

Steps for Setting Up a Photo Gallery in Flickr for use on the UT Web site

This is a one-time set up. After successfully setting up your gallery, you can easily change your photos on Flickr.com and your UT Web page will show the new images.

1. Go to <http://www.flickr.com/>
2. To create a photo gallery account you will need to sign up first. Click Sign Up on the Flickr homepage.
3. You will then need to sign into Yahoo. If you are an existing Yahoo member enter your name and password. If not, simply click on the selection below which says "Don't have a Yahoo! ID? Sign up." And follow the directions on that page.
4. Once you are registered you are ready to create a photo gallery.
5. This first step is to upload your photos. Sign into flickr using your yahoo id and password.
6. Once you sign in, it will automatically take you to a page which says "Upload your first photo." Click on it.
7. Now you can start to upload. Click the Browse button and select the picture you wish to upload. (You can upload up to six photos at a time.)The amount of photos you can add is unlimited.
8. After you select your first six photos, there are a couple of options at the bottom such as "Add Tags for all these images" and "Choose privacy settings"
9. A tag- is a simple way for you to label your photos so they are easy to sort and retrieve. An example might be: "Rocket Launch" or any subject that describes your photos.
10. Privacy- You must make it available to the public otherwise your pictures will not show up on the University of Toledo site.
11. Once you have selected your six photos and tag and privacy option you are ready to Upload. So click the "upload" button at the bottom of the page.
12. Once you have successfully uploaded, your pictures will show up on a page with boxes that say title, description, tags. Feel free to name describe, and categorize your pictures here.
13. To add more photos click on the home option at the top left of the page, and you can upload more photos.

14. Once you are ready to put your gallery on the web, you will need to click on the little orange button at the bottom of “your photos” page. (looks like half of a rainbow) and says “Feed-Subscribe to –your name- photos.”
15. When you click on this, at the top of the page will be a yellow box with some information. At the bottom of the box will say “Subscribe to this feed” (all of your uploaded photos will appear on this page as well)
16. Click on “Subscribe to this feed” When prompted to subscribe to the feed click “Subscribe”
17. You will (hopefully) receive a message that says “You’ve successfully subscribed to this feed!” On this page you will need to copy the website address, and email it to the designer/manager of your site. An example of a valid address is http://api.flickr.com/services/feeds/photos_public.gne?id=30317049@N00&format=rss_200
18. To do it yourself, go to <http://www.rss-to-javascript.com> and click on RSS/RDF Converter button on the left menu. A page will come up that says “Convert a feed.” In the first blank that says “URL” you will need to paste the web address that you copied from flickr (mentioned in step 17).
19. The rest of the choices on this page are design features for you to decide what you want your gallery to look like. You can pick and choose which elements you want to be shown on the page. If you want the posting date or author, it’s up to you. Avoid changing the font or colors so your gallery will be more consistent with other UT galleries.
20. To see what it will look like, click the preview button. It will appear in a generic template that eventually will be replaced by the UT template. If everything looks good, click the Generate JavaScript button. Copy the code it generates and email it to the designer/manager of your site. They will know how to implement it into the CMS.