# Flickr

This guide will cover six aspects of Flickr, including photo galleries, comments, profiles, contacts, tags, and groups.

## Photo Galleries

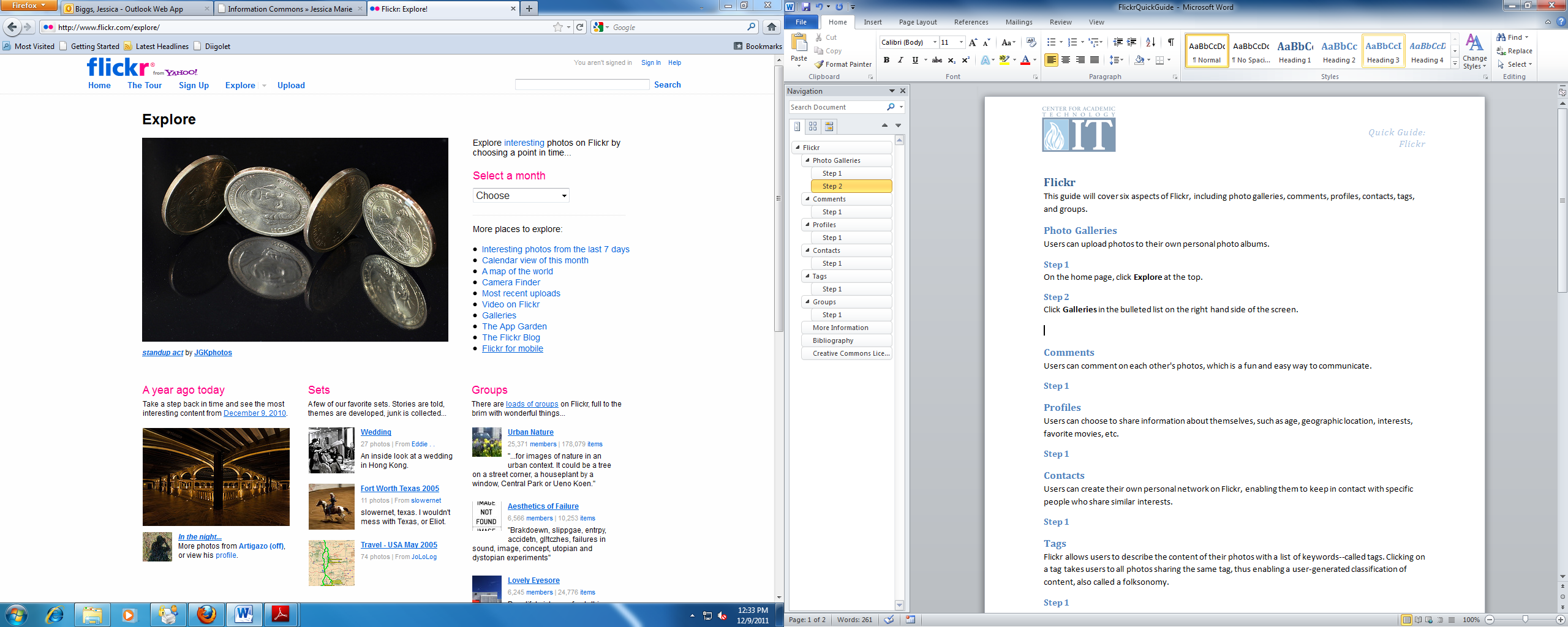
Users can upload photos to their own personal photo albums.

### Step 1

On the home page, click **Explore** at the top.

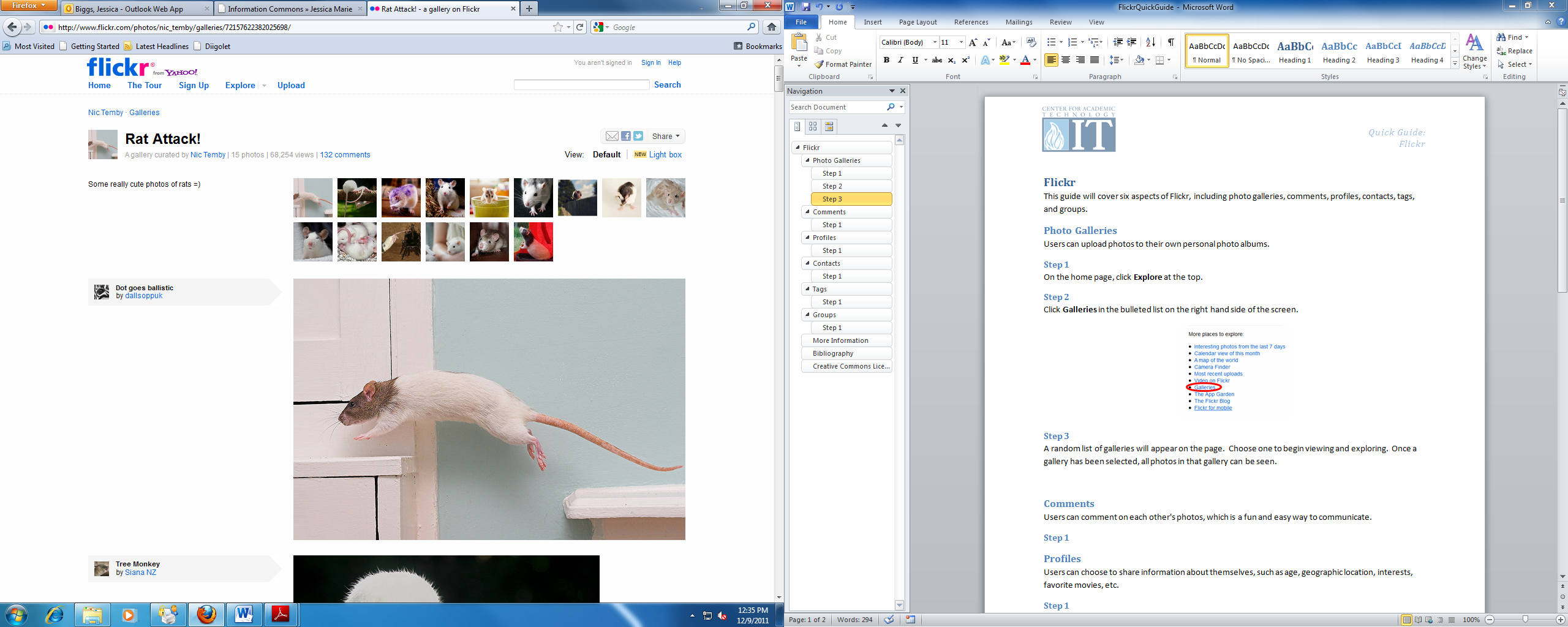
### Step 2

Click **Galleries** in the bulleted list on the right hand side of the screen.



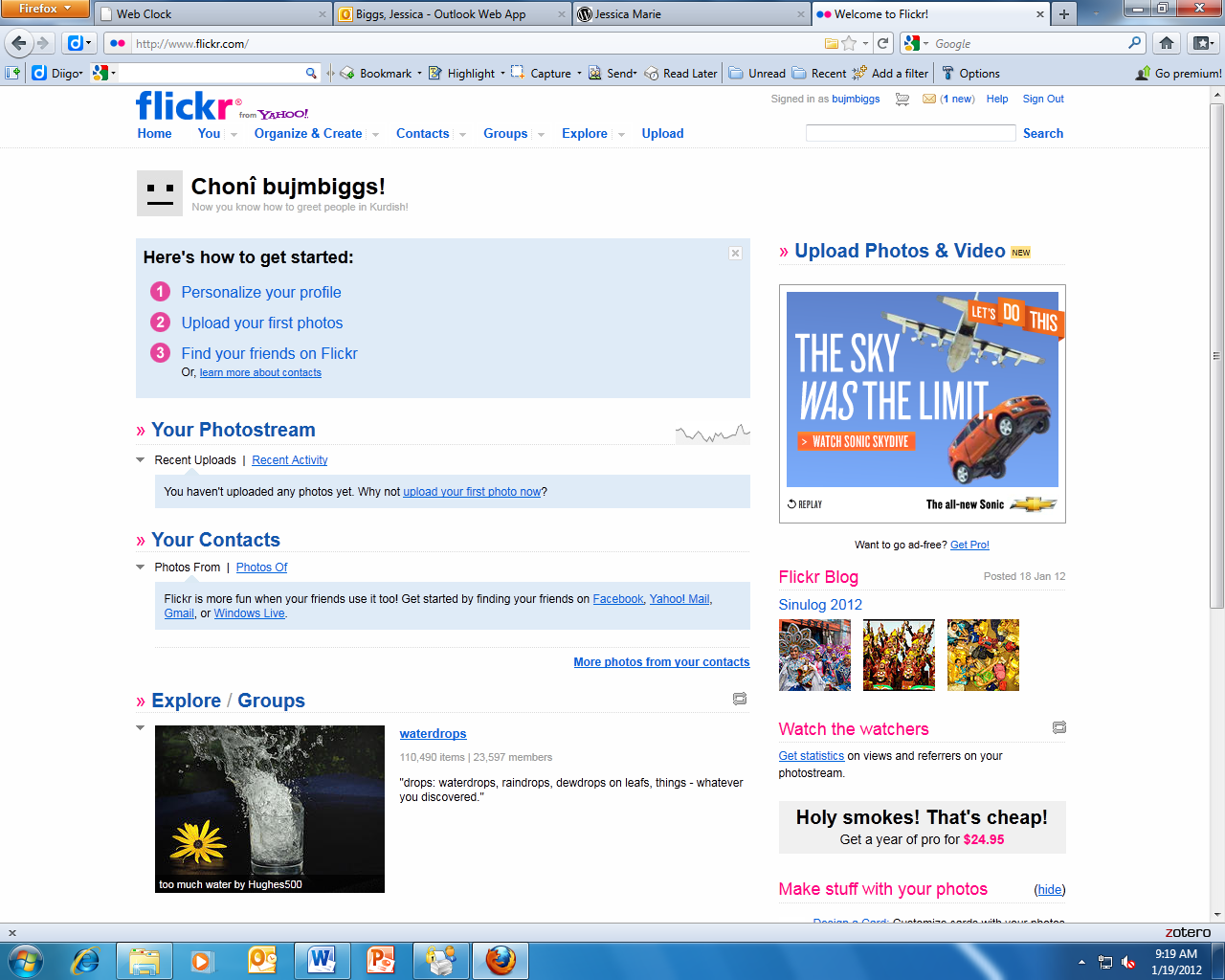
### Step 3

A random list of galleries will appear on the page. Choose one to begin viewing and exploring. Once a gallery has been selected, all photos in that gallery can be seen.



### Step 4

To upload photos and create galleries, click **Upload** at the top of the page after logging into a Flickr account.

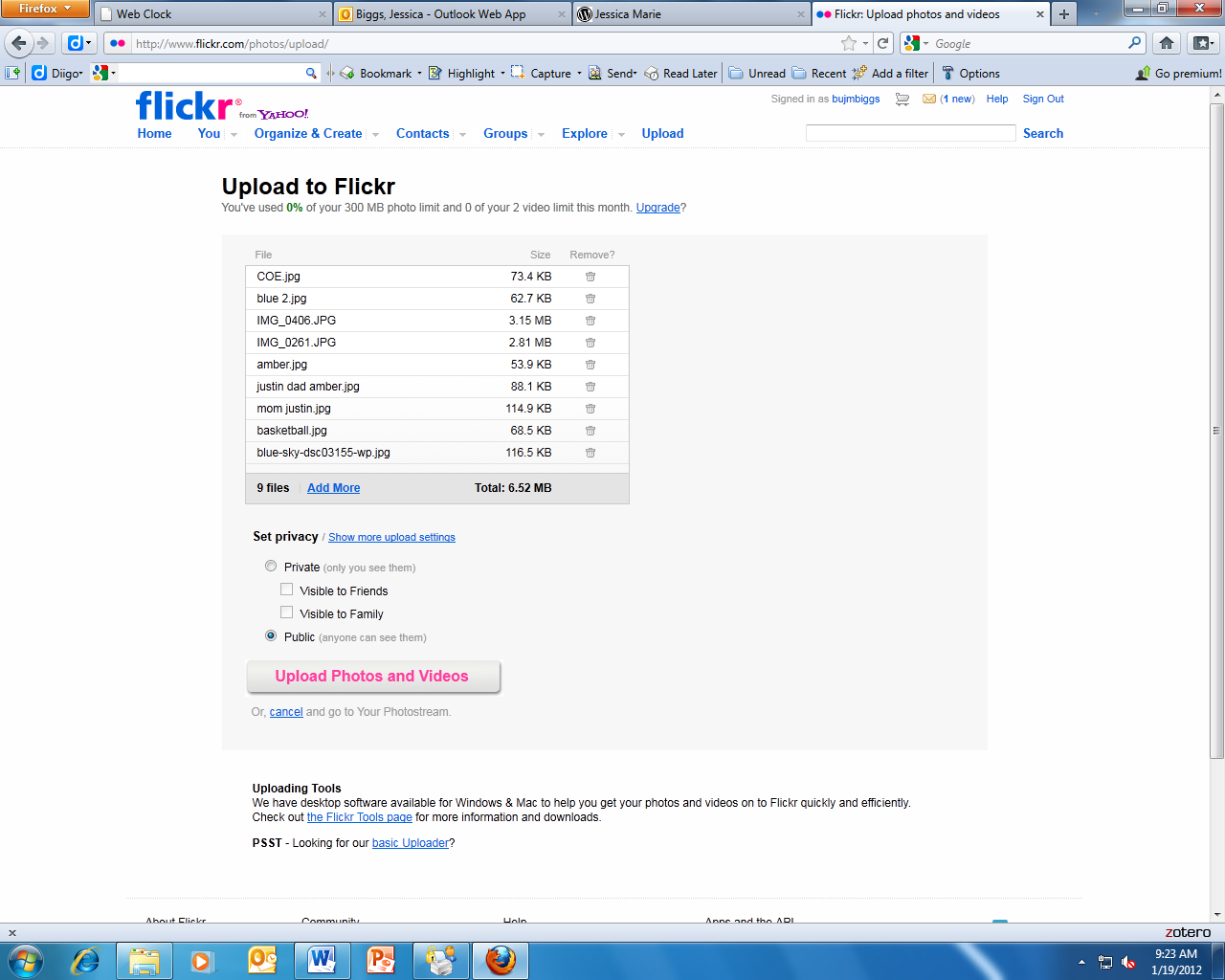


### Step 5

Click the blue link that says **Choose photos and videos**.

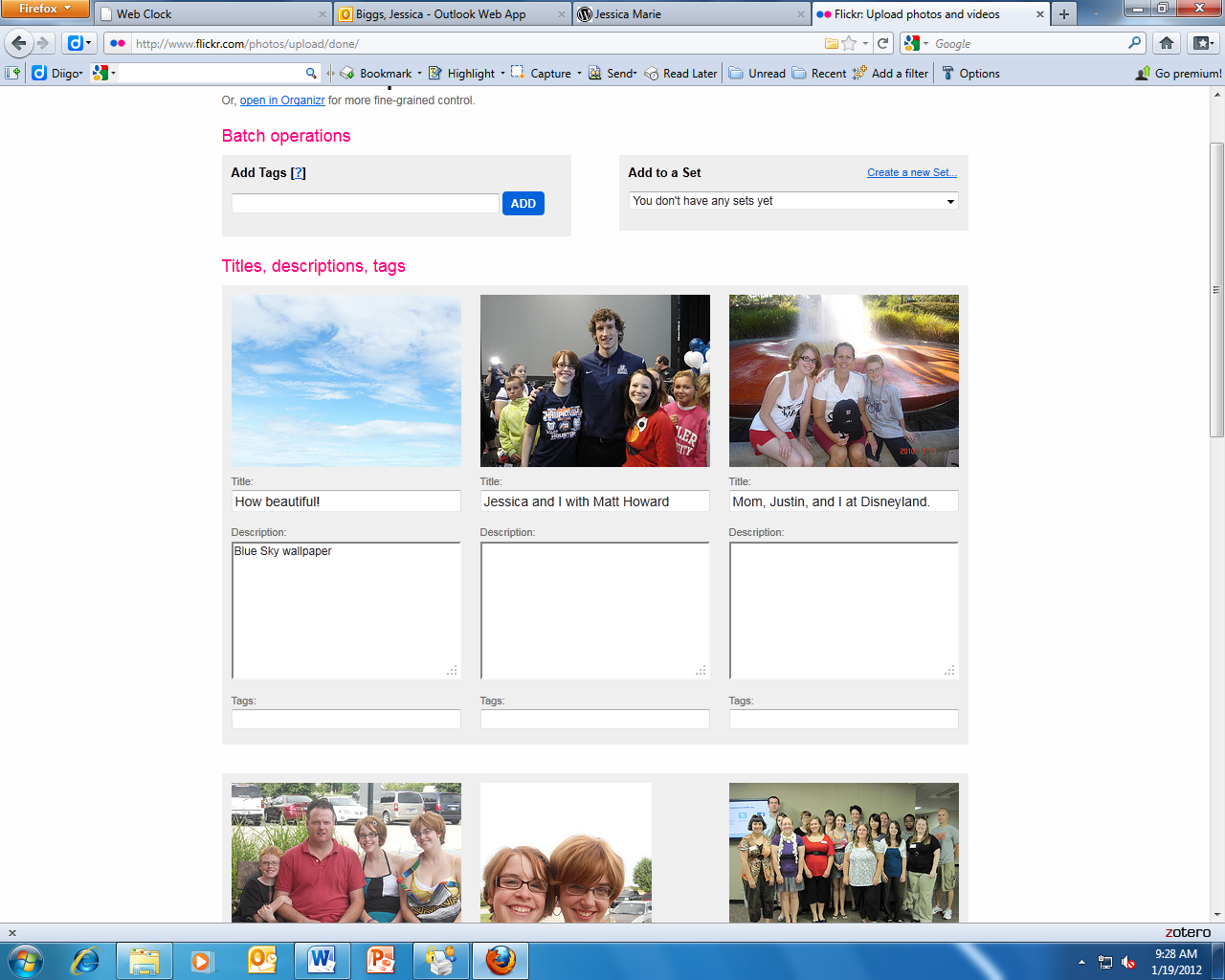
### Step 6

After choosing photos to upload choose the privacy settings desired and then click **Upload Photos and Videos**.



### Step 7

Once the photos have been added, an option appears to **add a description**. Click on the link to do so. This will go to a page where a title, description, and tags can be added.

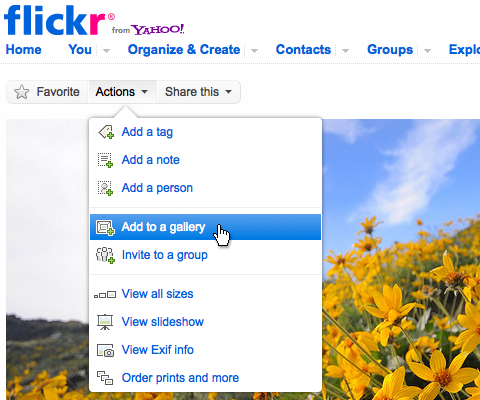


### Step 8

Click **Save** at the bottom of the page when finished.

### Step 9

To add a photo that has been uploaded to a gallery, click on the photo to view it. Then, click **Actions** at the top of the page and select **Add to a gallery**.



## Comments

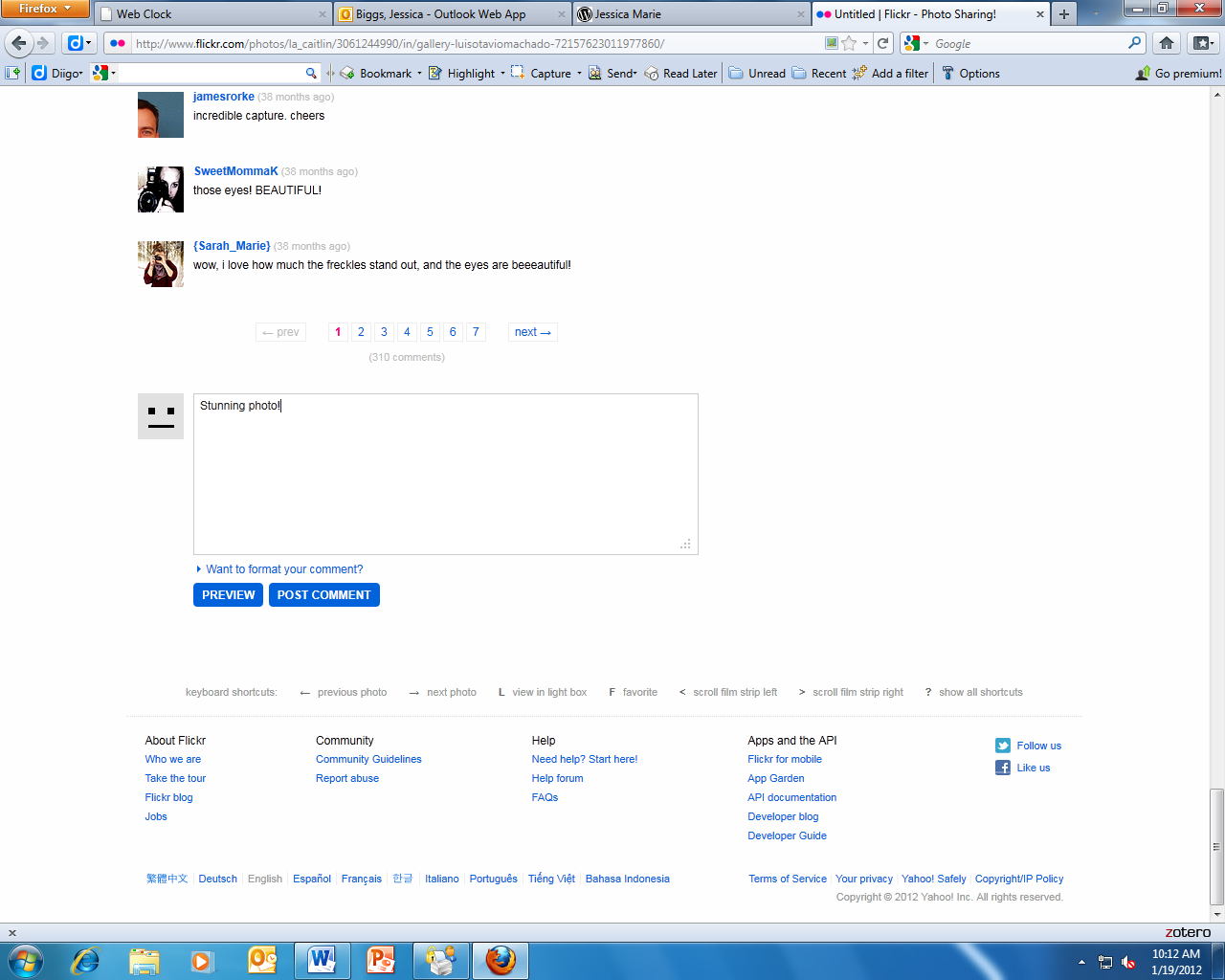
Users can comment on each other's photos, which is a fun and easy way to communicate.

### Step 1

Click on the photo or gallery to add a comment. Then, scroll to the bottom of the page until the comment box appears.

### Step 2

Type the comment into the box. Once finished, click **Post Comment**.

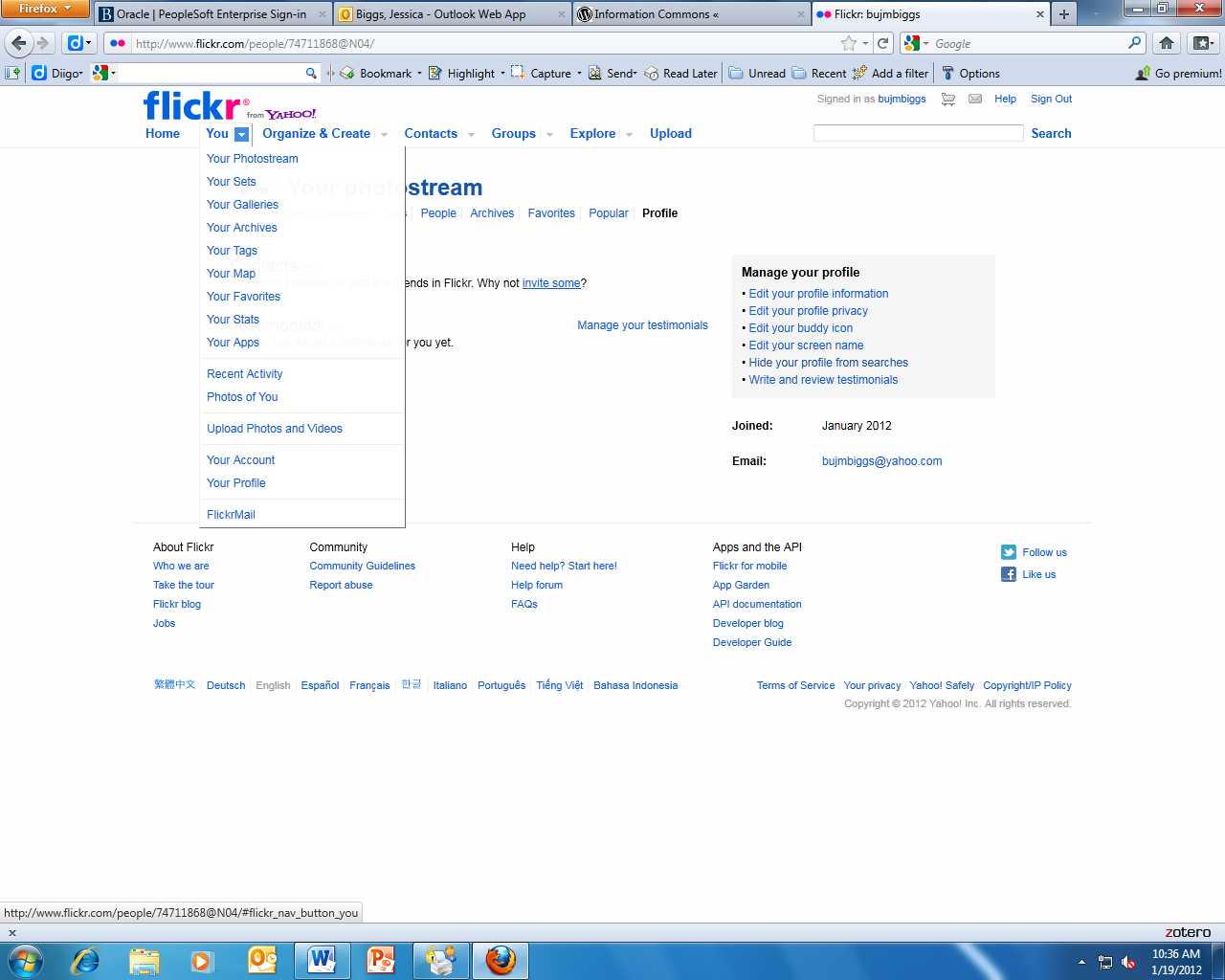


## Profiles

Users can choose to share information about themselves, such as age, geographic location, interests, favorite movies, etc.

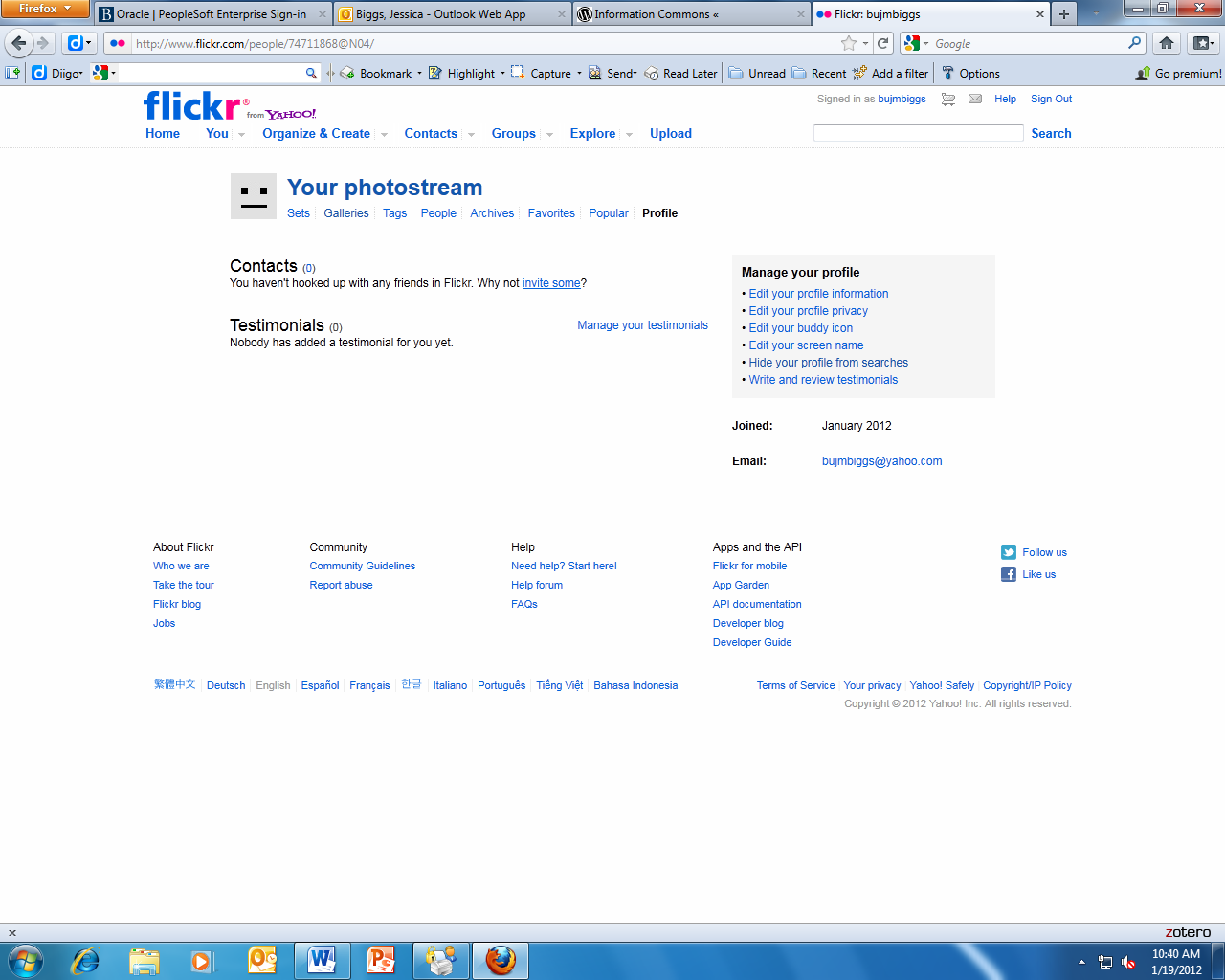
### Step 1

To edit a profile, click the dropdown arrow next to **You** at the top of the page and then select **Your Profile**.



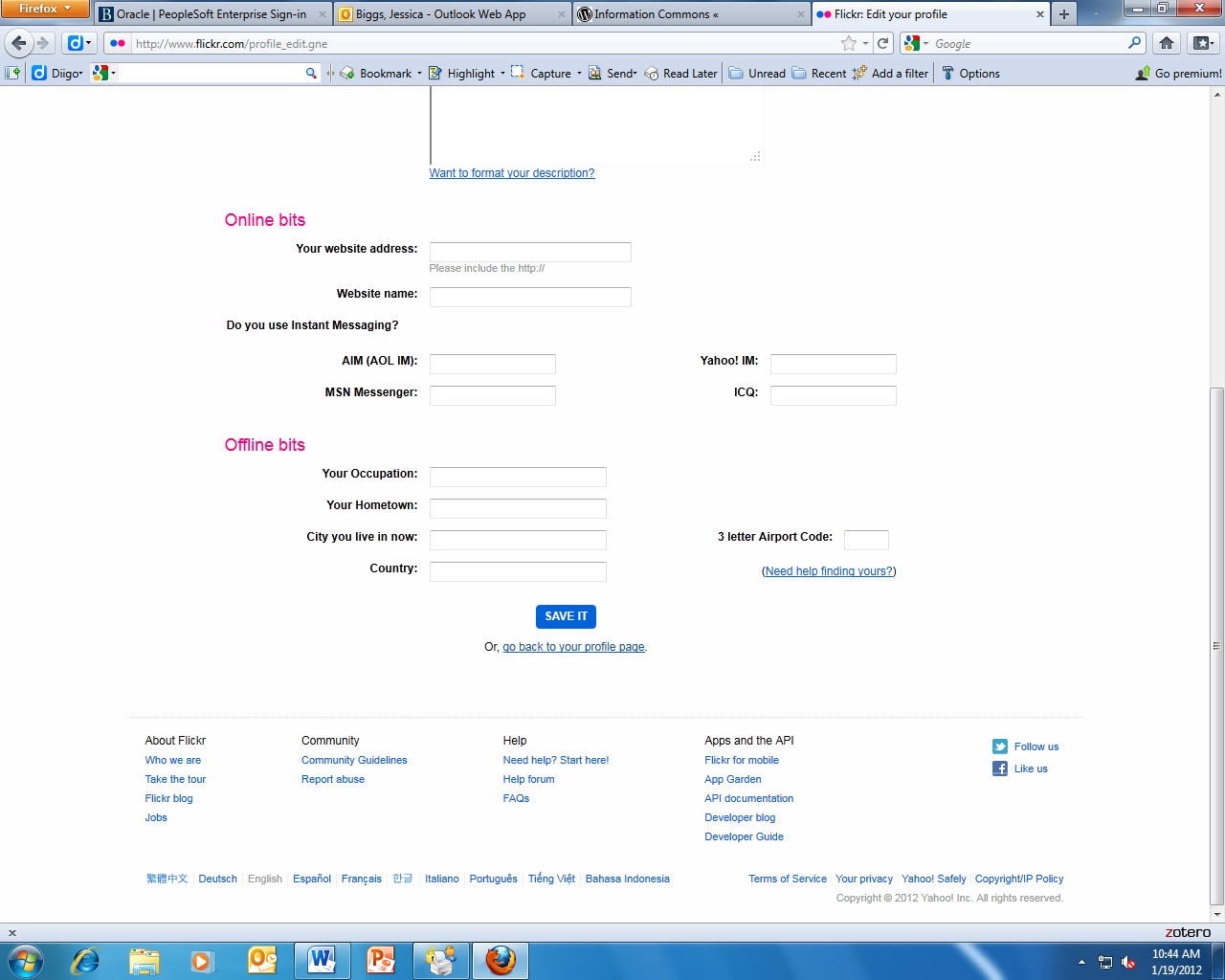
### Step 2

On the right side of the next page, select **Edit your profile information**.



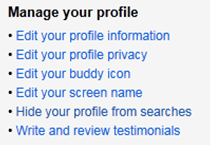
### Step 3

There are a number of categories of information that can be changed on this page. Enter the information desired and then click **SAVE IT** at the bottom of the page.



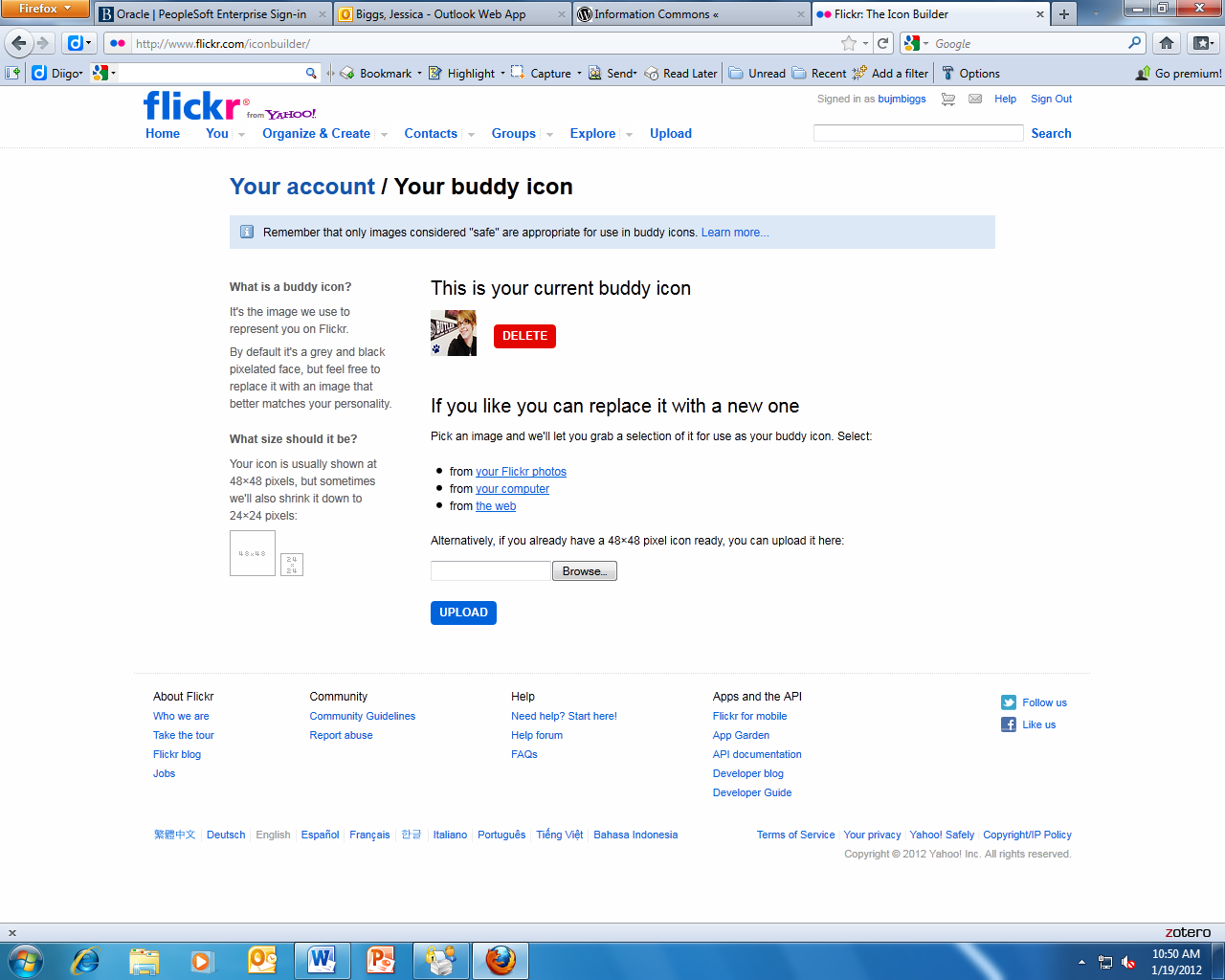
### Step 4

A user’s buddy icon can also be changed by using the menu on the right side of the screen seen after clicking on **Your Profile**. To do so, click **Edit your buddy icon**.



### Step 5

On the page this link goes to, click **Browse** to find a picture and then click **Upload** or select a picture from **your Flickr photos** or from **the web**.

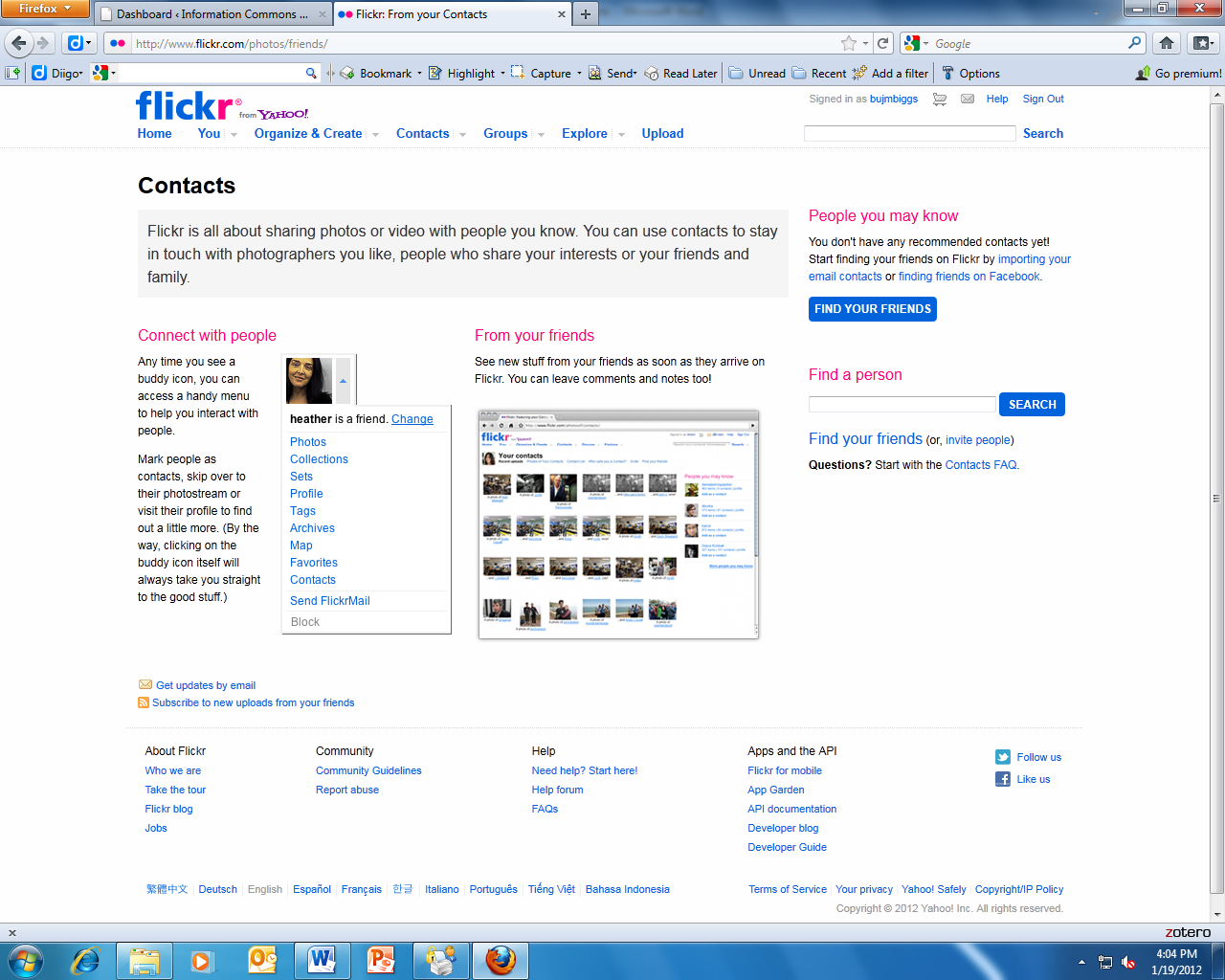


## Contacts

Users can create their own personal network on Flickr, enabling them to keep in contact with specific people who share similar interests.

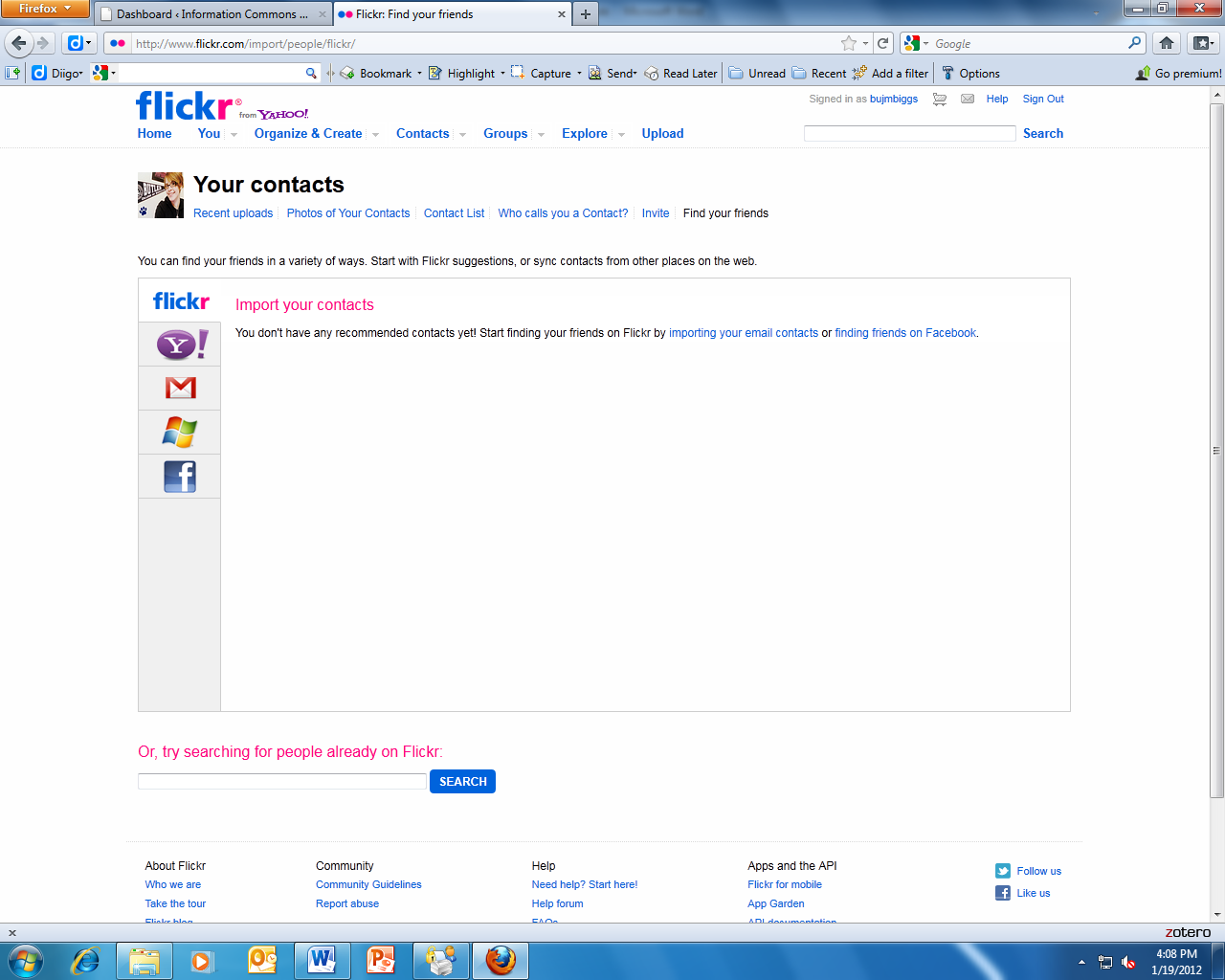
### Step 1

To find friends or add contacts, click the **Contacts** link at the top of the page. On the right side of the screen, two options are given. To use an email account in order to add contacts click on **Find Your Friends**.



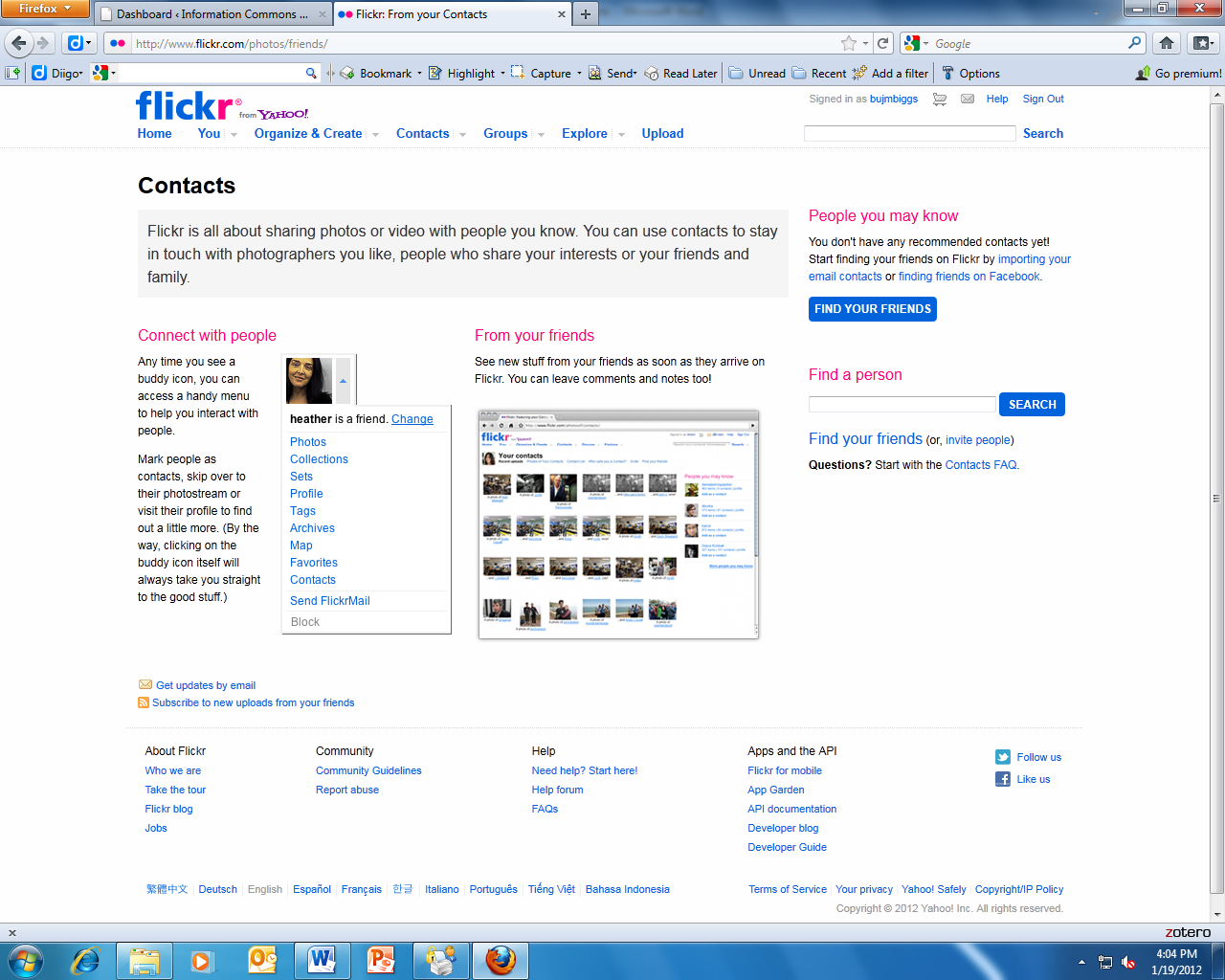
### Step 2

Follow the steps in the **Import your contacts** window on your page. A number of different website accounts can be used to find friends who use Flickr.



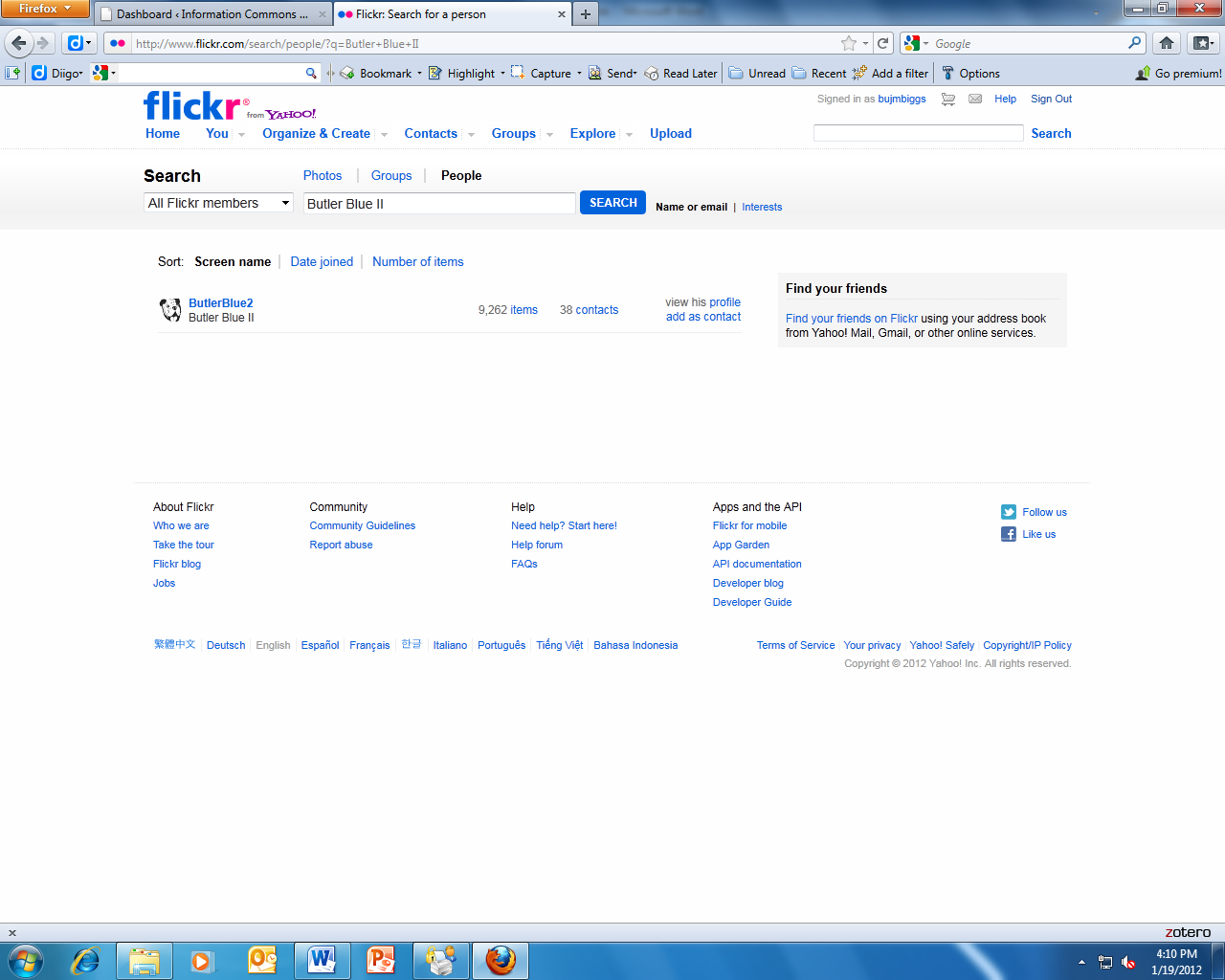
### Step 3

To find friends using a name, type the name into the text box under **Find a person**. Then, click **Search**.



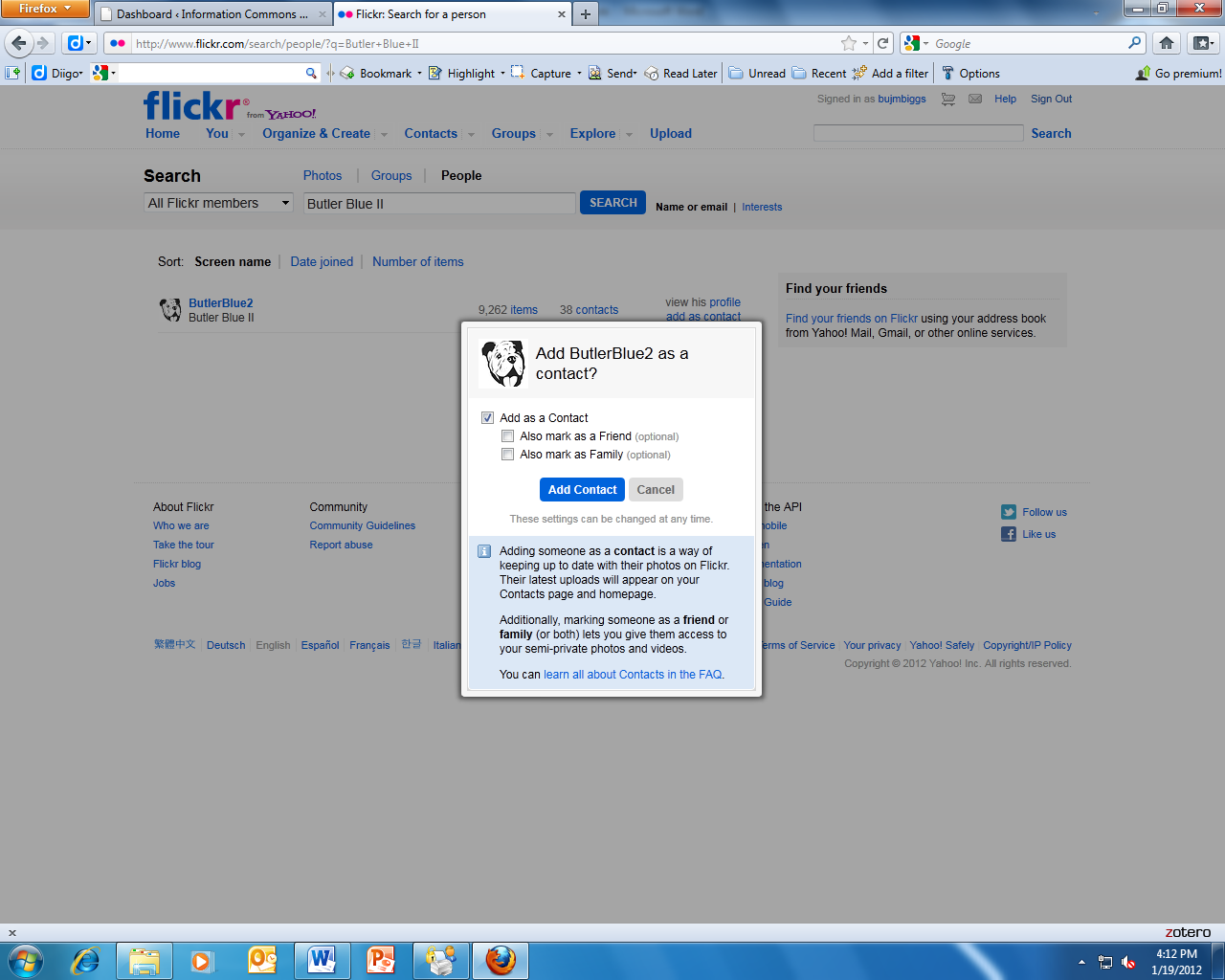
### Step 4

Once a friend has been located using the search field, click **add as contact** to the right of the person’s name.



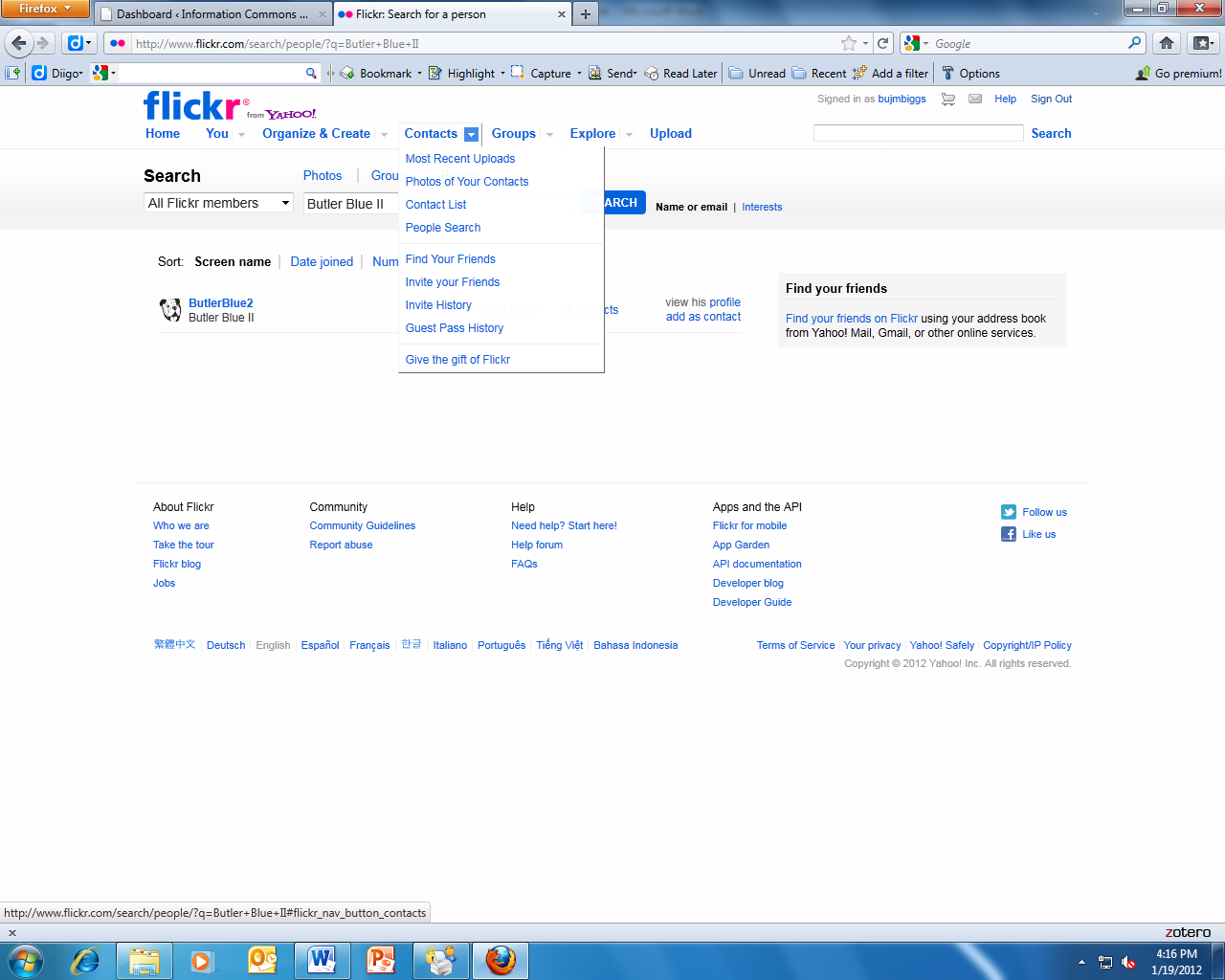
### Step 5

A window will then appear that allows the user to add the individual as a friend or as family. Select the desired options and click **Add Contact**.



### Step 6

To view a list of contacts, click the dropdown arrow next to **Contacts** at the top of the screen and select **Contact List**.



## Tags

Flickr allows users to describe the content of their photos with a list of keywords--called tags. Clicking on a tag takes users to all photos sharing the same tag, thus enabling a user-generated classification of content, also called a folksonomy.

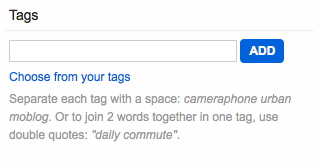
### Step 1

To add a tag to a particular picture, click on it and click **add a tag** under the **Tags** area on the right hand side of the screen.



### Step 2

Enter the phrase desired into the box that appears. Then, click **ADD**.



### Step 3

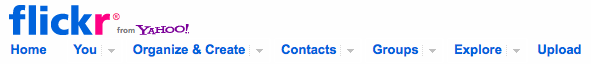
Once tags have been added, it can be clicked on in order to find pictures with the same tags. Then, on the next screen, click **See all public content tagged with \_\_\_\_\_** substituting the blank with the tag that has been selected.

## Groups

Users can also create or join theme-based photo pools with corresponding discussion lists. This enables more in-depth discussion on topics of shared interest.

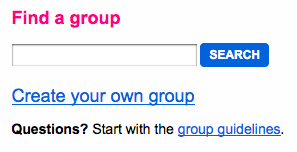
### Step 1

To join a group, click **Groups** at the top bar of the page.



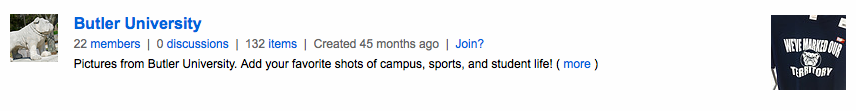
### Step 2

On the right side of the screen, there is an option to either search for groups or create your own group. To search for a group, type a phrase into the box and click **SEARCH**.



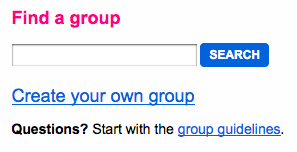
### Step 3

To join a group, click **Join?** next to the group itself.



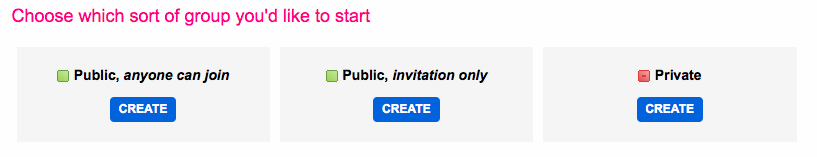
### Step 4

To create a group, click **Create your own group** in the right hand corner of the Groups page.



### Step 5

Select the kind of group desired, either **Public, Public – Invitation only, or Private**. Click **Create** under the type of group.



### Step 6

Continue with the on screen instructions in order to create a group. Click **Next** to go on to the next page and then **ALL DONE** on the last screen. Then, rules, appearance, and other settings can be changed on the following screen as needed.

## More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

## Bibliography

[www.flickr.com](http://www.flickr.com)

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