

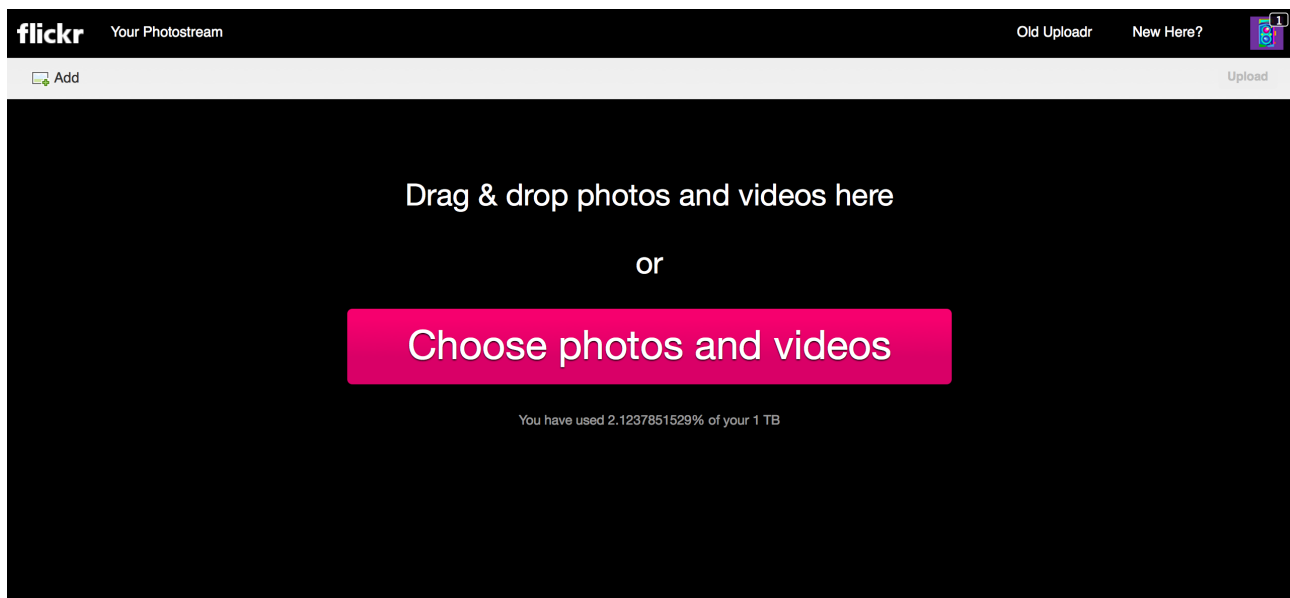
# flickr

## TUTORIAL

as of 30 May 2014

### UPLOADING

To upload images or videos, click on the **Upload** link at the top of the screen, in the black navigation bar containing the Flickr logo. You'll be taken to a window that allows you to drag images into the window or choose files through a more traditional Windows upload panel. If you use Internet Explorer you won't be able to drag images. Use Firefox or Chrome for your Flickr uploads.



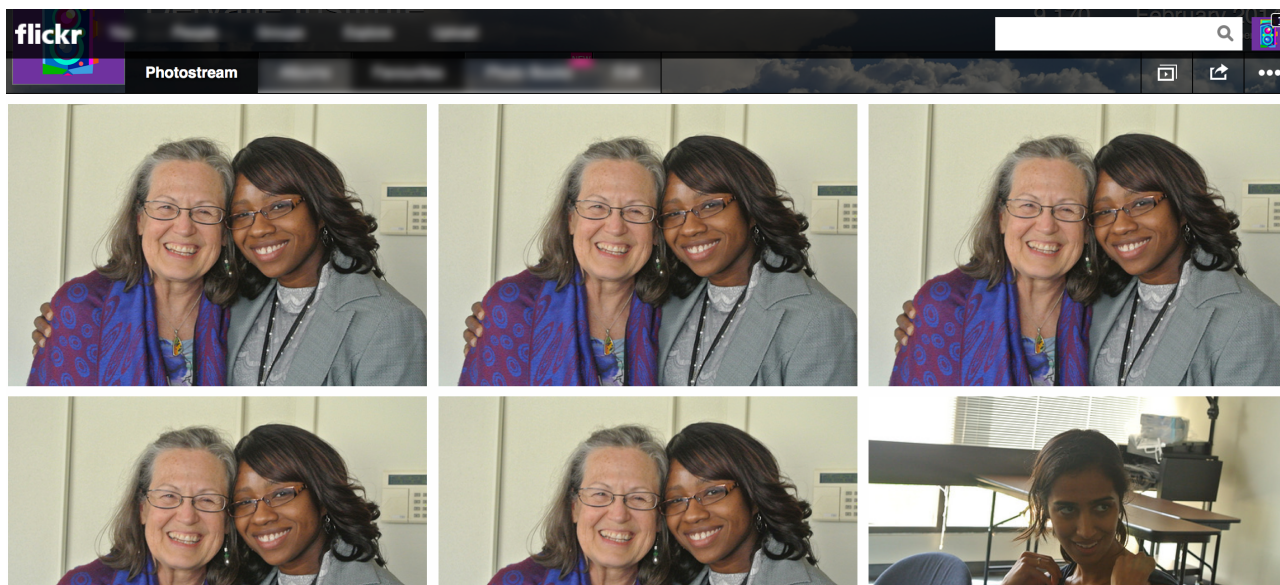
*Note: There is a **200-image limit** if you use the web uploader.*

You can't directly drag folders to the Flickr Uploader; you'll have to open your folder in Windows Explorer (or the Finder on a Mac), select all the images you want to upload (within the limit) and drag them into the Uploader.

You can batch-edit a set of photos and videos after you've uploaded them all; select them all (if they're not already all selected) by pressing **Control** (Command on a Mac) + A. A pink border should appear around all the photos and videos that are selected.

After you drag images to the uploader you'll see them all on the screen, with some options on the side to add tags or place them in an album. If you choose to put them in an album, a window will pop up asking you whether you want to add them to a pre-existing album or create a new one. Choose the option that makes sense for your batch of images.

After you've finished uploading your images you'll be taken to your Photostream. Flickr displays all your images in reverse-chronological order, rather like a blog. You won't be interacting with the main Photostream page as much as you will the albums section. To start working with your images or downloading them, go to the albums page (the second link on the main Flickr page).



### IMAGE PAGES, DOWNLOADING & TAGGING

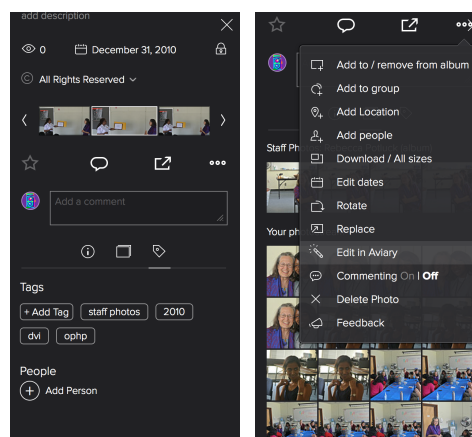
When you click on an image thumbnail in an album, a larger version of the image and a sidebar appear. The sidebar gives you a few editing options; you can add a description to an image that doesn't already have one (useful for adding attribution information), licensing information, comments and tags.

You can navigate to and from individual images within an album by using the arrows next to the series of thumbnails under the date.

To download images, click the icon with three dots in the row of icons right above the comment field. It's the last icon in the row, after the 'share' icon. Click **Download / All Sizes**, and choose the size you want.

Tagging is marked with a tag icon, and it is in the row of icons under the comment section. It's the last option in that row of icons.

You can also view some information about the image, including the date the photo was taken, EXIF data about the camera used and a link back to your photostream. This information is under the comment section.



## ATTRIBUTION

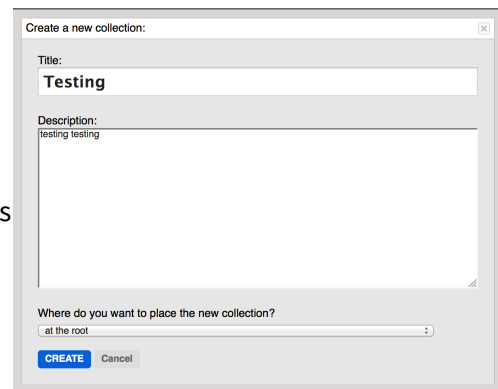
Many of the DVI and OPHP images come from external sources like FEMA, Microsoft, Shutterstock, iStockPhoto and ThinkStock.

Enter any attribution data into the photo description if it's not already included in the metadata that displays in Windows Explorer.

## ALBUMS & COLLECTIONS

Photos are arranged into albums and collections on Flickr.

Albums are the main way to group photos in Flickr. You can further arrange your albums into collections, which are groups of albums that share a common theme. For example, you can drag all the Boston Marathon albums into a collection so they're together for easy finding.



Create a new collection:

Title:  
**Testing**

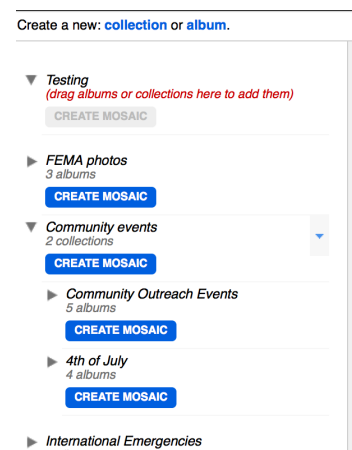
Description:  
testing testing

Where do you want to place the new collection?  
at the root

**CREATE** Cancel

Go to the 'You' menu on the top black bar (it's right next to the Flickr logo). Click **Organize** from the drop-down menu. You'll see a few options once you get to the **Organize** screen; select **Albums and Collections**. Click 'Create a new collection'. A window will pop up, asking you to give a name and description for the collection, and an option to place it at the root (that is, not within a subcategory) or within another collection.

Drag albums to the collection so you can have them collected into subcategories. There are some collections that have already been made, like 'Community Events' (with the sub-collections Community Outreach Events and 4th of July) and 'FEMA Photos'. Create more for each group of photos you think need to be collected into albums.



Create a new: [collection](#) or [album](#).

▼ **Testing**  
(drag albums or collections here to add them)  
**CREATE MOSAIC**

► **FEMA photos**  
3 albums  
**CREATE MOSAIC**

▼ **Community events**  
2 collections  
**CREATE MOSAIC**

► **Community Outreach Events**  
5 albums  
**CREATE MOSAIC**

► **4th of July**  
4 albums  
**CREATE MOSAIC**

► **International Emergencies**

## PRIVACY

The privacy setting is already set to 'Only You' by default, which means only people logged into the DVI account should be able to see the photos. This setting is global and every album you upload should be private as well.

## FLICKR APPS

To improve the arrangement of albums, I've used a Flickr plugin called 'Flickr Set Alphabetizer', created by a third-party developer. This web apps will sort all your albums alphabetically; by default, Flickr sorts your photostream albums by the upload date, rather like a blog. This is fine for personal albums, but is less useful for a photo bank that would benefit from being arranged by album title.

This plugin is here: <http://flickr-set-alphabetizer.noladata.org/>

Follow the instructions given to you on the screen. After the script is done running, the photos should be arranged as you like them.

### **NAMING SUGGESTIONS**

Precede the album title with some explanatory text to disambiguate. For example, all the flu clinics are preceded with 'Flu Clinic:' and its location, like 'Flu Clinics: City Hall 2009'. Add more text in the album description if you think it's necessary.

When a date appears in an album title, use the ISO 'Year-Month-Day' format (2008-09-21), rather than 'Day Month Year' (21/09/2008) or especially 'Month-Day-Year' (09/21/2008). The exceptions are well-known dates like 'Fourth of July', which should just be referred to by name when talking about the holiday, or 9/11.

(This tutorial is available in PDF format; there is also a plain-text version for later editing if needed.)