

Instructions for Tagging Photos

You may tag any photo that is posted on the site (add the names of people in a photo).

Start by locating the photo on the gallery page. The gallery page is the page that contains small thumbnails of all images that are in the gallery.

Once you have located the photo you want to tag, click on the image.

This will take you to the display page for the image. There will be a single image on the page. If the image has not been tagged, below the photo you will see: "If you know...clicking here."

Click on the message. A screen will appear with the header "Photo Title/Description." On the line that reads "Enter," delete "none," and enter the name(s). You can use commas or "and" if there are several names. Click on "submit."

A new screen will flash which gives you the option to continue. The photo gallery will reappear. Your tag line has been added to the photo. The next time you click on the thumbnail, the tag line will appear with the enlarged photo when it appears.

You may edit the tag line and change the name(s) or add new name by re-tagging the photo.

To edit the tag line click on the "click here to re-tag photo."

This will bring up an email screen. Add the new tag line in the body of the email and submit the email. The tag line will be updated based on your input.