

Fact Sheet 29 - Photo Gallery

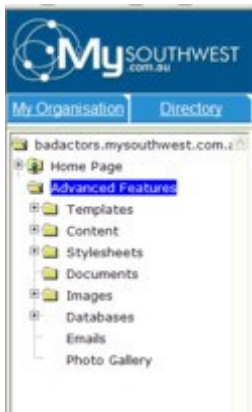
The Photo Gallery feature on MySouthWest provides a way for your visitors to see collections of images that are relevant to your organisation. Each gallery can hold many images and each image can include title, description and other details (even down to who took the photo or painted the picture!).

However, you must realise that the Photo Gallery is entirely separate from the other images that you may want to use within your web pages to add colour and interest. If you want an image to appear on a webpage you must follow the procedures as detailed in this training manual under Advanced Features - Images and Editing Web pages - Insert an Internal Image.

If you want an image to appear both in a webpage and in the photo gallery then you will need to upload it **twice**.

What the Photo Gallery does give you is a quick and comprehensive way of getting your photos onto the Internet.

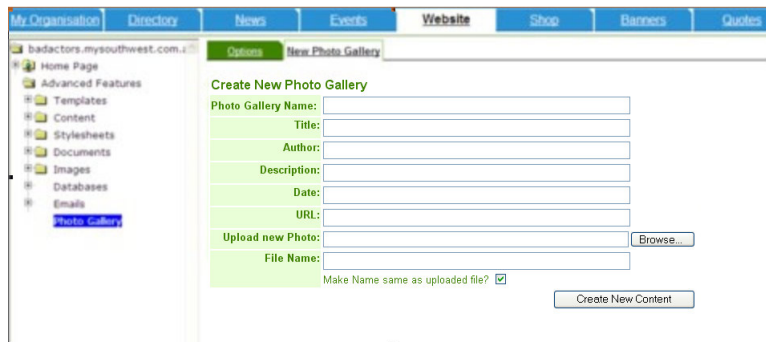
To begin, click on the Photo Gallery under Advanced Features in the left hand window of the main CMS Screen.



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Click on start a new photo gallery.

This next screen will require you to enter details of the gallery (as it is brand new) and the first photograph you wish to place into the gallery.



The screenshot shows a web browser window with a navigation menu at the top containing 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. The 'Website' menu is active, and the 'New Photo Gallery' option is selected. The main content area displays a form titled 'Create New Photo Gallery' with the following fields: 'Photo Gallery Name:', 'Title:', 'Author:', 'Description:', 'Date:', 'URL:', 'Upload new Photo:' (with a 'Browse...' button), and 'File Name:'. Below the 'File Name' field is a checkbox labeled 'Make Name same as uploaded file?' which is checked. At the bottom of the form is a 'Create New Content' button. On the left side of the browser window, a sidebar menu shows various website sections, with 'Photo Gallery' highlighted in blue.

Give the Photo Gallery a meaningful name. (In the example that accompanies this, the drama group have completed a Drama Festival and won some cups!)

The first photo you upload now needs to be detailed (Note: all of these fields are optional to complete other than “File Name”):

Title: enter the title of the photo into the title box.

Author: add the name of the person who took the image into the author box.

Description: keep it short and pertinent.

Date: If you know (or it is important) you can add the date the photo was taken.

URL: You can link to a website or a page within your own site – just type in the website address (remember to include http://)

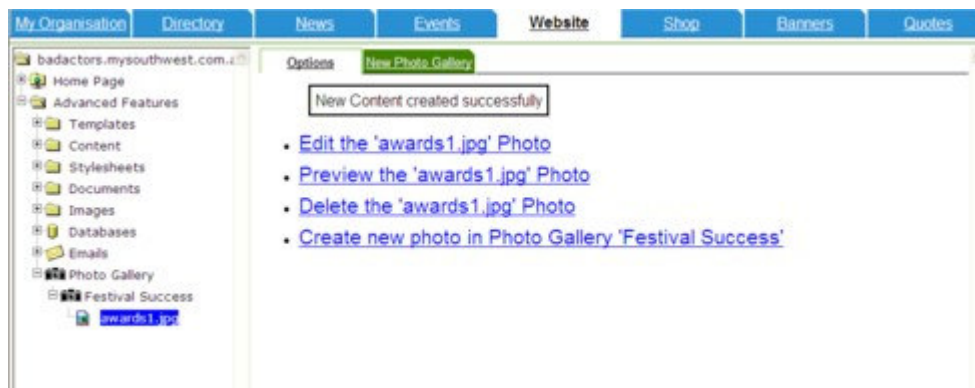
Next click on browse, find the photo you want to upload, click on it once and then click on open. The name of the file will be transferred into the Upload new photo box.

Please remember that you can only use JPG or GIF images and the size of the file should be small enough (in Bytes) to allow it to be uploaded from your PC to the MySouthWest system over your normal Internet connection. File sizes bigger than 500Kb will begin to cause serious delays when uploading.

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Finally, click on Create new content.



To see what the finished article looks like on the web, open a new browser window and view your Photo Gallery page on your website.



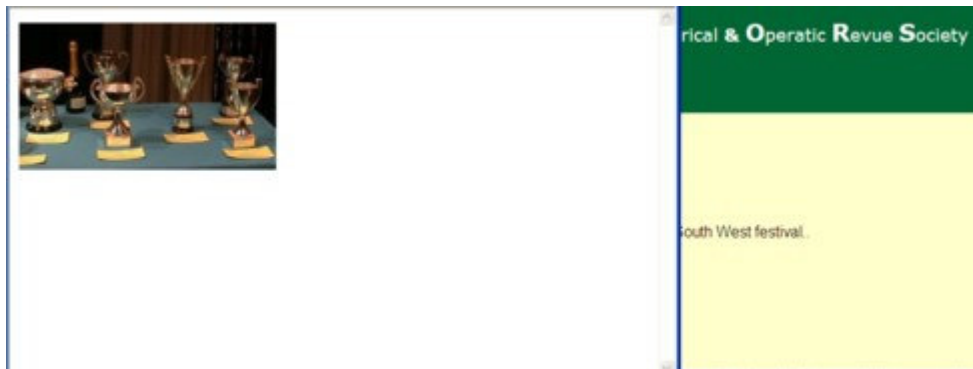
Click on the image that you can see and it will take you into the Gallery itself. Obviously, if you only have one image uploaded then all you will see is one image.

Please Note: Be mindful that the order you upload your photos into the gallery is the order they will appear in the gallery. Also the first image that you upload into a gallery will be the default picture for that gallery.

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By clicking on the image thumbnail (the small version of the photo), you will notice that it will open up a new window that will show the full size of the photo automatically.



To add more photos to an existing gallery, return to the administration window and click on 'Create new photo under Photo Gallery/[whatever your photo gallery is called]'. This will add the photos into the same gallery that you have just created.

A similar window to that you had seen previously will open.



The only difference is that there is no space to name the gallery, as the gallery has already been created.

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If you are not sure of the details of the photo you want to add, you can leave all of the boxes blank and add the details later.

Click on browse and select the photo you want to add. Click on create new content and once the photo is uploaded, click on the photo name in the **LEFT** hand window.

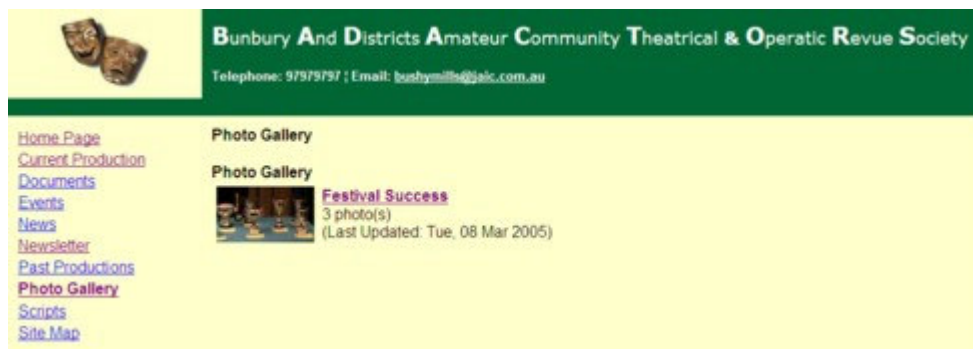


Click on **edit** in the **right** hand window.

In here you can now add or edit all of the details about the photo. You can give it a title and description etc.

You can also upload a new photo to 'overwrite' the original.

Once finished filling in any details click on Create New Content.



As you add photos to a gallery you will see (if you view the page on the web) that the gallery will tell you how many photos are included and the date that it was last updated.

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To add more galleries go back to the start of this procedure and remember that you can add as many different galleries as you want and each one of them can have as many photos as you want in them.

Please Note: Please be mindful that if you change the name of the “Photo Gallery” page the dynamic Photo Gallery module will not work on your website. If you wish to change the name, please contact MySouthWest.