

## Why use SmugMug?

Uploading your pictures from your home computer to Smugmug is easy! Once your pictures are online you can share them with friends, family, and even sell your pictures online!

SmugMug can be configured to do most things wanted by a photographer including:

1. Create as many galleries as you want, with an unlimited number of pictures.
2. Upload pictures up to 12MB each.
3. Password protect galleries.
4. Create public galleries, with a variety of gallery styles, that everyone can see along with private galleries that aren't shown in the normal web interface.
5. Allow external links to your pages, (Ebay, Yahoo, etc.).
6. Setup what size image customers can preview including anything up to the original fullsize image.
7. Sell your images as prints, or image downloads, at a price you setup with Smugmug handling the sales details.
8. Add copyright information to your images by creating a PNG overlay and then having Smugmug apply the overlay to your images

## Login to Smugmug

1. Start your Internet Explorer and navigate to Smugmug website:  
<http://caryphotographicartists.smugmug.com>
2. Click "login" at bottom of the page.
3. In the email input block enter the email account:
4. Tab to the password input block and enter the password:
5. Click "Log In" button.
6. Wait for ten seconds or so and you will be taken back to the home page.

TIP – Click on 'your photos' to get to your home page.

## Supported file types

You can upload JPG or GIF files for sale or PNG files for [copyright](#) or [theme setup](#). You can also upload DOC files for meeting minutes, etc!

HELP - <http://www.smugmug.com/help/upload-photos>

## **Internet Service Provider access**

Before you can upload your pictures, you need to have access to the internet, and the faster the better! I don't recommend using 56K dialup ISP if you can afford either DSL or Broadband Cable service

It's also important to note that your download and upload speeds are often different so check with members on what type of ISP they have and if they like it.

EXAMPLE: I have a BellSouth DSL business connection at home. My download speed is 1149 kb/s and upload speed is 236 kb/s.

## **Upload images to Smugmug**

You will upload your images to a new gallery using the Smugmug "add photos" interface. How do you do this, you ask? Simple!

SHORTCUT – From main menu click add photos > New Gallery

HELP - <http://www.smugmug.com/help/online-photo-gallery>

1. To upload a picture from the main menu (or just about anywhere) click the "add photos" button in the top left of the screen. You will get a GUI (graphical user interface) where you can click 'New Gallery' to create a gallery.
2. Once you click on the new gallery you will get a GUI where you can title your gallery and setup the look and feel for your gallery.

**New gallery for your adoring fans:**

title:

category:

subcategory:

theme:

quick settings:

quick pricing:

more: Customize this gallery to your heart's content, including **privacy** settings, after you create it.

- a. title: Enter the title for your gallery.
- b. category: You **MUST** create your gallery in **YOUR** member gallery. Use the pulldown to create or select your main category.
- c. subcategory: This is where you can create subcategories such as Clouds, Family, Pets, Stock Photos, etc., for use under your main category.
- d. theme: The theme is your background.
- e. quick settings: After you have customized one of your galleries you can save it's settings for future use.
- f. quick pricing: After you have setup a gallery, the next time you create a gallery you can use quick pricing to duplicate the same pricing. Note: to change the prancing under the image in you gallery select tools: <custom pro pricing>. You can setup pricing for images, gallery or galleries (bulk).

## Upload interfaces

If seems like SmugMug has another new upload interface surfacing every few months. Here are a few comments on the current interfaces:

1. Simple – use this interface to upload individual images or select a folder of images on your PC. Drawbacks: you have to install a plugin, and it won't upload PNG or video files. If your upload fails or you close the window you have to either figure out where your upload stopped to continue uploading. If you upload everything again you will get dupes.
2. Drag & drop – Java interface.

3. Send to Smugmug – This interface is interesting because it will compare images you select to upload with images already uploaded. It currently doesn't work on my PC but worked on my XP Pro box.
4. Picasa – Use this interface if you are familiar with Picasa or want to play with this Google software organizing tool.
5. Olde faithful – Use this interface doesn't require any plugins and pretty much always works but it's a bit clunky.

## Customizing

You can customize the gallery interface **AFTER** you have created the gallery.

**TIP** - You don't have to actually upload any pictures to the gallery **BEFORE** you customize it! I like to setup my access control to largest size viewable, watermarking, right click protection, etc., before I upload pictures to an album

**Customize Gallery:** Set gallery options here. [Help](#). Cropping, captioning or arranging? [Photo tools](#) to the rescue.

**quick settings:**

**essentials** - at the very minimum, you must categorize and title your gallery

title:   
category:

**extras**

subcategory:  optional  
description:  optional  
keywords:  optional, assists with searching  
geography:  Yes  No show and use the mapping features?

**look & feel**

theme:  optional (but cool), choose a look  
appearance:  SmugMug  custom  
clean:  Yes  No hide description and update time on homepage?  
camera info:  Yes  No should extra camera info be visible?  
filenames:  Yes  No for photos without captions, show the filename instead of nothing?  
style:  would you like to force a gallery style?  
sort by:  would you like your photos sorted?  
sort direction:  in which direction would you like them sorted?

**security & privacy**

password:  optional, prompts visitors for a password. See help.  
password hint:  optional, gives your visitors a hint  
public:  Yes  No show this gallery on your homepage?  
hello world!:  Yes  No can Google find your smug mug?  
hello smuggers!:  Yes  No do you want your photos in SmugMug's search?  
ext. links:  Yes  No allow external links (eBay, forums, etc)?  
protected:  Yes  No right-click protect your photos?  
watermarking:  Yes  No watermark your photos as you add them?  
watermark:  which watermark should we use?  
hide owner:  Yes  No hide your name, navigation, and look & feel?  
largest size:  Medium  Large  XLarge  X2Large  X3Large  Original

**social**

photorank:  Yes  No allow visitors to vote your photos **most popular**?  
friends edit:  Yes  No can your **friends** edit captions & keywords?  
family edit:  Yes  No can your **family** edit captions & keywords?  
comments:  Yes  No can visitors read and post **comments**?  
easy sharing:  Yes  No do you want the 'share photo: links, forums, blogs' link? See help.

**printing & sales**

printable:  Yes  No can people buy prints of these photos?  
default color:  True  Auto for prints, default to **True or Auto**?  
proof days:  delay printing for up to 7 business days?  
backprinting:  want something printed on the backs of prints?

**photo sharpening**

Feel free to try your own recipe. Your original photos won't be changed, just new display copies. [Help](#).  
unsharp amount:  default: 0.200 (20%)  
unsharp radius:  default: 1.000  
unsharp threshold:  default: 0.0500  
unsharp sigma:  default: 1.000

**community** - you may associate this gallery with one of your photo communities

community:  You're not a member of any photo communities. [Join one!](#)

## Pro Pricing

You can set the pricing of you pictures, gallery, or multiple galleries.

TIP – For your first gallery, create your gallery and customize it. Upload ONE image and then select tools <Custom Pro Pricing> from the <photo tools> pulldown. Set the Pro Pricing on that gallery BEFORE you have uploaded all of your images.

HELP - <http://caryphotographicartists.smugmug.com/help/print-pricing>

## Protecting your images from theft

You can do a lot in Smugmug to stop your images from being stolen while at the same time letting authorized customers/family/friends see them. Determine what level of protection you need. Do you need to password protect the gallery or image? What size to you want to set for previewing the image? Do you want to disable right click save as? Do you need a watermark? All these setting can be set in: customize gallery under the security & privacy section.

If you need a watermark made ask a member using Photoshop to help using this procedure: <http://dgrin.smugmug.com/gallery/1690196>

You can also use the default watermark I have uploaded to the [\\*Cary Photographic Artists – Members Only](#) web page.

# GOTCHAS!

Things NOT to do with the Cary Photographic Artists Smugmug account.

1. Don't mess with the userid name, password, etc., for the account. If you have an account question ask one of the Web team and we will get you and answer.
2. Don't mess with other members images! Since we are sharing this Smugmug account be careful not to mess with other members categories or subcategories.
3. Don't setup a proof delay for printing services. This means each image you upload for sale should be the original image with retouching already applied.
4. Don't setup pro pricing and set prices for the portfolio. This will goof up the pro pricing for everyone else.
5. Pro Pricing – a blank field means the product will be sold for the default Smugmug price. If you want to DISABLE a field set the price to \$0. This tells Smugmug you don't want to sell this size print or item. Don't put a \$ sign in front of your price. This confuses the software interface and doesn't work.
6. If you goof up a member's gallery because you were peeking at their gallery customization settings, pro pricing, etc... please tell someone so we can have it fixed!

Weblinks:

<http://caryphotographicartists.smugmug.com> – where to upload you pictures.

<http://www.dslreports.com/stest> - broadband speed test software.

<http://www.dgrin.com/> - This is where you can learn a lot about the Smugmug interface and photo stuff in general.

<http://dgrin.smugmug.com/gallery/1100284> - Nice tutorials!

<http://dgrin.smugmug.com/gallery/1690196> - Create a transparent PNG watermark in PS CS2.