

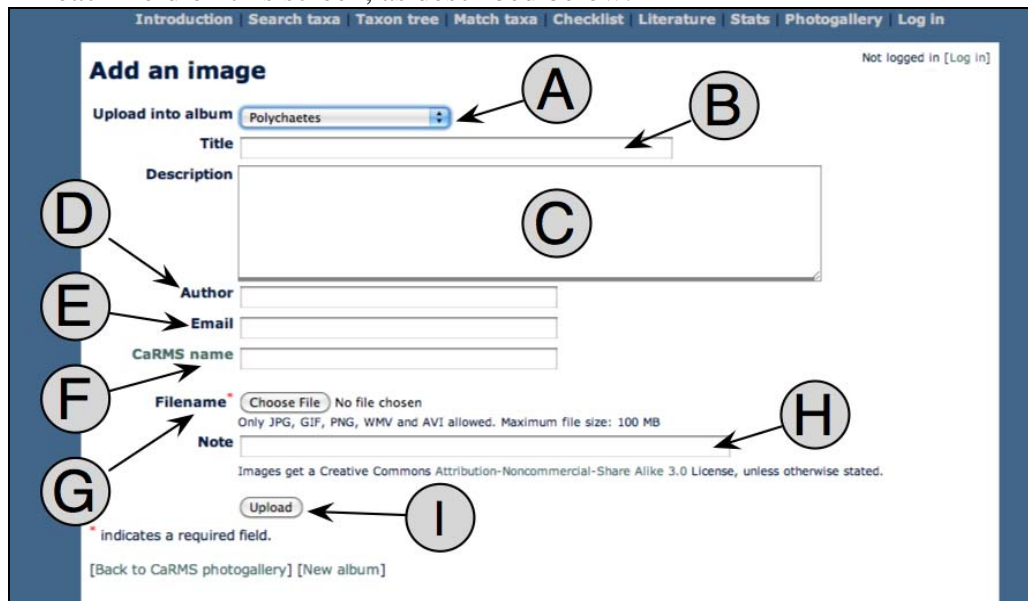
Instructions on how to contribute to the photogallery

To add images simply follow the following instructions:

1. Navigate to the web site:
<http://www.marinespecies.org/carms/photogallery.php>
2. Click [add an image]



3. At this screen, first choose a specific album. If undecided, add images to 'Other Groups' (from the drop-down list).
4. Fill in each field on this screen, as described below.

A screenshot of the 'Add an image' form on the CaRMS website. The form is titled 'Add an image' and has a 'Not logged in [Log in]' link in the top right. The form fields are labeled with letters A through I:

- A: Points to the 'Upload into album' dropdown menu, which currently shows 'Polychaetes'.
- B: Points to the 'Title' text input field.
- C: Points to the 'Description' text area.
- D: Points to the 'Author' text input field.
- E: Points to the 'Email' text input field.
- F: Points to the 'CaRMS name' text input field.
- G: Points to the 'Filename' text input field, which has a 'Choose File' button next to it.
- H: Points to the 'Note' text area.
- I: Points to the 'Upload' button.

Below the 'Filename' field, there is a note: 'Only JPG, GIF, PNG, WMV and AVI allowed. Maximum file size: 100 MB'. Below the 'Note' field, there is a Creative Commons license notice: 'Images get a Creative Commons Attribution-Noncommercial-Share Alike 3.0 License, unless otherwise stated.' At the bottom of the form, there is a note: '* indicates a required field.' and two links: '[Back to CaRMS photogallery]' and '[New album]'.

B) Title

Title is posted to the photo gallery thumbnails and the photo page. This information will be searchable on the web (e.g., Google).

C) Description (recommended)

Description is seen under the title on the full page picture, followed by author, file type and size and a (more) link for photo/camera details and/or collecting location, upload date, number of views and a link to the CaRMS taxa page.

D) Author

Enter Fisheries and Oceans Canada either by itself or followed by person's name. Do not include the region or the institute. Examples:

- Fisheries and Oceans Canada
- Fisheries and Oceans Canada, R. Miller
- Fisheries and Oceans Canada, Dalhousie University

The author's name appears along with the description on the full page picture

E) Email

If desired, add author's email or the generic email address CaRMS@dfo-mpo.gc.ca
The email address is useful for WoRMS or a viewer to contact the original photographer regarding image details such as confirming species.

F) CaRMS name

From the drop-down web list, choose the correct scientific name to associate with the image.

Posted images have a label below with 'unverified' until checked. Obvious errors noticed by viewers are emailed to WoRMS for correction and editors can correct entries on their own.

G) File name (compulsory)

Upload the full sized image (virtually no limit). The photo gallery automatically resizes the image for the web site but will store and enable download of the full sized image upon request.

H) Note (optional)

Generally left blank – could include editorial comments

I) Upload

Press the upload button to complete the process.

These instructions were originally published in Kennedy, M.K., Nozères, C., Miller, R., Vanhoorne, B. and Appeltans, W. 2011. The Canadian Register of Marine Species Photo Gallery: A User's Guide, Version 1. Can. Tech. Rep. Fish. Aquat. Sci. 2933: v + 47 pp. <http://www.dfo-mpo.gc.ca/Library/343616.pdf>. For more information on CaRMS please contact CaRMS@dfo-mpo.gc.ca