



Photo album

You can add photos or groups of photos to your albums by browsing your computer, selecting them and then uploading them to your website.

Photo album

You can build up a useful image library by creating folders containing photo albums so your images are sub-divided into subjects or areas. However, you do not have to create a folder if you only need one album. **Please note** that photos need to have the suffix **.jpg**, rather than **.jpeg**

To Enable the Photo Album

- 'Manage Website' → 'Use standard pages' menu → 'Enable' the 'Photo Album'
- Select the 'Photo Album' page which should be visible from the navigation menu

Create and Edit a single Photo Album:

- Ensure you are in the 'Photo Album Home' page (reached from the navigation menu)
- Click 'Add an album'
- Complete the form - you only need to fill out the starred (mandatory) fields
- Click 'OK'

To start populating your album click the name of your album. By choosing the options shown you can add a single photo or a collection of photos, edit these photos and edit, move or delete the album (which doesn't have to be empty – so be sure this is what you want to do) – see **Deleting Photos, Albums and Folders** at the end of this helpsheet)

Notes: Standard photograph editors such as Photoshop or Paintshop Pro are the best ones to use, as proprietary software supplied with various digital cameras can clash with essexinfo.net causing problems with loading photos.

Adding a single photo

- Click the link to your album
- Click 'Add a photo'
- Click 'Browse' button, choose image from the list and click 'Open'
- Enter the caption
- You can add a description and photo story if you wish
- Click 'OK'

Setting up folders for a collection of Photo Albums:

Folders contain your photo albums. You cannot add photos to a folder.

- Click **Photo Album** in the side menu (or its new name if you've changed it)
- Click '**Add a folder**' – a folder is where you can organise albums together eg by date. See introduction.
- Add a folder name and description of the folder contents
- Click '**OK**'
- You can create other folders for other albums about different topics or you can put all your albums into one folder
- By clicking on the links you can create, edit, move or change the permissions of your folder.
- You can delete the folder if it doesn't contain any albums – see '**Deleting Folders, Albums and Photos**' at the end of this sheet.
- **Note:** If you've added a folder to organise your various albums you can move your albums into it.
- Open album
- Select '**Move this album**'
- Choose the appropriate folder from the dropdown
- Click '**OK**'

Adding a collection – preparation:

To add a collection of photos you need to have zipped them, when a file is compressed to take up less space. The most common file compressing agent is WinZip – instructions on using it are as follows:

- From '**Start**' in the Task bar navigate to WinZip via Programs → WinZip → WinZip [Version **x**] and open it.
- [If you don't have WinZip you can download a free version by finding a site on Google – one such site is: <http://www.freedownloadhq.com/winzip.asp?s=gouk&a=winzip> - as is the case with many sites you need to register.]
- Click '**New**'
- Name the new Archive (folder which will contain the photos) and save it to the appropriate location on your computer
- Click '**OK**'
- Find the photos in your files
- Either – add each photo separately or you can make a selection by holding down '**Ctrl**' key and clicking the ones you want – then click '**Add**'
- The zip file will be saved in the same folder as the original photos – if you would prefer the archive to be moved to another folder you can do so while WinZip is still open.

Adding the zipped photos

- Click the link to your album
- Click '**Add a group of photos**'
- Either enter the location for your zip file or browse for it as before
- Click '**OK**' – this takes you to a web page which lists the details of the photos
- Scroll to the bottom and click '**View**' to see them
- From here you can make changes as described below

Editing photos:

Click on the album containing the photo and then click the photo you want to edit

You can:

- Show the HTML source code of the images to allow 'copy and paste' functions
- Make this photo the cover photo for this album
- Edit photo attributes – allows you to edit the photo as below
- To edit the photo select '**Edit**'
- Scroll down the screen and you can edit the '**Caption**', '**Description**' and '**Story**'
- If you edit the details and then wish to rotate the photo press '**Submit**' to save the amendments before rotating the photo otherwise the amendments will be lost. Rotating the photo and then editing the details can be done in one operation.*
- Check the box '**Hide**' to hide the picture if you wish to postpone displaying it
- Each photo has 3 options to allow you to rotate the image either counter clockwise or clockwise 90 degrees or rotate it 180 degrees.
- Click '**Submit**'
- If the changes are not displayed click '**F5**' (refresh) to display them properly

***Note:** If you choose '**Edit all photos (including hidden)**' the new rotation facility is not available. You can still rotate the photos by selecting the radio button and saving your changes as before. You may need to press 'F5' to display your changes or correct any distortions in your image.

Changing the order of the photos:

You can change the order in which your photos appear in the album. This can be especially useful if your photos tell a story

- Click on the album you've added the photos to:
- Click the '**Edit all photos including hidden**' option
- You will see your photos with various text boxes underneath them. In the '**Sequence**' box should be a number like 539623, you can change this to the number you want the photo to appear in the album e.g. if you want a certain picture to appear first you would change the sequence number to 01, the number of the picture you want to appear next should be 02 etc.
- Once you are happy with the sequence numbers you have selected click the '**Submit**' button at the very bottom of the page
- Your pictures should now appear in the order you've selected

Deleting Photos, Albums and Folders

Note: you can only delete the folder if it is empty so the following instructions need to be performed in sequence. You can delete an album whether it is empty or not.

Deleting a photo

- Choose the album containing the photo
- Click the photo's caption – if it doesn't have one then click on the photo itself to see the 'Delete' option
- Click 'Delete' at the end of the four options beneath
- Click 'Yes, delete it'

Note: To empty the album you need to delete every photo including **all hidden ones**. If you have hidden them all you need to add a photo to enable you to see the option 'Edit all photos (including hidden)' Using this option you can then uncheck the 'Hide' box so that they can be deleted one by one.

Deleting an album

- You can now delete an album whether it is empty or not. A warning that this operation is irreversible appears under the final command 'Yes, delete it' so be sure this is what you want to do.
- Click the album's name
- Click 'Delete this album'
- Click 'Yes, delete it'

Deleting a folder

- Ensure it is empty
- Click the folder's name
- Click 'Delete'
- Click 'Yes, delete it'

You can reach the Help Desk on: **01245 436559** or via email support@essexinfo.net

