

STEP 1: SIGN IN

Go to www.flickr.com and click the blue **SIGN-IN** button at the TOP of the page. If you're logged in already on a personal account (Gmail or Flickr), you'll need to LOGOUT first. When you click SIGN-IN, a window will pop-up asking for your Yahoo! account info. (if a window does not come up, you'll need to make sure your browser hasn't blocked the pop-up). Select the sign-in with GOOGLE button and log in with the following information:

Username: soarch2017 (NOT your regular Gmail)
Password: ***** (password is case sensitive.)

STEP 2: UPLOAD

Click on the blue **UPLOAD** button on the top of the page. Then DRAG & DROP or CHOOSE PHOTOS & VIDEOS to upload.

After selecting images, ADD A TAG to each image BEFORE UPLOADING! Click on the TAB line in the left hand column. Add a tag with your lastname (plus first initial if you have classmates of same last name). If applicable, also add the names of your group-mates. Then add a TAG with semester and project # as follows:

lastname(firstinitial), (F/S)(yr) Proj(#)
e.g. **smith S13 proj1**

Then add any other tags you deem important. These tags will be to all the photos, so upload groups of images.

Make sure OWNER SETTINGS (privacy) is set to VISIBLE (public), and then click the blue **UPLOAD PHOTOS** at the top right

STEP 3: ORGANIZE

Once the upload is finished, click on the blue **ORGANIZE** button to work on many images, put them in a set, etc. Step 3). Choose the BATCH ORGANIZE to add more tags, etc. Chose the SETS & COLLECTIONS to organize the images into groups.

All the work for the entire studio this semester will be stored in a COLLECTION called "S13 All Work". Each student should create a separate COLLECTION inside that big collection with title:

lastname S13 all projects.

Put all your work from the whole semester in there.

Create a separate SET for each Project by clicking on "Create a new Set". When uploading images, either CREATE A NEW SET, or choose an EXISTINGS. Project sets should be named as follows:

Lastname (S/S)(yr) Proj(#)
e.g. **Smith S13 Proj1**

Below this you can add tags, titles and descriptions to each individual image or video. Then click **SAVE** below.

After creating a set, and adding tags, use SETS & COLLECTIONS tab at the top to move your SET into the correct COLLECTION. On the left you'll see an outline-format list of all the existing collections, and thumbnails of all sets on the right. Drag your set from the right into the correct project collection on the left, ALPHABETICALLY. You should eventually have many sets in your own collection. And all students should have their collection in a semester collection.

Double click on your own set to organize the order of the images, change the title, etc. Hit the blue **SAVE** button when done. The box/drop-down menu in the lower left, over the thumbnails, is a good place to organize all images, put them in other sets, add more tags, etc. Click in the box and choose the category you want to work on... You can also search for any tags (like your last name). This brings up only the selected thumbnails ready to be organized.

**** KEEP THE SITE ORGANIZED. ****

KEEP EVERY IMAGE IN A SET. KEEP SETS IN THE CORRECT COLLECTION. NO IMAGES WITHOUT TAGS

