Photo Gallery/Portfolio Tutorial

How to use your photo gallery/portfolio

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Accessing Photo Gallery

Your Photo Gallery Admin page is located at _____
You will be prompted for a user name and password to access your admin section.

Your user name is: _____ Your password is: _____

Main Menu

The Photo Gallery offers the following administrative options:

List Categories— List all created categories for editing or deletion
Add Category— Create a new category
Enable/Disable Categories— Enable or disable a category for being viewed
List All photos— List all photos for editing or deletion
Add A Photo— Upload a new photo
Photos 2B Posted— Post a photo to a category or categories for viewing

Creating Categories

To use your photo gallery, you must first create a new category. Click on the "Add Category" link. Enter a category name. Then enter some descriptive text into the description field. This will be displayed on the category sub page in the gallery. The photos in this category will be displayed under this text. When you click the "Add Category" button, your category is created and you are brought to the category edit page. If you click on edit from the edit page, you will be brought to a page that looks and works just like the Add Category page. You can rename or change the descriptive text without needing to re-post photos into this category.

Enable/Disable Categories

You next need to enable a category for display. You can do this from the "Enable/Disable Categories" in the administration menu on the left side of the page. Check the box to display the category and click the "Submit Form" button. Un-checking this box will disable the category, and it will not display on your website. This step is useful because you can upload and post photos into a category at your leisure without displaying the category.

Uploading Photos

To upload a photo, click the "Add A Photo" link in the main menu. Fill in the fields as shown:

Photo Name: Create a title for the photo.

Photograph: Click "Browse" to locate the photograph on your computer. When you have located the photo. Click "OK" to upload.

Category: Select the category or categories the photo will be displayed in.

Description: Enter a descriptive caption about the photo.

Post this photo now: Checking this box will display the photo in your public gallery. If the box is left unchecked, the photo will not be displayed.

To upload the photo, click on the "Add Photo to Photo Gallery" button. The uploading process can take several minutes—be patient.

Editing/Deleting Photos

You can click on "edit" which will look just like the upload page. You can also delete a photo from this page. An asterisk (*) before the name of the photo indicates that it is not posted to any category. To post this photo, click on edit and select your category just like in the upload step.

Photos 2B posted

To post un-posted images you can go to the "Photos 2B Posted" to see all the photos that are currently un-posted. Clicking on the "Post" link will bring you to the photo edit/upload page.