

# SHARING PICTURES

## EAPN's database of pictures: How to use Picasa

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### 1. LOG-in & Upload pictures to an album

- Go to the site: <http://picasaweb.google.com/EAPNpictures2>. [Our first site is <http://picasaweb.google.com/EAPNpictures>. This is a free application and has limited capacity which is why we have 2 profiles now.]
- At the top right, click on Sign in
- Next to Email write **rebecca.lee@eapn.eu** & next to Password write **eapn2011** and then click on Sign in
- At the top in the middle click on Upload and there type in a name for your photo album. You can choose the visibility level – either Public on the web or Anyone with the link. Then click on Continue
- Click on Choose photos to upload and then you can select the pictures you'd like to add via your usual browser. Once this is done click on OK at the bottom right.

Note that a link to our first Picasa site is on every page of our web-site via the click-on logo . This will be changed to include the 2<sup>nd</sup> album soon.

### General rules

Please upload a good selection of photos and not just everything from a particular event for example. Photos should be uploaded at their highest resolution as the idea is to share print-quality pictures between us.

### 2. Modifying the album

Once you are in your album – you will see at the top left My Photos > Album-title & if not, click on the bold My Photos at the top and then on the album -, you can edit it by choosing the Edit option at the top. Under here:

- Album properties, is where you can change the title, and add a description and a place name eventually
- Album cover is where you can select the photo which will be seen on the home page of EAPNpictures2

- Album map is where you can add a location (also in Album properties)
- Captions is where you can add photo-titles and/or names of people in the photos
- Organise & Reorder is where you can swop around the pictures (just select & drag the photos)

### General rules

For our purposes, it is very useful to **add a description, date & place as well as detailed Captions**. (For acknowledgment of pictures, please see [Part 4 of this document: acknowledging pictures](#)).

Please **include here how you would like the photos to be acknowledged** if they are used in a publication, eg “(Photo title) © (Rebecca Lee/EAPN), (description), (date)”.

### Album title must bear the photographer’s name or contact name

(contact name e.g. if it is a bunch of pictures from a network that uploads pictures of several photographers).

If you have selected the visibility level ‘Anyone with the link’ you will need to click on Share when in the album and add the email addresses of those who should see the pictures.

**! Don’t forget to sign out**, by clicking on the tiny arrow next to the log-in email address at the top right and then Sign out!

## 3. Taking Pictures to Use

Simply sign in and go into the album from which you’d like to have a picture for your use & then click on the picture itself and then on Download at the top.

By uploading pictures here, you are agreeing in principle to anyone in the network to use them but the section below is very important.

Note that the settings have been set such that no public viewer (ie without having signed in) can download pictures.

Note that there is also our first site on Picasa: <http://picasaweb.google.com/EAPNpictures>  
The email and password for this site are: **nellie.epinat@eapn.eu / eapn2008**.

## 4. Acknowledging Pictures

- **(Photo title) © (author), (description), (date)**.
- Please **let the photographer/owner (in the album title) know** that you intend to use their photograph and in what context. Send them a copy of the publication.
- **Always write in the acknowledgement** you will find in the photo-caption when you publish a picture. If it is missing, please contact the album-maker to ask for it, or Rebecca if this is not mentioned or you don’t have their details: [rebecca.lee@eapn.eu](mailto:rebecca.lee@eapn.eu).
- In the case of personal photographic work it is also appreciated to **send an e-version or printed copy** to the photographer personally.