

Photo Gallery Upload Steps

Contributed by Oliver Hansen
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Here I will try to help those wishing to add photos to our photo gallery.

*Note: you will not be able to upload any images unless you are an "Author". If you get a message about permissions, let me know and I will change it for you.

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Ok, the first thing you'll have to do is make sure your photos are 'resized for the web'. Basically, this lowers the size and quality of your photo somewhat so that the file does not take a long time for others to view. There should be an option for this in the photo software that came with your camera. If you do not have that or Photoshop, there are free programs that will do this for you.

This link should give you instructions on that part. The maximum height or width on this site is 800px. After your pictures are resized, you can move on to getting them on the site.

*** Very important! Please ensure that you not only lower the quality, but change the dimensions of the image. As an example, the default dimensions for images on my camera is 2304 X 1728 - Great for printing, but much larger than most computer screens. When resized to 800 X 600 it still looks great on the computer screen but takes up much less file space.***

- Click on the Upload Pictures link in the menu on the left.
- You will see two icons: Gallery Manager and Media Manager.
- If this is your first time, click on Gallery Manager to create a new gallery.

- A gallery is like a folder that holds your images separate from other user's pictures. You can also have a gallery within a gallery. An example would be "Johnson Pictures -> Lael's Pictures" and "Johnson Pictures -> Lori's Pictures" where "Johnson Pictures" is the first gallery, and both Lael and Lori have their pictures in a separate gallery after you enter "Johnson Pictures". Alternatively, you can just hold all your pictures in one gallery.

{mospagebreak title=Create New Gallery}

- Inside Gallery Manager you will see a list of galleries you have access to and a button to add a New Gallery or Edit a Gallery. Click the New Gallery button.
- In the New Gallery page you will see two tabs: Properties and Members. Here you will choose some options for your new gallery. Do not select anything in the Members tab.

- Insert after: If there are any other galleries that you have access to, you can place your new gallery inside one of these. If there are none, or you want the gallery to be on the first page, choose "Top-Level".
- Hide 'no media' text: If the gallery is empty a message is shown. Click this box to hide that message.
- Name gallery: The name of your gallery.
- Directory: This is usually a randomly generated directory. There is no need to change it.
- Password: If you want your gallery to only be accessible to those with the password, set it here.
- Keywords: A user searching the gallery with any word in this box will be shown your gallery as a result.
- Description: Put a small description of the pictures in the gallery. This will be shown to users before they enter your gallery.
- Published: If this is not checked, the gallery will be created but will not be visible on the site until it is published.
- Share this gallery: If you want other users to be able to add pictures to the gallery, check this box.

- When you have finished with the Properties, click on the save button. You will see a message that a gallery has been created.

- Back in the Gallery Manager, click the link to Mainscreen.

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{mospagebreak title=Upload Pictures}
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- Now we will click on the icon to enter the Media Manager and upload our media (pictures).

- After you click on Media Manager, you will select your gallery from the drop-down menu.

- You will see a list of files in the gallery and two icons on the right: Upload file(s) and Edit. Click on Upload file(s).

- You will see four tabs to choose from: Single (ZIP-)file, multiple files, Drag n Drop, and scan directory. You may ignore the scan directory tab.

- Single (ZIP-)file: If you have many pictures in zip file, you can upload the single file and the pictures will be automatically unzipped in the gallery.

- Multiple files: I find this the easiest option. You select several pictures at a time, select your options and upload them to the gallery.

- Drag n Drop: This one is also fairly simple, but might take a few moments to load on dial-up. It uses a small javascript program, so if you get a request to run something after this page loads, you may safely allow it.
- The instructions within these tabs are adequate, so I will only mention what is common to all tabs. The Name will be the name of the file. You may select a box to use the filename as the name, but sometimes the filename is not descriptive so changing it is advised. If you use the Drag n Drop or Single (ZIP-)file option, the same name and description will be given to all files. You can change this next.

- When you finish uploading the files, click the Go back link at the top and return to the Media Manager.

{mospagebreak title=Edit Name and Description}

- The files you added should now be in the list for pictures in the gallery. To edit the picture name and description, click on the name of the picture.
- The Name, Keywords, Description, and Published are all the same as in the Gallery Manager. I will explain the one or two new choices though.
- Set as Gallery Image: When users are shown the gallery, a small image of one of your pictures is shown with the name and description. If you select this box, this image will be the one shown.
- Set as gallery image of PARENT gallery: If this is a gallery within a gallery, you can select the gallery image for the first gallery here.
- After you have changed the Properties of the picture and clicked the save button, repeat that process for all pictures you wish to edit. When you finish, you are done!
- Click on the Photo Gallery link in the menu to see your new gallery!