

Creating a photo album and adding picture captions

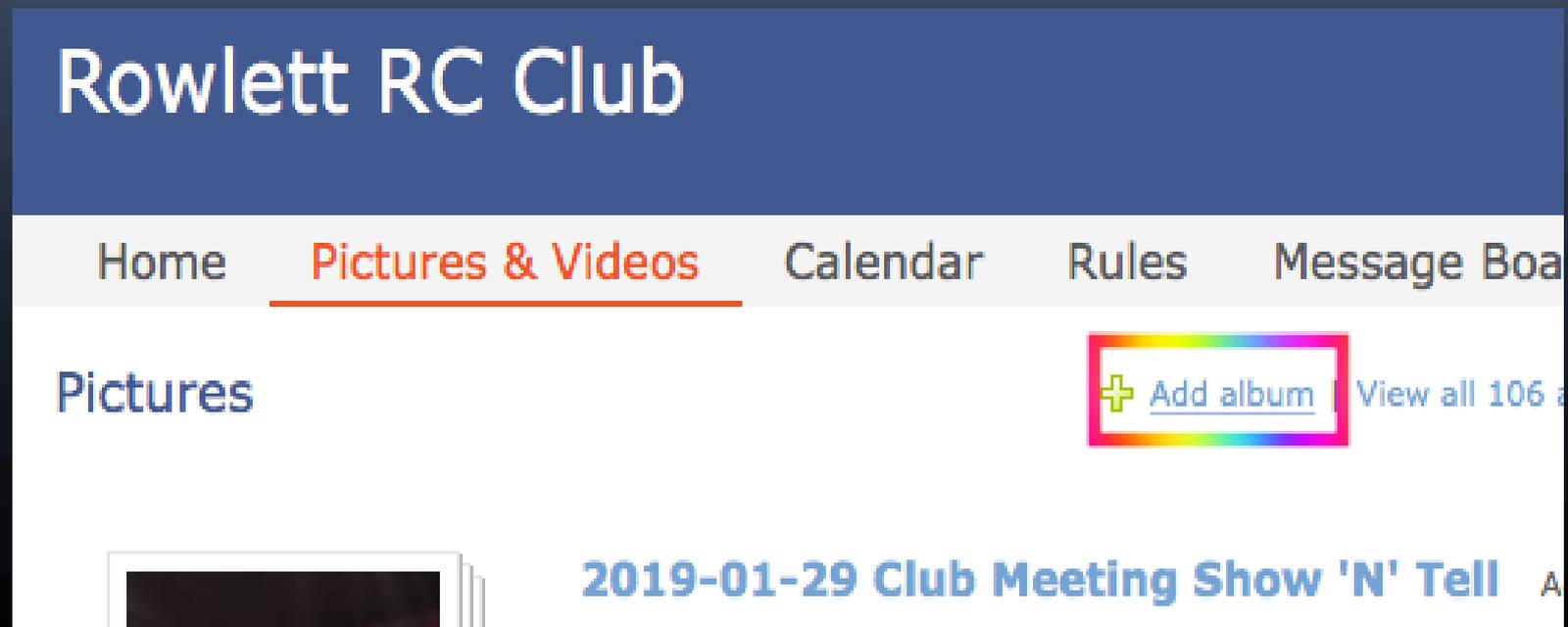
Rowlett RC Club

Overview

- Create and name the album
- Add the pictures.
- Captions can be added right after each picture is loaded.
- They can also be added/modified later.
- You have the ability to modify both the Title/Name as well as the description.

Create an Album

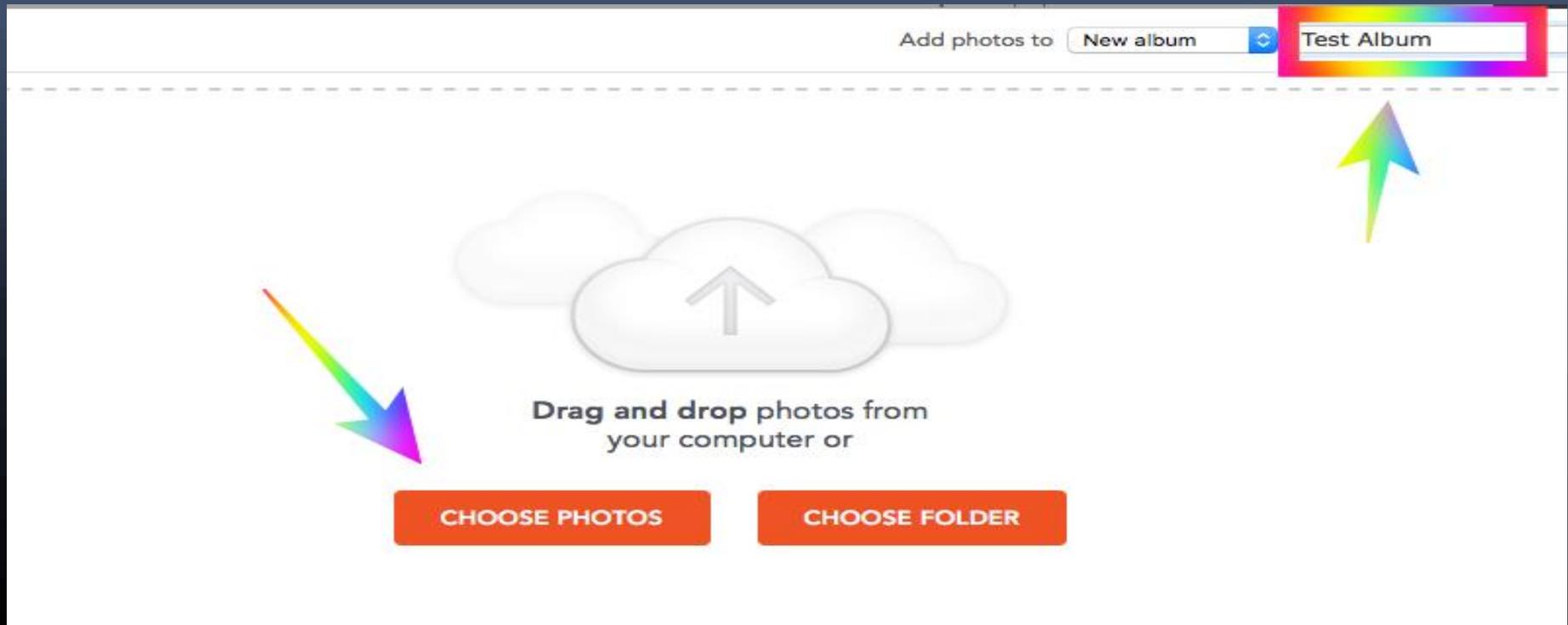
- Start by creating an album
- Select Add album (you must be signed in to see Add album)



The screenshot shows the website for the Rowlett RC Club. The main header is a dark blue bar with the text "Rowlett RC Club" in white. Below this is a navigation menu with the following items: "Home", "Pictures & Videos" (which is underlined in red), "Calendar", "Rules", and "Message Board". The main content area is white and features the word "Pictures" in blue. To the right of "Pictures" is a button with a green plus sign and the text "Add album", which is highlighted with a thick, multi-colored rainbow border. To the right of the "Add album" button is the text "View all 106 a". At the bottom of the page, there is a dark blue bar with the text "2019-01-29 Club Meeting Show 'N' Tell" in white, followed by a small "A" icon.

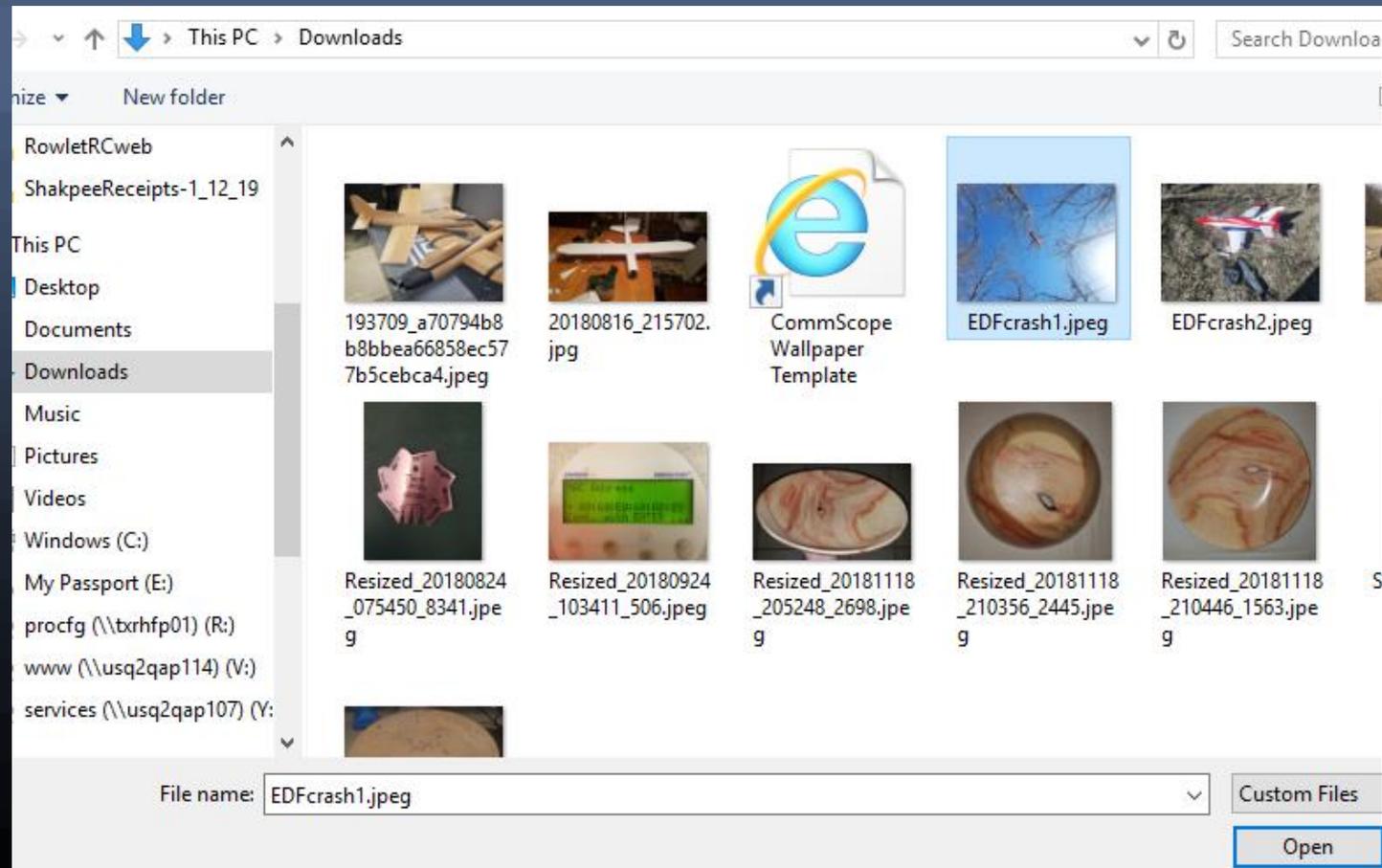
Add Album continued

- First, name your album.
- Select choose photos to bring up a window to help locate your pictures.



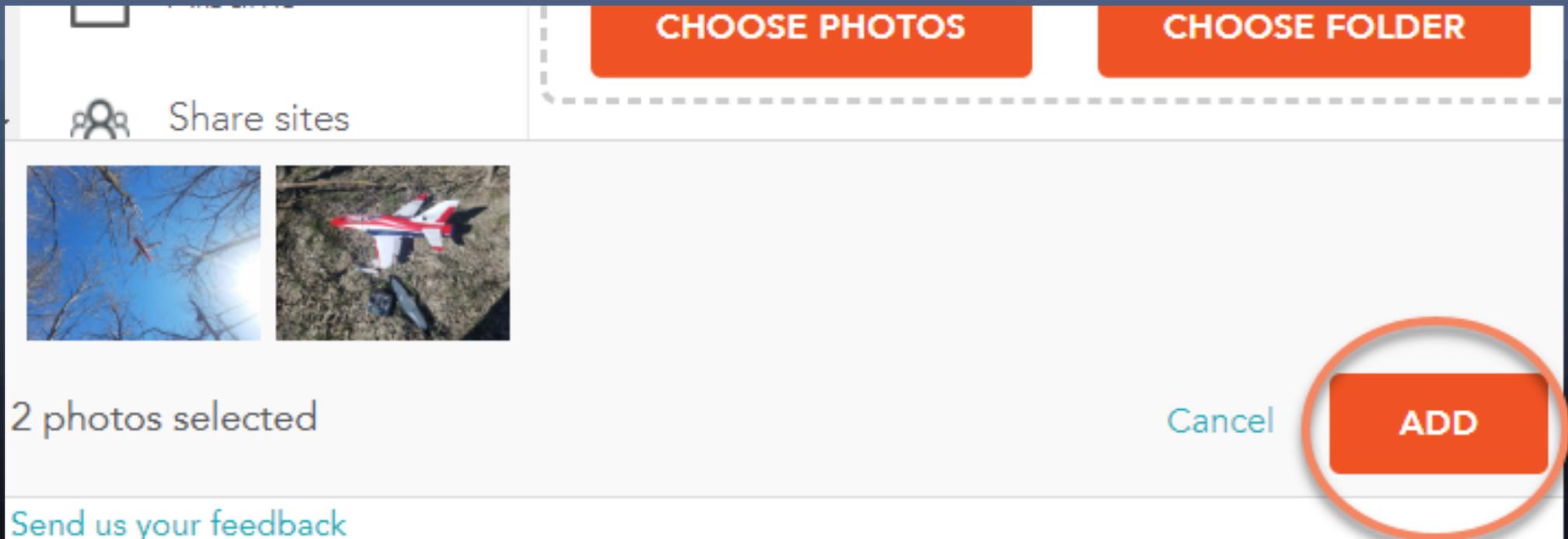
Add photos

- Navigate to the folder where your pictures are.
- The Open button returns you to the choose photo screen.
- You may select more than 1.



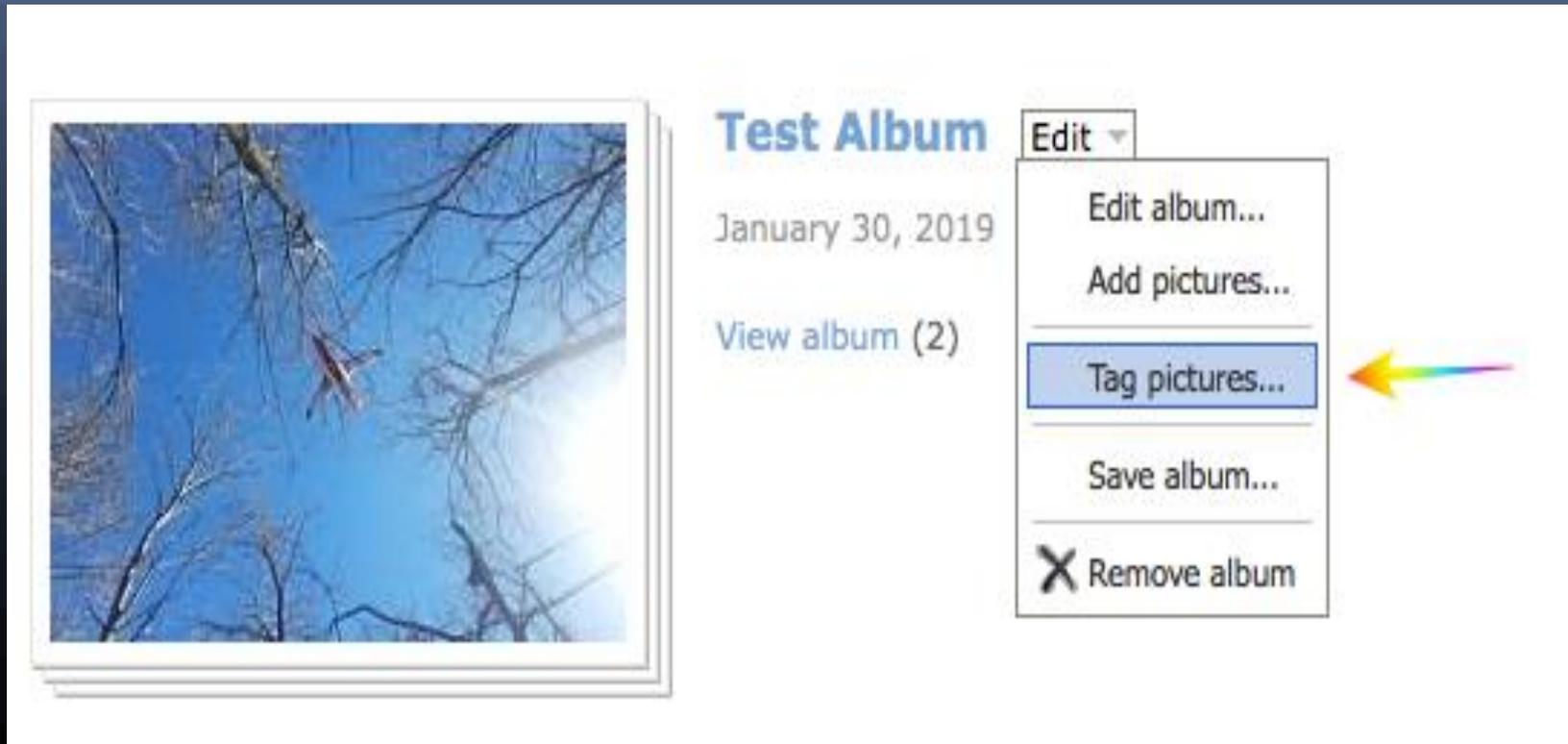
Add photos continued

- Click ADD to add the picture(s) to the album.



Adding Captions

- When the pictures are in the album, use the edit button pull-down to select either Edit album or Tag pictures.



Adding Captions continued

- Scroll down to picture info to update the title (by default the file name) or add a description.
- Notice spell check catching the misspelling of unorthodox.

Picture info

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

1



Tags:

Title: ←

Description: ←

Adding Captions continued

- I left the title but added a description. Looks better.



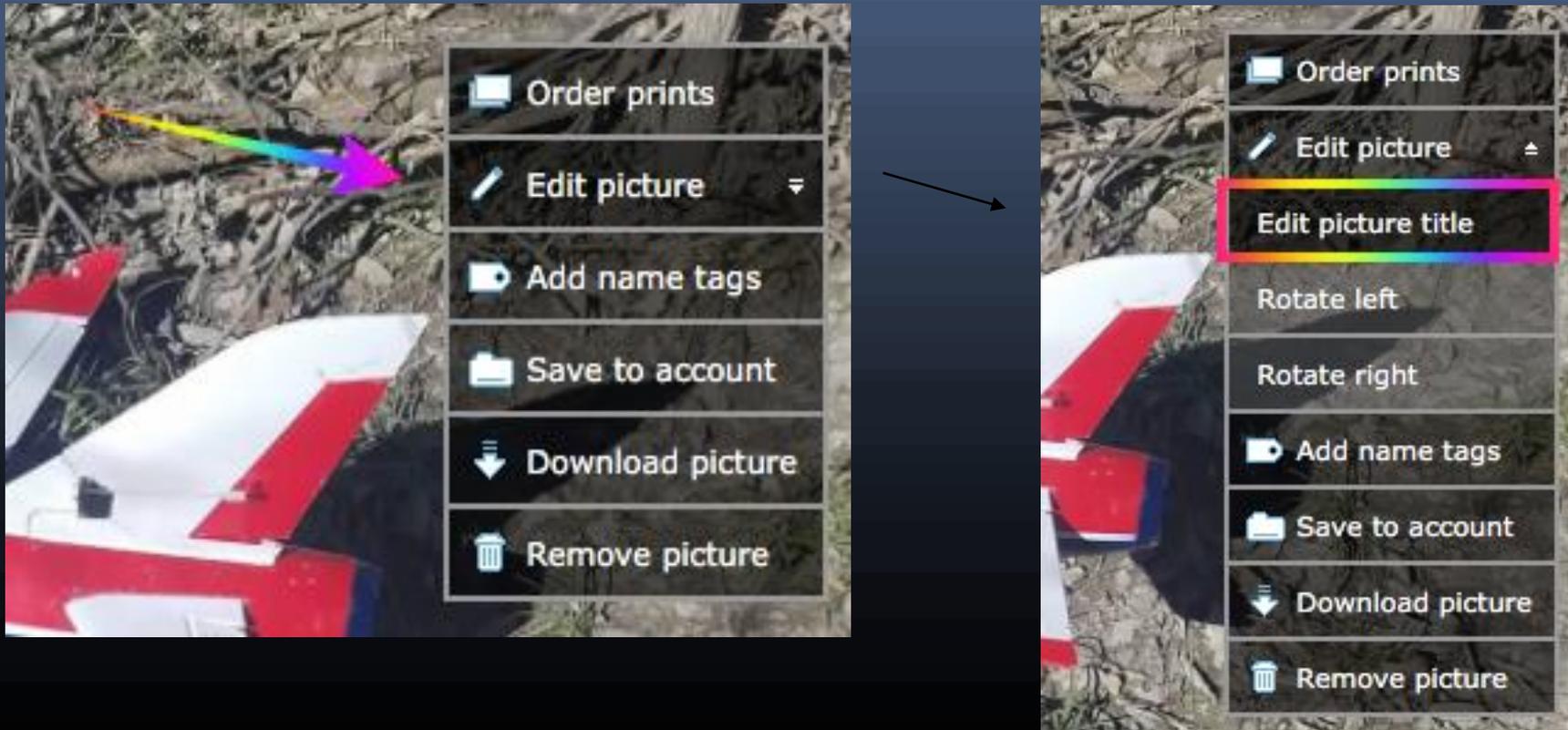
EDFcrash1.jpeg

Unorthodox crash landing for the S90!

1 of 2

Another way to add a caption

- Open any album picture (enlarge it) and put your mouse over the picture. A menu will appear. Use the Edit picture pull-down to select Edit picture title.



Picture editing

- The edit picture info window appears. Note the defaults for Name and Description.

Edit picture info

Name: EDFcrash2.jpeg

Optional. Enter a title to display with the Image. [Show text tool](#)

Description: EDFcrash2.jpeg 2019-01-30

Save Cancel

Changing the Name/Description

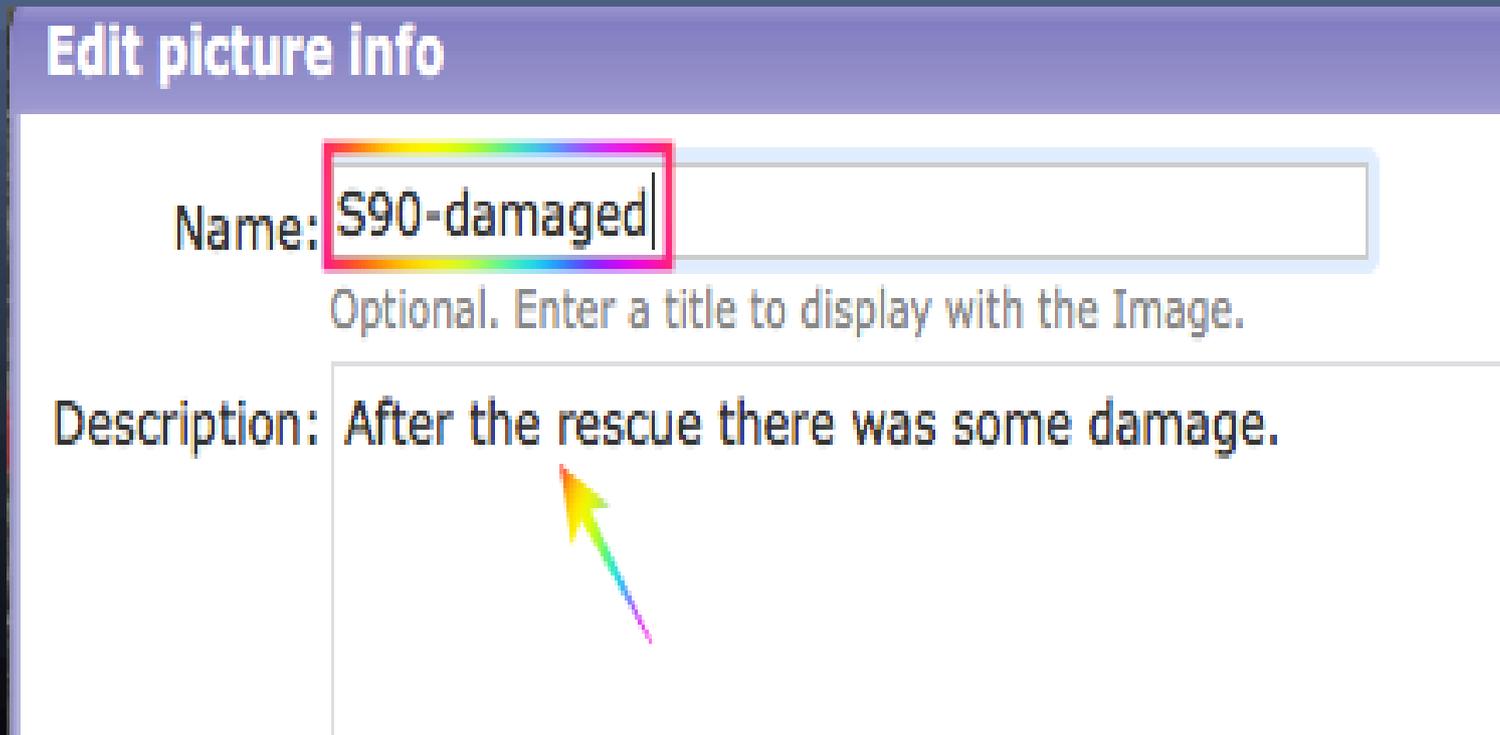
- This time we'll change both the name and description

Edit picture info

Name:

Optional. Enter a title to display with the Image.

Description:



Updated picture

- Now you can see that the file name has been replaced and the new description is in place.



S90-damaged

After the rescue there was some damage.

Summary

- These are the 2 most obvious ways to add captions to your photos.
- If you use a Mac computer, the screens are slightly different but do the same thing.
- Have fun!