

How to Submit Yearbook & Website Photos

The candid photos that appear in the school yearbook and on the Edna website are taken by parent/teacher volunteers. In the past, these photos have been collected informally. For the 2010-11 school year, a more formal process has been put in place.

Below are instructions on how to submit photos. If you run into problems or have any questions, then please send e-mail to ednamaguire@gmail.com and a volunteer will get in touch with you.

Also please note that while some of the photos will appear on the Edna website, the albums you share will NOT be made public and all photos posted to the Edna website will be cleared with the office.

How do I submit photos:

If you already use Google's Picasa Web Albums, then you can simply upload your photos to a new web album and skip ahead to Step 3 below. Otherwise follow all the instructions below to setup a Picasa Web Album Account, upload your photos, and then share them with the Edna yearbook and website volunteers.

The following is a summary of the detailed instructions that follow:

1. Setup a FREE Picasa Web Album account by creating a new Google account or, if you already have one, by using your existing gmail account.
2. Login to your Picasa Web Album account at <http://picasaweb.google.com> and upload your photos to a new album by clicking the Upload button on the top menu bar.
3. Share the album with Edna by going into the album, clicking the Share button on the right side of the screen, and typing in the e-mail address ednamaguire@gmail.com.
4. Remember to keep the album around (i.e please do not delete it) until the end of the school year.

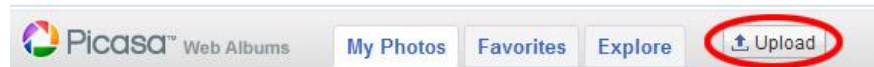
Detailed Instructions:

1. Setup a FREE Picasa Web Album account

1. If you do NOT have a Google account (ex. a gmail account), then create one for free here:
<https://www.google.com/accounts/NewAccount?service=lh2>
2. Login using your Google account here:
<http://picasaweb.google.com>.

2. Upload your photos to a new web album

1. Once logged-in to Picasa Web Albums, click the Upload button at the top.



Get started with Picasa Web Albums

Use Picasa to upload your photos to the web!

Launch Picasa

Uploading and sharing photos is easy!

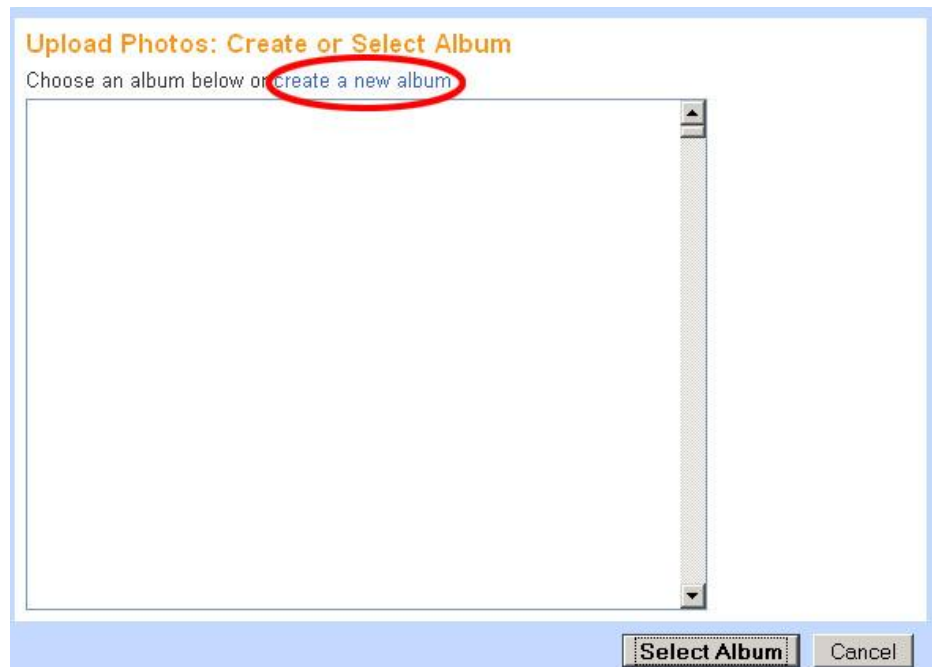
Step 1. In Picasa, Select the photo(s) to upload.

Step 2. Click **Upload**, name your album and adjust privacy settings.

Step 3. When the upload is finished click **View Online**. Your web albums will open.

Got a question about your new web albums? Go to [Help](#) for a list of frequently asked questions.

If you already have an existing album, then you will see the following screen. Click the 'create new album' at the top of the screen to go to the create album screen:



Create album screen: (if you do not have an existing album, then you will go directly to this screen)

Upload Photos: Create Album

Title
Steepchase

Date
Oct 15, 2010

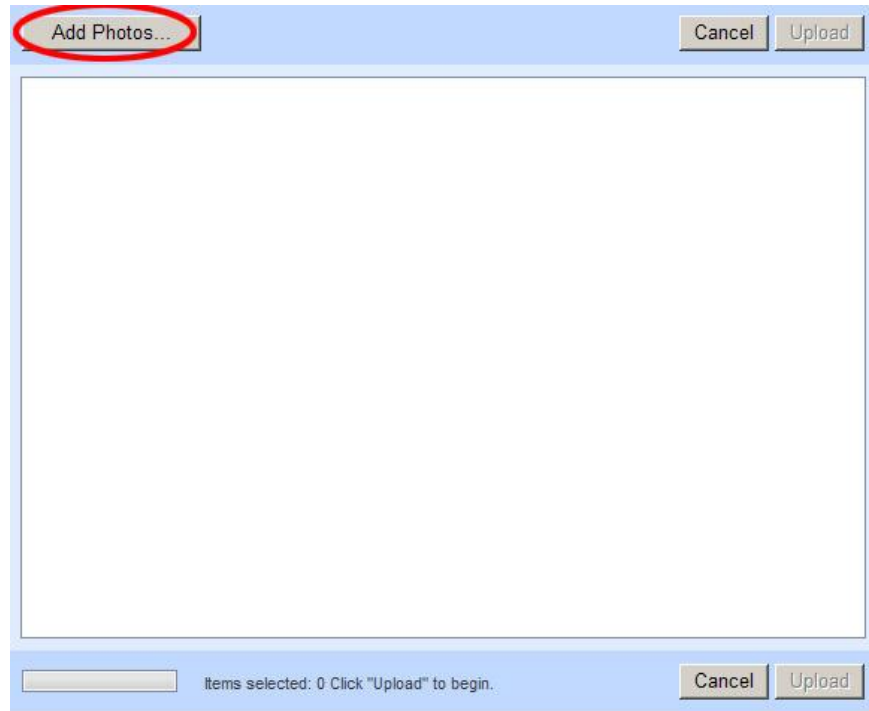
Description (optional)
Kindergarten pictures of Steepchase

Place Taken (optional) Show location on map

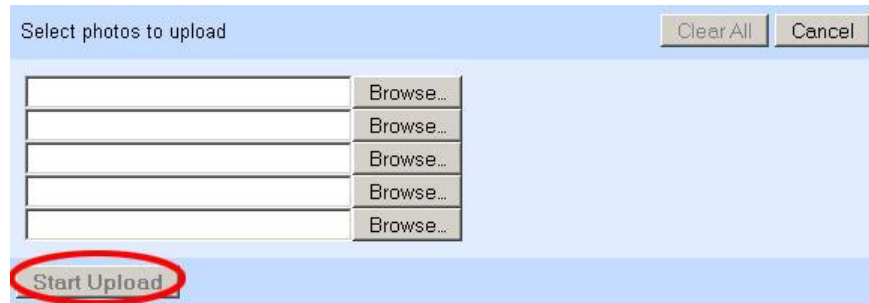
Share **Sign-in required to view** on My Gallery. Also notify Friends (Edit) [Learn More](#)
 Family (Edit)
 Coworkers (Edit)

Continue Cancel

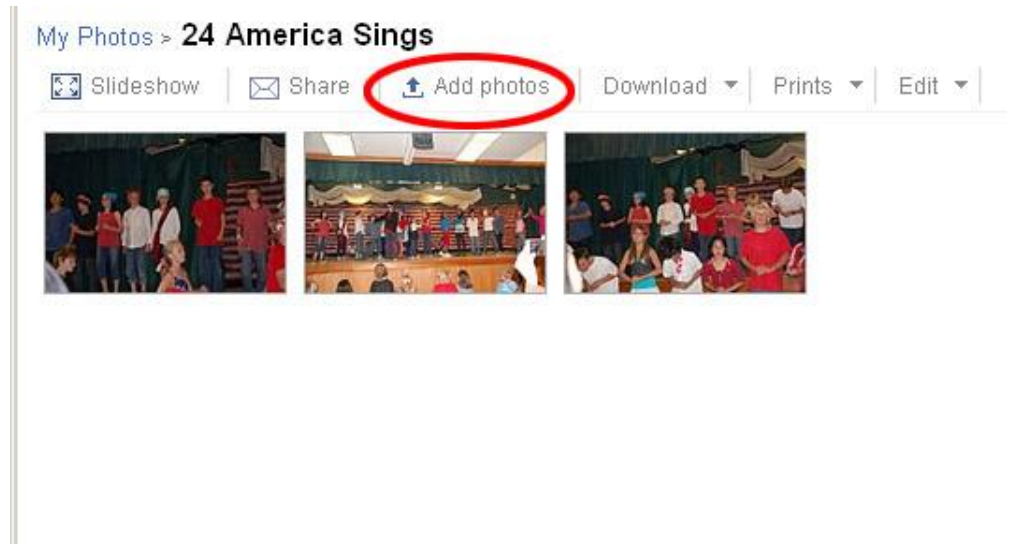
- i. In the Title field enter a name for you album ('Steepchase' in the example above).
 - ii. For the Date field: if all pictures were taken on the same day then enter that date. Otherwise choose the date of the first photo in the group.
 - iii. In the Description field, add any information that will help volunteers sort the pictures. Things like the grade, class, field trip name, etc.
 - iv. In the Share field, choose *Sign-in required to view*
 - v. Click the Continue button to go to the upload photo screen.
2. The upload photo screen you see will depend on your browser. If you use Internet Explorer or Google Chrome, you will see this screen which has no restriction on the number of photos that you can upload. Click 'Add Photos ...' to begin adding photos.



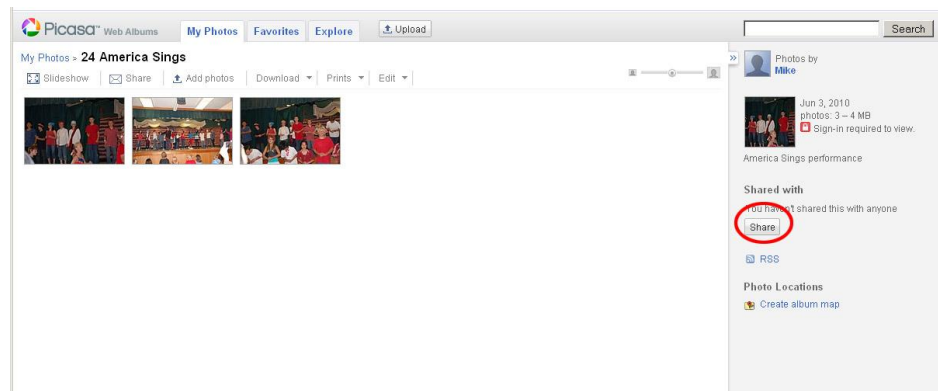
For other browsers you will see the following screen which allows you to upload up to 5 photos (see below for adding additional photos if you need to add more than 5). Browse and select up to 5 photos and click Start Upload.



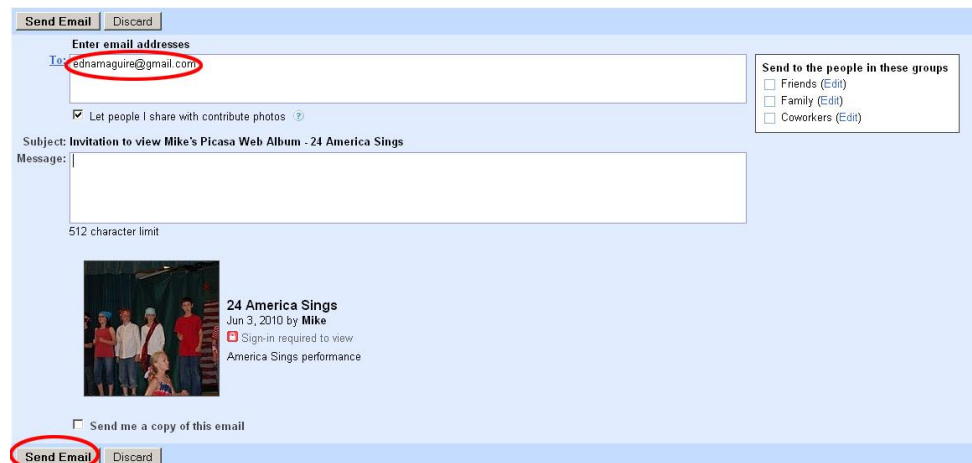
3. If you need to add more photos to an existing album, then go into the album and click the 'Add Photos' link at the top.



3. Share the web album with the Edna Maguire yearbook and website volunteers.
 1. Go into the album and click the Share link on the left side:



2. From the Share Album screen, enter ednamaguire@gmail.com in the To: field and click the Send Email button.



- 4. As a last step – if you want to delete the album, then please wait until the end of the school year to do so.**