

Photo Gallery Documentation

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Introduction To The Photo Gallery Tool

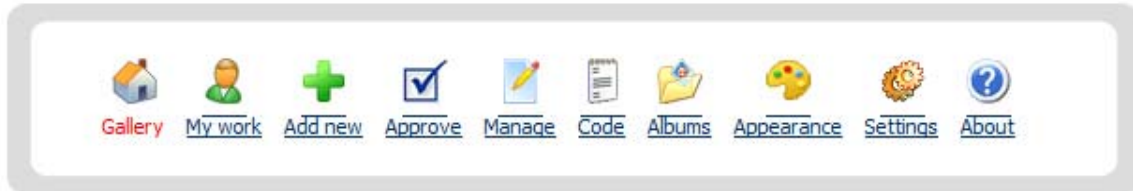
The photo gallery tool is a module that works within the Content Management System (CMS). Please refer to your CMS manual for system requirements and login instructions.

The photo gallery tool will allow you to add, edit and remove photo albums and photos within your web site's photo gallery.

In this manual you will be walked through how the photo gallery tools works.

Uploading a Photo to the Gallery

After you have logged into the CMS, go to the page in your web site that has the photo gallery tool on it. Because you are logged in you will see a variety of management buttons.



Each gallery has its own installation of the gallery component. To add a new image, click the 'Add New' button.



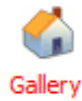
You will then see the screen below where you will do the following:

1. Select the gallery – there will usually be one gallery as we have installed the gallery component multiple times to have them show up on different pages.
2. Add in the image title. This will be the text that shows up above the image when people view the gallery.
3. Fill in a description of the image if you like. *Note: This has not been done for any of your images in any galleries.
4. Add a link if you like. *Note: This has not been done for any of your images in any galleries.
5. Find the photo on your computer by clicking on the 'Browse' button, then locate the file and select it. You will have done this step successfully when you see a file path in the Photo text box. A file path looks like: C:\Documents and Settings\...
6. Skip over the download area
7. Make sure that 'Approved?' is selected.
8. Click 'Save & Exit'

This completes adding an image to the gallery.

The screenshot shows a web-based gallery management interface. At the top, there is a navigation bar with icons and labels for: Gallery, My work, Add new, Approve, Manage, Code, Albums, Appearance, Settings, and About. Below this is a section titled "General" with a dropdown menu for "Album" set to "Acme Art Showcase". The "General" section contains several input fields: "Title", "Description" (with a scroll bar), "Link", and "Photo" (with a "Browse..." button). Below the "Photo" field is a section titled "Linked Download" with radio buttons for "Quick Add" (selected) and "All Downloads", and a "Download:" field with a "Browse..." button. At the bottom of the "General" section is an "Approve" section with a checkbox for "Approved?" which is checked and labeled "Yes". At the very bottom of the form are three buttons: "Save & Exit", "Save & Localize", and "Save & Continue", and a "Cancel" button.

When you want to see what the gallery actually looks like to web site users you can click on the 'Gallery' icon and it will take you back to your gallery view.





Managing Images in the Gallery

When images are in the gallery you can manage them from the 'Manage' button.

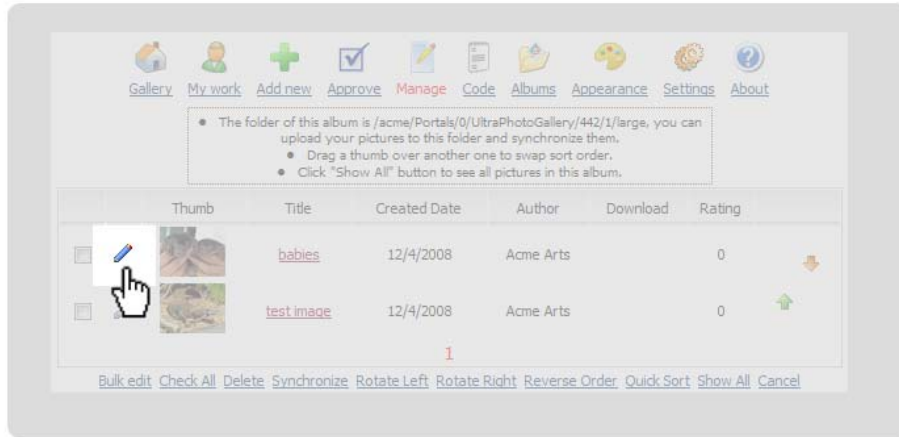


Click the manage button, and then click on the gallery you want to manage. This will bring you to a screen that looks like the one below.

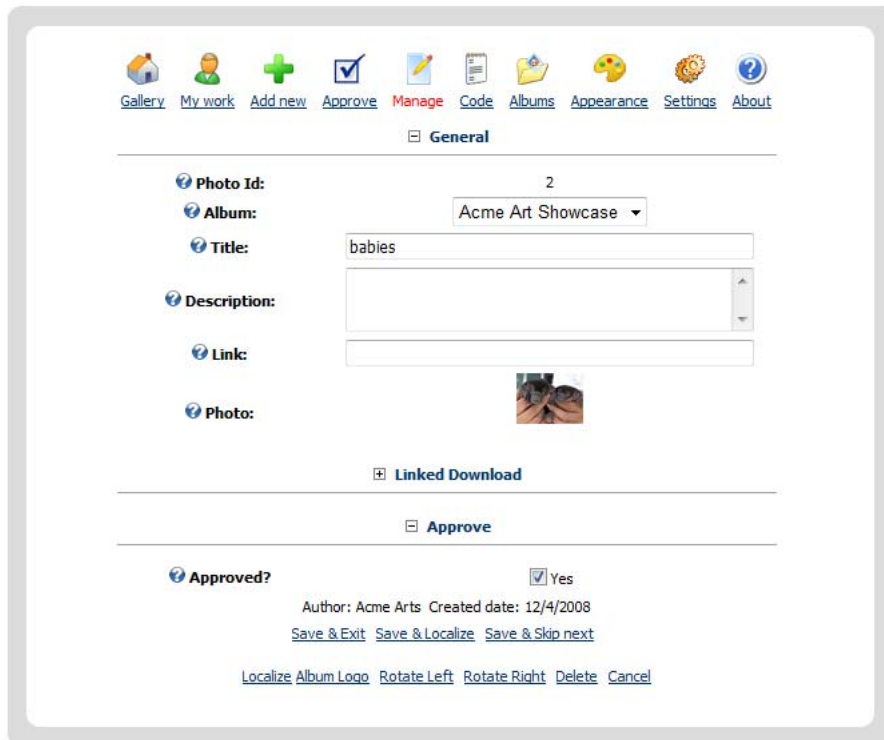
Thumb	Title	Created Date	Author	Download	Rating
	babies	12/4/2008	Acme Arts		0
	test image	12/4/2008	Acme Arts		0

Edit Image Details

Click on the 'Pen' icon beside the image to make edits to the image details:



When you click on the pen you will see the screen below and will be able to edit the information as you need to:



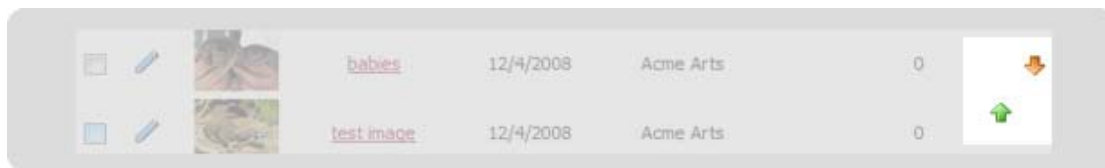
Deleting an Image from the Gallery

To delete an image from the gallery you will select the check box beside the image you want to delete and then click the 'Delete' text link at the bottom.



Reordering Images in the Gallery

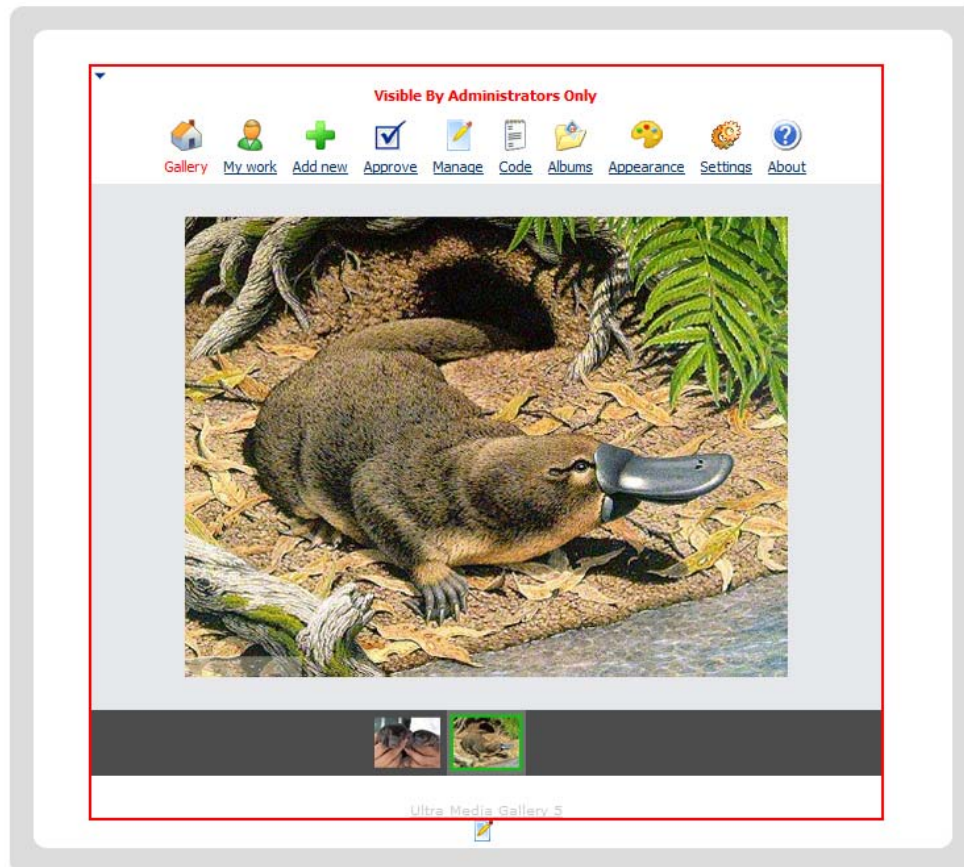
The order in which the images display is the order that they appear from top to bottom. If you want to reorder the images, use the 'Up' and 'Down' arrows to the right of the image to shift the image up or down. There are up and down arrows for each image.



The image will move one place up or down as you click. Be sure to wait for the page to refresh before you click the arrow again. The browser needs time to refresh the page. To move the image more than one position, keep clicking the 'Up' or 'Down' arrow as required.

Hidden Galleries

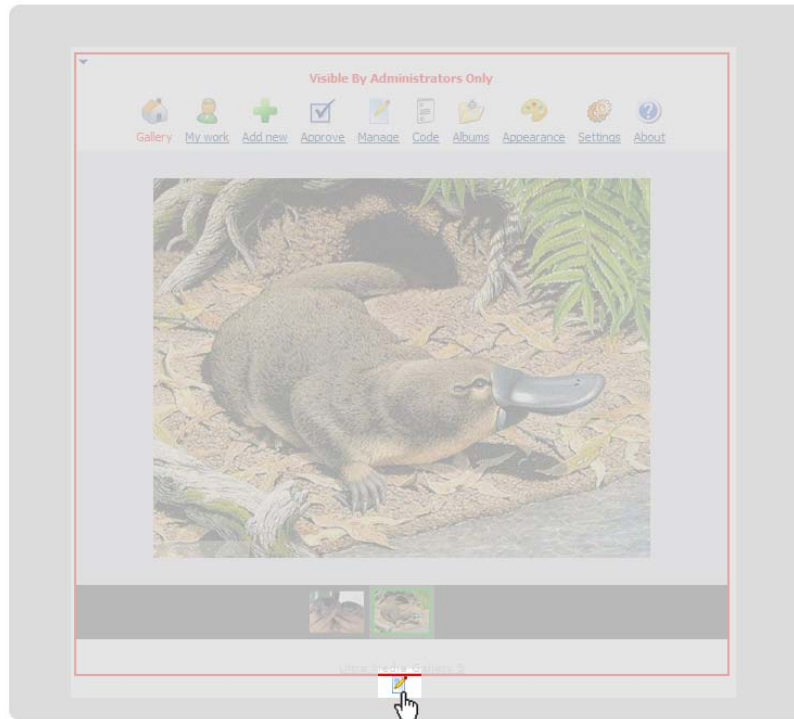
In some cases you might have a gallery that is not yet live to the public. This page will look like the one below. It will have a red border and say 'Visible By Administrators Only'.



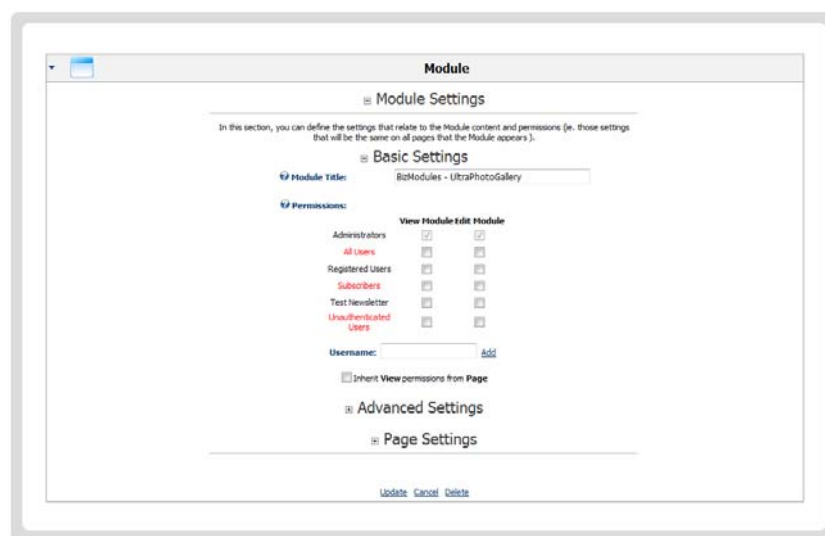
You can do all the items mentioned in this manual to add images, remove images, edit and reorder images and when you are ready to have this gallery go live, follow the next set of instructions.

Unhiding a Gallery (making it live)

To make a gallery live that is currently only 'Visible By Administrators Only' you need to look for the 'Settings' button. It looks like a Pencil/Paper icon under the red border of the Gallery Tool.

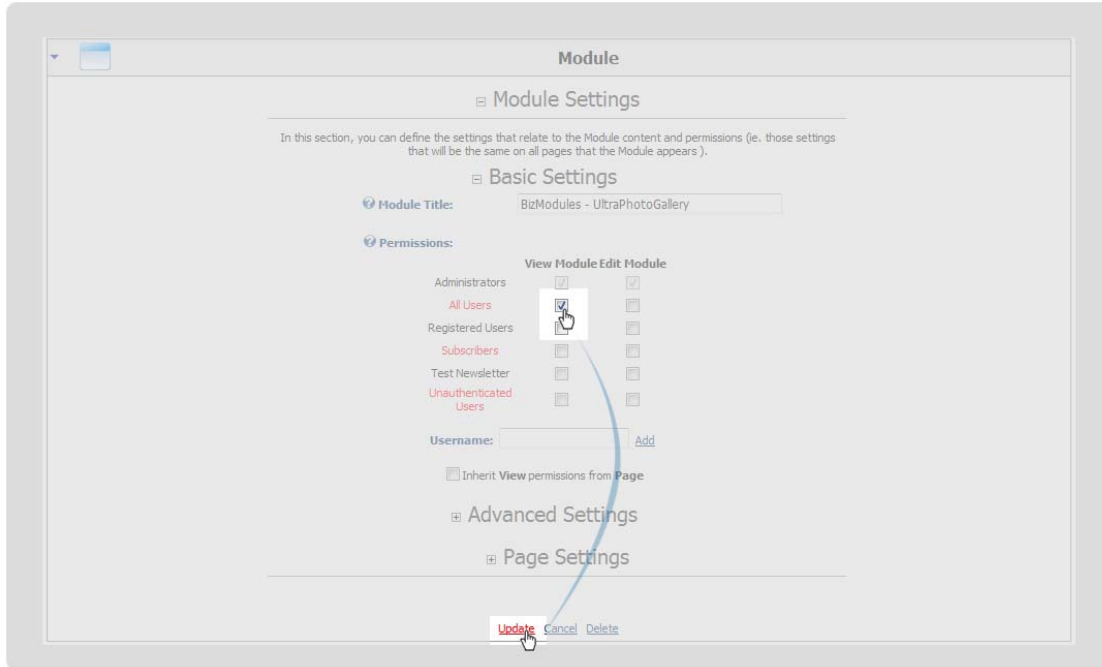


Click on the 'Settings' button (Pencil/Paper icon) and it will take you to the settings screen for this component/module.



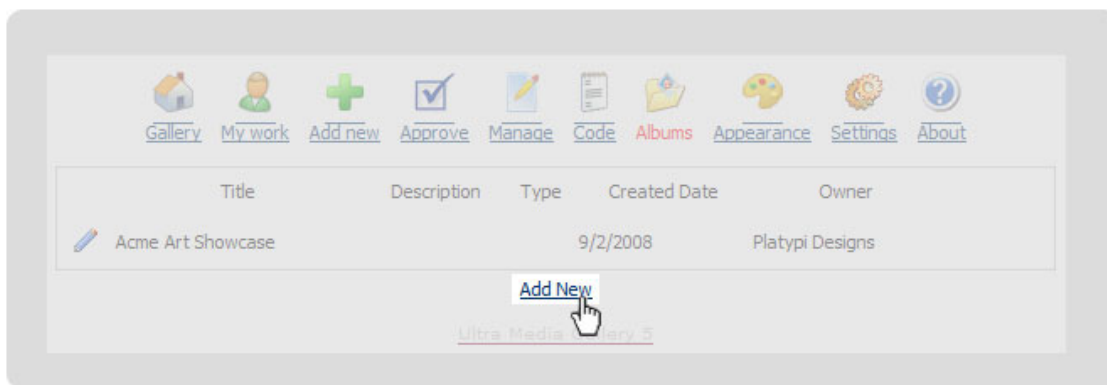
To set this component live so that your website visitors can see it, click the check box for **All Users** to **View Module**.

Then click the 'Update' button and the component will be live.



Creating a new Album

To create a new Album, click on the 'Album' icon on the top bar. This will display your current Albums. Underneath the list of Albums, click on the 'Add New' link.



Fill out the name of the Album, and if you would like to create the Album within another Album then select the desired album as the 'Parent Album'. Click update.

[Gallery](#) [My work](#) [Add new](#) [Approve](#) [Manage](#) [Code](#) [Albums](#) [Appearance](#) [Settings](#) [About](#)

[-] **General**

Album Type: Standard Album RSS Subscription

Parent album: <Not Specified> ▼

Title:

Description:

Caption Header: [ALBUMNAME] - [TITLE] ([SIZE],[RESOLUTION])

Thumbnail width: 50 px

Thumbnail height: 40 px

Album Logo:

Auto Resizing? Yes, Automatically resize uploaded photo

Max Photo Width: 600 px

Max Photo Height: 350 px

Need Approval? Yes

Default album? Yes

Auto Sync? Yes

[+] **Background Music**

[+] **Rights**

[+] **Banner**

[+] **Exif**

[Update](#) [Cancel](#)