

# How to use "You Spotted" to create public online photo galleries

1) Log on to <http://spotted.tylerpaper.com>:

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://spotted.tylerpaper.com>. The browser's address bar shows the URL, and the Norton 360 security bar indicates "Fraud monitoring is on".

The website header features a "Classifieds Online" banner with the slogan "My Classifieds, My Way" and a "SHOP NOW!" button. Below this is the Tyler Paper logo and the main site title "TylerPaper.com". Navigation links include "We Spotted", "You Spotted", "Sign In", and "Register For Free". A "MY DASHBOARD" section offers "Create An Account", "Sign In", and "Help" options.

The "WeSpotted" sidebar lists three photo galleries:

- Aug. 15 Fire at Moore Middle School**: 1 gallery, 46 photos, Updated 08/15/2007
- Aug. 15 Sinkhole Engulfed Car**: 1 gallery, 34 photos, Updated 08/15/2007
- Aug. 15 08-15-07 Newspaper Photos**: 1 gallery

The main content area features a "spotlight" section with a photo of two men on a golf course, captioned "8-9-07 Chapel Hill FB Practice by Jan Barton". Below the photo is a "PHOTO FINDER" tool.

On the right side, there is a "Backyard BBQ Photo Contest" advertisement. It includes a photo of a man grilling food and a call to action: "CLICK HERE to enter or vote". The contest deadline is "Aug. 31st", and it promises that "Top 3 Winning Photos will be printed".

The Windows taskbar at the bottom shows several open applications, including "Page Views Report", "Spotted ++ The foc...", "Unread mail - Wind...", and "Document1 - Micro...".

2) If it is your first time to use You Spotted, click on the "Register for Free" link.



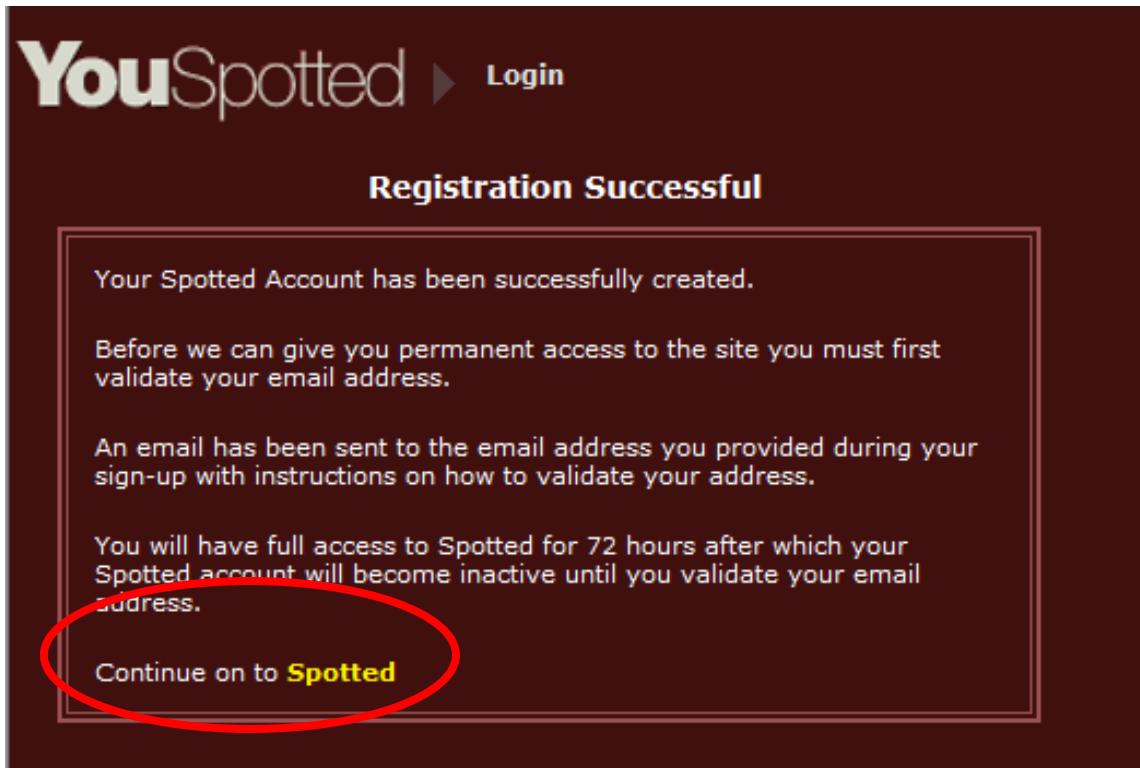
(If you have already established an account with Spotted, click "Sign in" instead. If you already have an account, the screen may welcome you with your username.)

3) If you are new to Spotted and do not have an account, fill in the fields on the left side of the screen under "Become a Member – Create Account" and "Tell Us About Yourself." When done, click the "Create Account" button.

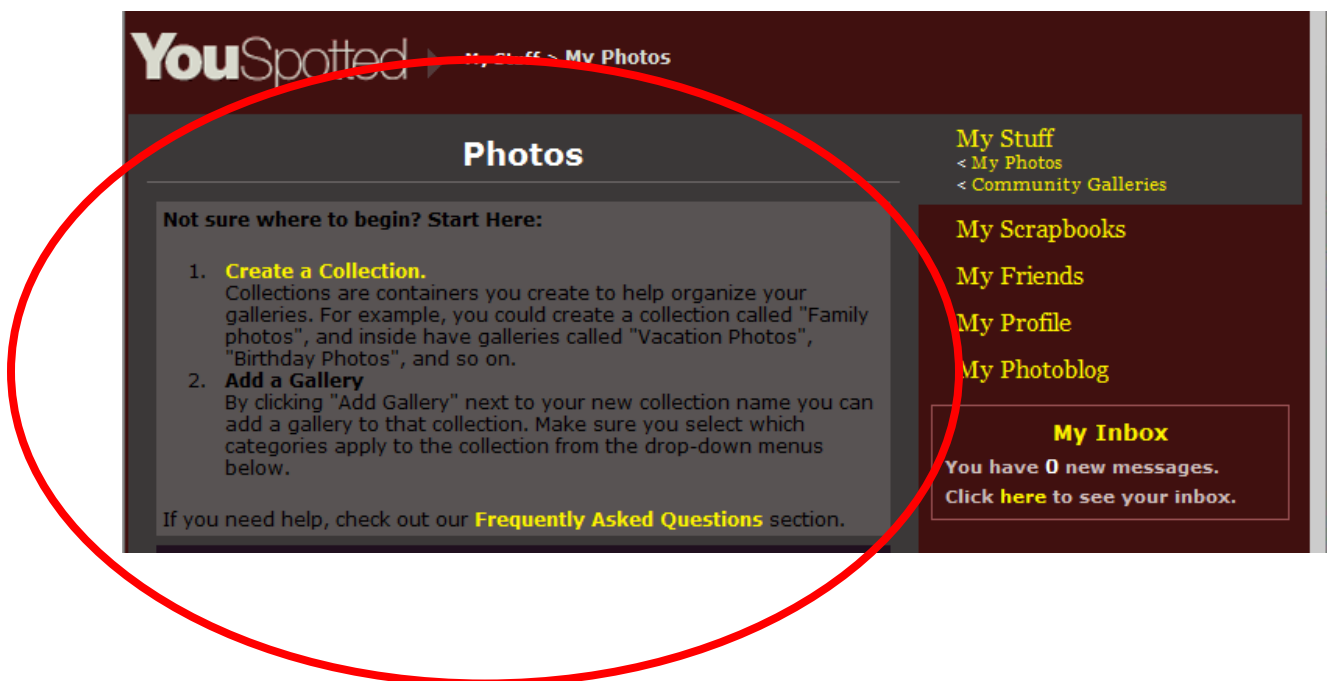
(If you already have a Spotted account, enter your already established username and password under the "Already a Member?" heading.)

A screenshot of the YouSpotted registration form. The form is divided into two main sections: 'Become a Member - Create Account' and 'Already a Member?'. Both section headers are circled in red. The 'Become a Member - Create Account' section includes fields for Username, Password, Confirm Password, and E-Mail Address, along with a 'Note' about email requirements and cookies. The 'Already a Member?' section includes fields for Username and Password, a 'Login' button, and links for 'Forget Your Password?', 'Forget Your Username?', and 'Modify Your Account'. Below these sections is a 'Tell us about yourself' section with fields for First Name, Last Name, and Birthday. At the bottom, there are 'Create Account' and 'Reset' buttons.

- 4) After clicking the Create Account button, you will be prompted to check the e-mail account which you used in setting up the account.



- 5) This can be done immediately or anytime within the next 72 hours. Click the yellow "Spotted" link to enter your new account and begin uploading photos for display!
- 6) How to begin:



7) Click the yellow "Create a Collection" link to go to this screen:

The screenshot shows the 'YouSpotted' website interface. At the top, the logo 'YouSpotted' is followed by a breadcrumb trail: 'My Stuff > My Photos'. Below this, the page title is 'Photos'. On the right side, there is a navigation menu with links: 'My Stuff', '< My Photos', '< Community Galleries', 'My Scrapbooks', 'My Friends', 'My Profile', and 'My Photoblog'. Below the menu is a 'My Inbox' section stating 'You have 0 new messages. Click here to see your inbox.' The main content area is titled 'New Collection' and contains a form with two input fields: 'Collection Name:' and 'Description:'. A 'Create' button is located at the bottom of the form.

Enter a collection name, such as "club events" or "school events" or any other broad category of which you plan to take photos. Also enter a brief description of the collection so people viewing your photos on the Web will understand what they are.

8) Click the "create" button to go to this screen:

The screenshot shows the 'YouSpotted' website interface. At the top, the logo 'YouSpotted' is followed by a breadcrumb trail: 'My Stuff > My Photos > Club events'. Below this, the page title is 'Photos'. On the right side, there is a navigation menu with links: 'My Stuff', '< My Photos', '< Community Galleries', 'My Scrapbooks', 'My Friends', 'My Profile', and 'My Photoblog'. Below the menu is a 'My Inbox' section. The main content area shows the collection name 'Collection: Club events'. Below this, there is a 'Collection Options' section with a 'Create Gallery' link circled in red. To the right of the 'Collection Options' is an 'Actions...' dropdown menu.

Click "create gallery" to create your first gallery of photos. Typically, one gallery represents one event, although you are free to organize it as you wish. You will be taken to the next screen, where you will enter the name of the gallery, which – because it is probably one event – may have a different name than the collection:

## Photos

Collection: *Club events*

### Gallery

Gallery Name:

Location:

*Check the box if your gallery is a Before and After gallery.  
What is Before And After?*

Before And After

Category 1:

Category 2:

Category 3:

**My Stuff**  
[< My Photos](#)  
[< Community Galleries](#)

**My Scrapbooks**

**My Friends**

**My Profile**

**My Photoblog**

**My Inbox**

You have **0** new messages.  
[Click here](#) to see your inbox.

You will also see drop-down menus to select a location and up to three categories. To maximize the number of people who will see your photos when browsing by category and by subject, please choose three different categories which apply to the gallery. NOTE: PLEASE IGNORE THE BEFORE AND AFTER GALLERY SELECTION.

9) Click the "submit" button to go to this screen:

**YouSpotted** ▶ [My Stuff](#) > [My Photos](#) > [Club events](#) > [ABC123 club outing](#)

## Photos

**ABC123 club outing** (Club events) [Reorder](#) | [Options](#) | [Upload](#)

Category:  Page:

No Photos Found

**My Stuff**  
[< My Photos](#)  
[< Community Galleries](#)

**My Scrapbooks**

**My Friends**

**My Profile**

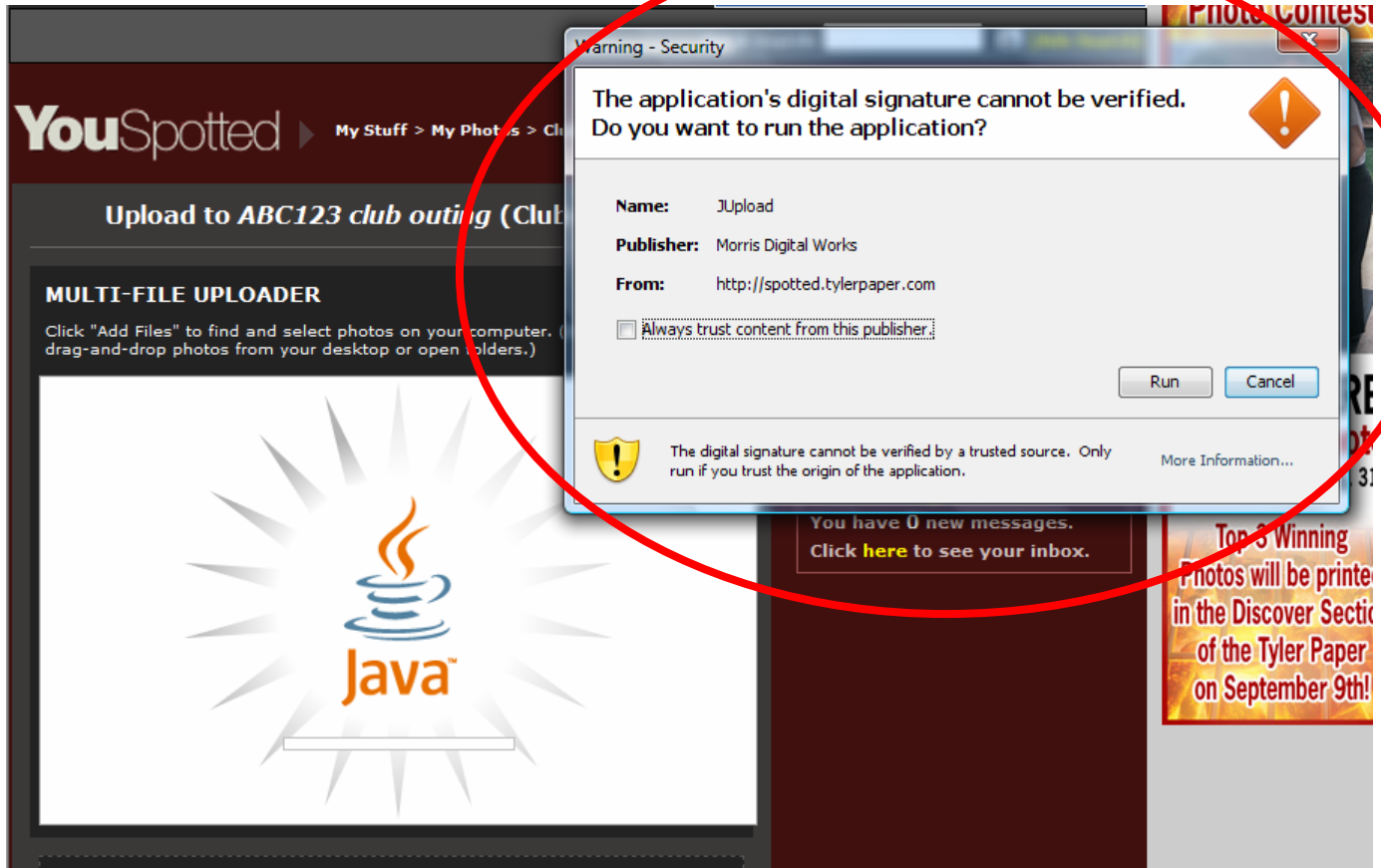
**My Photoblog**

**My Inbox**

You have **0** new messages.  
[Click here](#) to see your inbox.

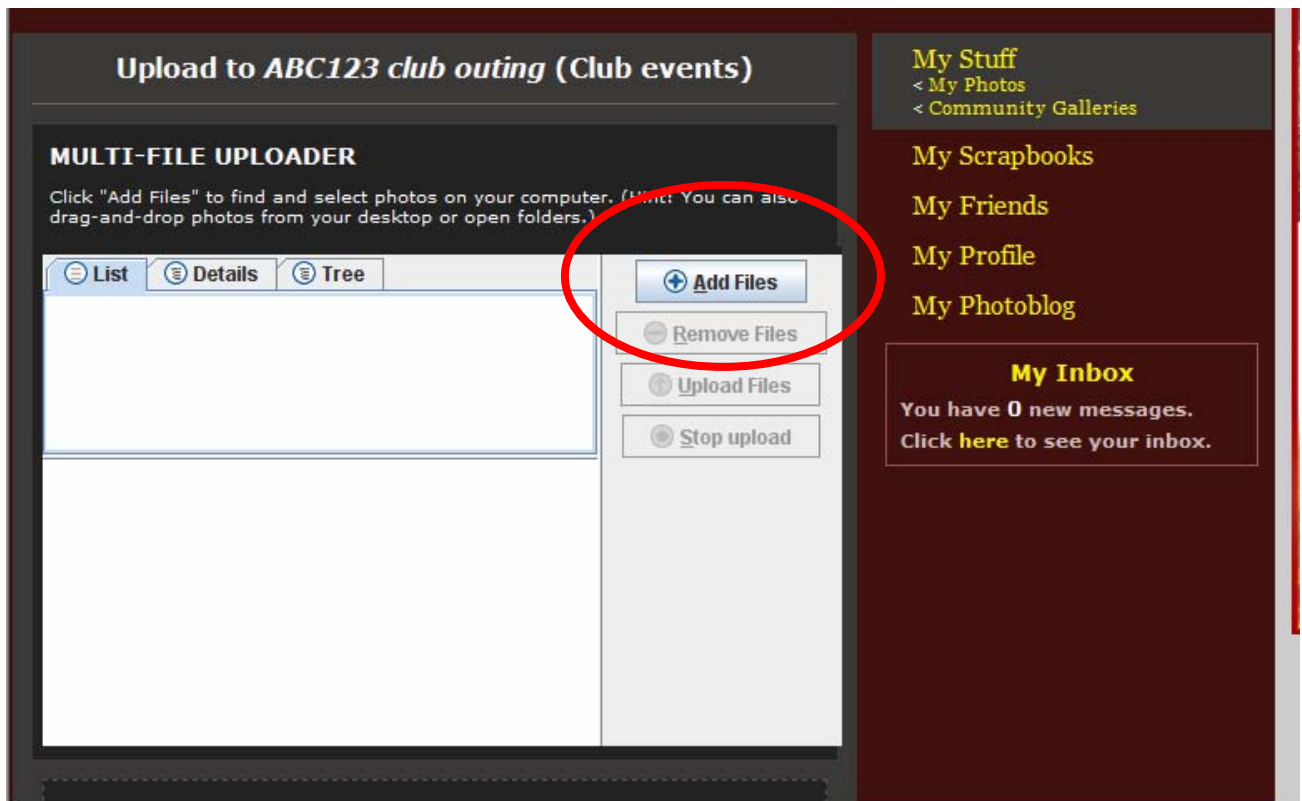
And now you're ready to upload! Click the "upload" link (circled above):

10) You may be taken to a screen that looks something like this:

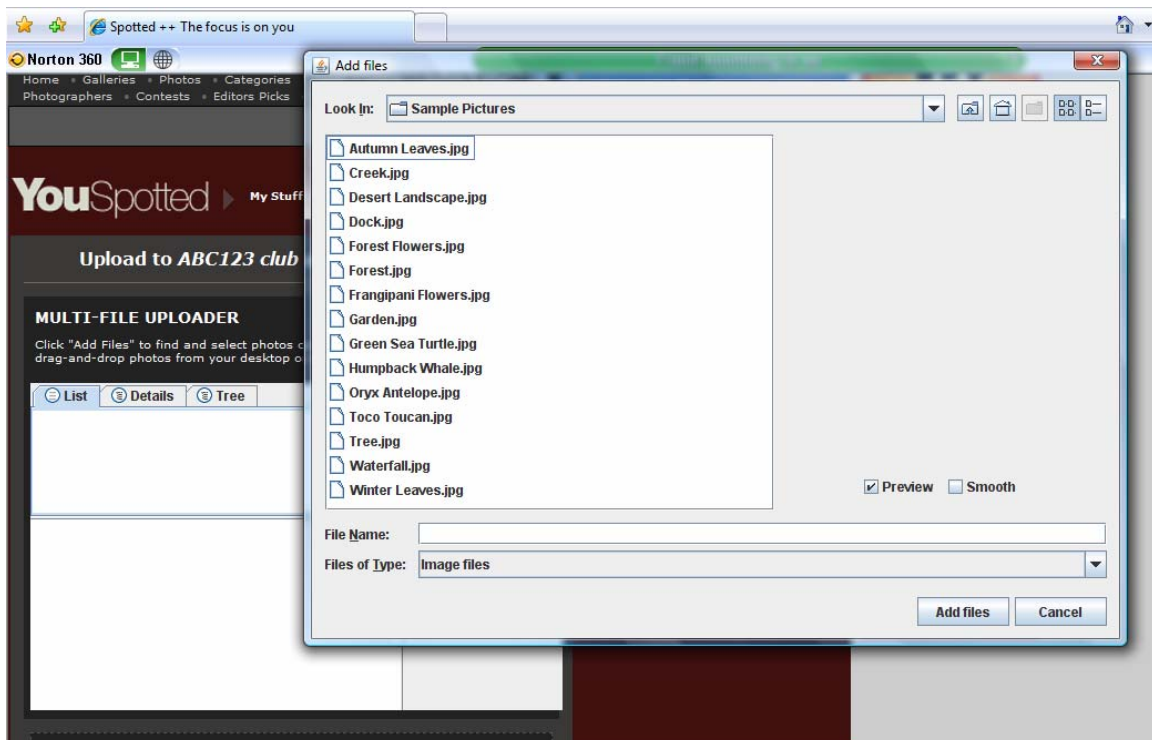


The "Spotted" computer software uses an application called "Java" which is used frequently by many computer programs worldwide. It is completely safe for your computer. To proceed, click the "run" button if the "Warning-Security" window opens on your screen.

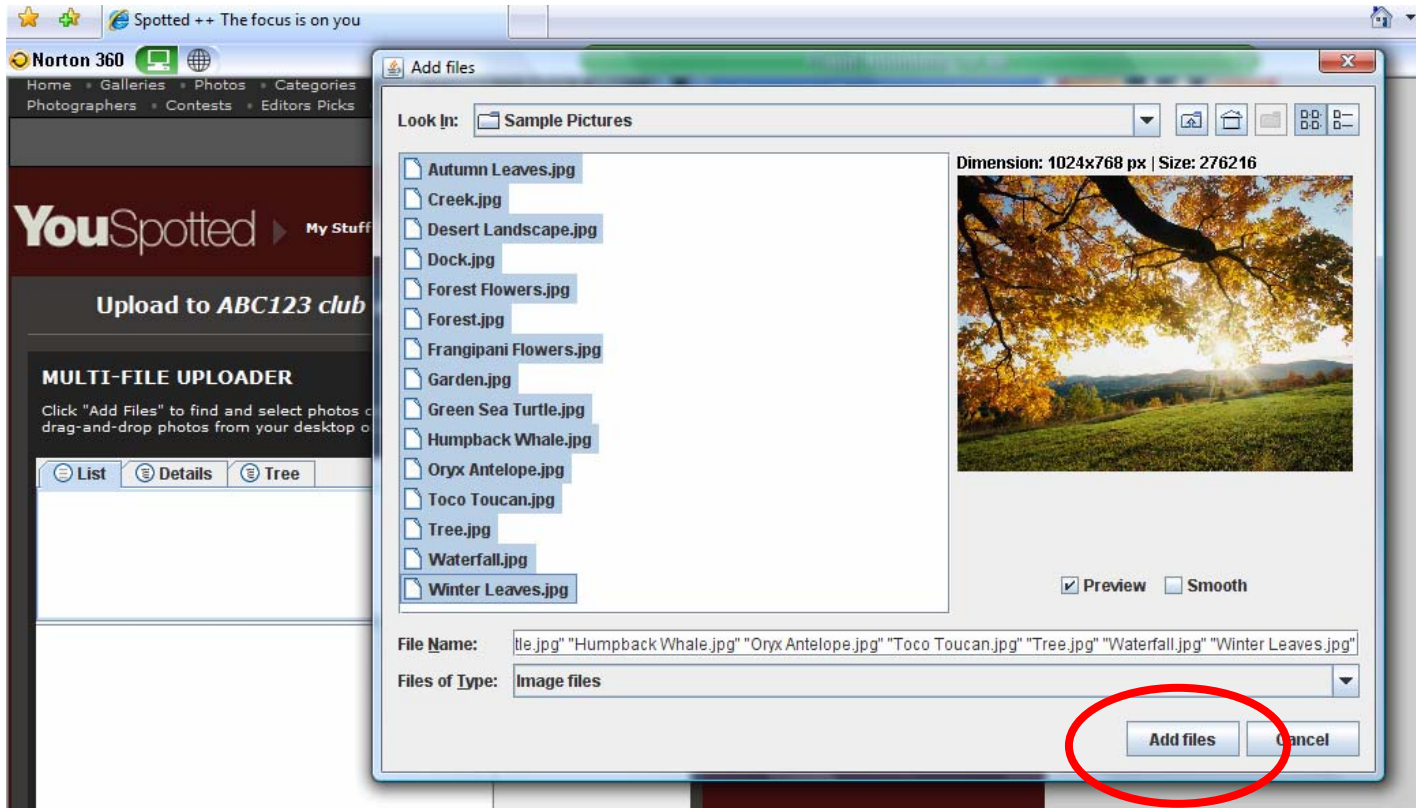
11) Clicking "Run" takes you to this screen:



Click "Add Files" to search your computer for photo files to upload to your gallery. (You may need to click "Add Files" twice to activate it.) A screen that looks something like this will open:



12) The "Add files" window that opens allows you to search your computer for photo files to upload. Once you have found the correct folder or directory, highlight all of the photos you want to upload.



The "Java" application makes it possible to upload as many as hundreds of photos in one step. (NOTE: IT IS NOT NECESSARY TO RESIZE PHOTOS BEFORE UPLOADING, BUT THE FILES MUST BE IN THE .JPG FORMAT.) Once you have highlighted all of the photos to be uploaded, click the "Add Files" button. You'll be taken back to this page:

### Upload to ABC123 club outing (Club events)

#### MULTI-FILE UPLOADER

Click "Add Files" to find and select photos on your computer. (Hint: You can also drag-and-drop photos from your desktop or open folders.)

Files: 15  
Size: 4.6 MB

[My Stuff](#)  
< [My Photos](#)  
< [Community Galleries](#)

[My Scrapbooks](#)

[My Friends](#)

[My Profile](#)

[My Photoblog](#)

#### My Inbox

You have **0** new messages.  
Click [here](#) to see your inbox.

13) Note that the names of all of the files you highlighted are now in the "Multi-File Uploader" under the "List" tab. All you have to do now is click the "Upload Files" button and you'll see something like this:

**Upload to ABC123 club outing (Club events)**

**MULTI-FILE UPLOADER**

Click "Add Files" to find and select photos on your computer. (Hint: You can also drag-and-drop photos from your desktop or open folders.)

List Details Tree

- Autumn Leaves.jpg
- Creek.jpg
- Desert Landscape.jpg
- Dock.jpg
- Forest Flowers.jpg
- Forest.inn

Buttons: Add Files, Remove Files, Upload Files, Stop upload

Files: 15  
Size: 4.6 MB

Sending file #3/4

0%

Total: 56% - 65 kB/s - 7s

File: 29% - 7 kB/s - 22s

Desert Landscape.jpg

**My Stuff**  
< My Photos  
< Community Galleries

**My Scrapbooks**

**My Friends**

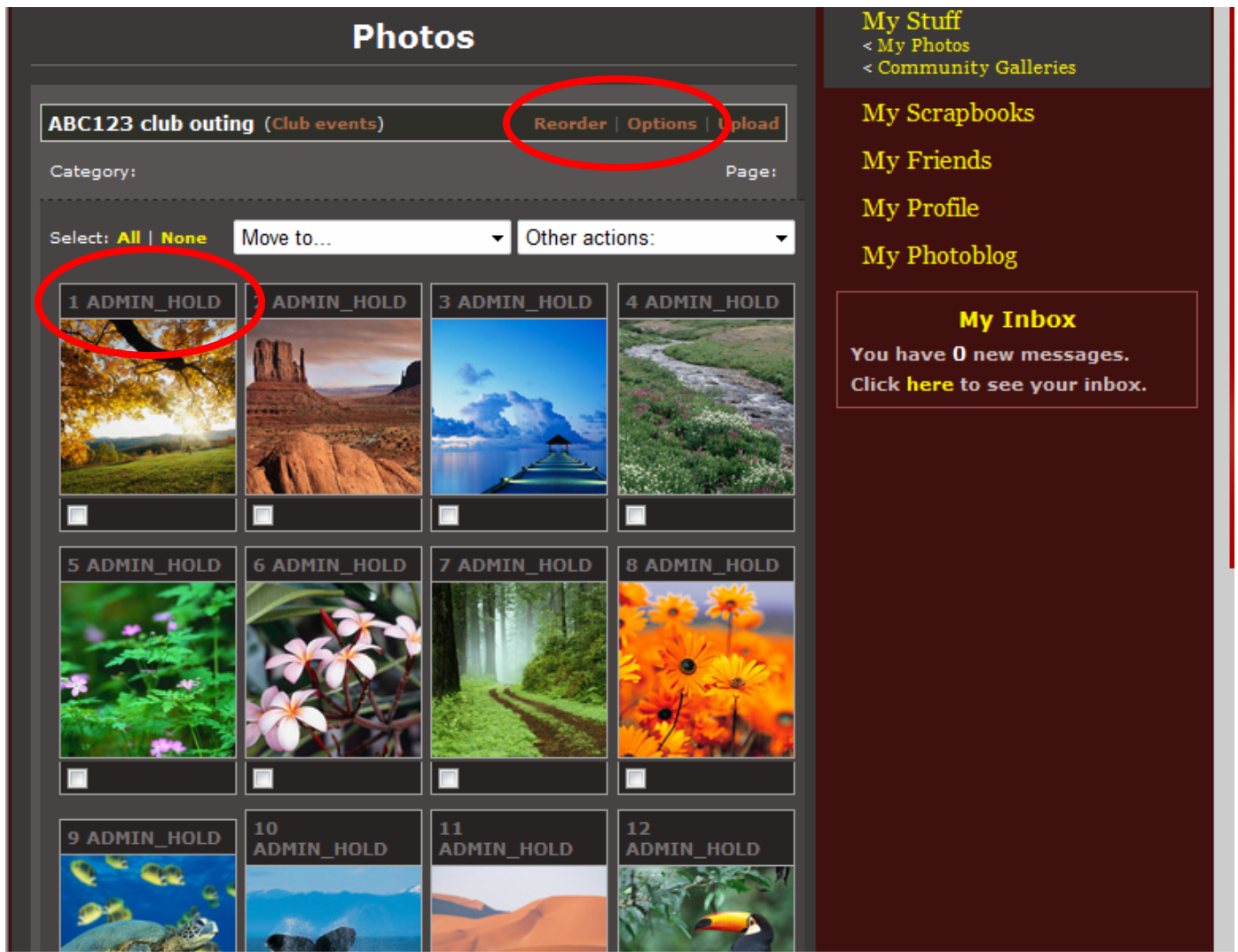
**My Profile**

**My Photoblog**

**My Inbox**  
You have 0 new messages.  
Click [here](#) to see your inbox.

**DON'T HAVE JAVA?**  
Our [non-java upload page](#) is always available.

The "Spotted" program shows you the progress of the upload. When the upload is done, you will see a screen like this:



It shows thumbnail images of all of the photos you've uploaded, and will indicate that all of the photos are in "ADMIN\_HOLD." This means that they are on hold, waiting for a TylerPaper.com/Spotted editor to review and approve them before setting them live. A photo may be deleted by an editor for one of several reasons, including:

- 1) Out of focus
- 2) Poor lighting
- 3) Poorly framed
- 4) Sideways or upside down
- 5) Inappropriate content for a family Web site

However, while you are waiting for your photos to be approved and set live for all of East Texas to see, you can change the order in which they appear by clicking the "Reorder" link. Other options are available by clicking the "Options" link.

(NOTE: THUMBNAIL IMAGES ARE OFTEN CROPPED TIGHTER THAN THEY WILL ACTUALLY APPEAR. DO NOT BE ALARMED IF PORTIONS OF A PHOTO APPEAR TO BE CUT OFF IN THIS VIEW.)

**So now your group, club, family, team, school, friends, congregation, pets – anything you can think of – has been SPOTTED!**

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Questions? Visit the “Spotted” Frequently Asked Questions page at <http://spotted.tylerpaper.com/pages/help.php> for assistance. Or, call the TylerPaper.com Spotted administrator’s desk at 903-596-6290.