

WELCOME TO FTLOP PORTrails

INTRODUCTION

We are proud to introduce you to our new feature called **PORTrails**. After checking out literally dozens of the best digital photo database programs, we settled on this one, as it has all of the bells and whistles that we required for today and for the future. It is our vision that through natural progression, **PORTrails** will become the largest compendium of Port, Madeira & Douro digi-pics in the world.

We've created a direct link to the new FTLOP homepage which will provide images of the three most "current" uploaded photos. The cool features here are endless; from being able to sit back with glass in hand and view slideshows from a specific "gallery" to having the ability to search the database of all photos in **PORTrails**, to providing our user's video content linked with YouTube, and so much more.

One of the finest components of this software is the level of interactivity it provides for FTLOP users. It allows the viewer to actually rate each photo from one to five stars, so you can play the "art critic" and it provides an area in which you can actually *add your comment* about the digi-pic. Of course there are some parameters for doing so, but ultimately, this feature is going to be a ton of fun! In fact, once **PORTrails** has been populated with your photos for a few months, FTLOP will hold an ongoing BEST PHOTO Contest. Based on "user ratings" a winning photo will be selected each month and will be awarded a Prize. That photo will then be entered into our year-end playoff round with a fabulous Grand Prize going to the winner. All in good time; for now it is imperative to get you acclimated to **PORTrails**.

RULES OF THE ROAD

PERMISSIONS

- A. VIEWING **PORTrails** – All FTLOP users may view the various photo galleries here.
- B. UPLOADS – This is one of the very few "premium content" areas of FTLOP. In essence, **only subscribers** to the FTLOP newsletter are able to upload their photos to **PORTrails**. It is one of the benefits of being a subscriber, (in addition to having access to Roy's Tasting Note data base and a **new** "*subscriber's archive*" area on the website).
- C. RATING & ADDING COMMENTS TO PHOTOS – All FTLOP users may take part in these activities. It is quick and fun.

RULES OF THE ROAD

- A. In order to *participate* in PORtraits you must be a registered user of the site AND logged on, but anyone can simply come to have a look around. Registration is FREE and it works for the Forum too and takes less than a minute.
- B. How to UPLOAD to: **PORtraits** is on a platform called Coppermine, which is quite easy to master. When you go to the upload area, there is an explanation of how to get your photos from your computer to the various galleries. Thanks!
- C. APPROPRIATE MATERIAL – Please don't post any unsuitable material that you wouldn't want your own children to see. Just about all websites that provide a photo upload area require a moderator to *approve* photos BEFORE they are allowed to appear. We at FTLOP do not believe that our subscribers will take advantage of our being lenient; however we will monitor all uploaded photos to ensure the content is suitable and placed in the proper gallery. We will also monitor the comments made to uploaded photos. IF you see an inappropriate comment or feedback applied to a specific photo, or any inappropriate photo(s), please immediately email: roy@fortheloveofport.com and the appropriate action will be taken. Suspension or revocation of **PORtraits** privileges may result for intentionally posting unsuitable material.
- D. RATING & ADDING COMMENTS TO PHOTOS – Guests can view the photos, but only FTLOP registered members who are logged on will be able to vote or add their comments on a specific photo. Please be sensitive to the feelings of other members when posting your comments/feedback on specific digital images.
- E. **PORtraits** FEATURES – The vast majority of features are very easy to use. Should you have questions about how to properly use features like enlarging the thumbnail views to see a photo in full size view or watch a slide show etc., please use the FTLOP Forum to ask your questions. In the early stages, there will probably be some questions raised until you become more familiar with the software, just like anything else.

UPLOADS, HOW TO **PORtraits** – Below are detailed instructions on how to upload images to **PORtraits**. Should you have any problems in figuring out how to do “uploads” please use the **FTLOP Forum** to ask questions and receive help. If your images exceed the maximum size, **PORtraits** will automatically resize them for you, although the server has a maximum size *per image* of 2 megabytes per file. If individual photo is larger than that, it will get rejected by the server. You'll need to resize it in a photo application and try your upload again. Also, whenever possible, please do include a detailed caption for each picture you upload, so others can learn or understand what your picture is about.

Step 1 – Access the uploads area (available only to subscribers).

- a. Click on “View **PORtraits**” on the Port Basics Menu to access **PORtraits**. At the top you will see the **Upload** link. Alternately, you may click **PORtraits Upload** on the subscriber menu to go directly to the uploads screen.

Step 2 – Select photos to upload

- a. You may upload individual files, or a .zip file containing your images. Again, your individual image OR your .zip file cannot be larger than **2 MB**.

Upload file

Now you may upload your files using the upload boxes below. The size of files uploaded from your client to the server should not exceed 2048 KB each. ZIP files uploaded in the 'File Upload' and 'URI/URL Upload' sections will remain compressed.

When using the URI/URL upload section, please enter the path to the file like so: <http://www.mysite.com/images/example.jpg>

When you have completed the form, please click 'Continue'.

File Uploads:

1.	<input type="text"/>	<input type="button" value="Browse..."/>
2.	<input type="text"/>	<input type="button" value="Browse..."/>
3.	<input type="text"/>	<input type="button" value="Browse..."/>
4.	<input type="text"/>	<input type="button" value="Browse..."/>
5.	<input type="text"/>	<input type="button" value="Browse..."/>
6.	<input type="text"/>	<input type="button" value="Browse..."/>
7.	<input type="text"/>	<input type="button" value="Browse..."/>
8.	<input type="text"/>	<input type="button" value="Browse..."/>
9.	<input type="text"/>	<input type="button" value="Browse..."/>
10.	<input type="text"/>	<input type="button" value="Browse..."/>

- b. Click **Browse** to access your hard drive, and select the image or .zip file you want to upload.

The screenshot shows a 'File Upload' dialog box overlaid on a web form. The dialog box is titled 'File Upload' and shows the 'Look in:' directory as 'Day 5'. It displays a grid of image thumbnails with filenames: DSC_0496.JPG, DSC_0498.JPG (selected), DSC_0499.JPG, DSC_0503.JPG, DSC_0504.JPG, and DSC_0508.JPG. The 'File name:' field contains 'DSC_0498.JPG' and 'Files of type:' is set to 'All Files'. 'Open' and 'Cancel' buttons are visible at the bottom of the dialog.

The background web form shows the 'Upload file' section with instructions and a list of 10 'File Uploads' rows, each with a 'Browse...' button. Below this is the 'URI/URL Uploads' section with two empty rows.

c. Select your photo or .zip file and click **Open**

When you have completed the form, please click 'Continue'.

File Uploads:

1.	C:\Documents and Settings\stodd\My Docum	<input type="button" value="Browse..."/>
2.		<input type="button" value="Browse..."/>
3.		<input type="button" value="Browse..."/>

CONTINUE

Powered by Coppermine Photo Gallery

d. When you have added all the files you want to upload, click **Continue**

Successful Uploads

1 uploads were successful.

Please click 'Continue' to add the files to albums.

CONTINUE

e. You should receive a message that the files were successfully uploaded. Click **Continue**.

Upload file



File - DSC_0498.JPG

Please place the files in albums at this time. You may also enter relevant information about each file now.

Album

Port Trade VIPs

File title

Stewart Todd & Dirk Niepoort

File description

Picture of Stewart & Dirk on the Harvest Tour 2007

Keywords (separate with spaces)

niepoort

[Insert from list](#)

CONTINUE

Powered by Coppermine Photo Gallery

f. Choose the appropriate album for your image. See “**How Do I Know Which Gallery To Upload My Photos To**” below.

g. Provide a brief but descriptive title and description for your image.


- h. Provide brief keywords for your image using the following guidelines:
- Use producer names like Niepoort, Taylor Fladgate
 - Use names of VIPs like “Dirk Niepoort”, “Alistair Robertson”
 - Use location names like “Quinta dos Vargellas”
 - Bottle details like “1994 Quinta do Vesuvio Vintage Port”
- i. Click **Continue**
- j. If the system is configured to require Administrator approval of your uploaded image, you will see a message on the screen saying your image will be visible after the Admin approves it. Otherwise, it should appear in your selected album right away.

“HOW DO I KNOW WHICH GALLERY TO UPLOAD MY PHOTOS TO?”

That is a great question and initially, it might be the most challenging facet of using **PORTraits**. In time, it will become very easy as each gallery is “built out” with lots of great photos. There are 3 basic “categories” to view that appear like this:

<u>Port</u>	8	10
<u>Madeira</u>	9	0
<u>Douro Wine</u>		

Within each category there are a bunch of galleries that appear like this one (which is for PORT):

<p><u>Bottles, Labels & Corks</u></p> <p>5 files, last one added on Feb 05, 2008</p> 	<p><u>Port Trade VIPs</u></p> <p>2 files, last one added on Mar 17, 2008</p> 
<p><u>Douro Quintas & Vineyards</u></p> <p>2 files, last one added on Feb 05, 2008</p> 	<p><u>Gaia: Port Lodges & Cellars</u></p> <p>1 files, last one added on Mar 17, 2008</p> 
<p><u>Douro: Travel, Scenery & Food</u></p> <p>0 files</p> 	<p><u>Offlines & Port Events</u></p> <p>0 files</p> 
<p><u>Your Cellar & Port-Related Collectibles</u></p> <p>0 files</p> 	<p><u>Port: Other</u></p> <p>0 files</p> 

Each of those “galleries” will then lead you to specific pages of photos which have already been uploaded, for your viewing pleasure. The photos on that page are called, “files” and you’ll see how many photos/”files” are on each page.

Below you will find some basic descriptions of what type of photos should be included in a specific gallery. This will become more intuitive as the galleries become populated with a broad collection of photos which may take a few weeks. Please note that there are similarities between the categories of Port – Madeira – Douro Wine ... but they are NOT identical. However, the suggestions below apply to all categories, even if the titles are slightly different. There will be flexibility in the early goings as these are merely suggestions of where items should go and the moderators may assist in moving your digi-pics to the proper gallery.

BOTTLES, LABELS & CORKS – this is pretty straight forward. Whether it goes in the Port, Madeira or Douro wine category ... bottles, labels, corks, capsules ... would all fit into this gallery. Even a line up of bottles in a photo would go here. This way when someone wants to find a bottle or label shot they know exactly where to look. If at an offline or other vinous event and you take a photo of a table to show the lineup but the bottles/labels are not distinctive or readable, I’d suggest putting them into another gallery. However even an old bottle with no label, with an apt description ... would go here.

PORT TRADE VIPs – simply put, this is for displaying photos of winemakers, owners or executives of Port/Madeira companies, viticulturists/oenologists, importers, distributors, sales people and other known employees of the trade. Please do use captions so other members will know who they are looking at. Please include not only their names if possible, but if you know their position or at least what company they are with ... that extra information would be most appreciated.

DOURO QUINTAS & VINEYARDS – When visiting the Douro or specific Quintas and Vineyards, this is where your photos should reside, as long as the photo caption depicts the specific name of the Quinta or vineyard. This can be anything as simple as a dinner table set at a property you are visiting, the Quinta’s cellar, a photo taken from your bedroom of a vineyard; grapes on vines, soil/schist, pipes/casks/tonneis, entire barrel rooms, stainless steel tanks, sorting tables, fermentation tanks, crushers, filtering machines, lagares or any other winery equipment you can think of. The same would apply of course in Madeira or when taking shots of Douro wine-centric areas.

GAIA: PORT LODGES & CELLARS – Similar to the items above, except it would be either in the Port Lodges and their cellars, or the Adegas in Madeira. Anything connected to these types of properties is fair game. If the photos show the people there ... unless they are incidental to the pic ... then include those pictures in the Trade VIP gallery.

DOURO: TRAVEL, SCENERY & FOOD – If you take a picture from a boat, car, mini-van, helicopter, train etc. while in the Douro and don’t know the property or vineyard name, this is the spot for your photo. Generic beauty shots of the Douro vineyards, terraces, flora and fauna, restaurants, hotels, inns, street scenes, animals, river views, sunsets, snow in the vineyards, leaves changing in Autumn, trees, policemen, local citizens, kids playing, fireworks displays, barcos rabelos and anything food related. Here it is vital that you utilize a caption for your photo.

OFFLINE & PORT EVENTS – Close ups or shots where the labels are discernible for lineups of bottles (from a tasting) would go into the bottle/label/cork gallery. But table scenes, friends from this or other Port/Madeira or generic wine websites, and anything to do with your fun times should be included here. A lineup of glassware, a waiter pouring wine, a server, group photo around a table etc.

YOUR CELLAR & PORT RELATED COLLECTIBLES – From Port tongs, to Ah So, funnels, decanters, maps, books, the racks in your cellar or any facet thereof, original wooden cases, wine carriers, related artwork, cork screws and other extracting devices, glassware, bottle neck tags and just about anything else from your collections (not bottles/labels/corks though).

PORT: OTHER – If I have forgotten something, it probably deserves to be in this gallery. For example, the crest of the IVDP Confraria, a photo of a map, something Port related on the wall in your office, etc.

BUT MOST OF ALL HAVE FUN ... I AM LOOKING FORWARD TO SOME FUN SLIDE SHOWS!