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### Overview

Coppermine is a self-updateable photo gallery. Using Coppermine, you can add photos and captions to your website. You can also manage albums of photos and edit the photos and albums at any time.

*Please Note: This tutorial covers the most basic features of Coppermine. We do not recommend modifying features other than those discussed in this tutorial. Doing so could alter the look, feel and functions of your Coppermine page. If you have questions on Coppermine's capabilities that are not answered in this tutorial, please contact us.*

### Accessing Coppermine Admin

Your Coppermine admin is located at: \_\_\_\_\_

You will be prompted for a Username and Password to access Coppermine.

Your Username is: \_\_\_\_\_ Your Password is: \_\_\_\_\_

You will receive a "Welcome" message when you have logged in successfully. Click [Continue](#) to proceed.

You will now see the Coppermine administration links and buttons below.

[Home](#) :: [My gallery](#) :: [User mode](#) :: [Upload file](#) :: [Logout](#)  
[Album list](#) :: [Last uploads](#) :: [Most viewed](#) :: [Search](#)

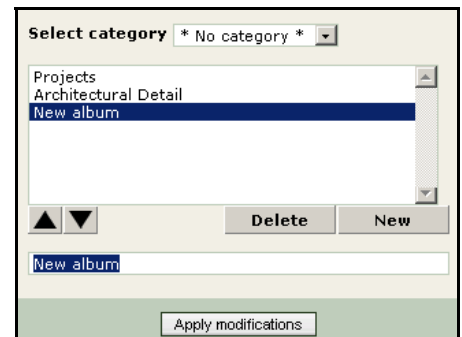
Config	Categories	Albums	Groups	Users	Ban Users	Review Comments	Sort my pictures	Batch add files	Admin Tools	My profile	Documentation
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### Creating and Maintaining Albums

Albums are groupings of similar photos. Photos do not have to be added to an album, but it keeps your photo gallery much neater if all photos are housed in an appropriate album.

To add an album:

1. Click the [Albums](#) button in the Coppermine administration buttons list
2. Click the [New](#) button. The text "New album" will appear in the box below the album listings.
3. Highlight "New Album" with your mouse and delete it. Type in a name for your album.
4. Click [Apply Modifications](#). A box will pop up asking you to confirm the modifications. Click [OK](#).
5. Click [Continue](#) on the next screen to complete album creation.



The screenshot shows a web interface for managing albums. At the top, there is a dropdown menu labeled "Select category" with the value "\* No category \*". Below this is a list of categories: "Projects", "Architectural Detail", and "New album". The "New album" item is highlighted. Below the list are two buttons: "Delete" and "New". At the bottom of the dialog, there is a text input field containing "New album" and an "Apply modifications" button.

You can return to the [Albums](#) page to maintain your lists of albums. To delete an album:

1. Click the [Albums](#) button in the Coppermine administration buttons list
2. Click the [Delete](#) button. Deleting the album also deletes the photos in it, so be sure you have moved the photos to other albums before deleting! You must then click [Apply Modifications](#) to complete deletion.

The arrows on the [Albums](#) screen allow you to move albums up and down in the list. To move an album title, click the line of the title and the up or down arrow. Albums at the top of the list will appear at the top of your main Coppermine gallery page.

*Creating and Maintaining Albums is continued on the next page...*

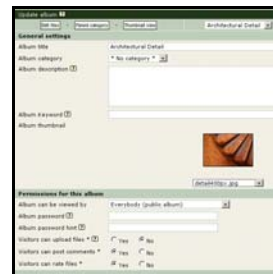
## Creating and Maintaining Albums (Continued)

Existing albums can be accessed by clicking the [Home](#) link described in *Accessing Coppermine Admin*. In admin mode, a [Properties](#) button will appear next to the album.



The following album properties can be edited:

- Album Title- The title of the album
- Album Description - Detailed text about the type of photos viewers will see in the album
- Album Thumbnail - Once you have uploaded photos to the album, you can select one to represent the album on the main Coppermine page.



Click [Update Album](#) when you have completed your changes.

## Adding Photos to an Album

Once you have created an album, you can add photos to it. To add a photo to an album:

1. Click the [Upload file](#) link in the Coppermine administration list
2. Click the [Browse](#) button. A box will pop up.
3. Browse your computer to locate the image you wish to upload. Click on the file name, then click the [Open](#) button. The path to your image will now be listed in the box. Repeat this step to add up to 5 images at once.
4. Click [Continue](#)
5. The next screen will confirm your upload. Click [Continue](#).
6. You may now enter some information about the photo  
Album - Select an album to store the photo  
File Title- Enter a brief caption describing the photo  
File Description - Enter detailed text about the photo
7. Click [Continue](#)



8. The next screen will confirm your photo addition(s). Click [Continue](#) to complete your upload.

## Editing and Deleting Photos

To edit or delete a photo:

1. Click clicking the [Home](#) link described in *Accessing Coppermine Admin*
2. Browse through your albums to locate the photo you wish to edit or delete. Click the photo.
3. Buttons will appear below the photo. Click [Edit file information](#) to edit the photo's text. Click [DELETE THIS FILE](#) to delete the photo.



If you click [Edit file information](#), you can change the Album, Title or Description of the photo. make your changed and click [Apply Modifications](#) when done.

If you click [DELETE THIS FILE](#), a box will pop up asking you to confirm the modifications. Click [OK](#). Now click [Continue](#) on the next screen to confirm your deletion.

## Helpful Hints on Image Files

- Coppermine allows the upload of JPEG (.jpg) and GIF (.gif) files. It is recommended that the image size be no more than 600 x 600 pixels at 72dpi. You may have to resize digital camera photos before adding them to your gallery.

- When naming your image files, lower case letters, numbers and underscores are recommended for the file name. Characters such as commas, apostrophes and hyphens are not recommended. **NEVER** use spaces in your file names!

Acceptable File Names: myimage1.jpg    my\_image\_one.gif    myimage262820.gif

Non-Acceptable File Names: MYimage-1.jpg    IMAGE\*#!?.gif    my image 2.jpg    MyImage1,2&3.gif

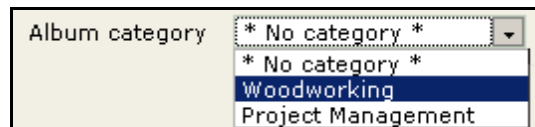
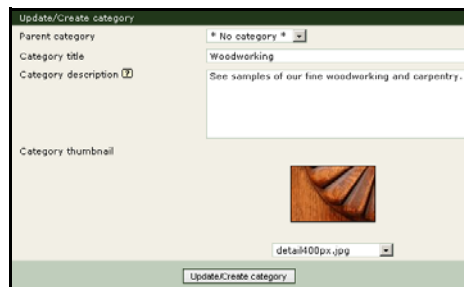
## Advanced Coppermine Features

### Categories

If you will have many albums in your gallery, you can group similar albums into categories. If you are using categories, the hierarchy of your Coppermine main page will be Categories > Albums > Photos.

To add a category:

1. Click the [Categories](#) button in the Coppermine administration buttons list
2. Fill in the following fields:
  - Category Title- The title of the album
  - Category Description - Detailed text about the type of albums viewers will see
  - Category Thumbnail - Select a photo to represent the category on the main Coppermine page.
3. Click [Home](#) link in the Coppermine administration links
4. Click [Properties](#) next to the album you wish to edit
5. In the "Album category" drop-down menu, select the category you wish to place the album in
6. Click [Update Album](#) at the bottom of the page.



You can return to the [Categories](#) page to maintain your lists of categories.

Category	Operations	Move into
<b>User galleries</b>	▼	* No category *
<b>Project Management</b>	▲ ▼ X e	* No category *
<b>Woodworking</b>	▲ X e	* No category *
Sort categories alphabetically (instead of custom sort order)		<input type="radio"/> Yes <input checked="" type="radio"/> No

The arrows allow you to move albums up and down in the list. To move an album title, click the up or down arrow next to it. Albums at the top of the list will appear at the top of your main Coppermine gallery page.

To delete an album, click the **X** button next to it.

To edit an album's title or description, click the **e** next to it.

The "Move Into" column allows you to move a category into another category.

### Ecards

If the Ecards feature is enabled on your site, visitors to your gallery can email photos from the gallery to friends and colleagues. The administration will log all Ecards that are sent. To view the record of Ecards:

	Sender			Recipient		Date ▲ ▼	
	Name ▲ ▼	Email ▲ ▼	IP # ▲ ▼	Name ▲ ▼	Email ▲ ▼		
<input type="checkbox"/>	John Doe	johndoe@hotmail.com	68.254.187.206	Mary Smith	msmith@yahoo.com	10/26/06 at 11:16	
<input type="checkbox"/> <input type="checkbox"/>		<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>		<input type="button" value="Delete selected ecards"/> <input type="checkbox"/> I'm sure			

1. Click [Display Ecards](#) button in the Coppermine administration buttons list
2. A table will appear with the senders and recipients of Ecards
3. Clicking the envelope icon will show you the Ecard exactly as it was sent
4. To delete the record of an Ecard, check the box next to it and the "I'm sure" button at the bottom of the screen. Click the [Delete Selected Ecards](#) button to complete deletion.

## Questions?

For assistance with Coppermine, please call us at 262-820-8201 (800-747-3399 outside greater Milwaukee) or email [support@OnYourMark.com](mailto:support@OnYourMark.com). We are happy to help!