

Guideline

Uploading and labelling of photos on Flickr

First I put here the short version (e-mail from Elisabeth), afterwards you see the long version:

Here is the website:

www.flickr.com

The **login is: gtzecosan**

The **password** is only given out on request (by direct e-mail).

You will see it is very easy to upload photos.

Really important is to:

- Put the name of the photographer with each photo or album and
- To use a good set of tags (keywords) for the photos, so that they can be found.

After uploading the photos, it will ask you **which set** they should belong to. You can just pick the last one from the list which I already started (Indonesia etc.)

Please also write under each photo the name of the photographer and the date (in addition to a description of what is seen on the photo). (or just put this in the album description)

It is also really useful to give each photo a title (this goes above the photo), and additional text can be entered below the photo.

And very important to use the right tags (you can use the same for all), in this case I would suggest these tags for all photos (you can enter the same set of tags just once after uploading and then it will apply for all (tags consisting of two words are coded by putting quotation marks around them)):

- "toilet bag"
- peepoo
- "peepoo bag"
- Bangladesh
- sanitation
- slum
- urban

With the tags, the photos will be found in the future.

When it is done, you can just send the link of the URL (at the top) to anyone else. I can also help you with the tags, after you have uploaded the photos, if required.

It may sound complicated, but it is actually very easy to use, just give it a go. I look forward to seeing your photos, and also those of Alex.

Thanks,
Elisabeth

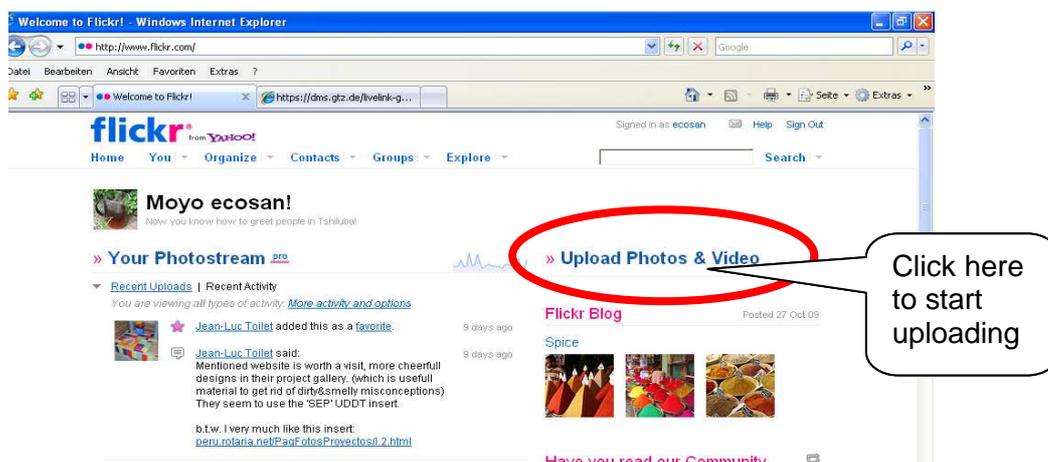
Now the long version:

Flickr is an online website for sharing photos and videos. The GTZ team established a photostream on sustainable sanitation. It is possible to upload photos (and videos) to this website by the following steps.

To upload photos:

1. Open www.flickr.com and click on [sign in](#).

2. Enter GTZ flickr user name and password (you can get the user name and password from GTZ ecosan team on request).
3. The welcome page of the flickr interface of GTZ will be opened and ready for uploading. It looks like that:



4. To upload photos and videos click on **Upload Photos & Video** at the right side of the page, then the webpage leads you through the process within three simple steps. They look as follows:
 - Step 1. Choose the photos and videos (videos are limited to 90 seconds and photos to 500MB). Upload the documents as large as possible.
 - Step 2. Upload your photos and videos to flickr
 - Step 3. Add titles, descriptions, tags and **add to a set** (for detail see 6 below) or several sets of your choice.
 - Note: a tag for a word like “urine diversion”, is added exactly like that, i.e. with the quotation marks around it.
5. Be aware of the following: The more information you provide along with your pictures the more people will find them later on. Therefore:
 - Title: provide an individual title for each picture. Try to keep it short.
 - Description: below the picture you can add a more specific description. Please do so and add also the source for each photo (photographer, place and year) – **very important!**

→ If somebody searches for pictures by keywords, these two sections (title and description) are scanned aside the tags.

 - Choose the respective tags. There is a list of the used tags available below on ‘your picture of that tags’ option from ‘you’ in flickr.

See the tags from this link: <http://www.flickr.com/photos/gtzecosan/tags/>

You can select from this tag list. If you upload a whole set, you can select tags for the whole set. Please check afterwards if the tags really fit for all pictures. Tags should contain a maximum of two words and be as precise as possible i.e not advisable to use tags of more than two words. If they contain two or more words, they must be written in quotation (Example: ecological sanitation tagged as “ecological sanitation”). There are some words that are confusing when they are used as a tag. For example: write “blackwater” as one word not “black water”.

Some special words that are considered when tags are given in the table below:

Recommended	Not recommended
Blackwater	Black water
Greywater	Grey water
Wastewater	Waste water
Handwashing	Hand washing
Biogas	Bio gas
Reuse	Re-use/re use
Groundwater	Ground water
Rainwater	Rain water
Waterless	Water less

In your photos/videos inform us if it is ecosan or non-ecosan. Therefore, always add “ecosan” or “non-ecosan” as tag.

6. In [Flickr](#) there is an option called **set** (or album in German), where similar photos are put together. After you have uploaded photos you can either add them to an existing set or make a new set. The name of a set should always start with the country (e.g. Peru – UDDTs in Cusco)
7. Finally save your photos and videos. It is always possible to edit the photos and videos later.

If you have any questions left, do not hesitate to contact us and ask for support!!!

Other points which you need to know:

- **Several sets together can be put in a collection.** We have set up collections by countries and by continents (e.g. several Peru sets are already within the collection “Peru”, and the Peru and Bolivia sets are together in the collection “Latin America”).
- **One photo can belong to several sets.** That’s why if a Peru photo shows something on reuse, also add it to the existing set “worldwide – reuse photos”. There is also a similar important set on school sanitation, on waterless urinals, urban slums etc.
- **You can delete a photo from one set** (click the icon above the photo which is called “add to set” then click on the cross next to the set or you can delete the photo altogether (i.e. from all sets where it might be in) – be careful that you don’t by mistake delete an important photo!
- Add a **description of the set** in the text box under the name of the set.
- In order to **download a photo** from the flickr set (from the internet), click on the magnifying glass above the photo where it says “all sizes”. This will allow you to download the photo in original size or in smaller sizes.
- Make sure you **upload your photos always in the maximum size** in which it was taken! If we want to print photos, we usually need high resolution.
- People can make comments to your photos. We then respond to their comments.
- You can **do batch operations on a whole group** of photos, e.g. if you want to add a new tag to each photo of a set you can easily do so (for advanced users).
- You can also **change the permissions for the use** of photos in one batch operation (e.g. from “all rights reserved” (standard) to “creative commons no derivatives (we normally use this)).

More important points (added 19 March 2010):

1. Very important: **You should hardly ever use the tag GTZ!** Really only for very specific photos, such as opening ceremony, a workshop, office manager doing something. But not with each toilet photo in a set where GTZ was involved in the project. The reason is that Frau Schuler said to me: "I don't want that all your toilet photos come up (and nothing else) when someone puts GTZ as a search word in Flickr!". So we use this tag only sparingly.
2. After uploading the set and by using "batch operations" the licence of the entire set should be changed from the default of "all rights reserved" to **Attribution-NonCommercial-NoDerivs Creative Commons** (see drop down list). This will make it easier for people to use our photos, which is what we want! I.e. they don't have to ask us for permission but I think many people do that anyway, at least I have had quite a few e-mails like that already.
3. When you upload a set, it is normally the easiest to first allocate all the same tags to the photos of the set. But afterwards, one should go through and **adjust the tags photo by photo**. E.g. there were a lot of photos showing clearly a water kiosk but the tag was "public toilet".
4. Use the spelling "**wastewater**", not "waste water"; same with greywater and blackwater.
5. In the descriptions see **British English**, not US English, i.e. s instead of z. (for the tags, you could use both spellings, then it will get found by more people).
6. Use **rating-A** for your very good, special photos (those which could e.g. be used on the info screen one day). Don't be too modest! I would expect a rating-A photo at least once in a set of 20.
7. Normally, don't make sets too big. Here Christian has 62 photos in a set, which should be the limit. In this case it is OK, but just don't make 62 photos per set the new norm. I advise normally 10-40, with 20 being a good number (too many very small sets could also be annoying to manage).

You can also **add notes to a photo**, which is very useful to explain details on the photo. See for example on this photo:

<http://www.flickr.com/photos/gtzecosan/4426405221/in/set-72157623254082278/>

Photos showing bad sanitation situations (or lack of sanitation):

Use the tag "**non-ecosan**" for photos showing bad sanitation. In addition use the tag "rating-Z" for a photo that shows bad sanitation in a really impressive way (e.g. a child in the middle of a huge pile of rubbish). This is a new tag. I used to use rating-A both for very good and for very bad sanitation, but from now on rating-A should only be used for good photos showing good sanitation. To summarise how to use these tags:

- **Rating-A:** good photo showing good sanitation
- **Non-ecosan:** normal photo showing bad sanitation
- **Rating-Z:** good photo for showing bad sanitation