

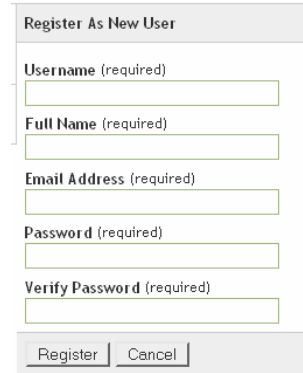
Instructions for Uploading Pictures to the Athens Academy Gallery

1. Go to <http://www.athensacademy.net/gallery> and click on the “Register” link in the top right corner of the page.

[Login](#) [Register](#)

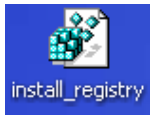
2. Fill in the required information and press the “Register” button when finished.

- a. Username = first initial last name (e.g. jsmith)
- b. Display name = Mr./Mrs./Ms. Last Name (e.g. Mrs. Smith)
- c. Email Address = jsmith@athensacademy.org
- d. Password = (Athens Academy login password is recommended)



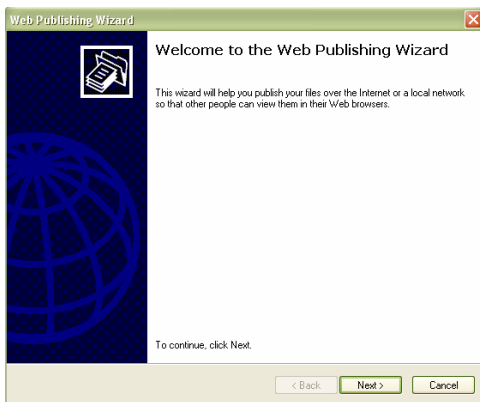
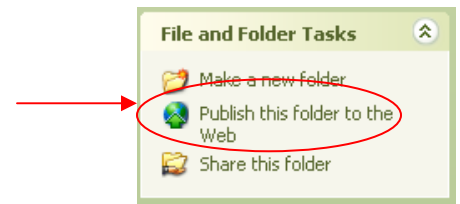
3. Wait for the webmaster to approve & verify your registration. You should receive a notice by email once your account is activated.

4. Once activated, go to http://www.athensacademy.net/teachers/aateacher/files/2006/01/install_registry.reg to download Windows XP gallery client to your desktop.



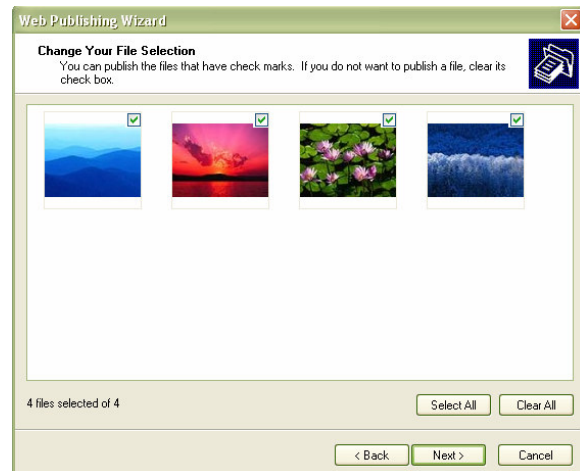
5. Once downloaded, double click on the icon and run the program. You may delete the icon on your desktop once you run it.

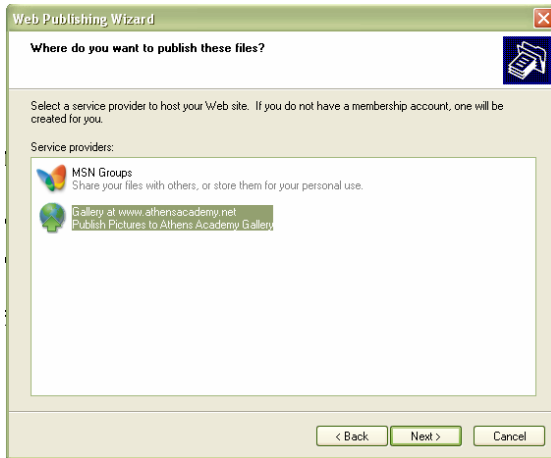
6. To upload pictures, open a folder with the photographs you would like to post to your gallery. In the left hand column of the folder, there should be a link that says “Publish to the Web”. Click on this link.



7. The Web Publishing Wizard will appear. Click the Next button.

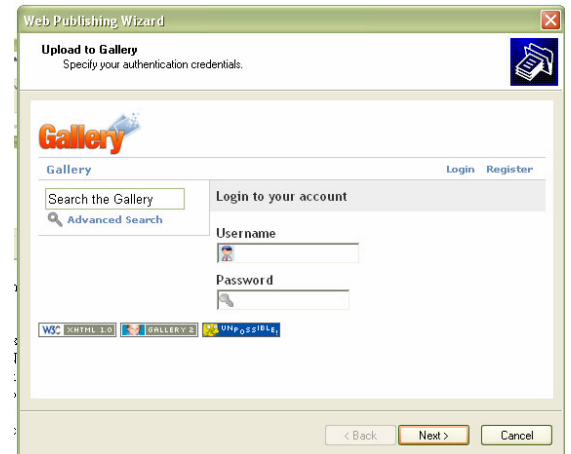
8. All items that are checked will be uploaded to the gallery – uncheck any pictures that you do not want uploaded to your gallery. Click the Next button.



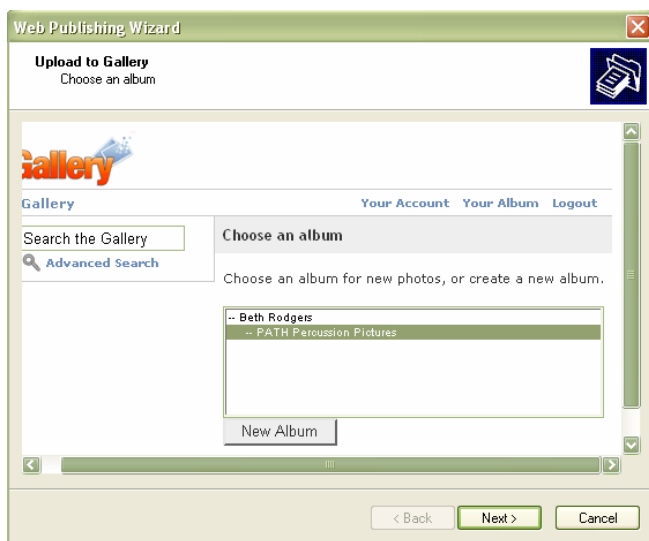


9. Click on the “Gallery at www.athensacademy.net” icon and click the next button.

10. Gallery will then ask for your username and password. Type this information in and click the Next button.



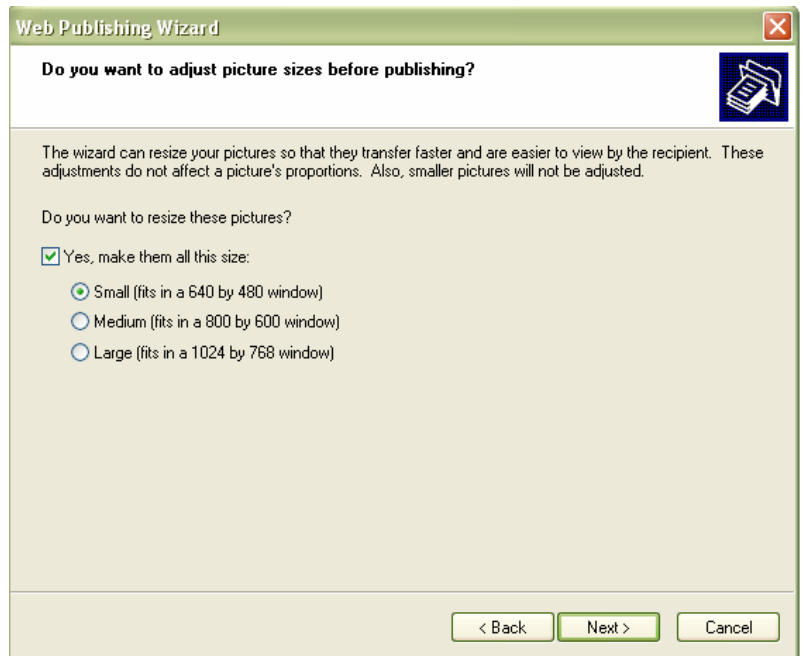
11. Click on an existing album you would like to place the pictures and click Next, or create a new album by highlighting **your name** and then pressing the New Album. (If creating a new album, follow the instructions on the next screen. Once finished, click the Next button and you will see your list of albums updated. Select the album, and click the Next button.)





12. On the next screen, leave the first box checked and the second unchecked. Click the Next button.

13. On the next screen, leave the “Yes, make them all this size” box checked and the radio button next to “Small (fits in a 640 x 480 window)” selected. Click the Next button. Gallery will then proceed to upload your pictures to your gallery.



14. Click the Finish button when completed. If you leave the check box checked, the site should open automatically. Copy this hyperlink to your blog to direct visitors to this particular gallery.

