

Accessing the CVCC PBase Galleries

CONTENTS	To Begin	p.1	Replace a Photo	p.10
	Logging In	p.2	Size Your Photo in PBase	p.11
	Posting	p.4	Miscellaneous Notes	p.12
	Edit Photo Information	p.7		

TO BEGIN:

- a). CVCC's own website <http://www.cowichanvalleycameraclub.com/> and the
- b). CVCC pages on the PBase site <http://www.pbase.com/cvcc/root> are two, entirely separate, Internet domain entities, and each require separate user names and passwords if you need to a). to access "secure" membership information on the CVCC website, or b). wish to post or edit your photos on the PBase website
- c). Basic Requirements: Ideally, photos should be edited and sized prior to posting. Photos must be in .jpg format and sRGB colour mode. *For information on sizing your photos yourself refer to* instructions on the CVCC Club site in the secure area under Club Activities/PBase/PBase Instructions
- d). **For posting and editing of photos** first go to the CVCC's PBase main galleries screen: <http://www.pbase.com/cvcc/root>, which appears as follows below. If, on the top right, it offers the option to "logout" then you are already logged in, and hence you are ready to post and edit pictures, so skip to **POSTING on page 4**. If it says "login" then continue with **LOGGING IN on page 2**.

Note: Screen images shown in the following pages may appear somewhat different on your screen. Most screen images shown in the following pages have been truncated. Any red circles or rectangles were added here for instructional purposes, and will not appear in the actual screens you will see.

The Cowichan Valley Camera Club was formed in 1980 by a group of amateur and professional photographers and is located on Vancouver Island, British Columbia, BC. The goal of the club is to focus on sharing interests and knowledge of all things pertaining to photography. We invite you to view our galleries and comment on our images. Enjoy your visit!

For information on our club and it's activities, click: [HERE](#)

Click on the following link to see our most recent postings: [RECENT POSTINGS](#)

POSTING GUIDELINES:

- * Please go to the gallery where you want to post your photo and upload from there
- * **NUMBER** check each gallery description for maximum number of postings per week or month
- * **DIMENSIONS** maximum dimensions of 800 pixels wide for landscape view or 700 high for vertical
- * **FILE SIZE** (bytes) no more than 180K, larger files will be compressed
- * **IMAGES** not identified or titled will be removed

NOTE TO MEMBERS

- * For detailed information on upcoming field trips click: [HERE](#)
- * For step-by-step instructions on uploading images to PBase click: [HERE](#) then login and go to Club Activities / PBase / Instructions

Please scroll to the bottom of the page to display all galleries.

PHOTO MONTH

Photos of the Month

* Photos of the Month: September 2015

* Photos of the Month: August 2015

* Photos of the Month: July 2015

LOGGING IN:

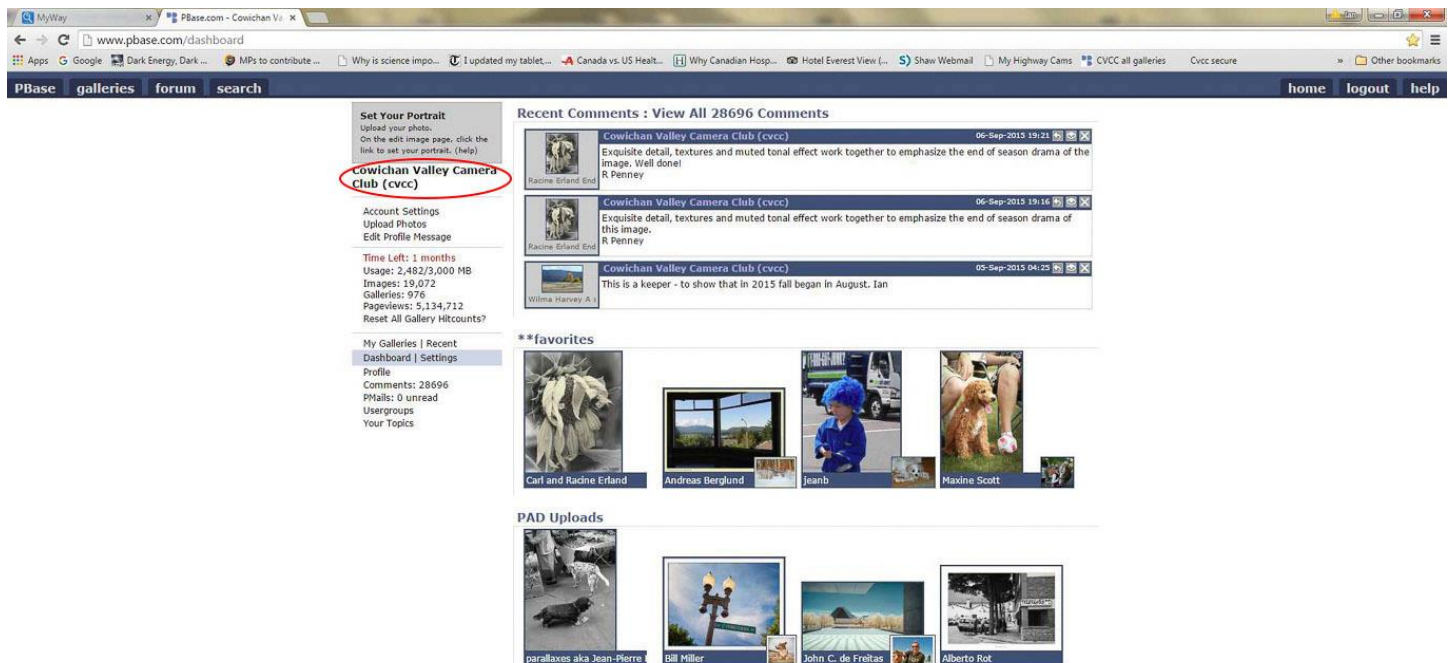
If the menu on the top right of the screen says "login" (as in the preceding screen) then you need to login to the CVCC's PBase pages before you can post and edit your pictures. So, **click on "login" and get the Login to PBase screen...**



Enter the username and password which is... Username: cvcc Password: Duncan (these are case sensitive)

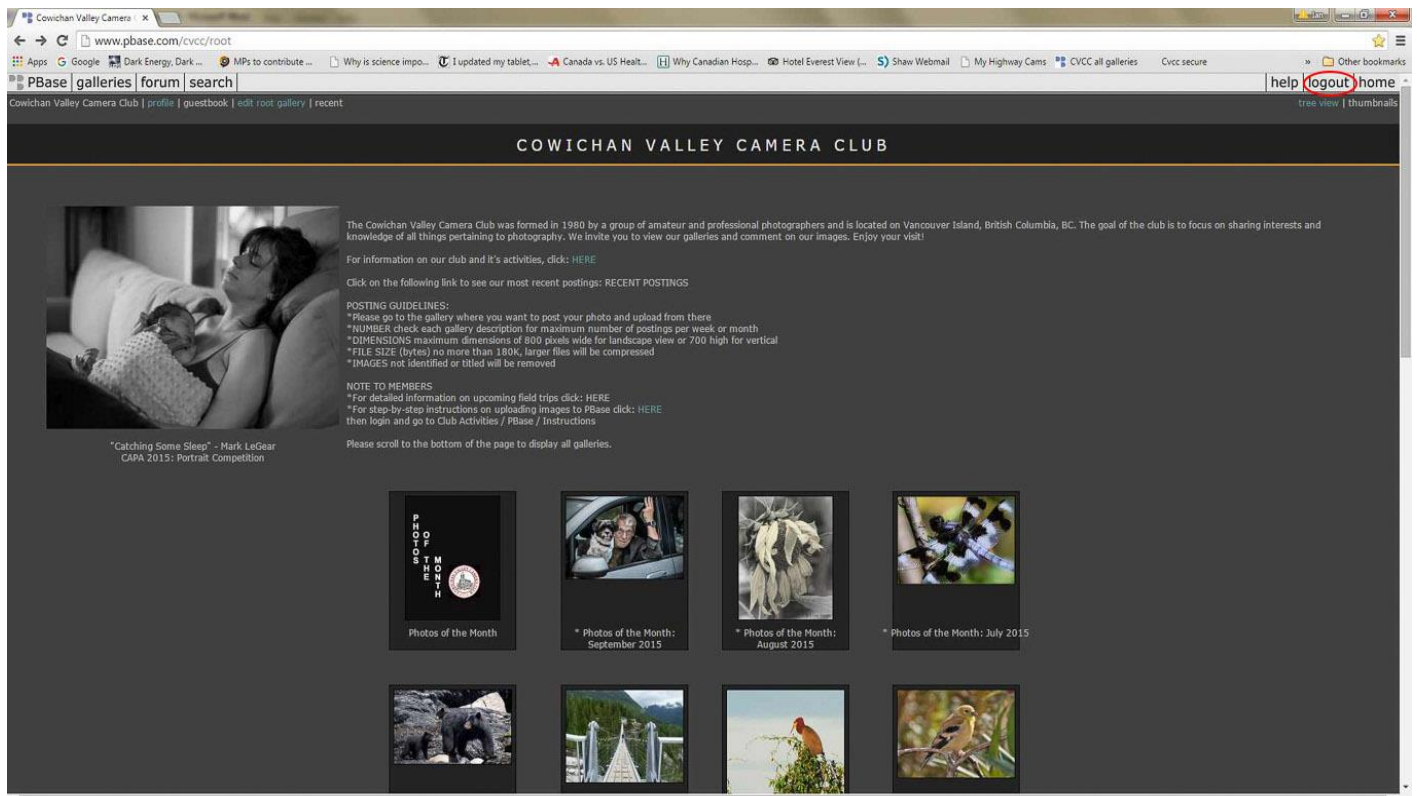
This gets you to this following screen (called the "Dashboard")...

Below is an image of the "Dashboard" screen:



... to **return to the CVCC Main Galleries screen click on the "Cowichan Valley Camera Club (cvcc)" link** (circled in red in the screen image above). Then we are back to the original screen image as follows...

Below is an image of the "CVCC Main Gallery" screen:



...except this time it offers the option to "logout" (circled in red, top right in the preceding image) - indicating you are now logged in.

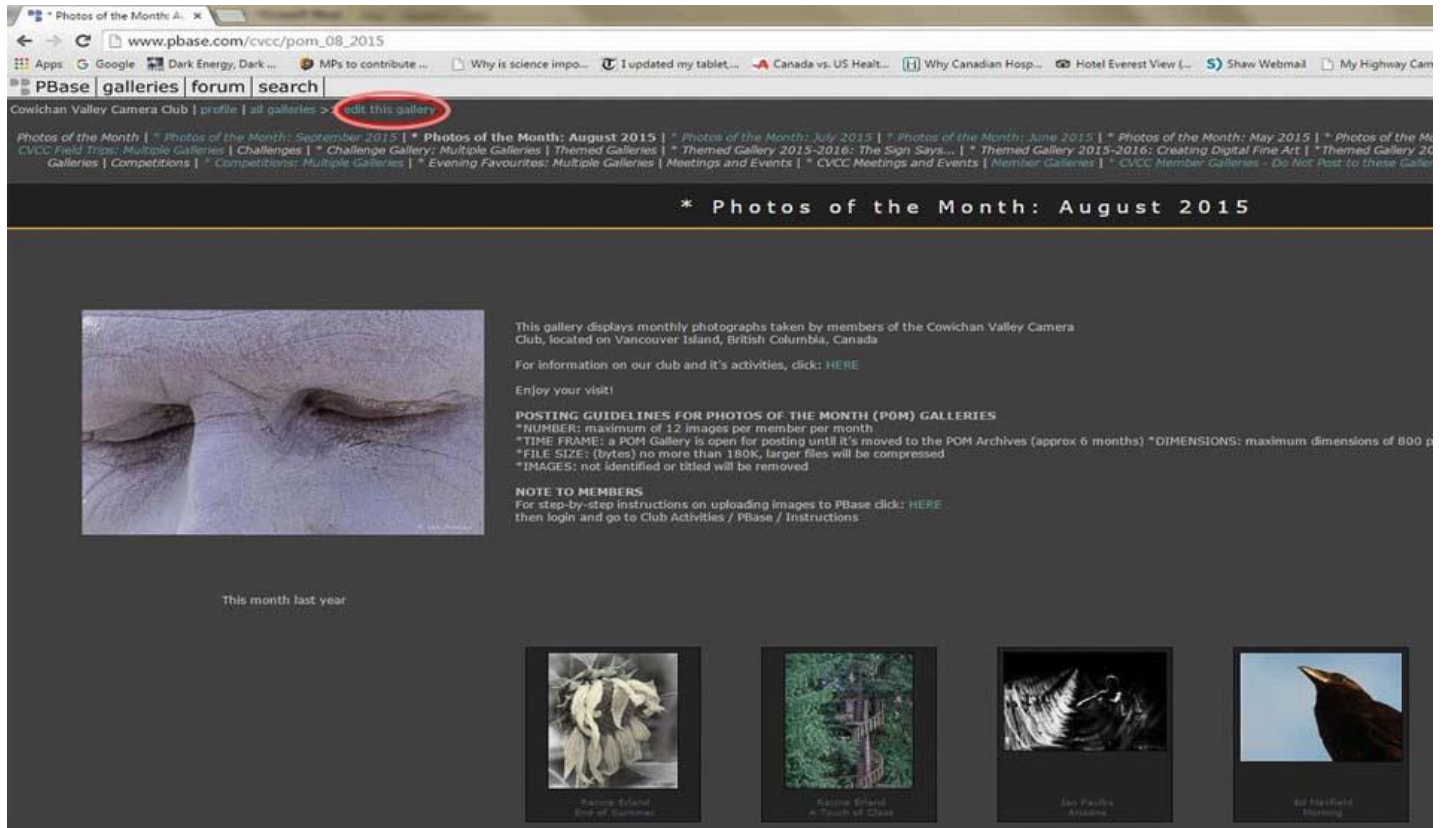
Okay... so you are "logged in" and ready to post/upload and/or edit your photo's information.

Go to **POSTING** on page 4

POSTING:

Click on the gallery where you want to post a picture or pictures . In the following screen image, the Photos of the Month : August 2015 gallery was selected. Note: Always refer to the info at the top of each gallery for Posting Guidelines - it can vary for different galleries.

Below is an image of the "Photos of the Month Gallery" screen:



Click on "edit this gallery" as shown circled to the top left of the image above, and get the "...Edit Gallery..." screen as shown in the following image editing screen on page 5.

In this case "editing this gallery" will consist of posting/"uploading" our photos...

The "Edit Gallery" screen is used to post your images - which is your current intent - and appears as below.

Click on the "Choose file" link within the second red triangle, in the gallery editing page shown below. This opens a window for you to *browse on your computer* to find the image that you want to upload. When you find your image file, *click on (select) the file name, then click on "Open"*. The file path and name will appear in the box next to the "Upload Image" button. *Now click on the "Upload image" link*, which is also within the second red rectangle below.

Below is a truncated image of the "Edit Gallery" screen:

The screenshot shows the 'Edit Gallery' interface for a gallery named 'pom_08_2015'. The browser address bar shows 'www.pbbase.com/edit_gallery/cvcc/pom_08_2015'. The page has a navigation menu with 'galleries', 'forum', and 'search'. A 'Display this Gallery' button is highlighted with a red box. A 'Something New!' banner is visible. The main content area shows the gallery title 'Photos of the Month: August 2015' and a description field containing HTML code for a slideshow. Below the description is a form with various settings: 'html flag' (checkbox), 'location' (dropdown), 'show titles' (checkbox), 'public gallery' (checkbox), 'template' (dropdown), 'columns' (input), 'table width' (input), 'cell spacing' (input), 'cell padding' (input), 'multi-page gallery' (checkbox), 'background color' (input), 'text color' (input), 'style sheet' (input), 'upload processing' (dropdown), and 'password protection' (input). A 'Delete This Gallery' button is present. Below the form, a message states 'Your photos are using 2515 Megabytes of storage space. more information'. The 'Upload Photos to this Gallery' section is highlighted with a red box and contains a 'Choose file' button, a 'No file chosen' message, a checked 'Extract GPS info from EXIF data' checkbox, and an 'Upload Image' button. The 'Create a New Gallery' section is also visible at the bottom.

When the upload has succeeded, you should see the image in the next section of the Edit Gallery screen titled "Make changes to the images within this gallery", as shown further down the image on page 6 (next page).

You now may choose on of two options; view your image directly or edit it first:

a) *to view your posted image before editing* the information, *simply click on "Display this Gallery"* circled in red on this page as shown above. Then proceed to edit the photo info as shown on page 7

b) to edit the photo information right now, *click on the "edit" button for YOUR IMAGE* to be edited as shown in the Edit Gallery image extension on page 6 (next page). This opens the Edit Image screen as displayed on page 7 under EDITING PHOTO INFORMATION . Check out the un-edited page appearance as shown on page 7, then skip to page 8 for the editing information instructions..

Below: an extension of the "Edit Gallery" screen image:

The screenshot shows the PBase 'Edit Gallery' interface. At the top, there are navigation tabs and a browser address bar showing 'www.pbase.com/edit_gallery/cvcc/pom_08_2015'. Below this is a settings table with various options like 'table width', 'cell spacing', and 'password protection'. A 'Delete This Gallery' button is visible. A storage usage notification states 'Your photos are using 2515 Megabytes of storage space. more information'. The 'Upload Photos to this Gallery' section includes a file selection area and an 'Upload Image' button. The 'Create a New Gallery' section has a text input for the gallery name and a 'New Gallery' button. At the bottom, the 'Make changes to the images within this gallery' section contains a table with columns for 'Sequence', 'Select', 'Commands', 'Title', and 'Thumbnail'.

Sequence	Select	Commands	Title	Thumbnail
10	<input type="checkbox"/>	edit set representative	Jan Heerwagen I Love Trains!	Not Shown
20	<input type="checkbox"/>	edit set representative	Jan Heerwagen Cinnamon Bear	Not Shown
30	<input type="checkbox"/>	edit set representative	Jan Heerwagen Roadside Bear	Not Shown
40	<input type="checkbox"/>	edit set representative	Jan Heerwagen Sheep on Ledge	Not Shown
50	<input type="checkbox"/>	edit set representative	Jan Heerwagen Upper Joffre Lake	Not Shown
60	<input type="checkbox"/>	edit set representative	Diana Peglar ladybug Take-Off	Not Shown
70	<input type="checkbox"/>	edit set representative	Racine Erland End of Summer	Not Shown

Notes:

* If you wish to have PBase resize your photos for you at this time (while on this web page with your photos) then refer to "SIZE YOUR PHOTO IN PBASE" on page 11. or... if resizing seems like too much added tasking at the moment then just move on now and tackle it later.

* Also, don't hesitate to ask a friend for help at any point. Or else ask the PBase Manager for help by emailing: cvccpbase@gmail.com .

EDIT PHOTO INFORMATION:

As with posting you must be logged in to CVCC . If you are logged in it offers the option to "logout". If it says "login" (top right of the screen) then you must first login. Refer again, if needed, to LOGGING IN on page 2 of these instructions.

Navigate to the gallery and to the picture you wish to edit.

Click on the picture whose information you wish to edit then **click on "edit image"** at screen top to get the edit screen, which will then look like this in the following image (screen image truncated)...

Make changes and hit the Update Image button.

available sizes
small
medium
original

Destination Gallery
Choose Gallery Add to Gallery

Click here to make this image your profile page portrait

Save time: if you are only using this page to update titles, you can update all the image titles in a gallery at once. Go edit the gallery, change all the titles, then hit the Update Titles and Sequence Numbers button.

Update Image

title the fallen.jpg

caption

artist edit artists

location

shot date 20-AUG-2015

click here to reload this page with full camera and lens lists

camera body Sony Alpha NEX-7 other: Sony Alpha NEX-7

camera lens other:

film type other:

If this is your first posting then replace the title (which appears as the file name of your image) with your name followed by
 and then the title (changed if so desired)... as shown in the following image.


**Note: You only have to fully type your name and
 once.** It will be saved for subsequent auto retrieval (
 is the code for a line break). Next time just add/change the title as required to your previously saved name which is auto retrieved by starting to type your name again in the title spot. So fill in the title bar as shown in the following image. Please also **enter your name again beside "artist"** and include one full name and an initial for the other name i.e.: John D or J Doe.

Some of the other photo information menus will be filled in automatically, but are also editable, if so desired. The "caption" (optional) would usually be an explanation/description of the image).

Below is a partial image of the "Edit Image" screen:



Make changes and hit the Update Image button.

 available sizes: small, medium, original. Destination Gallery: Choose Gallery. Add to Gallery

Click here to make this image your profile page portrait

Save time: if you are only using this page to update titles, you can update all the image titles in a gallery at once. Go edit the gallery, change all the titles, then hit the Update Titles and Sequence Numbers button.

Update Image

title	Ian Faulks Ariadne
caption	Ariadne: wife of Dionysus, the god of fertility and wine.
artist	Ian Faulks edit artists
location	Enrico Winery
shot date	23-AUG-2015
camera body	Sony Alpha NEX-7
camera lens	
film type	
tech notes	1/800s f/5.0 at 55.0mm iso200
keywords	

This image is publicly viewable

Update Image

Rotate Image
Rotate an image. Warning: This will alter your uploaded file. After rotating the image, the thumbnails will regenerate. You will probably need to reload the page to see the rotated image because your browser will have cached the old image. Try to avoid rotating more than once. The image may lose some sharpness if you rotate many times.
Clockwise | Rotate Image

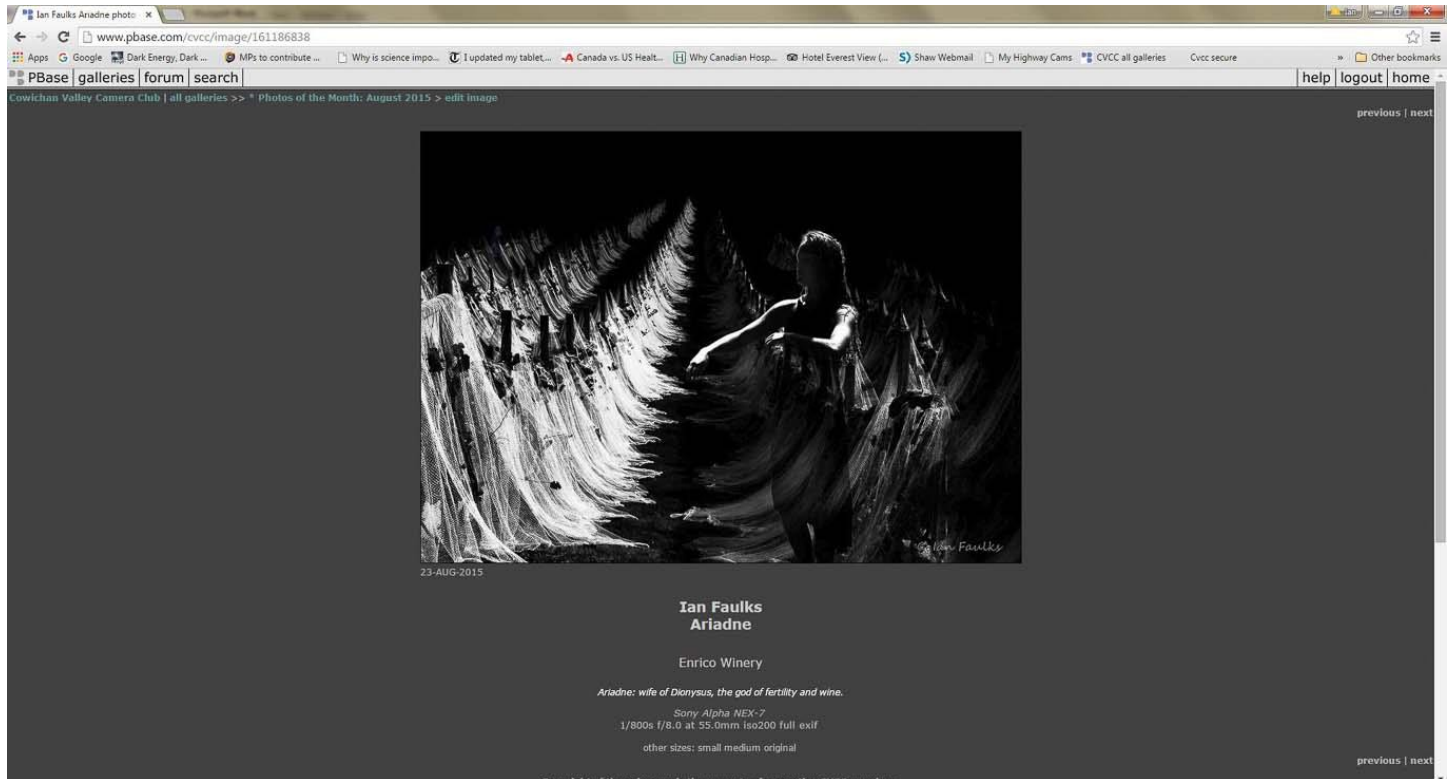
Upload an image to replace the current image for this image_id.
This will preserve comments and titles and captions etc.
Click Browse... and choose a file from your hard drive. (jpg,gif)
Then click Upload Image to add this image.
Choose file | No file chosen

When finished with edits click on "Update image".

To view your edited image scroll back up the page and **click on "view Image"** (shown circled in red) at the top of the image on the preceding page.

This is the finished product you get...

Below is a partial image of the "View Image" screen:

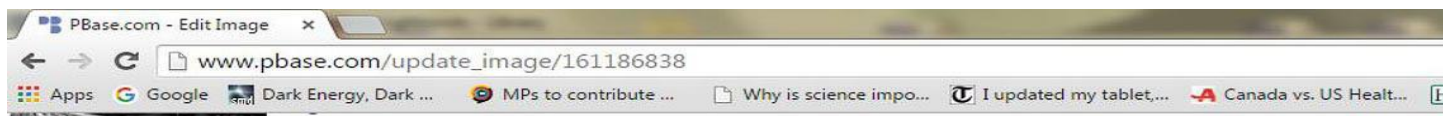


Note: **To edit your next image** it is handy to just click on 'next' (or "previous" if applicable) in the upper right corner of the screen, then click on edit image on the top left of the screen and repeat the editing process.

REPLACE A PHOTO:

To replace any photo without affecting any other details proceed as you would to edit any photo, i.e. arrive at the "Image Editing" screen (shown truncated below), but this time scroll to the bottom of the page (see red circling). A reason for wanting to do this would be that you have done some subsequent post processing of your photo and improved it. Simply **click on "Choose File"**, then **navigate on your computer to your replacement photo** and **open it; it then appears beside Choose File**, and then **click on "Upload Image"**.

NOTE: Attempting to replace your image with an edited file with the same name may not work, it is best to give your edited file a new name before you begin this process. All original image information and viewing totals are retained. Change the image info if necessary.



[Click here to make this image your profile page portrait](#)

Save time: if you are only using this page to update titles, you can update all the image titles in a gallery at once. Go edit the gallery, change all the titles, then hit the Update Titles and Sequence Numbers button.

Update Image	
title	Ian Faulks Ariadne
caption	Ariadne: wife of Dionysus, the god of fertility and wine.
artist	<input type="text"/> edit artists
location	Enrico Winery
shot date	23-AUG-2015
	click here to reload this page with full camera and lens lists
camera body	Sony Alpha NEX-7 <input type="text"/> other: <input type="text"/>
camera lens	<input type="text"/> other: <input type="text"/>
film type	<input type="text"/> other: <input type="text"/>
tech notes	1/800s f/8.0 at 55.0mm iso200
keywords	<input type="text"/>
<input checked="" type="checkbox"/> This image is publicly viewable	
<input type="button" value="Update Image"/>	

Rotate Image

Rotate an image. Warning: This will alter your uploaded file.

After rotating the image, the thumbnails will regenerate. You will probably need to reload the page to see the rotated image. Try to avoid rotating more than once. The image may lose some sharpness if you rotate many times.

Clockwise

Upload an image to replace the current image for this image_id. This will preserve comments and titles and captions etc.

Click Browse... and choose a file from your hard drive. (jpg,gif)
Then click Upload Image to add this image.

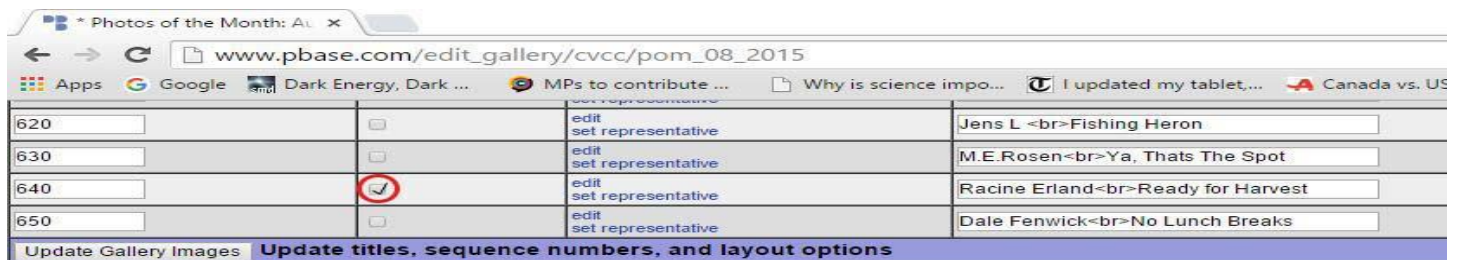
RESIZE YOUR PHOTO IN PBASE:

Although there may be noticeable file transfer delays with large files, you can use PBase to resize your photos for you.

After uploading your unsized photo (or photos) - *you may already be there* - but if you are no longer there, then return to and **select the "Edit This Gallery" page which has your photos listed** (in this case the ones that need resizing), then **click on (place a check mark) in the column beside YOUR photos needing a resize** as below (red circle). Then simply **click on "Delete Originals"** further down the web page and you will have just the default PBase sizes of small, medium, and large left for you.

You may check to see if the original files have been deleted by scrolling back to the section on the 'edit gallery' page where the thumbnails are located. To the right of the thumbnail you can see the dimensions and size of the image file. It will also show in bold letters, 'Original Deleted' if the process is completed. Note: Resizing can take some time depending on how many images are waiting to be resized. You may need to exit and return to PBase later to see the change.

This is a truncated "Edit This Gallery" screen:



Process Selected Photos

Check the selection checkboxes next to each photo above or select them all with these quick select options.

Select All | Select All Images | Select All Galleries

Then use one of the tools below to update your photos.

Move Selected Items to Another Gallery

Destination Gallery | Choose Gallery

Copy instead of Move

The default is to Move. But if you want the photo, you can copy it.

Remove or Delete Items from this Gallery

WARNING: This button will delete your images

This button can be dangerous because it can compress your photos. If a photo lives in two different galleries, you can remove it from one gallery. This button will never delete a gallery. If you remove a photo from a gallery, you must reupload it if you really want to delete an entire gallery, you must delete the gallery.

Batch Update Selected Images in this Gallery

Use this batch update command if you want to set pieces of information for many images at once. For example, if all of the photos were shot on 23-JAN-1923, set the drop down menu for Date to 'New Value' and fill in 23-JAN-1923 in the text field.

Title	No Change	
Caption	No Change	
Artist	No Change	
Location	No Change	
Shot Date	No Change	
		So that this page will load faster the camera and lens menus only list your equipment. To add another camera, edit an individual image and set the camera for that image. From then on, the new camera will be display on this page.
Camera Body	No Change	Choose Camera Other:
Camera Lens	No Change	Choose Lens Other:
Film Type	No Change	Choose Film Other:
Tech Notes	No Change	
Keywords	No Change	
Images Are Public	No Change	

Original Image Processing

Use this tool to reduce the amount of space you are using.

WARNING: Original images will be lost in this process.

Choose a Processing Option

- Choose a Processing Option
- Delete Originals**
- Recompress Originals

You can choose to delete your originals and replace them with smaller versions. You can choose to recompress your originals. This may be useful if you have a large number of photos. Then just select the appropriate action from the dropdown menu. Then check the checkboxes by all of the appropriate images. Then hit the Process Images button. You can have this happen automatically by setting the tool to automatic.

MISCELLANEOUS NOTES:

1. Filling in the "Keyword" box in the Edit Image screen (bottom of screen) helps web search engines find your image when searching the web. Keywords are not visible to persons viewing your images. When adding keywords you may use multiple descriptive words or terms separated by a comma. The more descriptive words the better. An example would be for an image of a red rose you could fill in: rose, red rose, hybrid rose, long stemmed rose, fragrant rose
- 2.. Please DO NOT post images directly to your CVCC Member Gallery, it will be updated by the PBase Manager when you post new images to the Photo of the Week, Challenges and other themed galleries.
3. Comments may be left by the PBase Manager on your images if they are oversized, or if your name is missing, asking you to make the needed corrections. Check your images occasionally to see if corrections are needed. Once the correction is made the PBase Manager will delete the comment from your image. If the correction is not made within a one week period the PBase Manager will recompress your file if a sizing change is needed, if your name is still missing your image may be deleted. - Private emails are not sent to inform or remind members that changes are need to their images. Additional advanced editing features are explained in the PBase Help files or you can contact the CVCC PBase Manager by emailing: cvccpbase@gmail.com
4. It is recommended that you become familiar with sizing your images for various reasons such as: reducing file transfer times, providing suitable viewing sizes for email attachments and web pages, for optimizing how your photos appear, and for conserving storage space, such as is the case for PBase photo files..