

Managing Photos Within the HOS Discussion Forum

Individual members of the HOS Discussion Forum can create their own photo album within the Forum and add their photographs to the album. This is more acceptable than emailing photos to members of the Forum as this can cause problems with other members' emails if the files are large and Internet connections are slow. It also means that the member is in complete control of his own information, and does not have to rely on anyone else. Once the photos have been uploaded, other members can be informed by sending them an email to via the Forum email facility.

Create Your Album

Sign in to the HOS Discussion Forum

Click on 'Photos'

Click on '+New Album' button

Enter Album Name and Description

Select Privilege- Personal (only you and the forum moderator can edit the folder)

Click on 'Add Photo'. Browse your computer and select at least one photo to upload.

Click on 'Post Photos' to create your album, which will have a minimum of 1 photo in it.

Add Photos to Your Album

Sign in to the HOS Discussion Forum

Click on 'Alphabetical' and select the order in which you want the albums displayed (Alphabetical, Oldest or Latest)

Scroll Down until you find your album and click on it

Click on '+Add Photos' button

Select Files - go to appropriate album on your PC where the files are held and select the file(s) that you want to upload. Select 'Open'

Repeat this process until all you photos have been uploaded ready for posting

Click on 'Upload' button to upload them

View and Edit Your Photos

Sign in to the HOS Discussion Forum

Click on 'Alphabetical' and select the order in which you want the albums displayed (Alphabetical, Oldest or Latest)

Scroll Down until you find your album and click on it

You can now select each of the photos and edit them. At this stage, or later, you can add or change the photo name, and alter the order that you want them displayed.

Once they are sorted you can post a note on the forum letting members know what photos you have added.