

Photo Gallery



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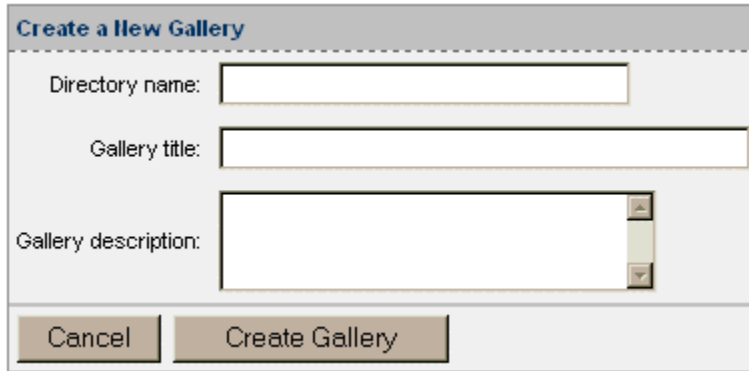
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Create A Gallery

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Create a new gallery** button ()
3. Enter the **Directory Name**, **Gallery Title**, and **Gallery Description**. See *Figure 1*.

Important!
This directory name should be relatively short (less than 30 characters) and consist of only letters, numbers, and the dash (-) or underscore (_) characters.



Create a New Gallery

Directory name:

Gallery title:

Gallery description:

Figure 1

4. Click the **Create Gallery** button, or click **Cancel** to abort. You will be returned to the **Photo Gallery Manager** page.

Modify A Gallery

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Edit** link under the gallery description. See *Figure 2*.

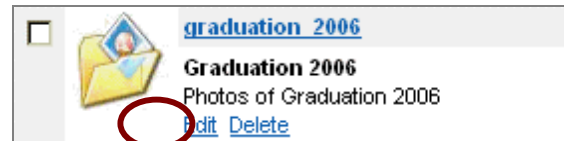
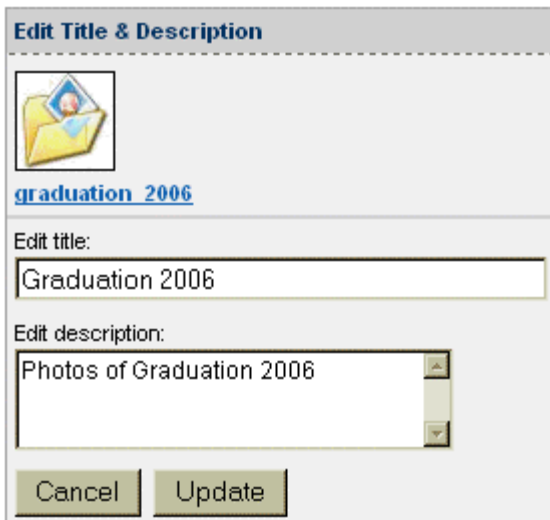


Figure 2


3. Edit the **Gallery Title & Description**.

Note: You cannot change the **Directory Name**

4. Click the **Update** button, or click **Cancel** to abort. See *Figure 3*.



Edit Title & Description

 [graduation 2006](#)

Edit title:

Edit description:

Figure 3

Delete a Gallery

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Delete** link under the gallery description. See *Figure 2*.
3. A confirm window will pop up. See *Figure 4*.
4. Click the **Delete** button, or click **Cancel** to abort.

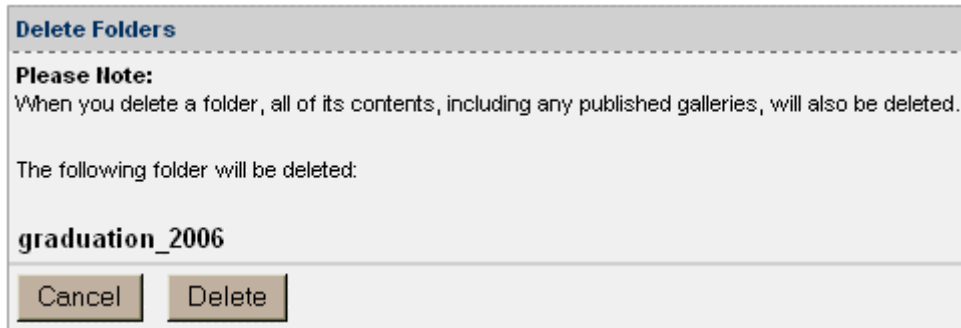


Figure 4

Modify Multiple Galleries

Check the checkboxes to the left of the Directory name, and select the appropriate action at the bottom of the page. See *Figure 5*.



Figure 5

Check All – will check all checkboxes

Uncheck All – will uncheck all checkboxes already checked

Invert Checks – will check all unchecked checkboxes, and uncheck all checkboxes already checked

Upload Photos

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link. See *Figure 6*.
3. Click the  button at the top of the page.
The Upload Photos Java Applet loads.
See *Figure 7*.



Figure 6

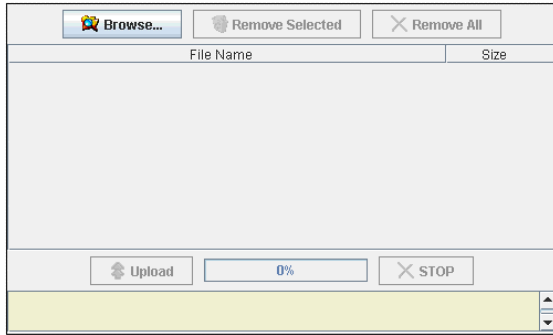


Figure 7

4. Click the **Browse** button to select files from your computer.

Note: Hold the CTRL key as you select each file using your mouse to select multiple photos from the same directory.

5. Click the **Upload** button to upload your files. Click **STOP** to abort.
6. Once the files have been uploaded (the file names will disappear from the list once they have been uploaded), click the **Continue** button.

Remove Unwanted Files

1. Hold the CTRL key and select the files you wish to remove from list. See *Figure 8*.

2. Click the .

OR

1. Click the .

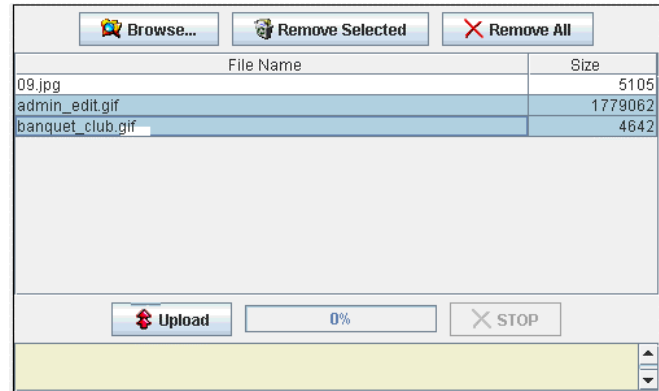


Figure 8

Add More Photos

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Upload photos**.
4. Click the **Browse** button to select files from your computer.
5. Click the **Upload** button to upload your files. Click **STOP** to abort.
6. Once the files have been uploaded (the file names will disappear from the list once they have been uploaded), click the **Continue** button.

View Photo

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click the image thumbnail or image filename.

Delete Photo

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Delete** under the image filename and description.
A confirm popup will display. See *Figure 9*.
4. Click the **Delete** button, or click **Cancel** to abort.

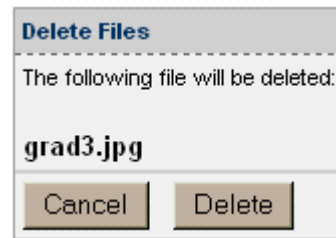


Figure 9

Edit Photo

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Edit** under the image filename and description.
4. Edit the **Title and Description**. See *Figure 10*.
5. Click Update, or Cancel to abort.

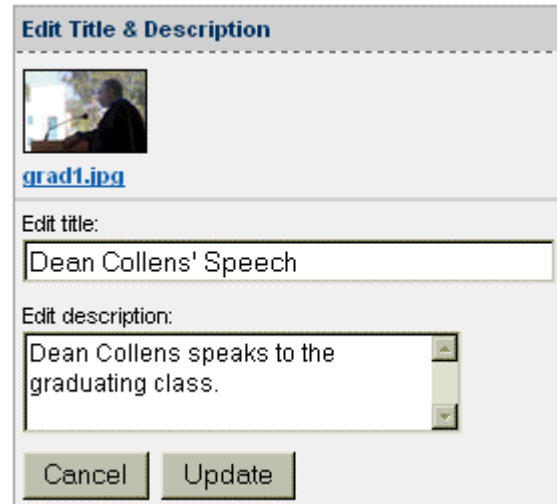


Figure 10

Rename Photo

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Rename** under the image filename and description.
4. Rename the photo.
5. Click **Rename**, or **Cancel** to abort. See *Figure 11*.

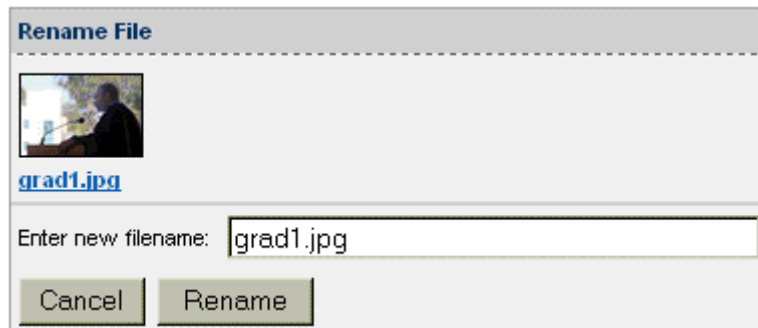
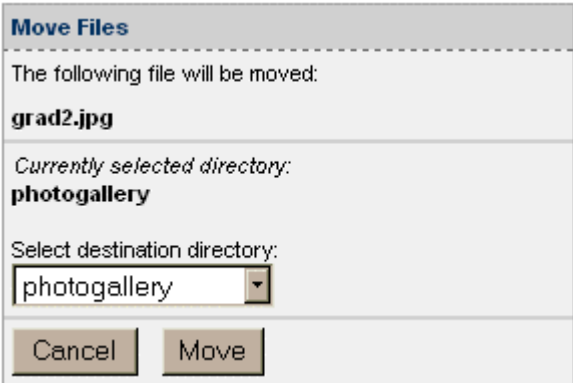


Figure 11

Note: Avoid using spaces and beginning the file names with numbers.

Move a Photo

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Move** under the image filename and description.
4. Select the destination directory from the Photo Gallery drop down. See *Figure 12*.
5. Click **Move**, or **Cancel** to abort.



Move Files

The following file will be moved:
grad2.jpg

Currently selected directory:
photogallery

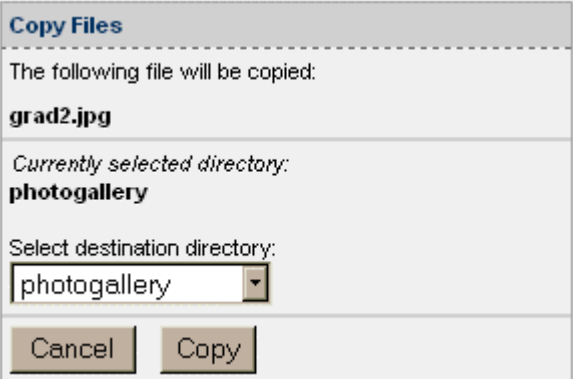
Select destination directory:
photogallery

Cancel Move

Figure 12

Copy a Photo

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Copy** under the image filename and description.
4. Select the destination directory from the Photo Gallery drop down. See *Figure 13*.
5. Click **Copy**, or **Cancel** to abort.



Copy Files

The following file will be copied:
grad2.jpg

Currently selected directory:
photogallery

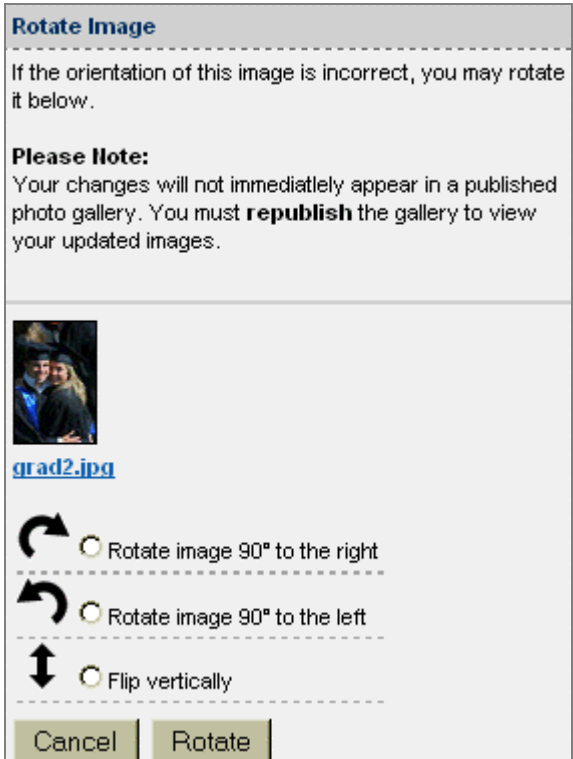
Select destination directory:
photogallery

Cancel Copy

Figure 13

Rotate a Photo


1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Rotate** under the image filename and description.
4. Select the rotation or flip. See *Figure 14*.
5. Click **Rotate**, or **Cancel** to abort.



Rotate Image

If the orientation of this image is incorrect, you may rotate it below.

Please Note:
Your changes will not immediately appear in a published photo gallery. You must **republish** the gallery to view your updated images.



[grad2.jpg](#)

Rotate image 90° to the right

Rotate image 90° to the left

Flip vertically

Cancel Rotate

Figure 14

Modifying Multiple Photos

Check the checkboxes to the left of the image filename, and select the appropriate action at the bottom of the page. See *Figure 15*.





Photos		
	Filename and Photo Information	Date
<input checked="" type="checkbox"/>	 grad1.jpg Dean Collens' Speech Dean Collens speaks to the graduating class. Edit Rename Move Copy Delete Rotate	6/5/2006
<input checked="" type="checkbox"/>	 grad2.jpg Sharing a moment. Todd Barker and Lisa Grant share a moment. Edit Rename Move Copy Delete Rotate	6/5/2006
<input checked="" type="checkbox"/>	 grad3.jpg Proud Grads Proud Grads here. Edit Rename Move Copy Delete Rotate	6/5/2006
<input type="checkbox"/>	 grad4.jpg Group Photo Group Photo here. Edit Rename Move Copy Delete Rotate	6/5/2006
Check All Uncheck All Invert Checks	Choose action for selected images: <input type="button" value="Edit"/> <input type="button" value="Rotate"/> <input type="button" value="Rename"/> <input type="button" value="Move"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	

Figure 15

IMPORTANT

When modifying a published gallery, you MUST re-publish the gallery to activate all modifications.

Check All – will check all checkboxes

Uncheck All – will uncheck all checkboxes already checked

Invert Checks – will check all unchecked checkboxes, and uncheck all checkboxes already checked

Publish Gallery

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Publish gallery**.
4. Select the appropriate features. *See Figure 16.*
5. Click **Publish Gallery**, or **Cancel** to abort.
6. A **Publishing Complete** confirmation page will display.

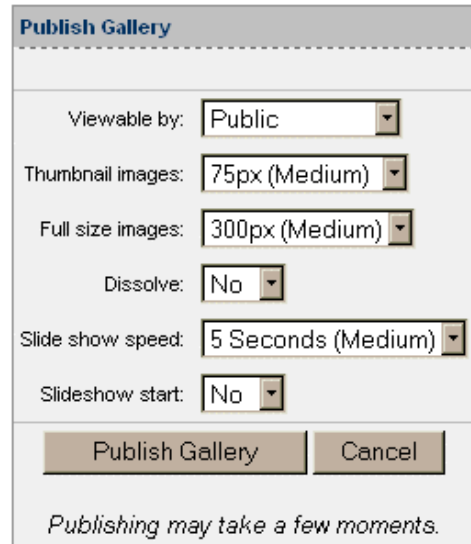


Figure 16

Viewable by – Determine what type of user is allowed to view the photo gallery. **Member Only** displays next to the Gallery Title.

- Public (All users can view.)
- Members Only (Registered of the Online Community can view ONLY)

Thumbnail images – smaller versions of the other images not currently being displayed. *See Figure 17.*

- No Thumbnail
- 65 px
- 75 px
- 85 px

Note: *px is the abbreviation for pixel.*

Full size images – the larger photo currently displayed. *See Figure 17.*

- 250 px
- 300 px
- 350 px

Dissolve – the images will dissolve as the new image appears.

- Yes
- No

Slideshow speed – Determine whether the gallery will be a slideshow, and the time each image will display.

- No Slideshow
- 3 Seconds (Fast)
- 5 Seconds (Medium)
- 7 Seconds (Slow)

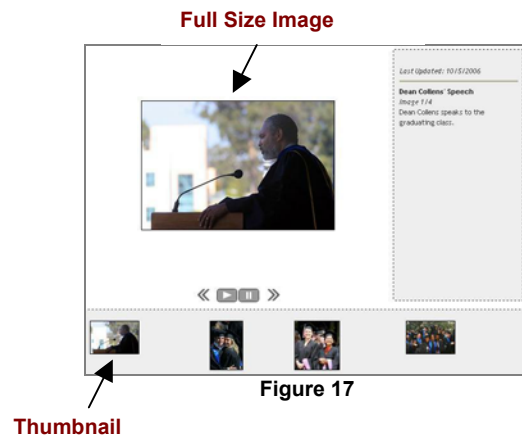



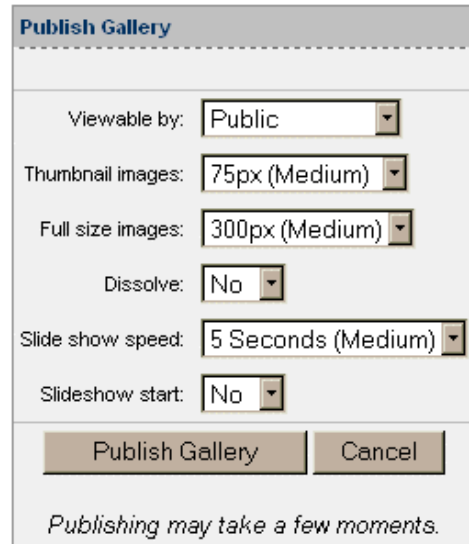
Figure 17

Slideshow start – Determine if the slideshow will begin instantly when the gallery loads, or will the user have to press the  button.

1. Yes
2. No

Re-publish a Gallery

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Re-Publish gallery**.
4. Select the appropriate features. *See Figure 18.*
5. Click **Publish Gallery**, or **Cancel** to abort. A **Publishing Complete** confirmation page will display.



Publish Gallery

Viewable by: Public

Thumbnail images: 75px (Medium)

Full size images: 300px (Medium)

Dissolve: No

Slide show speed: 5 Seconds (Medium)

Slideshow start: No

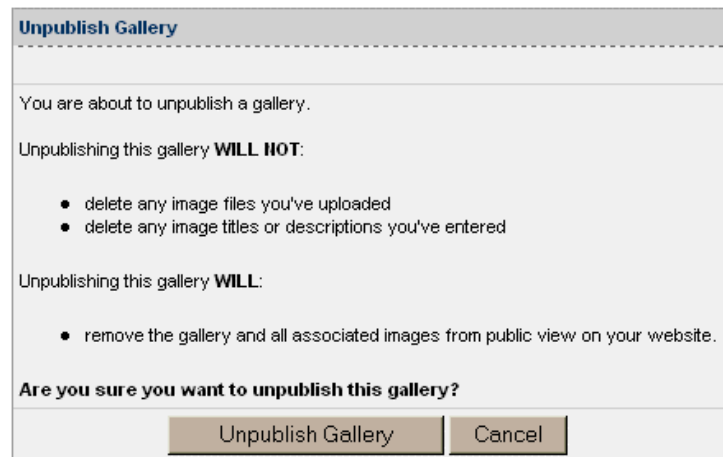
Publish Gallery Cancel

Publishing may take a few moments.

Figure 18

Unpublish a Gallery

1. Click the **Photo Gallery** link in the **Administration Tool**.
2. Click the **Gallery Title** link.
3. Click **Unpublish**.
4. An **Unpublish Gallery** page displays. *See Figure 19.*
5. Click **Unpublish**, or **Cancel** to abort.



Unpublish Gallery

You are about to unpublish a gallery.

Unpublishing this gallery **WILL NOT**:

- delete any image files you've uploaded
- delete any image titles or descriptions you've entered

Unpublishing this gallery **WILL**:

- remove the gallery and all associated images from public view on your website.

Are you sure you want to unpublish this gallery?

Unpublish Gallery Cancel

Figure 19