Frequently Asked Questions (FAQ)

- **Is there an Index?**
  - An index of sub-sites is maintained on the Library and Museum web site. Select "Go to Site Index" on the home page. There is also a "Search" icon on each page.
- **Who can/should contribute?**
  - All lodges and concordant bodies are encouraged to upload photos important to that Group. Individuals are encouraged to upload significant and historic photos.
- **Can I order prints of the photos?**
  - Generally yes, only a few photos within the Library and Museum archives are restricted due to copyright. There is an option on the site to order prints.
- **Who owns the Photos?**
  - By uploading the photos to the site you are granting a non-exclusive license for use and distribution to the MW Grand Lodge of F&AM of Washington and Washington Masonic Charities.
- **Can Photos be Downloaded?**
  - Yes, most photos and videos can be downloaded, moving your mouse over a photo will cause the download option to appear.
- **Can I make Photo-Books?**
  - Yes, the gifts and photos tab allows access to create and order photo books. (great for installations)
- **Is there a Password?**
  - No, however special password protected sub-sites can be created.
- **How do I get help if there are problems?**
  - Contact one of the site administrators via e-mail or phone. Current Site administrators can be found by calling the Chairman of either the Library and Museum or Photography Committees.

Sub-Sites within the Photography Archive

The photography archive is divided into a number of sub-sites to satisfy the needs of the Masonic Community.

URL to access sub-sites:

www.mwglofwa.phanfare.com/<sub-site name>

- ◊ *Current Grand Lodge events—Main site*
- ◊ *Library Archive* / ***library***
- ◊ *Museum Archive* / ***museum***
- ◊ *All Washington Lodges* / ***lodges***
- ◊ *Lodge Installations* / ***installations***
- ◊ *Past Grand Masters* / ***past-grand-masters***
- ◊ *Monuments and Cornerstones* / ***monuments***
- ◊ *Historical Events* / ***historical-events***

Courtesy sites for special and Concordant Bodies

- ◊ *Scottish Rite (all valleys)* / ***scottishrite***
- ◊ *York Rite (all bodies)* / ***yorkrite***
- ◊ *Job's Daughters* / ***jobies***
- ◊ *Order of DeMolay* / ***demolay***
- ◊ *Order of Rainbow* / ***rainbow***
- ◊ *Other sub-sites*
  - ◊ ***/ masonic-family-park***

Contact Us:
2016
Photo Archive:
www.mwglofwa.phanfare.com
Library and Museum:
www.wamasonicgllm.org
Email: mwglphotos@gmail.com

Grand Lodge Freemasons of Washington

Photography Archive—2016

Objective:
To acquire, promote, and preserve the Masonic history of the State of Washington. The Photography Archive is jointly sponsored by the Washington Masonic Library and Museum, Part of Washington Masonic Charities and the Grand Lodge Photography committee.

Photo Archive
www.mwglofwa.phanfare.com

Library and Museum
www.wamasonicgllm.org

How to Contribute to the Photography Archive

Acquire Photos:

- Take photos of significant events such as Installations and awards. (The site supports photos 20 MB in size: jpg, gif, psd (single layer 8 bit/channel), tiff, bmp, or png)
- Scan historical photos within your building.
- Make short videos and upload (< 20 minutes and under 2Gb Formats: avi, mpg, mov, wmv, mp4, or m4v)

Organize:

- Move photos to your computer and organize them into albums. Name your album and supply who, what, where, when.

Upload to site:

- Use the procedure on the right hand pages of this brochure.
- Firefox, Chrome, IE/Edge (current versions) work very well for upload. Requires Java and Adobe Flash.

View / Print / Download:

- Most browsers, phones, and tablets can view the site with no problems.
- Most images on the site can be downloaded and printed locally.
- The Photo Archive connects to an online service which will print photos and gifts. This site also allows creation of Photo Books.

Upload to the Photography Archive

Step 1

- Collect and organize your photos on your computer or a flash drive.
- Remember where you put them, We suggest a folder called Photo Archive Uploads in the Photos directory.
- Point your browser (IE or Firefox) to the URL: www.mwglofwa.phanfare.com
- In the upper right corner of every page is an icon that looks like an arrow in a box that is the dropbox. Click on the dropbox.

Step 2

- Click on Get Started: **Get Started »**
- Fill out the form with:
  - Your Name
  - Your Email Address
  - Notes to Site Owner.

- Notes to site owner should give who, what, where, when, and sub-site or album title. Include "photos by"
- Click Next: **Next**

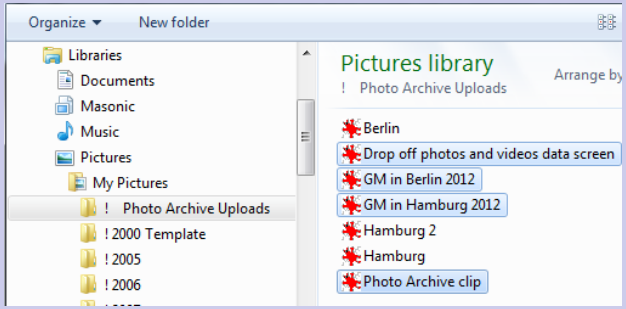
Step 3

- Add images and videos, click on "Select Files"

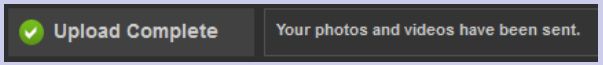
- Locate and Select photos to be uploaded.
  - **<ctrl> Click** selects one photo at a time

    -or-

  - Highlight first photo, then **<Shift> Click** on last photo to select a group of photos.



  - Click open to begin upload, leave browser open and computer on until Upload is complete. Note: Disable sleep and screen saver.



Step 4

- Album will appear on site in 1-2 days, please be patient, site administrator reviews all uploads
- Find your photos or album and copy or bookmark the link. To that album.
- Publicize the link: Newsletter, facebook., Web page.

For support email us with your questions or phone the chairman of either the Photography Committee or the Library and Museum Committee.