



Photo Gallery

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to access the set of photos that are available in the Photo Gallery on the Stedman Cousins Web Site.

Once the list of Photo Gallery categories has been displayed, the user can select a particular category of interest.

Depending on the user's access rights, the user will then be able to:

- View the Photos within the selected category.
- View all the Photos submitted by a particular user.
- Submit a rating for a Photo.
- Download the original version of a Photo.
- Upload a Photo.
- Send an eCard to a friend with a link to a Photo.
- Modify a Photo.
- Delete a Photo.

Each photo in the Photo Gallery is protected with a Digital Watermark which is used for copyright protection for the Stedman Cousins. However, Stedman Cousins Members can download an original version of a photo without a watermark.

Anonymous Users can view the Photos but cannot upload Photos.

1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Information about how photos are organised and displayed including photo sizes and watermarks.	Section 1.2 on page 4.
2. Terms used in this document.	Section 2.1 on page 6.
3. The information presented to the user and the options available to the user.	Section 3 on page 7.
4. Photo Gallery access rights.	Section 4.2 on page 8.
5. How to access the Photo Gallery Page.	Section 6.1 on page 9.
6. Where to go for help and where to find additional information.	Section 7 on page 11.

Table 1: Things You Need to Know



1.2. How Photos are Organised and Displayed

1.2.1. Categories and Albums

Photos uploaded to the Photo Gallery are organised into categories. Within each category, there will be one or more albums. If there is only one album within a category, then the name of the category represents the name of the album.

1.2.2. Photo Sizes

When a photo is uploaded to the Photo Gallery, the system creates three copies of the photo:

1. A thumbnail size image which is displayed when the user is browsing an album within the Photo Gallery.
2. A full-size image which is displayed when the user views the Photo.
3. The original image which is available for downloading (if the user has the authority to do so).

1.2.3. Watermarks

Photos uploaded to the Stedman Cousins Web Site are protected by copyright. To help protect that copyright, all images in the Photo Gallery except for the original will have a watermark applied. If the image is copied, then the watermark will appear in the copy.

The Stedman Cousins watermark consists of these words:
Stedman Cousins

Stedman Cousins Members are allowed to download the original version of a photo without the watermark. Other users only have access to images with watermarks.

An example of the Stedman Cousins watermark on a thumbnail image is shown in Figure 1.



Figure 1: Sample Watermark – Thumbnail Image



An example of the Stedman Cousins watermark on a full-size image is shown in Figure 2.



Figure 2: Sample Watermark – Full-Size Image



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

Term	Definition
Anonymous User	A Web Site user who is just visiting, i.e. a Guest.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
eCard	An eCard (e-card) is similar to a postcard or greeting card, with the primary difference being that it is created using digital media instead of paper or other traditional materials. E-cards are usually made available by publishers on various Internet sites, where they can be sent to one or more recipients, usually via e-mail.
FAQ	FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.
Forum	An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web Site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web Site administrators to manage the issues through to resolution.
Home Page	The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.
Registered User	A user who has registered with the Stedman Cousins Web Site by providing basic information including a userid and a valid e-mail address. There is no fee required.
Watermark	Digital watermarking is the process of embedding information into a digital object. If the object is copied, then the information is also carried in the copy. In visible watermarking, the information is visible in the picture or video. Typically, the information is text or a logo which identifies the owner of the media.

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the Photo Gallery Page.

The Photo Gallery Page allows the user to access the set of photos that are available in the Photo Gallery on the Stedman Cousins Web Site.

3.1. Information Displayed

The following information is displayed:

- **Category Name** – This is the name of the category.
- **Category Description** – This is the description of the category.
- **Number of Albums** – This shows the number of albums within the category. This number will only be shown if there is more than one album within the category.
- **Number of Photos** – This shows the number of photos within the category.

3.2. User Options

Once the list of categories has been displayed, the user can then:

- Select a particular category of interest.
- View the Photos within the selected category.
- Select a particular Photo of interest.

Depending on the user's access rights, the user will also be able to:

- Submit a rating for a Photo.
- Download the original version of a Photo.
- Upload a Photo.
- Send an eCard to a friend with a link to a Photo.
- Modify a Photo.
- Delete a Photo.



4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Photo Gallery Page.

The Photo Gallery Page is used by Registered Users, Stedman Cousins Members or Anonymous Users who wish to access the set of photos that are available in the Photo Gallery on the Stedman Cousins Web Site.

4.1. User Groups

There are four main User Groups:

1. Anonymous Users.
2. Registered Users.
3. Financial Members.
4. Honorary Members.

Each Group has certain access rights to information in the Photo Gallery and can perform certain actions within the Photo Gallery.

4.2. Photo Gallery Access Rights

The Actions available to a user will depend upon the permissions that have been defined for a particular User Group. These are shown in Table 3.

Action	Anonymous Users	Registered Users	Financial Members/ Honorary Members
View Photos.	Yes	Yes	Yes
View all the Photos submitted by a particular user.	Yes	Yes	Yes
Submit a rating for a Photo.	No	Yes	Yes
Download the original version of a Photo.	No	Yes (with a watermark)	Yes (without a watermark)
Upload a Photo.	No	Yes (see note 1)	Yes
Send an eCard to a friend with a link to a Photo.	No	Yes	Yes
Modify a Photo.	No	Yes (see note 2)	Yes (see note 2)
Delete a Photo.	No	Yes (see note 2)	Yes (see note 2)

Table 3: Actions by User Group

Notes:

1. The photo has to be reviewed and approved by the administrators before it is published.
2. This action is only available to the user who created the original photo.



5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Photo Gallery Page.

The Photo Gallery Page is needed when a user wishes to access the set of photos that are available in the Photo Gallery on the Stedman Cousins Web Site.

6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Photo Gallery Page.

6.1. Accessing the Photo Gallery Page

To access the Photo Gallery Page, you simply select the **Photo Gallery** item on the Main Menu. The system will display the Photo Gallery Page. This page will show a list of the Photo Gallery categories that have been defined by the Web Site administrators.

If there is a need for a new Photo Gallery category, please contact the Web Site administrators. This can be done using the **Contact Us** facility.



6.2. Photo Gallery Page

An example of a Photo Gallery Page is shown in Figure 3.

From this page, the user has access to these options:

1. Select one of the Photo Gallery categories or albums by clicking on the name of the category/album.

The screenshot shows the 'Stedman Cousins Photo Gallery' interface. At the top, there is a header with the site logo and a date/time stamp: 'Tuesday, 06 January, 2009 9:31:36 AM'. Below the header, a central banner displays 'Stedman Cousins Photo Gallery'. To the left, there is a 'Login' section with fields for 'Username (Logon ID):' and 'Password:', along with links for 'User Login', 'Lost Password?', and 'Register now!'. Below the login section is a 'Search this Web Site' area with a 'Google Custom Search' input and a 'Search' button. A 'Main Menu' is located at the bottom left, listing links for 'Home Page', 'Membership', 'Application/Renewal Form', 'Office Bearers', 'Forums', 'Newsletters', 'Contact Us', and 'Advertisements'. In the center, a table lists the photo gallery categories:

Categories/Albums	Number of Albums	Number of Photos
<u>Stedman Gatherings in England</u> Photos from Stedman Gatherings in England	1	22
<u>Miscellaneous</u> This Category allows users to load photos which do not fall into any other category.		0
<u>Test Category</u> This Category is used for testing.		1

To the right of the table, there are several utility boxes: 'Who's Online' (1 user(s) are online), 'Spambot Monitor' (0 access attempts), 'User Visits - Top Countries' (Australia: 139, United Kingdom: 19), and 'Client Info' (IP: 124.190.40.237, OS: win uwindows, Browser: firefox 3.0.5, etc.). A 'Help' button is also visible near the table.

Figure 3: Sample Photo Gallery Page



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web Site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 4.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> • The Stedman Cousins' aims and pursuits. • News about recent activities (e.g. the latest publications of the Stedman Cousins Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest Forums. 	Home Page - User Guide.pdf
Access Stedman Cousins Web Site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf
Access the site-wide search facility.	Home Page - User Guide.pdf
Access the set of photos that are available in the Photo Gallery on the Stedman Cousins Web Site.	Photo Gallery - User Guide.pdf (this document)
View a set of photos within a category of photos in order to find a photo of interest.	Photo Gallery – View Category - User Guide.pdf
View a set of photos within a photo album in order to find a photo of interest.	Photo Gallery – View Album - User Guide.pdf
View a particular photo that has been published in the Photo Gallery.	Photo Gallery – View Photo - User Guide.pdf
View the set of photos that have been published by a particular user in the Photo Gallery.	Photo Gallery – View Photos Submitted by User - User Guide.pdf
View a photo that has been sent in the form of an electronic greeting (eCard) via e-mail.	Photo Gallery – View an eCard - User Guide.pdf
Upload a new photo to the Photo Gallery.	Photo Gallery – Upload a Photo - User Guide.pdf
Send a photo in the form of an electronic greeting (eCard) to a friend's e-mail address.	Photo Gallery – Send an eCard - User Guide.pdf
Modify the data about a photo the user has previously uploaded to the Photo Gallery.	Photo Gallery – Modify Photo - User Guide.pdf
Delete a photo the user has previously uploaded to the Photo Gallery.	Photo Gallery – Delete Photo - User Guide.pdf

Table 4: Related Documents