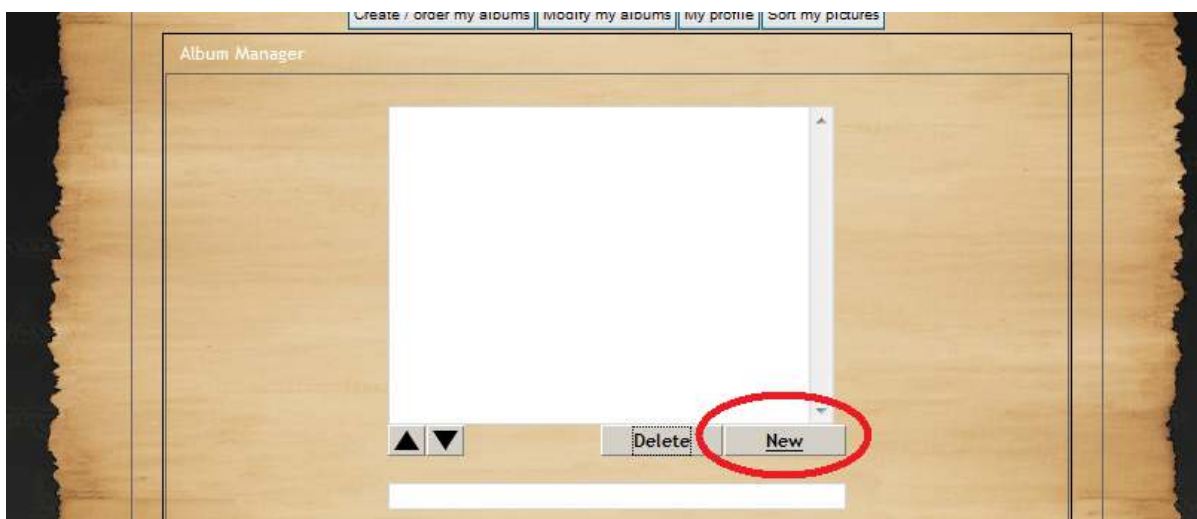


Guide to Using Kirkcaldy Gaming Clubs Gallery.

After creating an account and logging in to the gallery, click on '[Create / order my albums](#)'.



This will display the album manager. Click '[New](#)' to create a new album.



The Album window will now display a *'New Folder'*. To rename this folder click the text bar underneath the window and change the name.



Once done hit *'Apply Modifications'*, then hit *'Continue'*.

This should take you back to the main gallery page. To upload image(s) click *'Upload File'*.

**PLEASE NOTE: Images must not exceed a file size of 2048kb (2 megabytes)
Either of the image dimensions must not exceed 1600. Your image will fail to upload if either of these criteria is incorrect. Please see the end of the guide on order to ensure your images are suitable.**

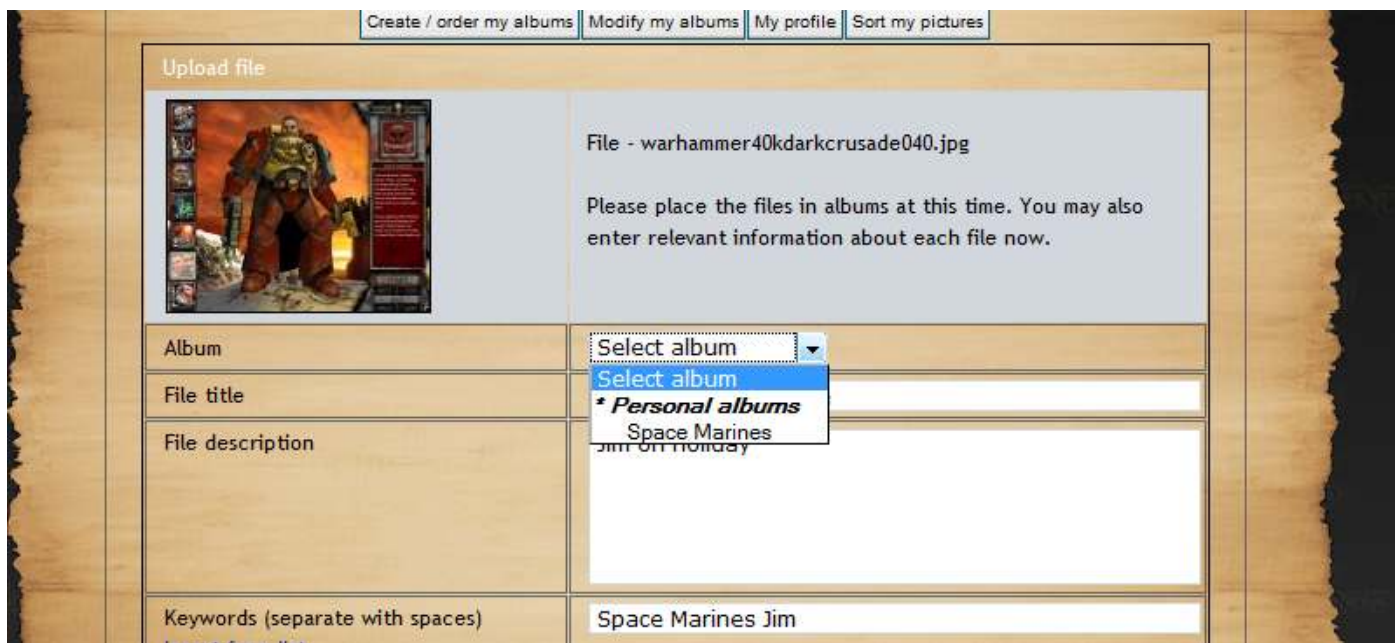
You can upload 5 images at a time. For each separate image you want to upload use the *'Browse'* button to browse to the image location on your computer. Once you have located all images hit *'Continue'*.



If everything went to plan you should have a message similar to the following. Hit *'Continue'*.



You can now name your image and add a description and keywords. First select which album you want to place the picture in. Then complete the rest of the details. Keywords should be concise and help users to find images, e.g. landraider ultramarines. Once all details are done, hit *'Continue'*.



You should receive a message indicating if all was successful or if you need to go back and correct any errors. If all is well, simply hit *'Continue'* again.

Congratulations you've uploaded an image.

Resizing your images to fit.

If you are comfortable with resizing your images then you can ignore this section.

Otherwise I recommend a free program, '*pix resizer*'. The URL to download this program is <http://bluefive.pair.com/PIXresizer.zip> or you can simply visit the link in the forums.

*I'm in a rush so i'll add pics for this section later.

After downloading and installing open the program up. Click on the 'Work with multiple files' tab.

1)

Click on 'source' to select the source folder, i.e. the directory that contains your images.

Click on 'destination' to select where the new resized images will be stored, your original files will be unaffected.

2)

Set the size of the largest dimension to no bigger than 1600.

3)

Set the image format. Jpeg is fine.

4)

Click Save pictures to resize the images.