Basic SmugMug Instructions for Uploading Photos from Your Devise or Computer

Use: https://smugmug.com/ for access to the website.

Login With:
   Email: education3@cvilleareatreestewards.org
   Password: treestewards3

Before you upload your photo into the CATS SmugMug Library, things to be considered:

Images in the CATS Photo Library are available for use in presentations, publications, social media and other outreach. When adding a photo to the library, please take these simple steps to make the picture easy to find in searches.

1. Be selective. Choose images that are sharp, properly exposed, and clearly illustrate the subject.

2. Give the photo a file name that includes key words that will make it possible to identify in searches, e.g., *Leaf; Pin Oak* or *Invasives; Oriental Bittersweet*. Separate key words with a comma or semi-colon.

3. If the photo is of a CATS project or event, including the date and location in the file name would be helpful, such as 2021-02-01; Ivy Pull; Greenleaf Park.

4. Please feel free to add your name to the file name to help with searches and so that you will be credited with the photo.

Following these simple guidelines will help your colleagues find suitable images for their talks and projects.

For information on how to further identify photos, see the instructions on Key Words, Captions and Titles.

To Upload Photos:

When the page opens, look in the menu bar and whatever page it opens to, you will have the option of clicking **UPLOAD**. Then select **Into Existing Gallery**. See image below.
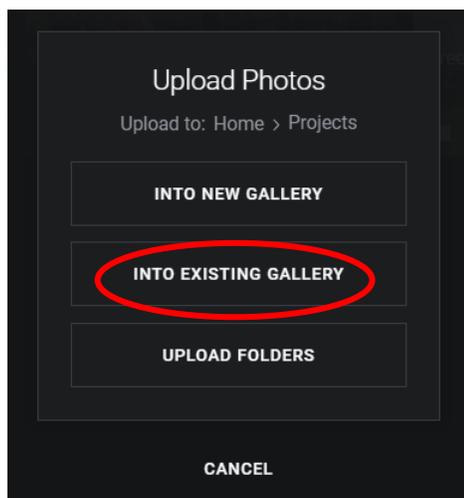

When it opens you will see several labeled Galleries (folders). Click on the appropriate Gallery for your photos. If you don't know where to put your photos, upload them in the **"To Be filed"** folder**.**

See image on the next page....
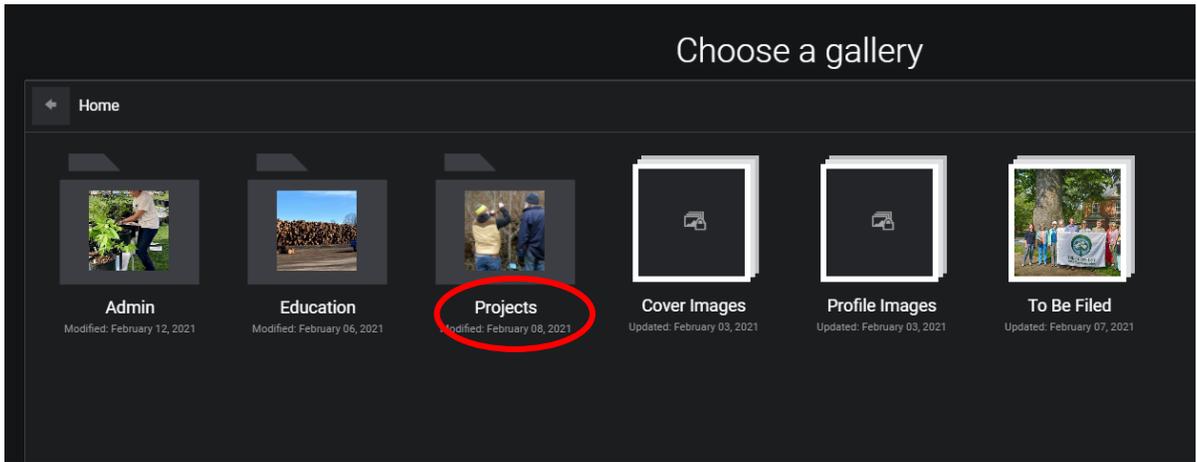
As an Example: If you selected **Projects**, you will see layers of sub-folders (Galleries).
Files in SmugMug are arranged similarly to those in File Manager in PCs or Finder on Macs.
In Projects, for example, there are seven subfolders and most of those have additional subfolders.
Narrow down your search by selecting the folder and subfolder(s) that most closely match the topic you are seeking. See image below for an example of the next layer of **Galleries**.
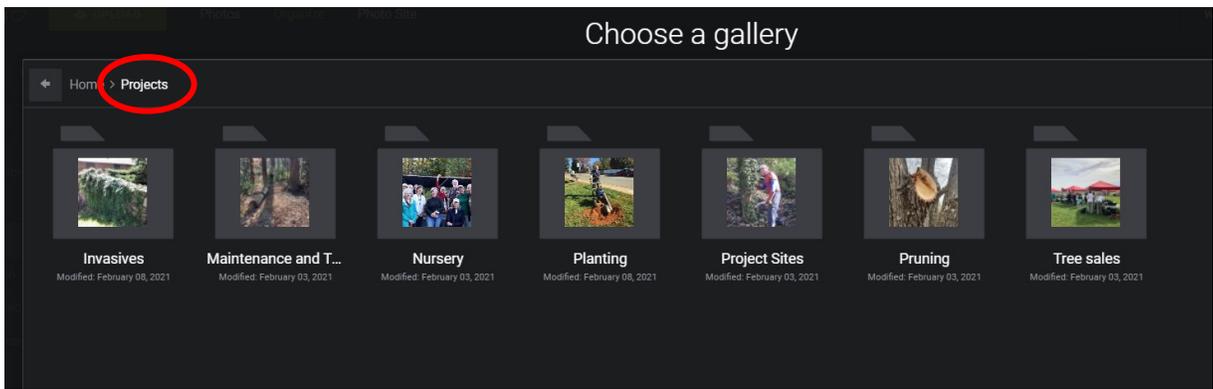
When located, highlight the folder and click the **DONE** button on the lower right of the page.
The **DONE** button will not be active until you have reached the appropriate area to upload your photo(s).
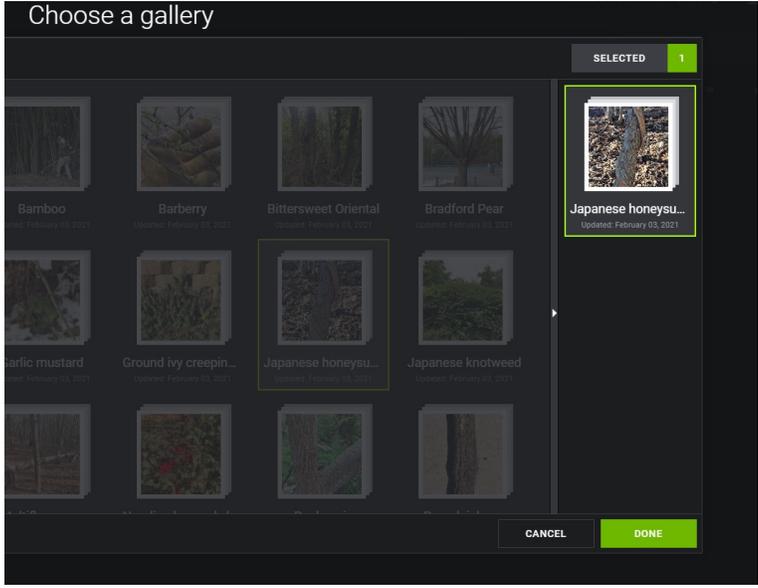
That will take you to this page where you can select where you will be uploading your photo(s) from. You can either browse to locate the photo on your device or drag and drop it."