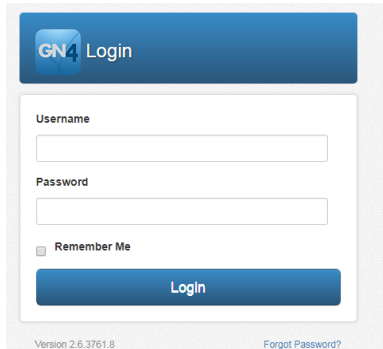


Image portal for photographers

In your search bar, type in <http://pics.arena.africa>

This will bring you to the login:

A login form for GN4. It has a blue header with the GN4 logo and the word "Login". Below the header, there are two text input fields labeled "Username" and "Password". Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a blue button labeled "Login". At the very bottom of the page, it says "Version 2.6.3761.8" and has a link "Forgot Password?".

GN4 Login

Username

Password

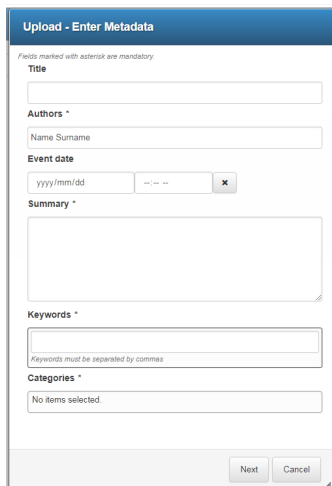
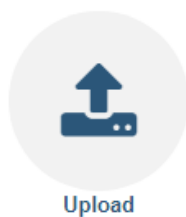
☐ Remember Me

Login

Version 2.6.3761.8 [Forgot Password?](#)

Type in the username and password.

Click on the Upload icon.

A dialog box titled "Upload - Enter Metadata". It contains several fields: "Title" (text input), "Authors *" (text input with "Name Surname" below it), "Event date" (date picker with "yyyy/mm/dd" and a calendar icon), "Summary *" (text area), "Keywords *" (text input with "Keywords must be separated by commas" below it), and "Categories *" (text input with "No items selected." below it). At the bottom right are "Next" and "Cancel" buttons.

Upload - Enter Metadata

Fields marked with asterisk are mandatory.

Title

Authors *

Name Surname

Event date

yyyy/mm/dd

Summary *

Keywords *

Keywords must be separated by commas

Categories *

No items selected.

Next Cancel

Fill in the required fields in the upload dialogue box.

Title – name of picture

Author – photographer

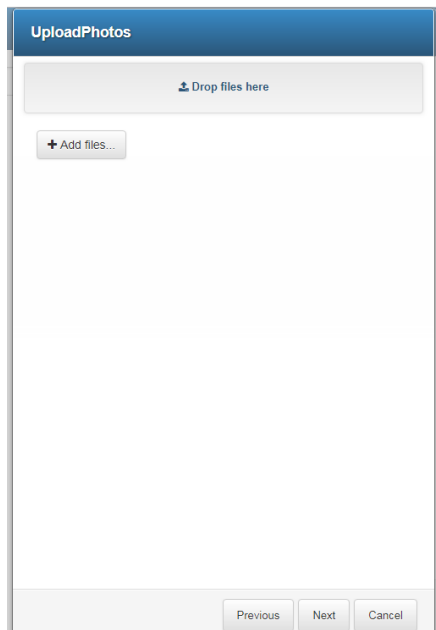
Event date – date

Summary – caption

Keywords – must be filled in

Categories – eg local

Click on Next, and the following screen will appear:



Pictures can be dragged and dropped in, or added.

Click on Next.

You can check if your picture has uploaded by clicking on the My Uploaded Photos icon.



My Uploaded Photos
View my uploaded
photos

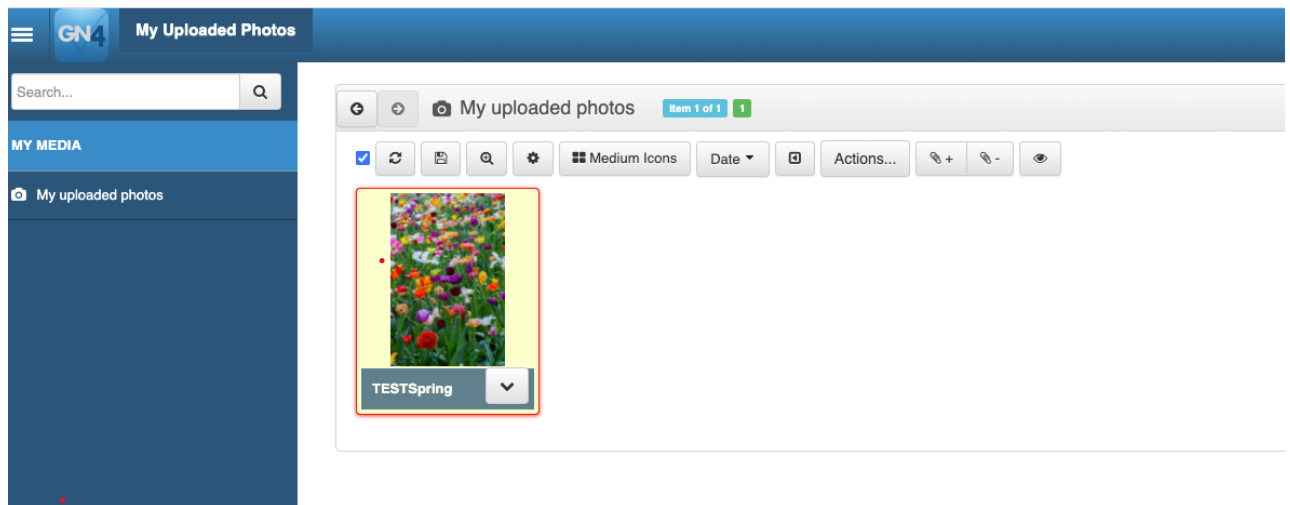
TO EDIT A CAPTION

Click on My Uploaded Photos



My Uploaded Photos
View my uploaded
photos

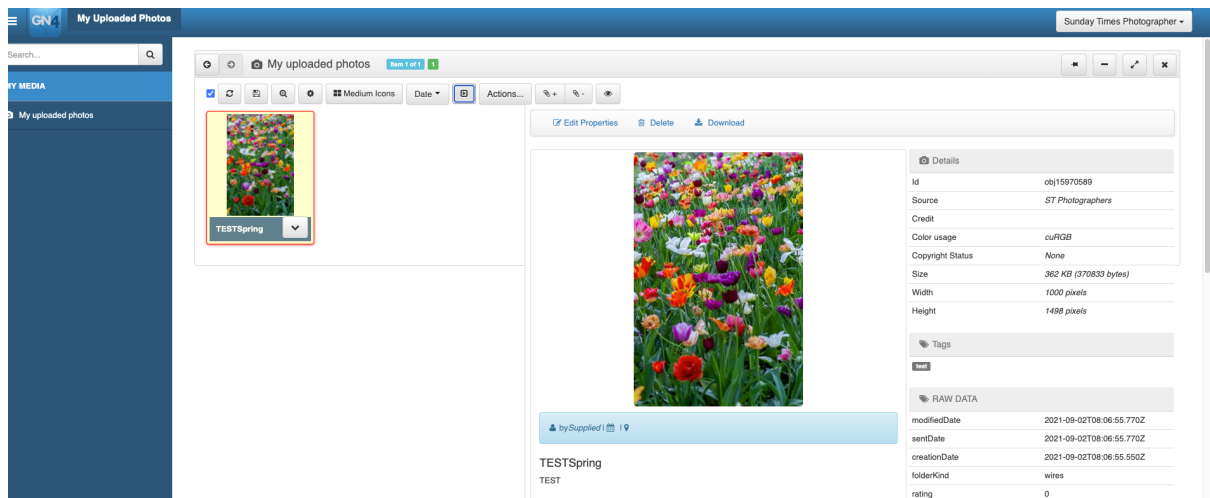
Click on the photo you wish to edit. The picture and frame will be highlighted in yellow and red.



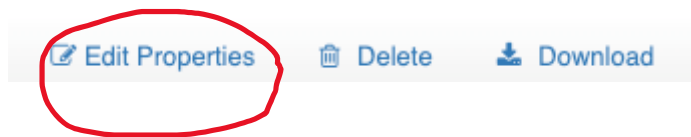
Click on the Toggle Properties icon.



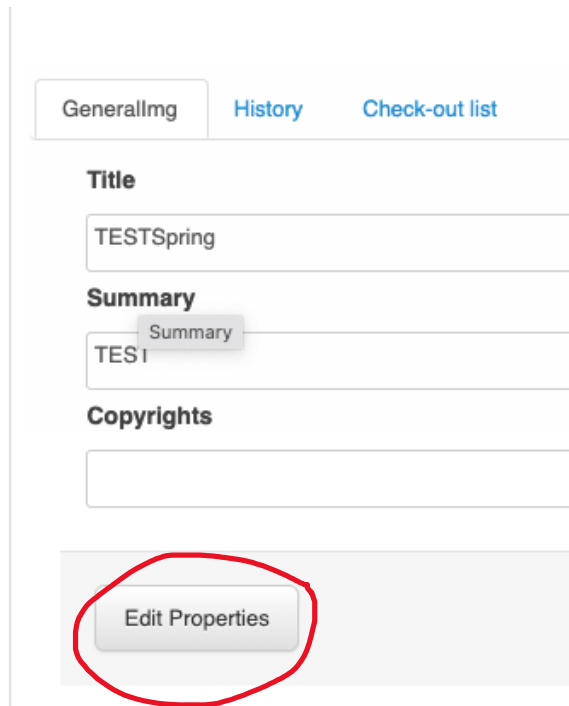
The picture will open to the right.



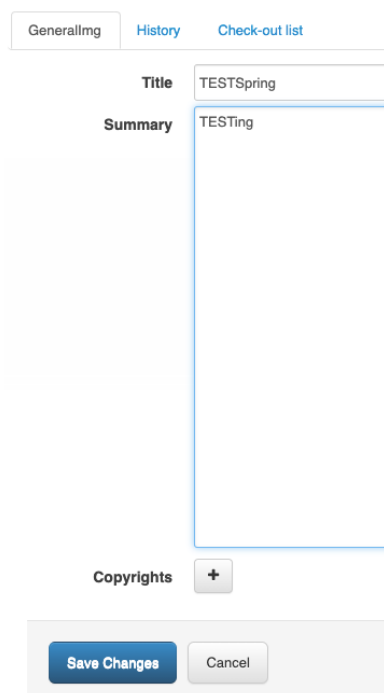
Click on Edit Properties at the top,



or the bottom.

A form with three tabs: 'General', 'History', and 'Check-out list'. The 'General' tab is active. It contains three text input fields: 'Title' (containing 'TESTSpring'), 'Summary' (containing 'TESI'), and 'Copyrights' (empty). At the bottom of the form, there is a button labeled 'Edit Properties' which is circled in red.

Make changes to the Title or Summary. Then click on Save Changes.

The same form as before, but with the 'Summary' field now containing 'TESTing'. The 'Title' field still contains 'TESTSpring'. At the bottom of the form, there are two buttons: 'Save Changes' (highlighted in blue) and 'Cancel'.

The following will appear:

GeneralHistoryCheck-out list

✓ Object successfully updated.

Title

TESTSpring

Summary

TESTing

Copyrights

Edit Properties

Click on the Toggle Properties icon at the top to return to the rest of the images.

