



Admin Instruction Guide **Version 1.06**

Accessing the Administration Section

Once you have your photo album installed on your server and the permissions are set correctly, you are ready to customize it. We made the gallery use include pages for the top so you can edit the inc_top.asp page in the includepages directory to change the logo and add links to other parts of your site. Below we will walk you through the administration section which is accessed by typing in <http://www.yoursite.com/photoalbum/admin/admin.asp>. You will be taken to the admin home page which has a description of what the sections do as well as links to go to these sections. You will also notice that there are links at the top of every page in the admin section to help you navigate through it. In order to gain access to any of the sections, you will need to enter a username and a password. Default is set to admin for both and we recommend you change this as soon as possible so we will talk about the user administration section first..... here we go!

Using the User Administration Section

When you click on the User Admin link, you will be asked for a username and password to login. The default is admin for both. Once you have logged in successfully, you will be able to add and delete users to your gallery. To add a user, simply input the name, username and password into the fields and then choose what access level you want this user to have.

- Administrator has full site privileges and can make changes to every section.
- Advanced Uploader can do everything except change the configuration settings and add users.
- Upload Only can do just that. They can only upload images.

Using the Configuration Section

When you click on the Configuration link, you will be directed to a page that has the controls of the entire look of the site. Anytime you make a change to the settings, you will need to check on the Update Configuration Settings link located at the bottom of the page. Here is a list of what you can change and how it work:

Main Configuration Settings

URL – You will need to enter the address to the directory that you gallery is located. This is used for a few settings in the gallery and needs to point to the main directory that contains the album.asp page. Example: <http://www.yoursite.com/photogallery> (Note: there is no / at the end!)

Gallery Name – This is the name of you gallery. It will appear at the top of the gallery and also in the title of the webpage.

Image Sizes – This is here you tell the gallery the size of the images you are going to use. You need to keep all your images the same size (or proportion at least) so they appear correctly in your gallery. This may take a few minutes longer because you may need to use a program to crop images but it will be worth it in the long run because all of your images will appear in a neat fashion! Also, you will want to optimize your images to the possible file size that you can so that your gallery will load fast. This gallery does not use thumbnail images, instead it automatically sets the image size using the information you provide in the thumbnail size setting. Since most all your visitors are probably going to click on the thumbnail and view the images in the large state, this should not affect performance. Once they are at the large display, they will usually use the back and next buttons to navigate through the gallery.

Allow Various Sized Images to be used – This setting allows you to turn off the feature that makes all your images appear the same size. While it is recommended that you use the same sized images in you gallery, a few of our customers with earlier versions didn't like it. So, now you can choose to have all you images appear as their real size!

Allow E-mail to Friends – If this is set to yes, your visitors will be able to email a link or an attachment containing the image. You will need

to click on the SETUP link located to the right of the dropdown to configure your mail settings. We currently have two options for mail types but if you need another one added, let us know!

Max Table Width – This setting determines the width of your gallery. Since the most common screen size is 800 x 600, we recommend you start with 750. If you embed the gallery into a html page that has a navigation bar of the side, you may want to make this smaller.

Thumbnails Per Page – This setting tells the gallery how many thumbnail pictures you want to be displayed per page. We recommend 8 as a good place to start. If you have more images than can be shown on one page, navigation buttons will appear allowing your visitors to view the next set of images. You do not have to have 8 images in the category, there is no problem if you only have say 5 images in it.

Thumbnail Percent – This setting tells the gallery what size you want your thumbnails to be. You will want to play around a bit with this setting depending on the number of thumbnails you want to display per page, the size of your images and the width you choose for your gallery. A good place to start is .15 and then play around from there.

Table Background Color – This is the main color of your gallery. It sets the color that is located behind the images in your gallery. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Table Border Color – This sets the color of the 1 pixel border that runs around your gallery. We recommend using a contrasting color as this will give you a 3D look. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Header and Footer Color – This sets the color of the header and footer sections which is where your titles and navigation buttons appear. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will

notice that the color of the cell behind the input box will change to display the current color.

Header Font Type – This is where you can set the type face that is used for the headers (titles at the top). You can choose to make them bold and/or italic as well. **NOTE:** We recommend that you use a combination of common fonts and avoid using fonts that may be available on your visitor’s computer.

Header Font Size – This sets the font size of the headers. The larger the number, the larger the font will be.

Header Font Color – This sets the color of the header font. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Category Font Type - This is where you can set the type face that is used for the categories (Gallery Names). You can choose to make them bold and/or italic as well. **NOTE:** We recommend that you use a combination of common fonts and avoid using fonts that may be available on your visitor’s computer.

Category Font Size – This sets the font size of the categories. The larger the number, the larger the font will be.

Category Font Color – This sets the color of the category font. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Thumbnail Settings

Display Photo Name on thumbnails – This is a yes or no box that allows you to choose whether you want the popup name to appear when you hover over a thumbnail or not. Yes turns this feature on and no turns it off.

Popup Width – This sets the width of the popup box. If you have more text than can be shown on one line, it will wrap around and continue below.

Popup Background Color – This sets the background color of the popup. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Popup Border Color – This sets the color of the border that appears around the popup. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Popup Font Type - This is where you can set the type face that is used for the popup. NOTE: We recommend that you use a combination of common fonts and avoid using fonts that may be available on your visitor's computer.

Popup Font Size – This sets the font size of the popup. The larger the number, the larger the font will be.

Popup Font Color – This sets the color of the popup font. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Full View Settings

Display Photo Name – This is a yes or no box that allows you to choose if you want to display the photo name above the image on the full view page. Yes will display the name and no will not.

Photo Name Font Type - This is where you can set the type face that is used for the Photo Name. NOTE: We recommend that you use a combination of common fonts and avoid using fonts that may be available on your visitor's computer.

Photo Name Font Size – This sets the font size of the Photo Name. The larger the number, the larger the font will be.

Photo Name Color – This sets the color of the Photo Name font. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

Display Photo Description – This is a yes or no box that allows you to choose if you want to display the photo description below the image on the full view page. Yes will display the description and no will not.

Photo Description Font Type - This is where you can set the type face that is used for the Photo Description. NOTE: We recommend that you use a combination of common fonts and avoid using fonts that may be available on your visitor's computer.

Photo Description Font Size – This sets the font size of the Photo Description. The larger the number, the larger the font will be.

Photo Description Color – This sets the color of the Photo Description font. To change this color, you can either type in the color (either by name or hexadecimal) or you can click on the color palette out beside the input box and use the color chooser. When you make a change, you will notice that the color of the cell behind the input box will change to display the current color.

NOTE: After any changes, you will need to click on the Submit Configuration Settings button to set them. We recommend you open two browser windows and have your album displayed in one and the configuration settings in the other. You can then make changes and submit them, go to the other browser window and refresh it so see the changes.

Using the Category Administration Section

In the category administration section, you have the following options:

Adding a new category – To add a new category, you simply input the name and description in the fields and click on the Add Category button and the category will appear below.

Editing a category – If you would like to edit a category, click on the corresponding Edit located in the Delete / Edit section. You will be directed to a page where you can make any adjustments to the name and description. Once complete, click on the Update button and you will be taken back to the category listings.

Deleting categories – To delete a category, you need to click on the corresponding checkbox and then click on the Update/Delete button. You can delete several categories at once by selecting multiple checkboxes. NOTE: If you delete a category, you should renumber the sort order so that there are no gaps in the sequence and so there are no duplicate numbers.

Sorting categories – By default, the last category you submit will be the first on the list. You can change the order that the categories are displayed by changing the sort order. To do this, you will want to enter the numbers into the sort order field and click on the Update/Delete button. NOTE: Make sure that you have not accidentally checked on a delete checkbox before you do this because it will delete the category. Make sure that you do not have any duplicate numbers and that there are no gaps in the number sequence.

Using the Photo Administration Section

When you click on Photo Admin, you will be directed to a page that asks you to select a category. You can do this using the dropdown menu located on the right hand side. Once you are in the Photo Administration section for that category, you have the following options:

Editing the image details – To edit the photo name and/or description, click on the corresponding edit located in the Delete / Edit section. You will be directed to a page where you can make any adjustments to the name and description. Once complete, click on the Update button and you will be taken back to the image listings. On this page you will also have the ability to re-upload the image. NOTE: The file name of

the image must be the same to replace the image. If it is not, this will not update the image.

Deleting Images – To delete a image, you need to click on the corresponding delete located in the Delete / Edit section. For security reasons, we do not allow multiple deletes although we are working on a modification to allow this. Once the delete is complete, you will be directed to the photo admin section. NOTE: If you delete an image, you will have to renumber the sort order so that there are no gaps in the sequence and so there are no duplicate numbers.

Sorting Images – **THIS IS THE MOST IMPORTANT THING ABOUT YOUR GALLERY!!!!!!** By default, the last image you submit will be the first on the list. You can change the order that the images are displayed by changing the sort order. To do this, you will want to enter the numbers into the sort order field and click on the Update/Delete button. The higher the number the more priority the image has. NOTE: Make sure that you do not have any duplicate numbers and that there are no gaps in the number sequence.

NOTICE: On this page you will see the size section which will either have a green "OK" or a red "X" in it. If you see a red "X", this indicates that the image that you have on file is not set to the correct dimensions. You should click on the "X" icon to re-upload this image after you have resized it. You can hover the mouse over the "X" icon to see the dimensions of the image that is on file. If the image is not too far out of size, it should be fine.

Uploading Images

When you click on Upload Images, you will be directed to a page that allows you to upload images into your gallery. Please try to make your image sizes match that of which you have set in your configuration settings.

STEP 1: Enter the name of the image you wish to upload. (Note: If you use the popup on the thumbnail page, you will need avoid using ` as in jack's because the ` will cause a JavaScript error.) Next, enter a description for this image (leave blank if you want). Then use the Browse button to browse to the image you wish to upload. Once you have selected the image, click on the Click Here to Continue button.

Once the upload is complete, you will be directed to a page where you can confirm the image. On to step 2...

STEP 2: On this page, you will see the information about the image you just uploaded. You can click on the image link to view the image if you would like. If this is the correct information, Click on the Continue button to go to step 3. NOTE: If this information is not correct, continue anyway and delete the image on the following page. NEVER USE YOUR BACK BUTTON! On to step 3....

STEP 3: This page will allow you to change the sorting order or delete the image if you would like just like in the Photo Admin section. If everything looks fine, then you are done!