Using our FTP upload facility

Here we show Super Pro users can how they can upload multiple photos via FTP.

Uploading your photos to our FTP server

1. To bulk upload photos, first **prepare your images as per normal**.
2. Second, connect to the FTP site using your username and FTP password. These will be displayed on the FTP-tab of the **bulk upload** section if you have a SuperPro account. (See **FTP access** below if you are unsure how.)
3. Now upload your images.

Importing into specific galleries

If you want to import all images into the same gallery, you can skip this part, as you may choose the gallery that you want to import your images into in step 5 of the import process below.

If, however, you have a number of images that you want to import into different galleries, you can do so as follows:

1. **Create the galleries as usual**, and take note of their **ID**-numbers
3. Create a folder for each gallery on the FTP server. Name this as `gallery_{galleries_id}`, where you replace `{galleries_id}` with the respective **ID** of each gallery that you noted down in step 1.
4. Upload your images into the correct folder on the FTP server.
5. In step 5 of the import process ensure you **do not choose a gallery to import the photos into**, as this will overwrite any choice you made earlier.

Importing your photos

Once your photos have been uploaded, you can import them via the admin system:

1. Go to the **Images/Galleries ❯ Bulk uploads** page and switch to the FTP tab.
2. Select the options you want to use. These are:

> ❯ **Get caption from name**. Use the image filenames to generate captions, with any underscores (_) replaced with spaces.

> ❯ **Get reference from name**. Use the image filenames to generate references. Anything before a dash (-) will be used as the reference, anything after as the caption, with any underscores (_) replaced with spaces.

> ❯ **Import EXIF data**. Tick to use image EXIF information to populate image fields. See **Using EXIF data** for more details.

> ❯ **Display thumbnails**. Tick to create + display temporary thumbnails. Disable when importing large numbers of images to speed up the process. This will only affect the display of thumbnails on this page: Thumbnails will always be generated during the import process.

3. Click **Get Import Details**.
4. You will now get a list of the images found. Untick any that you do not want to import, and adjust `Ref`, `Caption`, `Description` and `Date taken` as desired.
5. Choose the **Gallery** and **Image sets** you want to import your images into if applicable (but see above for **more information on importing into galleries**), as well as a **Start sort order** and **Sort order increment**.
6. Click **Import selected photos**
7. Please be patient. Each image will take around 1 second to process. If you are uploading 50 images, this will take around a minute.
8. Imported images will automatically be deleted from the FTP server after successful import.

Using EXIF data.

Advanced users with ability to edit EXIF data in their files can use these to import additional information during FTP import. Fields available for you to use are:

> ❯ `ImageDescription`. This will be imported into the **Description** field.
> ❯ `Artist` . This will be imported into the **Photographer** field.
> ❯ `Date/Time` or `Date/Time Original`. This will be imported into the **Taken date** field.

You can also use any of the following fields if your image editing software allows adding of custom EXIF tags: `galleries_id`, `caption`, `ref`, `description`, `sort_order`, `image_sets_id`, `takendate`, `location`, `photographer`.

Please note that the actual EXIF data will be removed from your image during the import process.

FTP access

Users are free to choose how they access the ftp site. We recommend using a dedicated package. A free ftp client is available from the makers of Firefox - FileZilla - see https://filezilla-project.org/

Windows does have in built FTP access which you can use for accessing the site, Apple users will require an FTP package.

In most version of Windows you can access your FTP folder as follows:

1. Open Windows Explorer by going to **Start ❯ Computer** (Depending on the version of Windows and your settings this may be located elsewhere.)
2. Right-click the empty space, and choose **Add network place** (Depending on the version of Windows and your settings this may be located elsewhere.)
3. Click next when shown the wizard.
4. Enter the following address `ftp://ftp.clikpic.com`.
5. Uncheck **Log on anonymously** and enter your FTP user name. Click next.
6. Give the location a name and click next.
7. Click Finish.
8. Open the ftp location if it doesn't open automatically and log in using your FTP password.
9. You can now drag photos into the folder.

We don't recommend using the built in Windows ftp package for serious transfers as it's notoriously unreliable. We recommend you use a dedicated package such as FileZilla.

Note on security

FTP access does not give you access directly to your site. It gives access to an import folder. You then have to log on to the admin system to import the photos.

FTP is an insecure protocol and traffic might be viewed in transit. This is why you have a separate password.

A Note on Thumbnails

Our system usually generates thumbnails for you automatically during the import process. If, however, you are not satisfied with the thumbnails our sytem generates you can very easily generate your own thumbnails and upload them together with the main images prior to importing your images.

To do so, follow these simple steps.

1. Create your thumbnails using you favourite image editing software
2. Save them in the same folder as the original image, using the same name as the original image, but with the suffix `_thumb`. So, if your original thumbnail is called `Big_Ben.jpg`, save the thumbnail as `Big_Ben_thumb.jpg`.
3. Upload these together with the original thumbnails as described in Uploading your photos to our FTP server. Note the thumbnails must fit within the maximum pixel size for your site.