

Adding and Editing Items in a Picture Gallery

Adding/ Editing a Picture

Use the link on the Administration page to navigate to the page where pictures can be added.

Click on the “Add New Picture” link located in the menu bar

Complete the form containing the required information for the picture you wish to upload.

Helpful Hint:

The text of the link to the picture file displayed on the page accessed by web site visitors will be the file name of the picture file itself. Therefore it is a good idea to name the picture file in “plain English”.

For example: Name the picture file [View from South Rim of Grand Canyon.jpg] rather than [IMG_1005673.jpg]. The text link of the picture will then be [View from South Rim of Grand Canyon.], thus giving web site visitors a good idea of what the picture will be like.

After the form has been completed, click the “Save and Close” link located in the menu bar

A thumbnail view of the picture should now be visible on the page. To add more information about the picture, click on the thumbnail. You will then see a display page with all of the current information about the picture. To add new information or edit existing information, click on the “Edit Properties” link located in the menu bar.

A Note about Pictures

Be careful about the file size of pictures you wish to load to the site. Sometimes the original picture from a mega-pixel digital camera can be quite large. This results in slow downloads.

You might consider using some kind of graphics editing software. Most digital cameras now come with some kind of editing software. There is also a very powerful FREE Open Source graphic editing software known as GIMP (GNU Image Manipulation Program) which can be downloaded from <http://www.gimp.org/>.