



# VFS Gallery User Guide

(Please view Album 'VFS Gallery User Guide' for all slides in this guide)

# VFS Gallery User Guide



- The VFS Gallery is a central site for the collection of images relevant to the VFS and the VTOL community
  - Many images are owned by VFS, some are not
- Users can view and download images without signing in
  - If you download an image, be sure to respect any license restrictions (see Description field associated with the image)
- VFS members are encouraged to submit images to the gallery
  - These can be donated to the VFS or ownership retained (a license will need to be specified in this case)
- A log on is required if you wish to submit images to the gallery
  - Contact the System Administrator, Randy Johnson (Director of Information Resources), at VFS HQ to obtain a log on (VFS members only)

# Finding Images



- The 'Explore' and 'Search' menu options can be used to find images
  - 'Explore'
    - Enables the user to locate images by 'Discovery' (image popularity, trends, etc.) or by 'Category' (see list under 'Explore')
  - 'Search'
    - Needs to be used carefully – see the separate chart in this album on 'Search Guidance'
- Images can also be located in albums
  - The available albums can be found under the 'About' option in the menu bar
  - An image can only be allocated to a single album

# Search Guidance



- The following are some guidance notes to help with your searches,
  - Any search covers both the Title and Description fields
  - Searches are not sensitive to capital letters
  - You can only search for complete words
  - There must be 3 or more characters in your search
  - A search using multiple words is the equivalent of an 'OR' search
  - To search for a phrase, surround the words in double quote marks
  - To search for a word with a hyphen in it, you must surround the word in double quote marks
- A more advanced search is available from the drop-down in the Search box

# Uploading Images



- Images can be uploaded as single images or in batches using the 'Upload' menu option, if a user is logged in
- During upload, you will be asked to assign a Category and an Album (only albums created by you) for the images - these can be changed later
- Adding a title and description
  - The Search facility looks only at the Title and Description of an image
  - Please ensure that you add any key words in either of these fields
  - Please see the 'VFS Gallery Search Guidance' slide in this album for further guidance
- License and/or user restrictions
  - If you wish to enforce restrictions on how users can use an image please add a license (e.g. Creative Commons)
  - Do not add watermarks or textual information on the image to do this

# Categorizing Images



- Categories enable users to view images with similar content
- When categorizing an image please consider the following,
  - What is the primary purpose of the image?
  - What is the image trying to portray?
    - E.g. Is the image focused on an aircraft or an operation that it is doing?
      - If the former, Category is 'Aircraft/Overviews'
      - If the latter, Category is 'Operations/External Lift' (if that is the operation)
- Differences between Albums and Categories
  - Albums define the context for an image (date, location, event)
  - Categories define the content of an image (primary purpose of an image)
- *Note: VFS reserves the right to re-categorize images as deemed appropriate (this has no impact the image itself or albums)*

# Acceptance of Images



- VFS wishes to ensure that the Gallery only includes images that are suitable for sharing with VFS members
  - Images should be of good quality, relevant and of interest to members
  - VFS reserves the right to remove any image uploaded
- Typical reasons for removing an image could be,
  - Inappropriate content, not relevant to the VFS membership
  - Poor technical standard (out of focus, poorly lit, etc.)
  - Image includes extraneous content (e.g. advertising, watermarks, etc.)
- If an image is removed, VFS will attempt to contact the owner and explain the reason(s) why
- VFS may also contact the owner of an image(s) to request that it be moved to a different album

# Title and Description Templates



- When adding images please try and follow the guidance below,
  - Title
    - Ensure the title explains the image (do not use image reference numbers etc.)
    - For aircraft images,
      - Company/Aircraft (Reg.)/Operator/Background
      - E.g. Sikorsky S-76C++ (N99XX) of AN Other Corp, approaching oil rig in Gulf of Mexico
  - Description
    - Ensure that any key words not used in the title are used in the description
    - Insert license details and any modifications of the image from the original
      - E.g. Image by AN Other (no modifications to original image) (image provided under the terms of Creative Commons license...)
  - General
    - Check that any aircraft designation used is consistent with that used on similar images in the Gallery
      - E.g. S-76 not S76 or S 76 (this helps in searches)
    - Make sure the Title or Description covers any key words pertinent to the image



# Contact Us



- Still having issues or problems?
- Use the 'Contact us!' link at the top of the Gallery