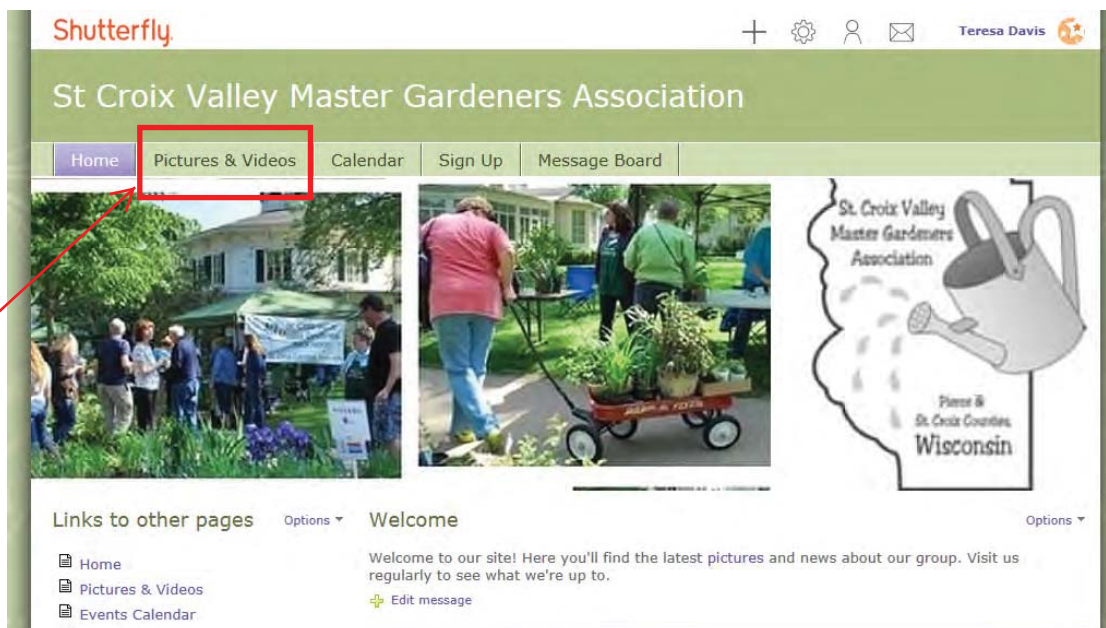


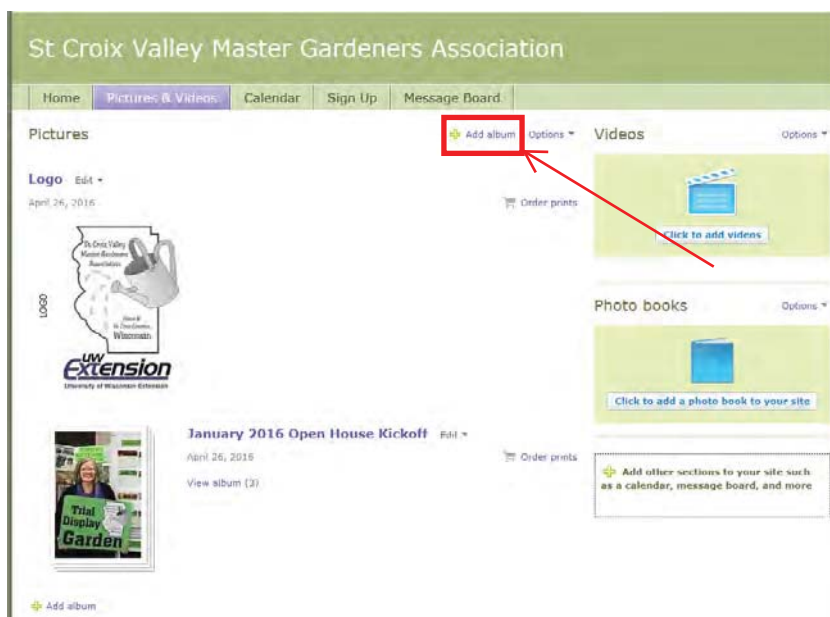
Adding photos and captions/name tags to the St. Croix Valley Master Gardener's Association Shutterfly photo sharing site

You might have to copy and paste this website to your browser.

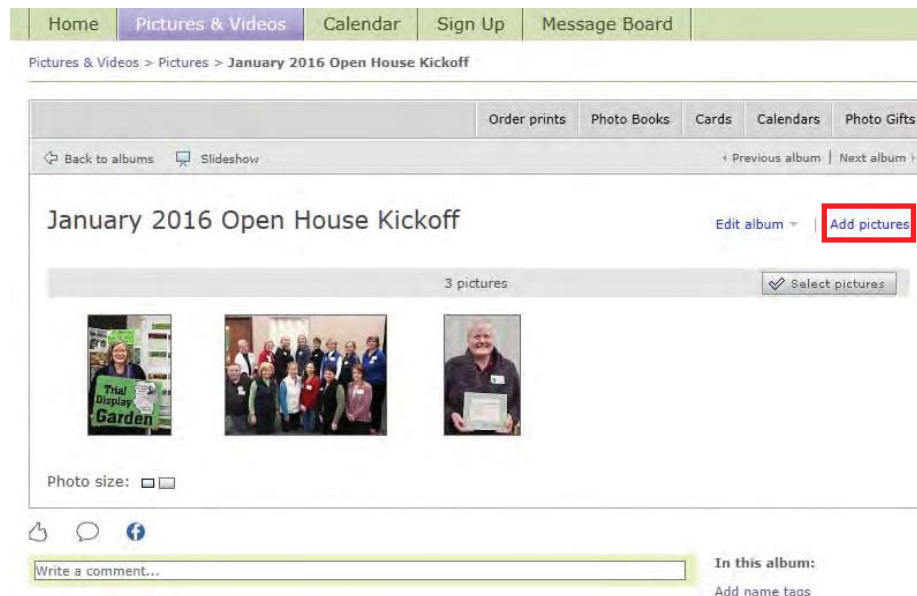
1. Go to the site <https://stcroixvalleymastergardenersasn.shutterfly.com/> and enter your login information.
2. Click the "Pictures & Videos" tab at the top of the page, to the right of the "Home" tab.



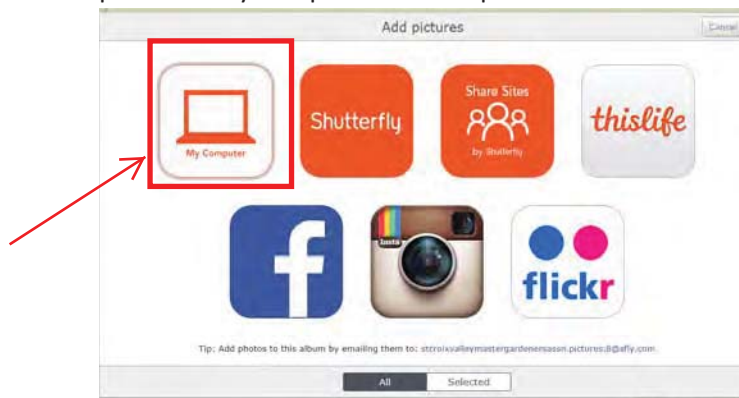
3. To add photos, you can either click on an already-established album and add photos, or create a new album.
 - a. To add photos to an already-existing album, click on the album name. Proceed to step b.
 - i. To create a new photo album, click "Add album". Give your album a descriptive name and date. Click "Add Pictures". Proceed to step c.



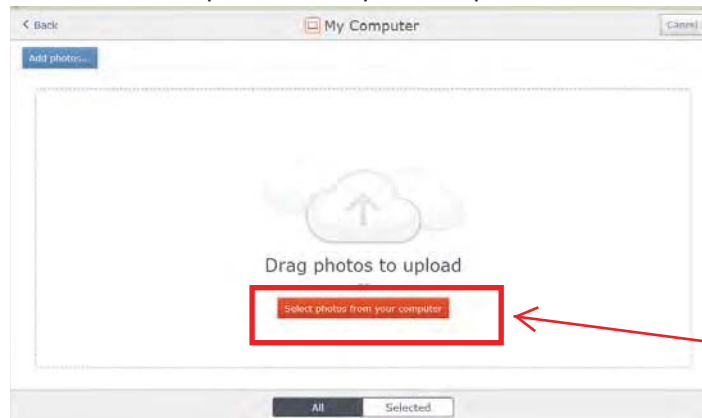
- b. On the right-hand side of the page, you will click "Add pictures".



- c. Click on the icon that represents your photo source. For this example, I will go to find a photo on my computer's desktop.

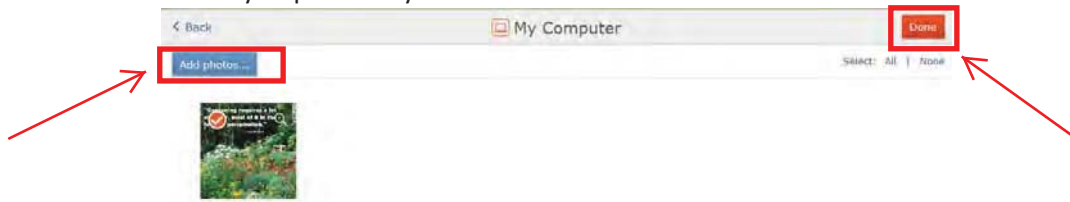


- d. Click on "Select photos from your computer".

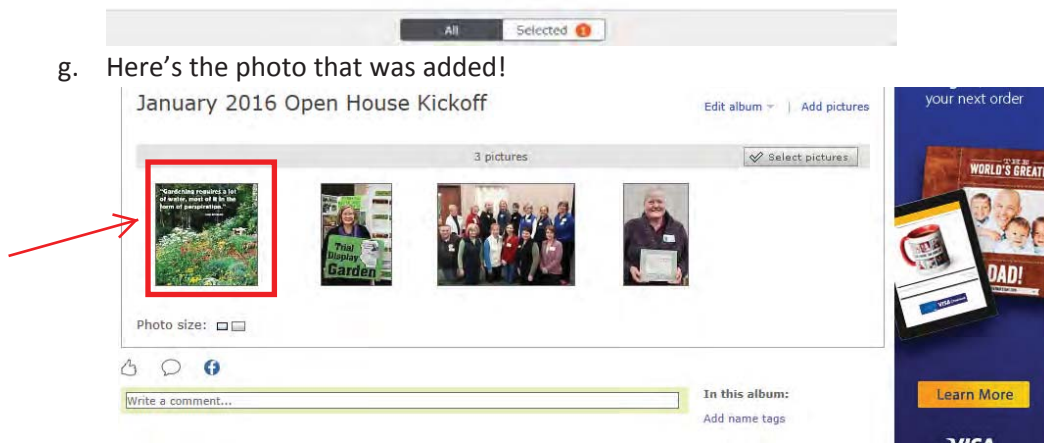


- e. Navigate to the location of your photo, click on the photo's name, and select "Open". Do this as many times as you'd like to add your photos.
- Timesaver tips for quickly selecting photos:
 - If you have a whole stack of photos in a row you'd like to upload, click the first photo, hold down the "Shift" key, and click the last photo in the group, still holding down the "Shift" key.
 - If you would like to select multiple photos at one time, hold down the "Ctrl" key and click on as many photos as you'd like while continuing to hold down the "Ctrl" key. If you accidentally select a photo you don't want, just click the photo name again while still holding down the "Ctrl" key.

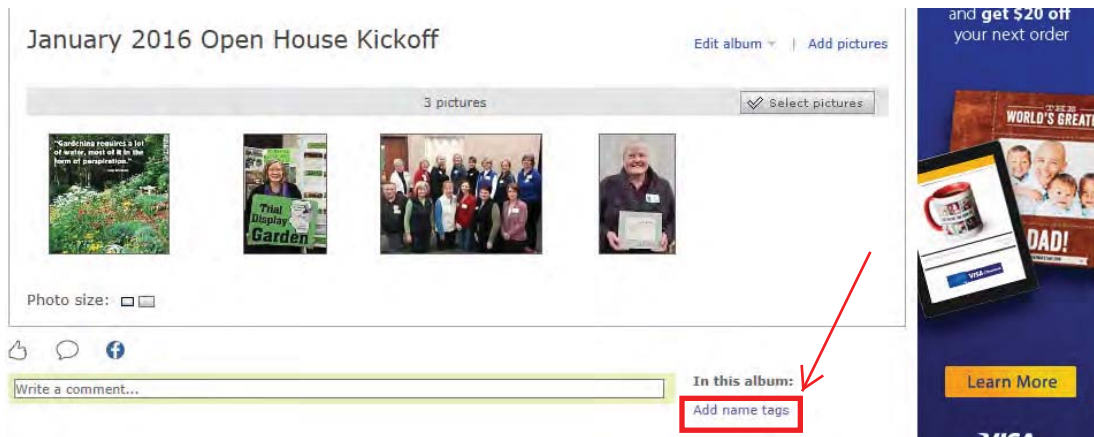
- f. Your picture is now ready to be added to Shutterfly. If you want to add more photos, click “Add photos” in the upper left-hand corner. Click “Done” in the upper right-hand corner when you are finished adding photos, and your photos will be uploaded to the album you previously chose.



- g. Here's the photo that was added!




4. To add captions/name tags, open the album you'd like to work in and select “Add name tags”
5. on the bottom right of the photo.



6. You will be able to add names in the top box, change the picture's name and add a description for each photo. Click “Save” when finished. You will now be able to see the changes.

Edit album


Enter tags, title and description for these pictures. Site members tagged in these pictures will receive an email with a link to see them.



Tags: Teresa Davis (Me) (remove)

Title: GardenQuote.jpg

Description: This is a fun garden quote I found on the internet, and it is my example photo for the Shutterfly site tutorial I am developing.



Tags: Enter the names of people in this picture

Title: PegSign-03.jpg

Description: PegSign-03.jpg 2016-01-28

Save Cancel

- a. To check, click on your photo and look at all of the information you entered.



- b. Enjoy! If you have suggestions for changes to this tutorial or ideas for more Shutterfly tutorials, please email Teresa Davis at brunnete.80@gmail.com – thank you!