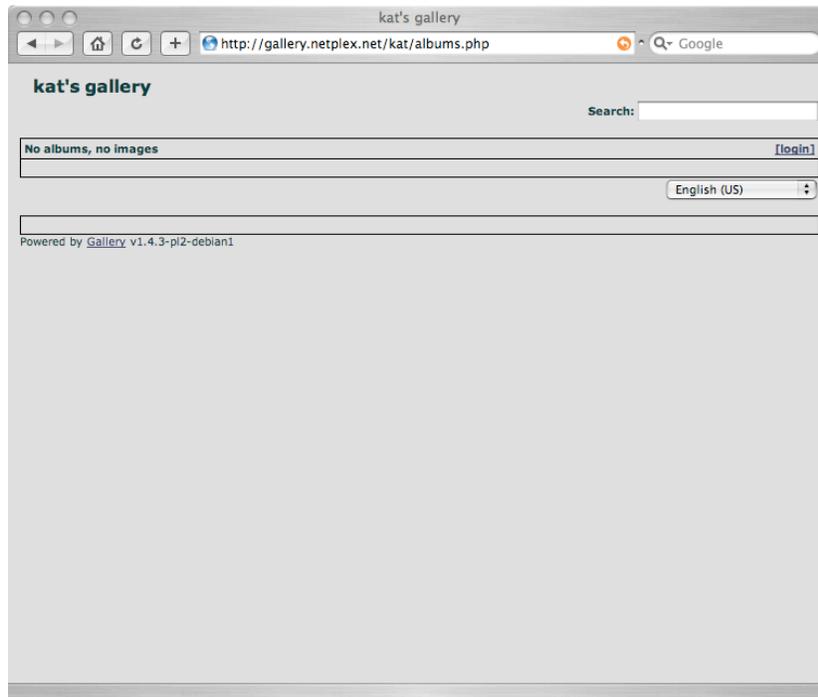


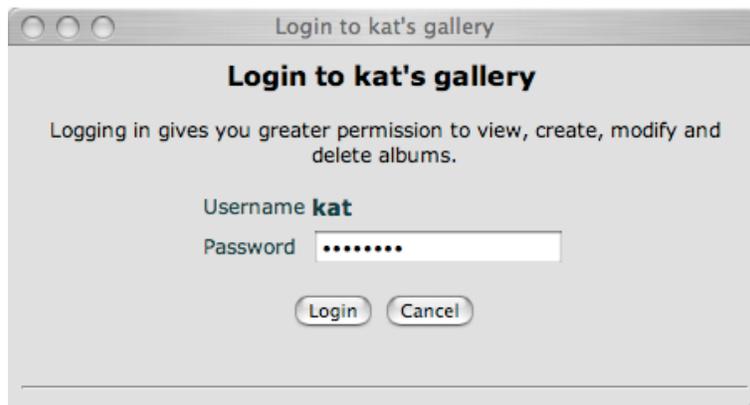
NETPLEX Photo Gallery

User Instructions

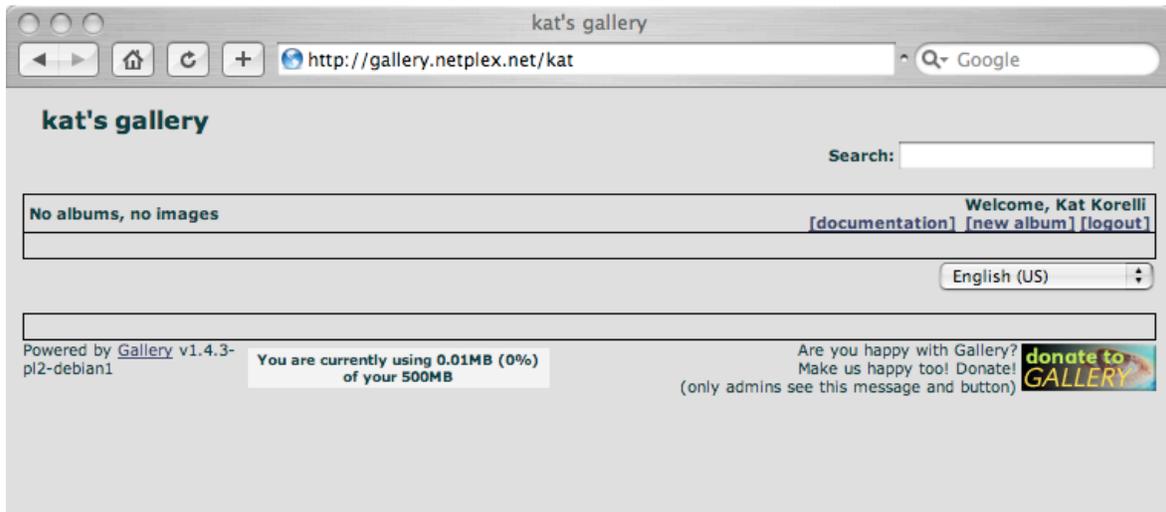
1. Make sure you have activated the photo gallery service on your NETPLEX account. Qualifying accounts can activate Gallery by visiting User Services at www.netplex.net. Alternatively, give us a call at 888-NETPLEX. Also, please make sure you **disable any pop-up blocker software** on your computer, or add an exemption for the Gallery site.
2. Once your Gallery has been provisioned, visit it at http://gallery.netplex.net/your_username to get started. For the purposes of this walkthrough, we'll pretend that your username is 'kat', so we open our browser and type in <http://gallery.netplex.net/kat>
3. You should now be looking at the main screen of your Gallery. At present, it's empty, since there's



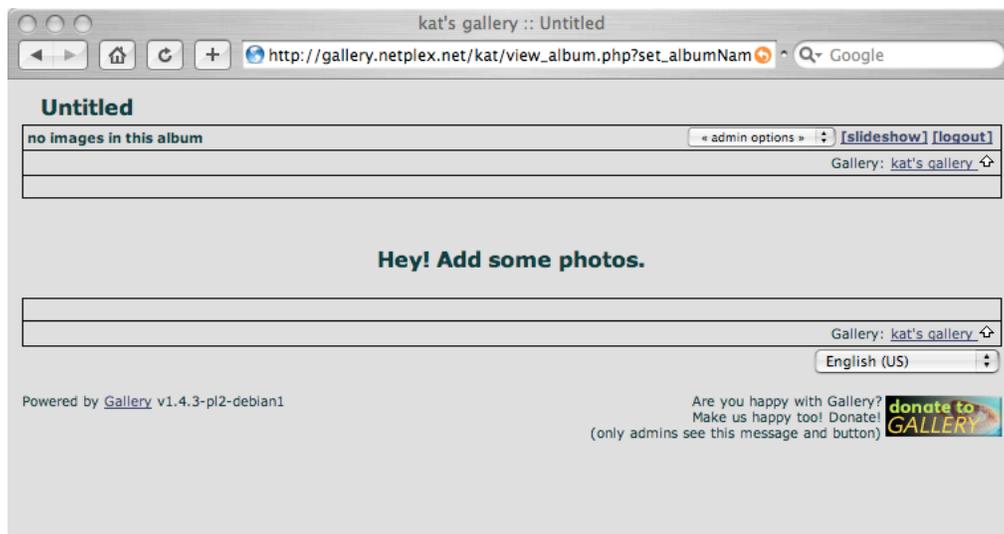
no photos in your gallery yet. So let's add some. First, click on the "login" link at the upper right of the screen. Enter your NETPLEX account password and click 'Login'



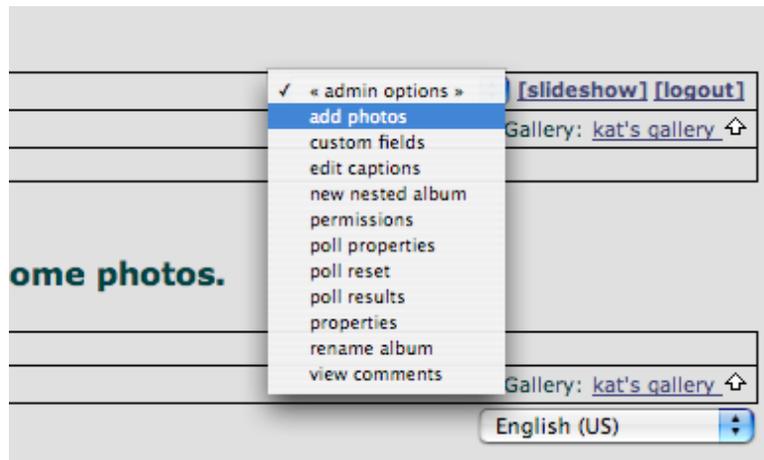
4. Once you are logged in to your Gallery, you'll be brought back to the first screen you saw - but it'll look a little different. For example, you now have a link to create a "new album", and you'll see some extra information at the bottom of the screen, such as how much storage space your photos are using.



5. Gallery organizes your photos by albums. You can create as many albums as you like, and you can also nest albums within other albums. Before we can upload any photos, we have to create an album to put them in, so click on "new album" in the upper right of your screen. Gallery will create an album named "Untitled" and prompt you to add some photos.

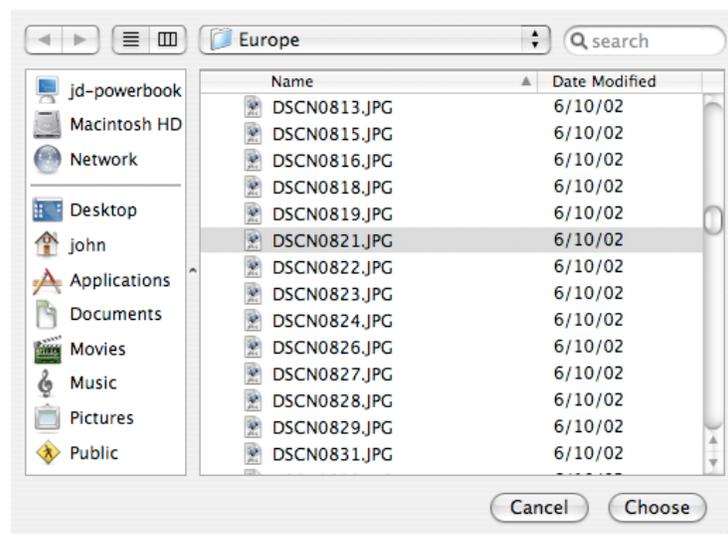
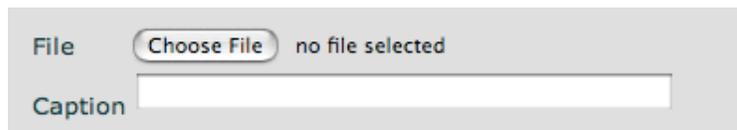


6. Now we're ready to upload some photos. Click on the drop-down box, and then click on "add photos"

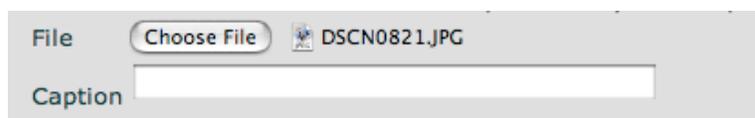


7. Next, you must select the photos you want to upload. The “look and feel” will be different depending on what browser you’re using, and whether you’re using Windows, Mac, Linux, etc., so you may need to improvise somewhat.

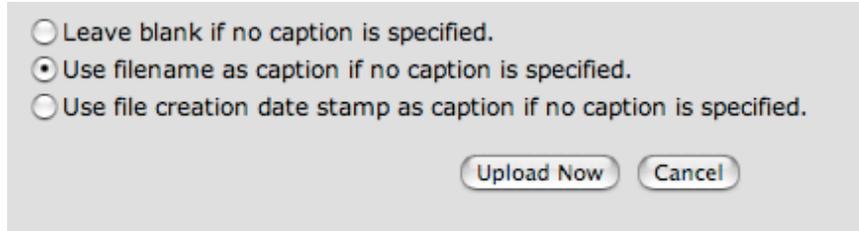
First click on “Choose File”. A file browser should open. Navigate to and open the first photo you want to upload.



Once you’ve selected a photo, you should see the name of the file displayed next to the “Choose File” button.



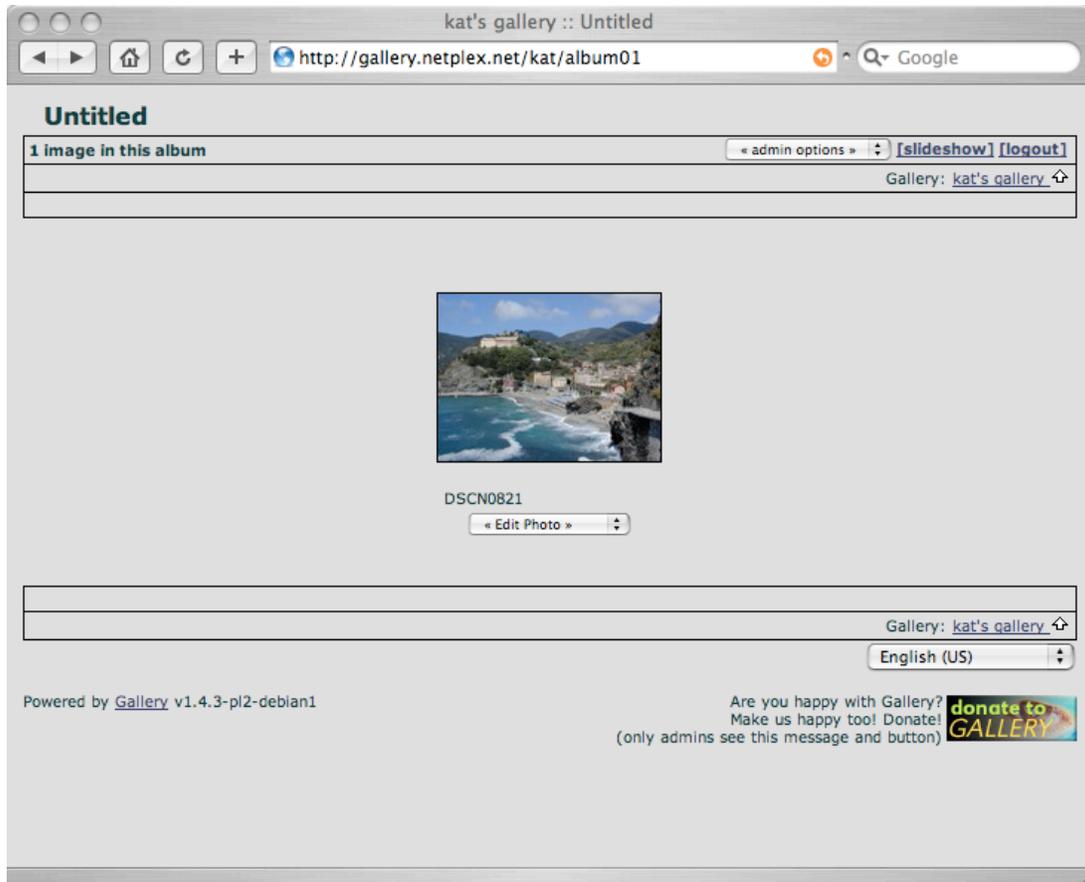
Now your photo is ready for upload. Click **“Upload Now”**



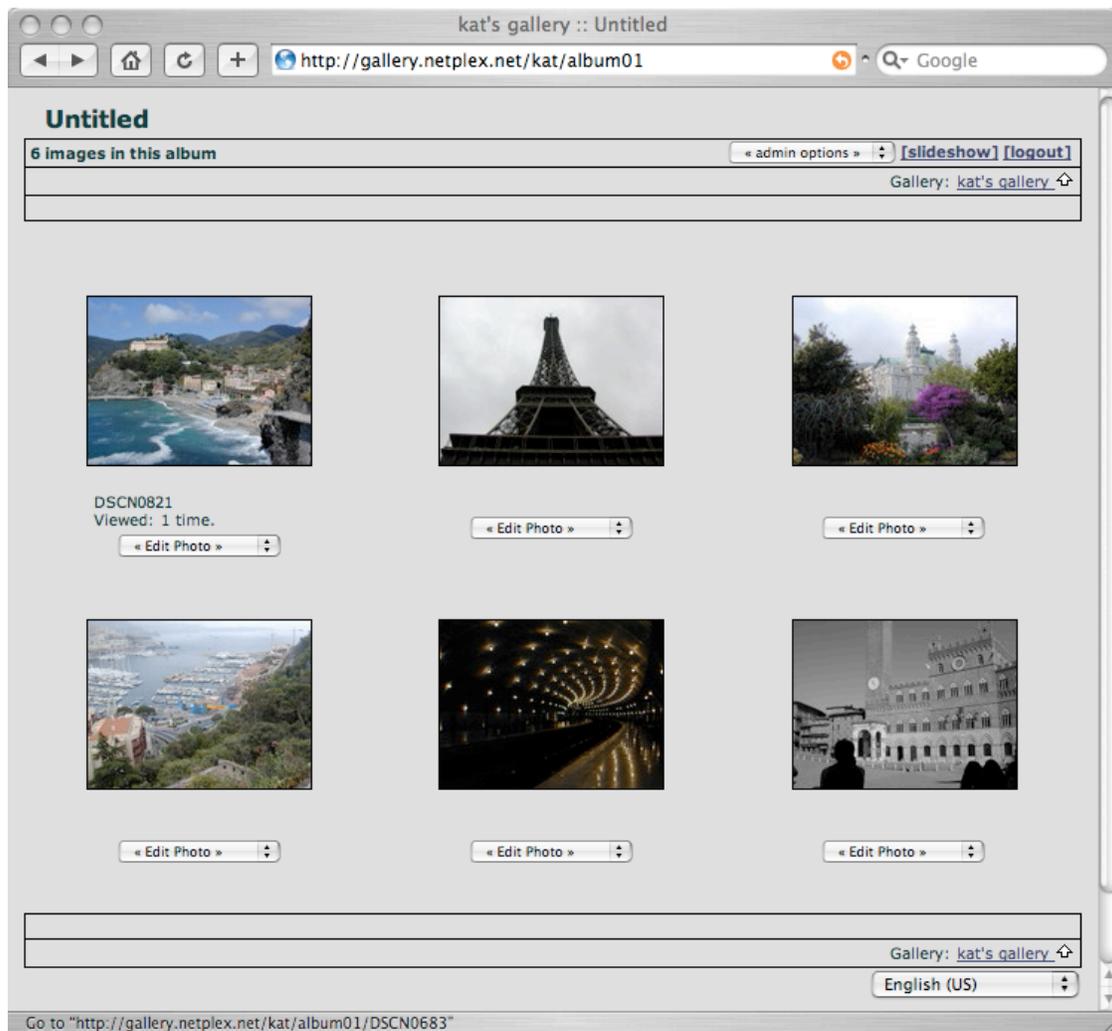
8. Uploading the photo from your computer to your NETPLEX Gallery may take some time depending on the speed of your connection. Please be patient, and wait for the **“Dismiss”** button to appear.



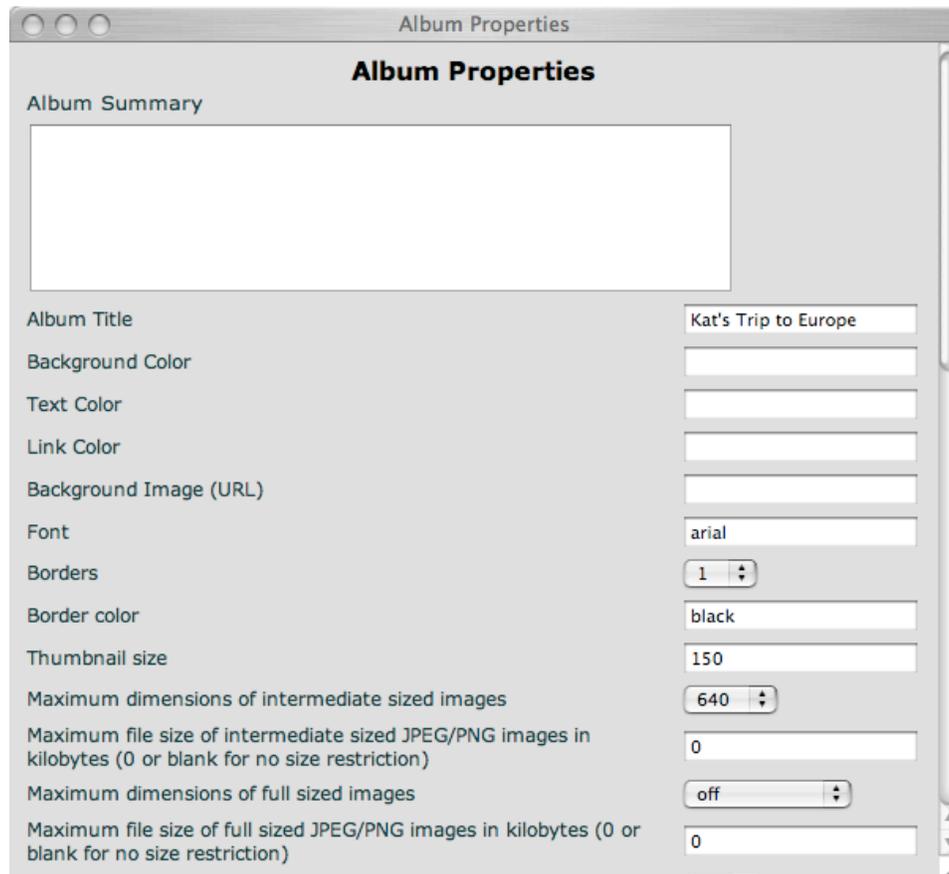
9. Once you click **“Dismiss”**, your Gallery should refresh and you should see your uploaded photo.



10. Let's add a few more photos to this album, following the steps above. You can also add multiple photos at a time to make things easier.



11. Now that we've uploaded our photos, let's change the name of the album so it doesn't say "Untitled". Click on the "admin options" box, then click on "Properties". Here you can change the name of the album, enter a description, and adjust all sorts of different settings.



12. You can rename your album by entering a new name in the “Album Title” field. You can also add a summary or description for your album in the “Album Summary” field. Feel free to adjust any of the other settings as well. When you’re finished, scroll to the bottom and click “Apply”. You can then close the window.
13. This concludes our basic Gallery tutorial. Read on for a few extra hints.

Hints:

- you can also easily add captions for your pictures. see “admin options | edit captions”
- if you are uploading a large number of photos, you may wish to use an application such as Gallery Remote, which allows you to upload large batches of photos with minimal effort. Google for “Gallery Remote” to find where you can download this application.
- if you’re using iPhoto on a Mac, there is a very useful plugin which allows you to export entire albums from iPhoto directly to your Gallery. Google for “Gallery iphoto plugin” to find it.
- in addition to the album name that we talked about earlier in the tutorial, albums also have ‘short names’. These allow you to change the URL which your album is reachable by. So instead of <http://gallery.netplex.net/kat/album01> , you can make it reachable by <http://gallery.netplex.net/kat/europe> , which may be more convenient for your memory and for sharing with friends. Use “admin options | rename album” to change this.
- you can make certain albums accessible only to you. see “admin options | permissions”. You can also hide individual photos. See “edit photo | Hide photo”