MGMS Website Manual
For Editors

By: Trina Cornell
    April 2011

Table of Contents

INTRODUCTION

Welcome to your new website! As well as being an information site for potential members, your site now has the capabilities to become a powerful tool to help club members to participate in MGMS in ways they were never able to before. The idea behind it is for any member, including those members who are unable to attend meetings or actively participate within the club for whatever reason, are now able to participate by interacting with other members online. The member only area is a place for members to read information only available to members, ask questions, answer other's questions, create picture galleries/post pictures, write articles (with special permission), signup for classes, make new friends and basically keep in touch with other club members.

This manual is a step by step instruction guide on how to do just that.

The first thing you'll need to do to access the member's only area is to log into the site.

Logging In

1. Go to http://www.midlandgemandmineral.org/wp-admin
2. Scroll down the page to find the login box in the lower right-hand corner
3. Enter the username and password you received in your email sent to you by MGMS
4. You are now logged in.

The page has refreshed and you now will be on the admin side of the website. The Admin side is where you will be able to manage past and/or create new articles (static pages) and posts (dynamic pages), photo galleries, photo albums, links, events and forms.

When you first log in, you will find yourself on the Dashboard.
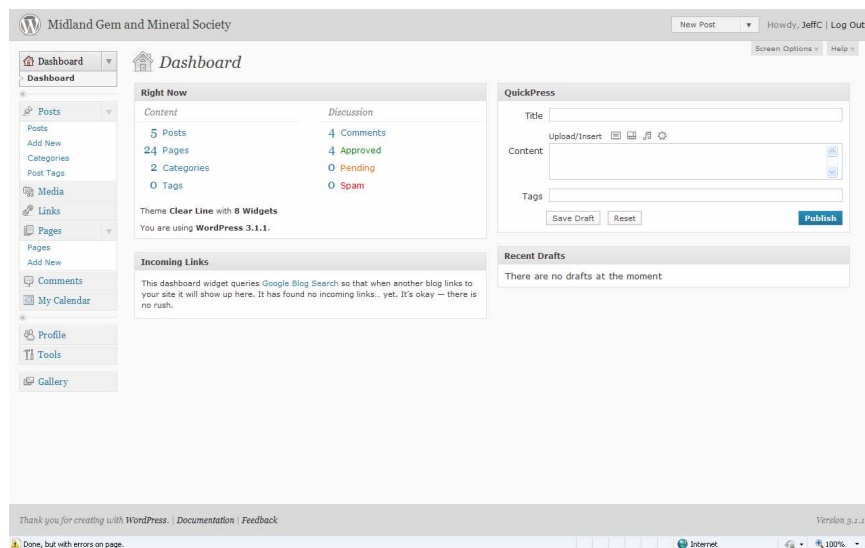
The Dashboard is a great place to start out. As well as a menu to access various parts of your admin area, it displays:

- **Right Now** box displays how many pages, posts, and comments have been created and how many comments are pending approval or marked as spam. Each of these are links which give you quick access to those items.
- **QuickPress** box allows to to make a post quickly, but it is placed in the uncategorized category which is only viewable by admins and editors. So, the QuickPress box is best used when you have an idea of something to put in the site but are not ready to have it viewed by the public/club

members and/or don't have time to post it correctly into the appropriate category.

- **Incoming Links** box displays links from other blogs. This should remain empty of links, the search engines should not be able to view these pages being that you have to be logged in to see them.
- **Recent Drafts** box displays any and all drafts that have been created for posts/pages

That out of the way, let's begin to explore the menu displayed on the left side of the admin area.


The Visual Editor

Before we get into Posts, Pages and such, let's talk about the Visual Editor.
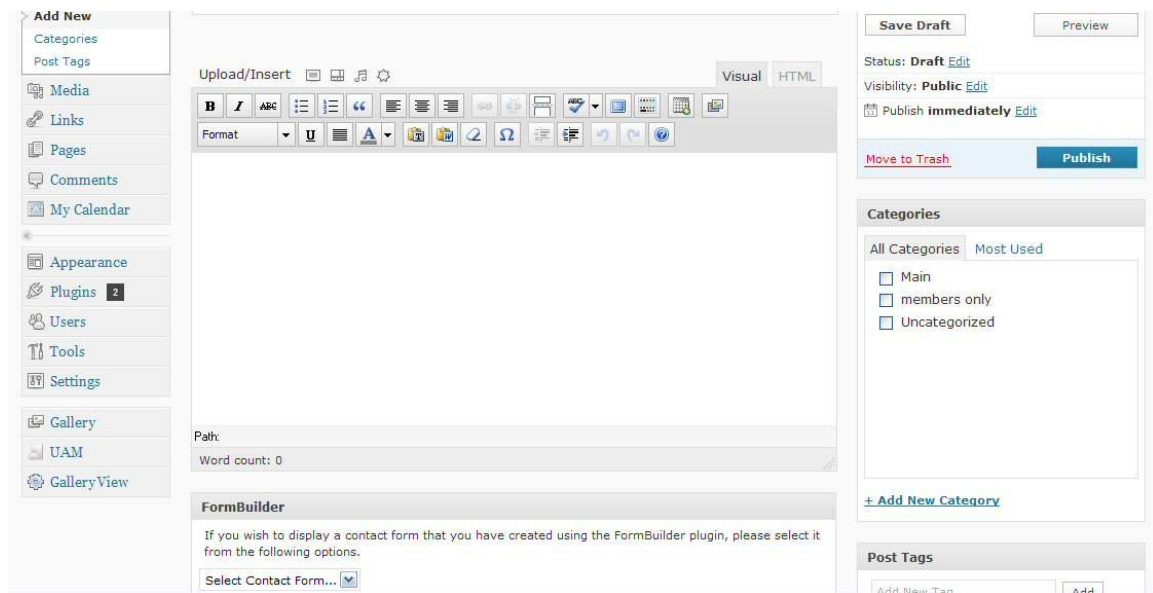

The Visual Editor is a wysiwyg editor, wysiwyg meaning "What You See is What You Get". The toolbar is very much like what you would see in a word processor program, such as Microsoft Word, with a couple of new buttons. See below for a brief description of each button.

Above the Editor toolbar, to the right of Upload/Insert:
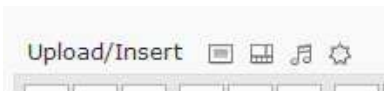
From left to right, add image, add video, add audio and add media. Each button brings up the following screen, with each tab aiding in displaying that type of file.
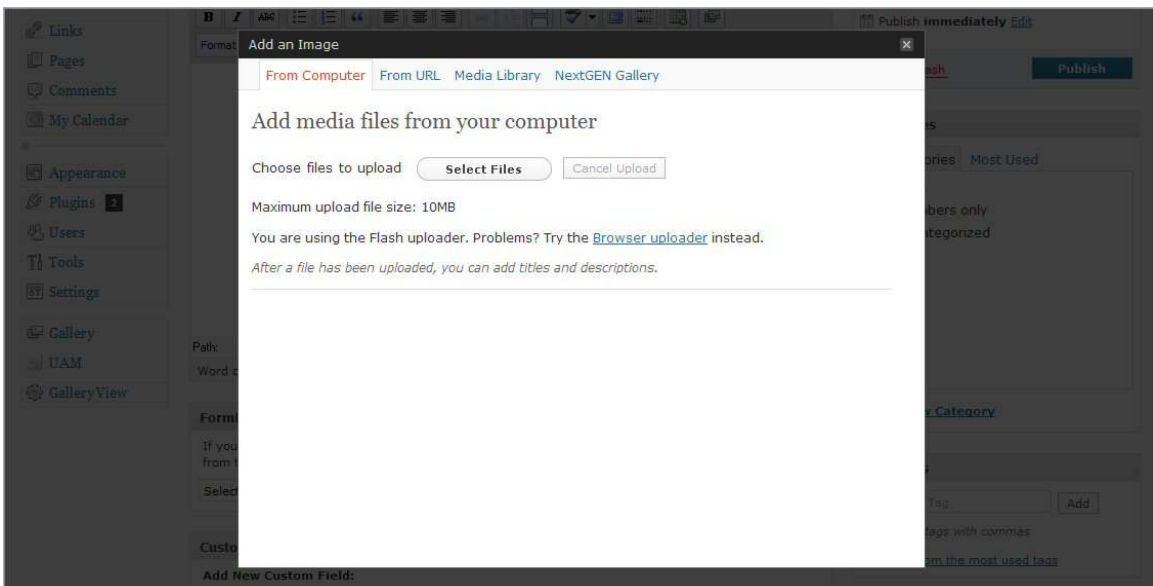
Add an Image tabs:

- **From Computer** tab - Pretty self-explanatory, this tab allows you to upload an image from your computer
- **From URL** tab - allows you to insert an image from another website
- **Media Library** tab - allows you to insert images uploaded by all members.
- **NextGen Gallery** tab - allows you to insert images from a gallery

Add Video tabs:

- **From Computer** tab - Pretty self-explanatory, this tab allows you to upload a video file (from your computer
- **From URL** tab - allows you to insert a video url from another website
- **Media Library** tab - allows you to insert videos uploaded by all members.
- **NextGen Gallery** tab - allows you to insert images from a gallery

Add Audio tabs:

- **From Computer** tab - Pretty self-explanatory, this tab allows you to upload an audio file (.wav, .mp3, mp4) from your computer
- **From URL** tab - allows you to insert an audio url from another website
- **Media Library** tab - allows you to insert audios uploaded by all members.
- **NextGen Gallery** tab - allows you to insert images from a gallery

Add Media tabs:

- **From Computer** tab - Pretty self-explanatory, this tab allows you to upload a media file (.doc & .pdf) from your computer
- **From URL** tab - allows you to insert a media file's url from another website
- **Media Library** tab - allows you to insert media files uploaded by all members.
- **NextGen Gallery** tab - allows you to insert images from a gallery

The Toolbar

WYSIWIG Buttons

Upper Toolbar

From left to right:

- Bold
- Italics
- Cross out text
- Bullet text
- Numbered list
- Quotes
- Page Justification (Left, Centered, Right)
- Add a url link
- Break a url link
- More Link – used for adding a post to gain interest in a particular article or page; after inserting More link, select it in your post and use the add url link to link your post to another article/page/post.
- SpellChecker
- Full screen mode – allows you to use the full screen as an editor. Clicked again you will go back to the Admin View Screen

- Show/Hide Kitchen Sink – allows you to turn the lower toolbar off/on
- Insert Calendar – allows you to insert a calendar or list of events for all categories or a single category
- Add NextGen Gallery – allows you to insert a single image, a gallery, an album, a slideshow, or an image browser

Lower Toolbar

- Paragraph dropdown – allows you to easily format your text
- Underline text
- Align Full - text is justified on both right and left
- Text Color – change the color of the text
- Paste as Plain Text – used when copying from another site or document that may have coding added to it (links, images) and you do not wish to use the links in the text
- Paste from Word document – Word adds extra coding in documents that aren't needed when added to the web page. This removes the added coding specifically content being added from a Word document.
- Eraser – haven't figured this one out yet
- Special Characters – allows you to insert special characters
- Outdent and Indent the line of text
- Undo
- Redo

Posts

Posts are used to display what's new in the club (may be public or members only) and for members to begin a discussion/ask questions on a certain topic.
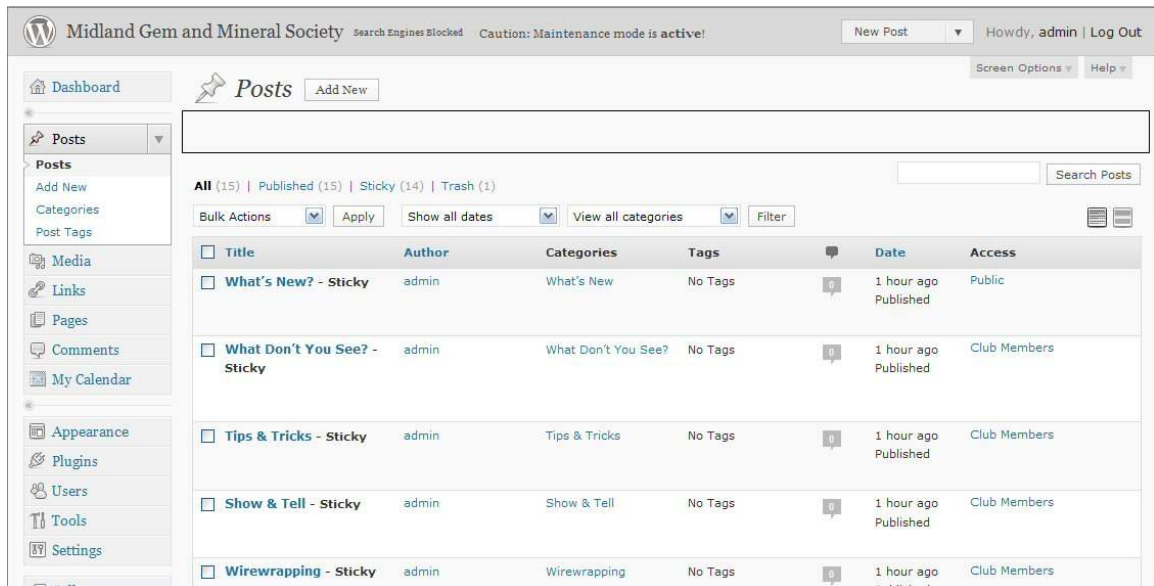
You can customize the display of this screen in a number of ways:
- You can filter the list of posts by post status using the text links in the upper left to show All, Published, Draft, or Trashed posts. The default view is to show all posts.
- You can view posts in a simple title list or with an excerpt. Choose the view you prefer by clicking on the icons at the top of the list on the right.
- You can refine the list to show only posts in a specific category or from a specific month by using the dropdown menus above the posts list. Click the Filter button after making your selection. You also can refine the list by clicking on the post author, category or tag in the posts list.
- Hovering over a row in the posts list will display action links that allow you to manage your post. You can perform the following actions:
  - Edit takes you to the editing screen for that post. You can also reach that screen by clicking on the post title.
  - Quick Edit provides inline access to the metadata of your post, allowing you to update post details without leaving this screen.
  - Trash removes your post from this list and places it in the trash, from which you can permanently delete it.
  - Preview will show you what your draft post will look like if you publish it. View will take you to your live site to view the post. Which link is available depends on your post's status.
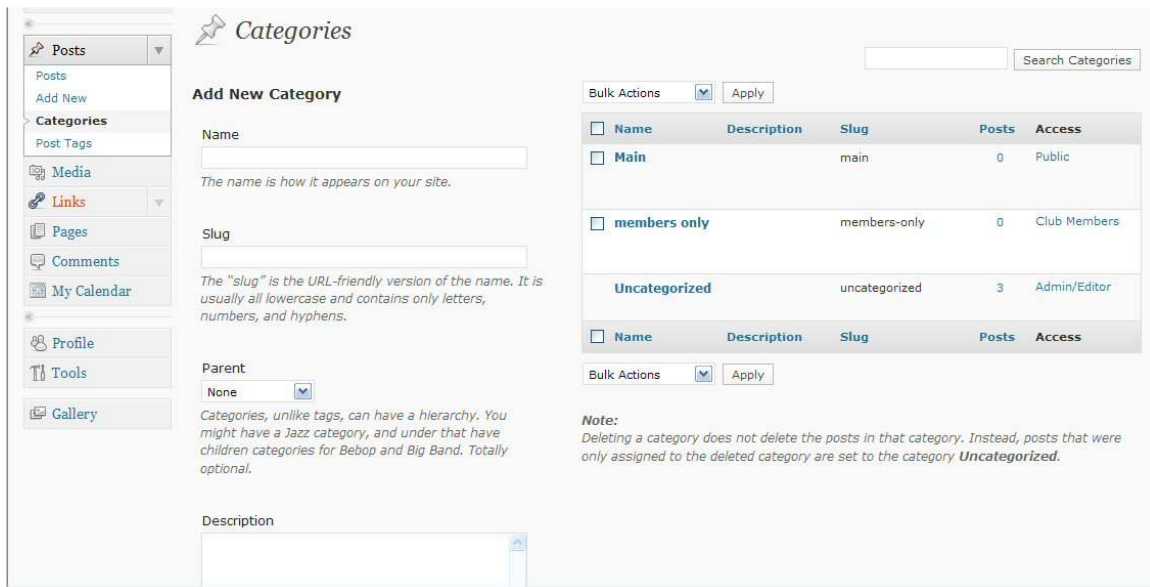
- You can also edit multiple posts at once. Select the posts you want to edit using the checkboxes, select Edit from the Bulk Actions menu and click Apply. You will be able to change the metadata (categories, author, etc.) for all selected posts at once. To remove a post from the grouping, just click the x next to its name in the Bulk Edit area that appears.

Before we discuss posts in more detail, let's discuss Categories. Your posts are organized into categories. Each category is assigned to a user group that has the capabilities of writing and reading designated to only certain visitors of the website. Below is a list of categories which have already been given their assignment with a brief description on what type of posts will be added to them.

Established Categories for Posts are:
- **What's New** (public/members)
- **Off the Beaten Path** (members) – This is for members to discuss info on rockhounding
   - Let's Go! – Places that members have been to and know are great places to go
   - No, not there! – Places that members have been to and know are not good places to go
   - Don't forget to take along – Things not to forget to bring while rockhounding
- **Q&A** (members) – This is the main category for general questions that are not covered in the subcategories under Q&A
   - Lapidary
   - Silversmithing
   - Wirewrapping
   - Intarsia
   - Glass Bead Making
   - Rock/Mineral Indentification
- **Show & Tell** (members) – A place for members to show pictures of different items and tell about them
- **Tips & Tricks** (members) – Place for members to share different tricks they've learned over the years
- **What Don't You See?** (members) – Place for members to make suggestions on things to add to the website
- **Uncategorized** (Admin/Editor) – When members have created a new post it will be placed here for approval, before being published for other members to see. You will want to check this category out regularly to see if any posts require your approval. To approve a post, simply publish it.

Creating a New Category

1. Click on the Post button in the menu on the left side of the admin area.
2. In the small menu displayed under the Post button, click Categories.
3. Enter the Name of your new category
4. You can leave the slug box empty, it will automatically create a slug

   FYI – a slug is a user friendly name for the name. If you add one, be sure not to have any spaces. Instead of spaces place an underscore or a hyphen

5. If you would like this to be a top category (parent) leave this box set to none. If you would like this to be a subcategory to another established category, use the dropdown to choose the parent category this one is to be placed under.
6. Set your user group for this category

   - Club Members – only logged in club members can read and write items in this category
   - Public – The public and logged in club members can read items, but only logged in club members can write in this category
   - Admin/Editor – only logged in admins and editors can read and write in this category

   FYI – the info link next to each user group also gives these definitions in a small popup window

7. Click the Add Category button.

Editing a Category

1. Click on the Posts button in left side of admin area.
2. Click on Categories.
3. Place your cursor over the name of the category you wish to edit.
4. Click Edit

   **FYI – Quick edit only allows you to change the name and tags of the category.**

5. Make your changes.
6. Click Update button.

Deleting a Category

1. Click on the Posts button in left side of admin area.
2. Click on Categories.
3. Place your cursor over the name of the category you wish to edit.
4. Click Delete.

Okay, now that you understand what each category is used for, how to edit one, and how to create new ones, let's create a post.

Creating a Post
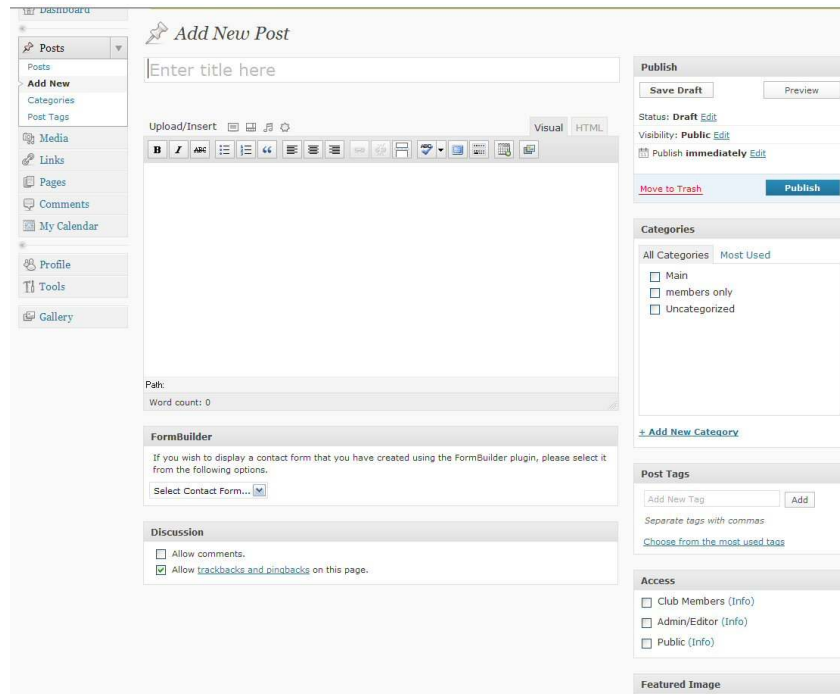
1. Click on the Post button in the menu on the left side of the admin area.
2. You should now have a small menu displayed.
3. Click on Add New.
4. Enter a title for your new post.
5. Enter the text of your new post into the large text area.

   FYI – To learn what each button is for in the visual editor, click here.

   FYI – to add a form that has already been created, place your cursor in the large text area where you wish your form to be inserted, choose the form using the dropdown list in the FormBuilder box located below the large text area. For instructions on how to create a form, click here.

6. Choose a category/categories for where this post should be displayed.

   FYI – If you should forget to choose a category before publishing or saving your post as a draft, it will automatically be placed in the uncategorized category. Simply uncheck the uncategorized box under categories and check the correct category for this post and click the Update button.

7. Enter your post tags for this post.

   FYI - Think of post tags as keywords used in search engines.

8. Choose whether you would like to allow members to comment on the post. (located below the FormBuilder box)
9. Before publishing the post, you may want to change the visibility of the post. Choices of visibility are:

- To make it a sticky post, click on the edit link next to visibility. Click on the box next to Stick this post to the front page.

   FYI - Sticky posts will display at the top of the category page that it is assigned to. These can be used for:
   a) **If it is an important post (for example: General Meeting date has changed or been cancelled) and assign it to all categories. It will display at the top of every category page. Then after the important event has transpired, remove the sticky post, by either clicking move to trash or to save it for another day by changing the visibility to private.**
   b) **If you have created a new category and wish to have an explanation as to what this category is for.**

- Make the post private. This allows only you to see it.
- Password protect the post – allows you to assign a password to view the post.

   FYI - Editor and Admin users can see password protected or private posts in the edit view without knowing the password.

10. Now you have a choice:
- Click Save as Draft if you are not ready to have it published yet and wish to add/make changes to the post before publishing.
- Click Publish to publish immediately
- If you wish the post to display at a future date, click edit next to publish to schedule the date/time to the day/time you wish it to publish to the site.

To View a Post

1. Click the Posts button in the menu on the left side of the Admin Area. You will now see all posts that have been created.
2. Place your cursor over the title of the post. You will now see a small menu of choices of what you may wish to do with the post.

Deleting a Post

1. Click on the Post button on menu.
2. Click Posts.
3. Place your cursor over the title of the post you wish to delete.
4. Click trash.

Post Tags

Think of post tags as keywords used in search engines. When a visitor happens to place a tag into the search of your site, the search results will display all posts, pages, images that are associated with that tag.

Media Library

(For Photos use the Photo Gallery)

All the video & music files you've uploaded are listed in the Media Library, with the most recent uploads listed first. You can narrow the list by file type/status using the text link filters at the top of the screen. You also can refine the list by date using the dropdown menu above the media table.

Hovering over a row reveals action links: *Edit*, *Delete Permanently*, and *View*. Clicking *Edit* on the media file's name displays a simple screen to edit that individual file's metadata. Clicking *Delete Permanently* will delete the file from the media library (as well as from any posts to which it is currently attached). *View* will take you to the display page for that file.

If a media file has not been attached to any post, you will see that in the *Attached To* column, and can click on *Attach File* to launch a small popup that will allow you to search for a post and attach the file.

Adding New Media

There are 2 ways to add video, music, and pdf files to your site. You can add them while creating/editing a post or page by clicking the add video or add audio button located above the left hand corner of the visual editor tool bar or you can:

Upload video, music or pdf files for future use

1. Click on the Media button on left side of Admin Area.
2. Click on Add New.
3. Click the Select Files button.
4. Locate the file you wish to upload and highlight it.
5. Click Open. You should see a loading bar while the file is being uploaded. Then a new entry area will appear below the upload file box on your screen.
6. Enter the title of your file.
7. Enter a caption. (optional)
8. Enter a description.
9. Click Save changes.

Links

Links list/s are links of sites that will interest MGMS visitors. Be sure to add any site that is displaying our link on their page.

View Links List

1. Click Links button on left side of Admin area.

To add a Link Category

1. Click Links button in the menu on the left side of the Admin area.
2. Click Link Categories
3. Type Name
4. You can leave the slug empty, it will self generate.
5. You may add a description for the category, if you wish. This only displays on the admin side.
6. Click Add New Link Category button.

Adding a Link

1. Click Links button on left side of Admin area.
2. Click Add New
3. Fill in the Name
4. Fill in the web address
5. Fill in a brief description of the site
6. Choose the category you wish the link to be displayed in
7. Choose your target. It's best to choose Open in new window or tab. This keeps the MGMS site window alive, so the visitor can easily come back to the site.
8. You don't need to fill out the other boxes, just click add Link button on right side of screen.

Pages

Pages are for articles. They can be made for public or member only view. One thing to note with pages is that when you create a parent page, the title of the page is automatically added to the top menu on the website. So it is best to add new pages as a child page to one of the top pages or the top menu will become overwhelming. Only Editors and Admins can add pages.

Viewing List of All Pages

To view a list of all created pages, simply click on the Pages button on the left side of the Admin area.

You can customize the display of this screen in a number of ways:

- You can filter the list of pages by page status using the text links in the upper left to show All, Published, Draft, or Trashed posts. The default view is to show all pages.
- You can view pages in a simple title list or with an excerpt. Choose the view you prefer by clicking on the icons at the top of the list on the right.
- You can refine the list to show only pages from all months or a specific month by using the dropdown menu above the pages list. Click the Filter button after making your selection. You also can refine the list by clicking on the page author in the pages list.
- Hovering over a row in the pages list will display action links that allow you to manage your page. You can perform the following actions:

- o Edit takes you to the editing screen for that page. You can also reach that screen by clicking on the page title.
  - o Quick Edit provides inline access to the metadata of your page, allowing you to update page details without leaving this screen.
  - o Trash removes your page from this list and places it in the trash, from which you can permanently delete it.
  - o Preview will show you what your draft page will look like if you publish it. View will take you to your live site to view the page. Which link is available depends on your page's status.
- You can also edit multiple pages at once. Select the pages you want to edit using the checkboxes, select Edit from the Bulk Actions menu and click Apply. You will be able to change the metadata (parent page, author, etc.) for all selected pages at once. To remove a page from the grouping, just click the x next to its name in the Bulk Edit area that appears.

Before Adding a New Page

Before adding a new page, it is best to choose which parent page you wish the new page to display under and what the order number of the new page you will be adding to be. It is easiest to make this decision by looking at the website's top menu via the website itself.

1. Open the MGMS website by clicking on "Midland Gem and Mineral Society" in the top left corner of the Admin Area. (To open in a new tab, right click on "Midland Gem and Mineral Society" and choose open in new tab. This makes it very easy to go back an forth between site view and admin area.)
2. Place your cursor over the page link of the page you wish to use as the parent page
3. Decide where you would like your new page's link to be displayed in the menu under that parent page.
4. Now count using the parent page as "0" to where you would like the new page to be displayed. Make note of this number. It will be the number you will place in the "Order" box when creating your new page. Since pages having the same order number will display alphabetically, the page displaying directly under your new page may actually display above your new page if you don't adjust the order number. So, you will also want to note which pages will be displayed after your new page. After adding your new page, adjust each of those pages "Order" number so your menu displays correctly.

Creating a New Page
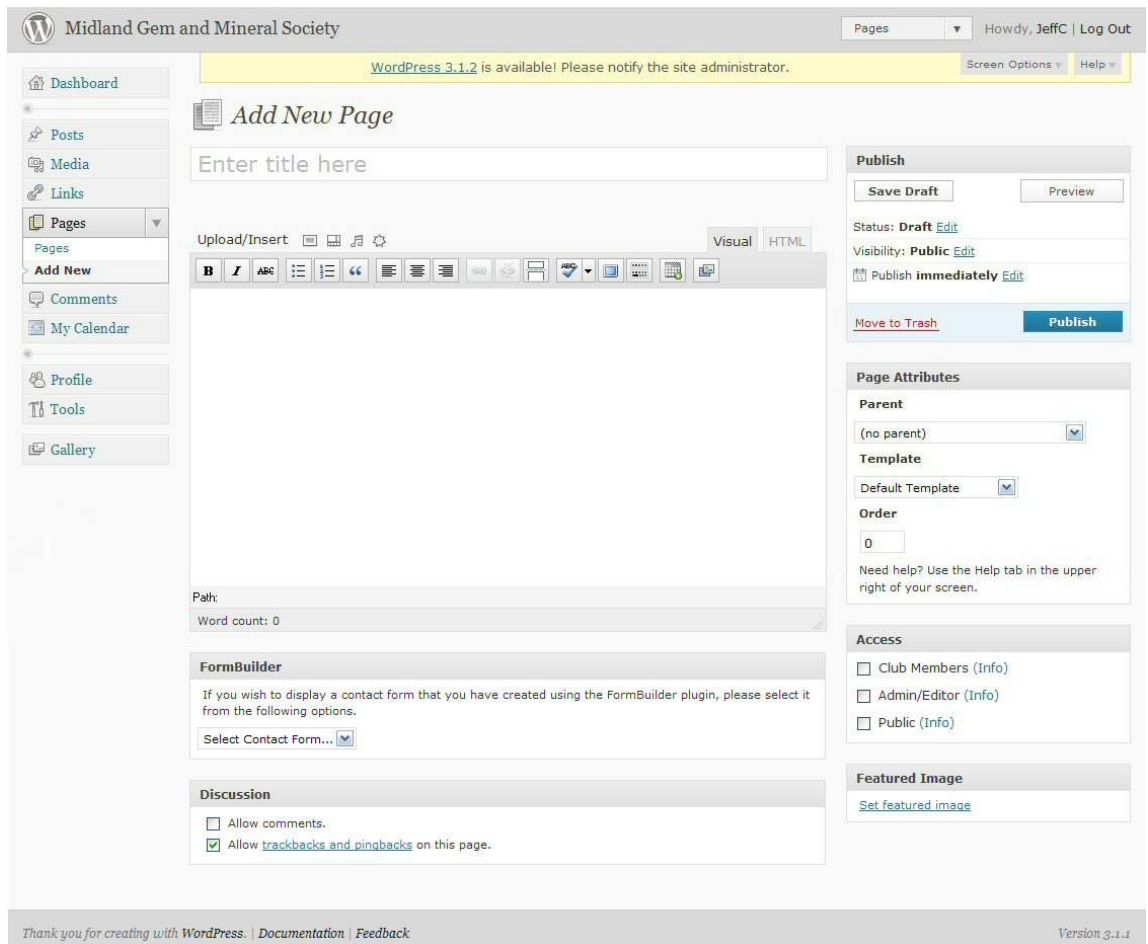
1. Click Pages on the left side of the Admin area.
2. Click Add New
3. Enter a Title for the new page
4. Enter the text for the article into the visual editor's large text box area.
5. FormBuilder - If you wish to add a ready made form to the bottom of your page, you may do so by choosing the ready made form from the dropdown list in the FormBuilder box. If you need a form created for you, please, contact the MGMS webmaster.

6. On the right, use the dropdown list to choose which parent page you would like this page to display under.

   FYI – Remember, to choose a parent page, otherwise the title of the page you are adding will be added to the top menu on the MGMS site. For instructions on how to best do this, click here.

7. On the right, leave the template the default template.

8. Enter the proper order number for the page to display under the parent page.

> **DO NOT USE DROPDOWN LIST OF PARENT PAGES TO DETERMINE THIS. For instructions on how to determine the order number, click here.**

9. Set your user group for this page
   - Club Members – only logged in club members can read the page and write comments about the article
   - Public – The public and logged in club members can read the page, but only logged in club members can write comments about the article
   a. Admin/Editor – only logged in admins and editors can read the page and write comments about the article

> **FYI – the info link next to each user group also gives these definitions in a small popup window**
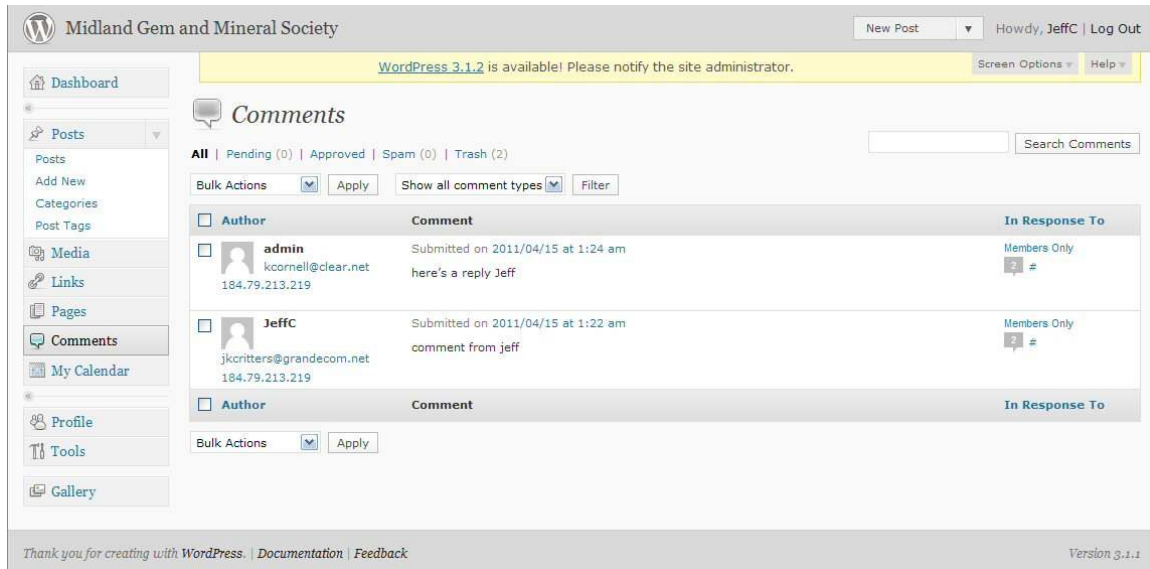
10. Choose whether or not to allow members to make comments about your page.
11. Scroll back to top of screen. Now you have a choice:
   a. Click Save as Draft if you are not ready to have it published yet and wish to add/make changes to the page before publishing.
   - Click Publish to publish immediately
   - If you wish the page to display at a future date, click edit next to publish to schedule the date/time to the day/time you wish it to publish to the site.

Comments

To display a list of all comments made throughout the site, click the Comments button on the left side of the Admin area.

You can manage comments made on your site similar to the way you manage Posts and other content. This screen is customizable in the same ways as other management screens, and you can act on comments using the on-hover action links or the Bulk Actions.

A yellow row means the comment is waiting for you to moderate it.
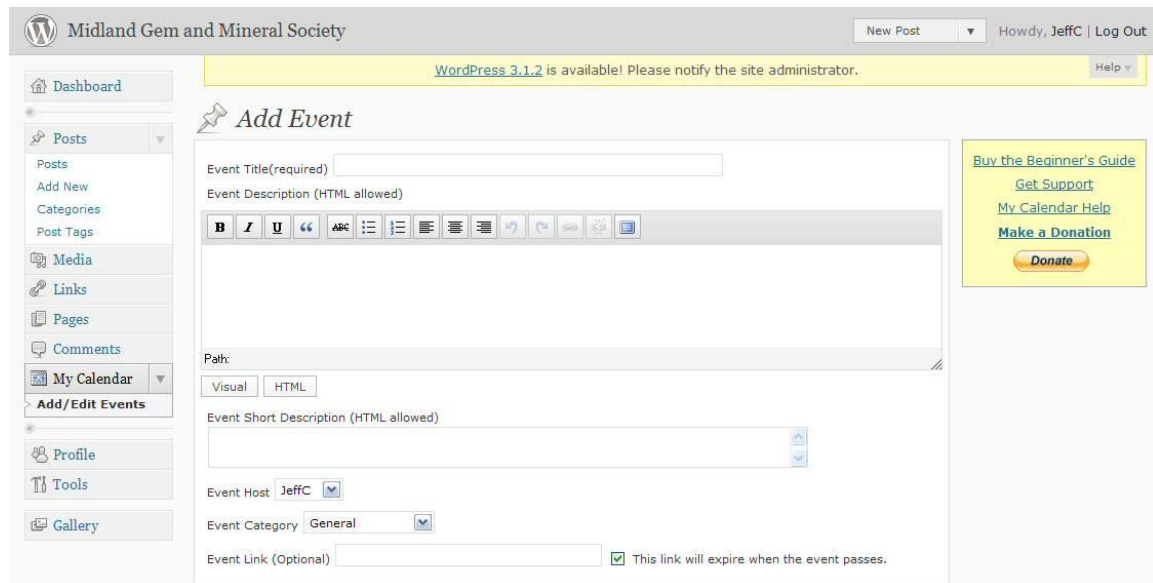
In the Author column, in addition to the author's name, email address, and blog URL, the commenter's IP address is shown. Clicking on this link will show you all the comments made from this IP address.

In the Comment column, above each comment it says "Submitted on," followed by the date and time the comment was left on your site. Clicking on the date/time link will take you to that comment on your live site.

In the In Response To column, there are three elements. The text is the name of the post that inspired the comment, and links to the post editor for that entry. The "#" symbol below the text leads to that post on your live site. The small bubble with the number in it shows how many comments that post has received. If the bubble is gray, you have moderated all comments for that post. If it is blue, there are pending comments. Clicking the bubble will filter the comments screen to show only comments on that post/page.

My Calendar

This is where you will enter the events for your calendar and your Upcoming Events box.

Adding an Event

1. Fill in the Title of the event
2. Fill in a full description (do not include time/date/location)
3. Fill in a brief description (do not include time/date/location)
4. If a different member than yourself informed you of this event, you may change them to the host. This is not displayed on the website. It is only for a reference information.
5. Using dropdown list, choose a category for this event.

   FYI - If you would like a new category added, please contact your webmaster.

6. If you have a link for additional info on this event, enter it in the link box. Choose whether you would like this event's link to expire after the event has passed. By default, it will expire.
7. Click in the start date box, a small calendar will appear. Choose the date the event will start.
8. Click in the start time box. You can enter the time by hand using the same format of the time displayed or you can choose a time from the dropdown list that appears.
9. Click in the end date box, a small calendar will appear. Choose the date the event will end.

10. Click in the end time box. You can enter the time by hand using the same format of the time displayed or you can choose a time from the dropdown list that appears.
11. If this is a non recurring event go to the next section. If this is a recurring event, enter how many times it will recur. Leaving a "0" means it will recur indefinitely. Use the dropdown list to choose how it will recur (daily, weekly, bi-weekly, date of month (eg. 24th of each month), day of month (eg. 3rd Tuesday of each month), or annually).
12. Next section is for registrations. It is for information only. Choose whether it is open for registration, closed or does not apply.
13. Choose a preset location from the dropdown list or enter the location. All fields are not required. Only fill in information that you deem is necessary. As long as you have entered a name, street address, city and state; a google map link will appear when this info is displayed.

   FYI – If this is a location that you would like added to the dropdown list, please contact the webmaster.

14. Click the Save Event button.

Profile

Your profile contains information about you (your "account") as well as some personal options related to using WordPress.

You can change your password, turn on keyboard shortcuts, change the color scheme of your WordPress administration screens, among other things. Please do not turn off the WYSIWYG (Visual) editor or you will not be able to add images into your posts/pages.

Your username cannot be changed, but you can use other fields to enter your real name or a nickname, and change which name to display on your posts. Required fields are indicated; the rest are optional. Profile information will only be displayed if your theme is set up to do so.

Remember to click the Update Profile button when you are finished.

Tools

Press This

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web. Use Press This to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your site. Drag-and-drop the link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut.

To use Press This:

When you are on a website that you wish to copy info/images from click on Press This in your bookmarks bar or favorites folder. A small new window will appear asking you to log into the MGMS site. Log in and you will now see a condensed version of the Add Post page. Make your changes, click publish to publish immediately or draft to make changes before you want to publish.

Gallery

The Gallery is where you will upload photos and create photo galleries for the MGMS website.

Creating a Gallery

Before uploading your image files, you will need to create a Gallery for them. If you will be uploading a zip file for your images you may skip this step, if you wish.

To create a Gallery:
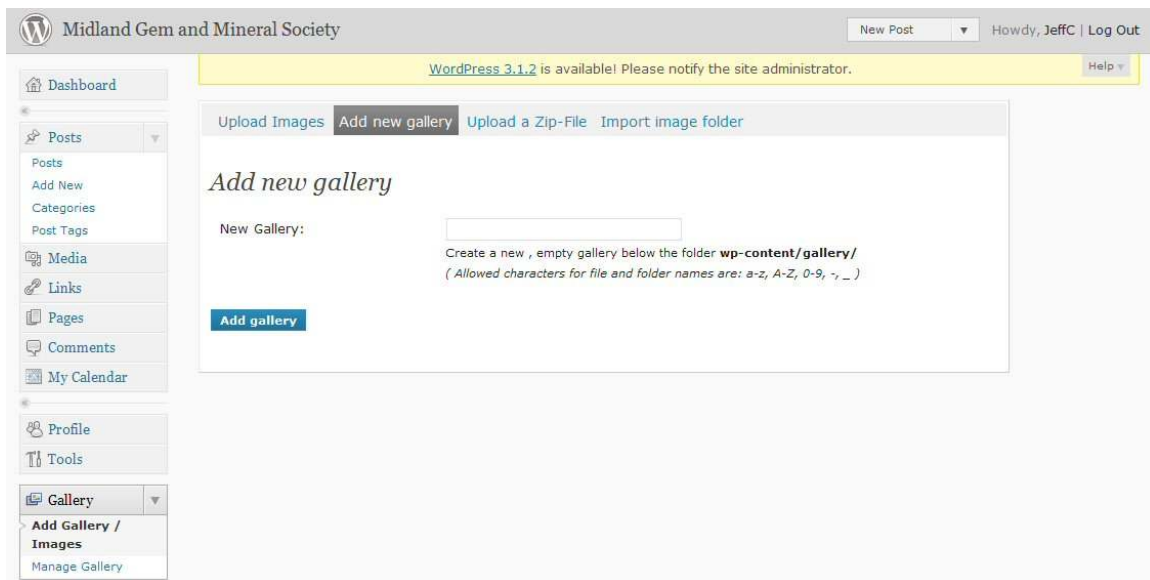
1. Click on the Gallery button on the left side of the Admin area.
2. Click on the Add New Gallery tab in the main screen.
3. Type in the name for the New Gallery.
4. Click on Add new gallery.

Adding Photos

There are 3 ways you are able to add photos to your website:

1. Upload individual and multiple image files from your computer
2. Upload a zip file, containing all image files to be included in a gallery, from your computer
3. If you know how to upload a folder to the website's public_html folder via ftp, you can import that folder into the gallery. The folder will become a gallery with the folder name being the gallery name.

Option 1 – Uploading an individual or multiple image files
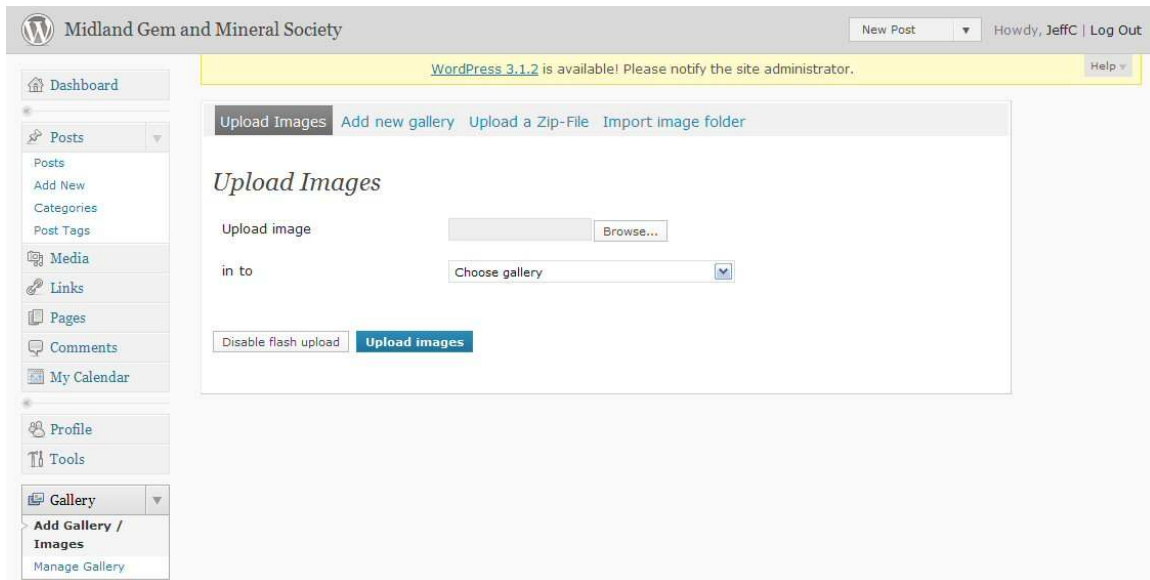
1. Click on the Gallery button on the left side of the Admin area.
2. The Upload Images tab should be highlighted and the Upload Images screen show be displaying. Click on the Browse button.
3. Locate the image file or files (you can select more than one file at a time by holding down the ctrl key during the selection process).
4. Once all image files have been selected, click on the open button. You should now see a list of all image files below the browse button.
5. Choose the Gallery you wish the image files to be uploaded to.
6. Click on Upload Images button.
7. You should now see an uploading bar displayed. Once the server is done uploading the images, it will then display a "creating thumbnail" bar.

   NOTE: If you are having problems uploading the image files, click on the "disable flash upload" check box and follow the steps above again.

8. Your images have now been uploaded and thumbnails created, go to Manage Gallery.

Option #2 – Upload a zip file
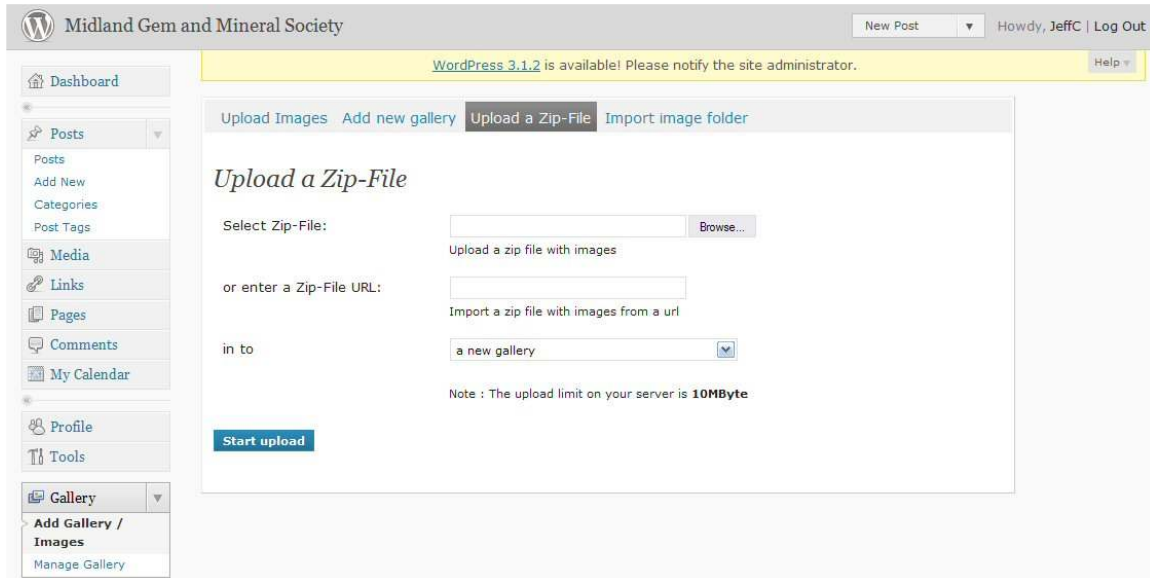
If you have WinZip, PowerArchiver, or another compression software that creates zip files. You can create a zip file of the images you wish to have displayed in a gallery and upload it to the MGMS site. Simply name the zip file the same name you wish your Gallery to have.

1. Click on Gallery on the left side of the Admin area.
2. Choose the Upload zip file tab in the main screen.
3. Click the browse button and locate the zip file on your computer.
4. If you have created a Gallery that you wish to upload the zip file to choose that gallery in the dropdown list. Otherwise, leave "a new gallery" displayed in the dropdown list and a new gallery with the same name as your zip file will be created automatically.
5. Click Start Upload.
6. Your images have now been uploaded and thumbnails created, go to Manage Gallery.

Option #3 – Import image folder
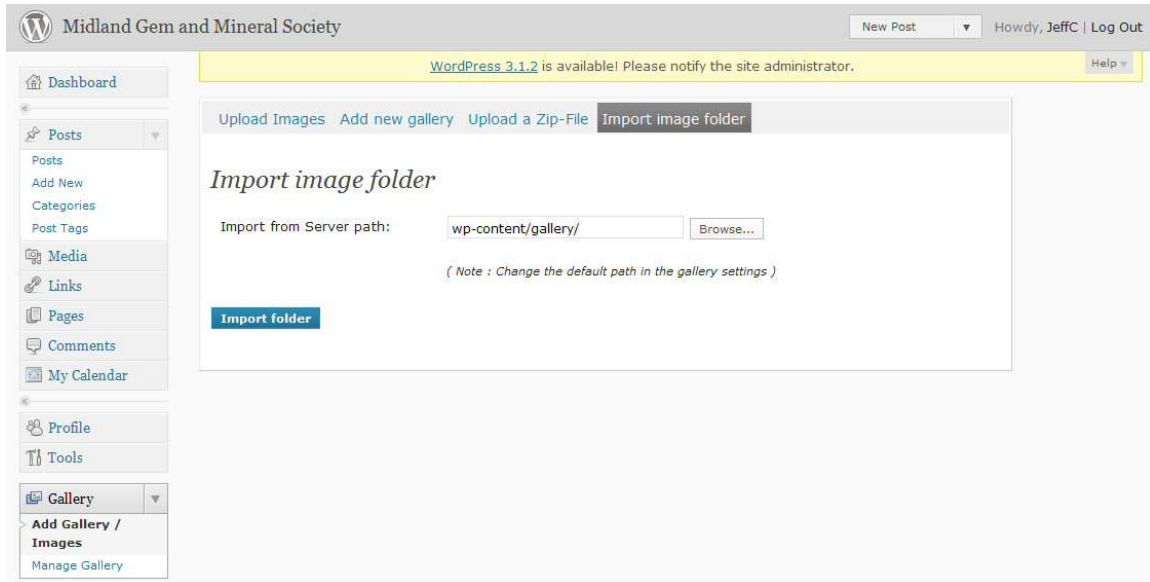
You can use FTP software to upload a folder of your images into the wp-content/gallery folder on the server. When using this method a gallery will be made using the name of the folder. You can edit this in the Manage Gallery area.

1. Click the browse button
2. Select the folder you uploaded via FTP
3. Click the import folder button. The screen will change to a "creating thumbnail" bar. When the thumbnail bar is 100%, click the small "x" in the upper right corner to close this window.
4. Your folder has now been imported and thumbnails created, go to Manage Gallery.

To Manage a Gallery

1. Click on Gallery on the left side of the Admin area.
2. Click Manage Gallery. You will see a list of all galleries that have been created. Only those galleries with a checkbox in front of the name and the name being a link are accessible to you to manage.
3. Choose the gallery you wish to manage by clicking on the name of the gallery.

4. Edit the name of the gallery
5. Edit the path to your gallery images

6. Link your gallery to an existing page or create a page for your gallery
FYI - When creating a new page, be sure to choose a parent page. Otherwise the page title will display in the Top menu bar on the website. Also, when creating a new page it will automatically link the gallery to that page.

7. Choose which image you would like as the preview image that is used when gallery is displayed in an album.
8. Choose an album to have your gallery included in.
9. If you have recently uploaded new images to the gallery's image folder via ftp, click on the "Scan folder for new images" button.
10. If you are done, you can now click "Save changes". If this is a new gallery, you will wish to add/edit info for the images in your gallery. Scroll down to the Image edit section.
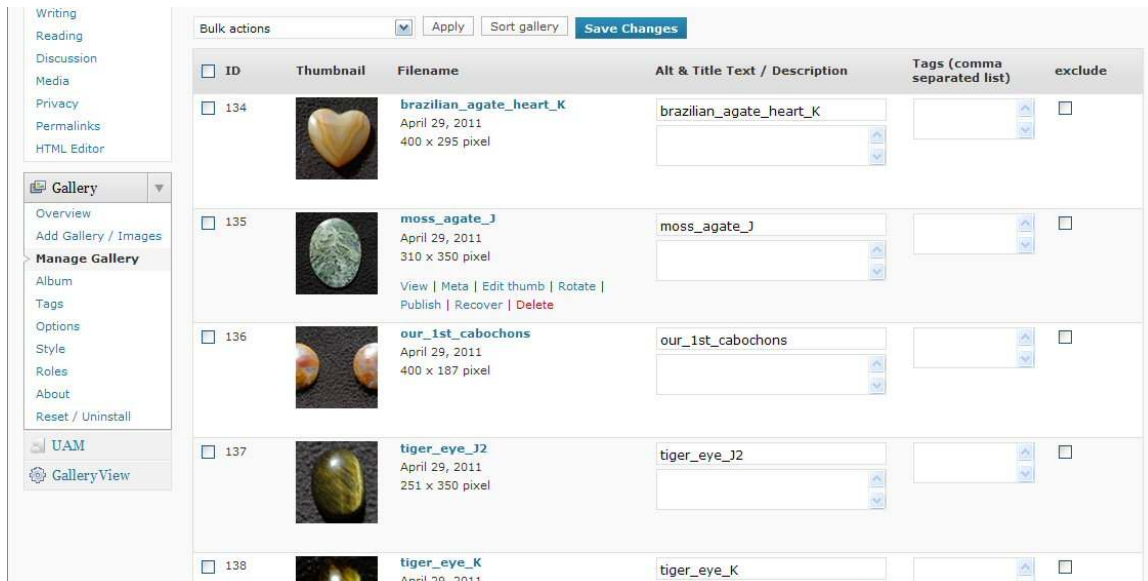
11. When images are uploaded, the title of the image will be the image file's name and the description box will be empty, as seen above. Change the title to describe the image and add a description for each image. As seen below.
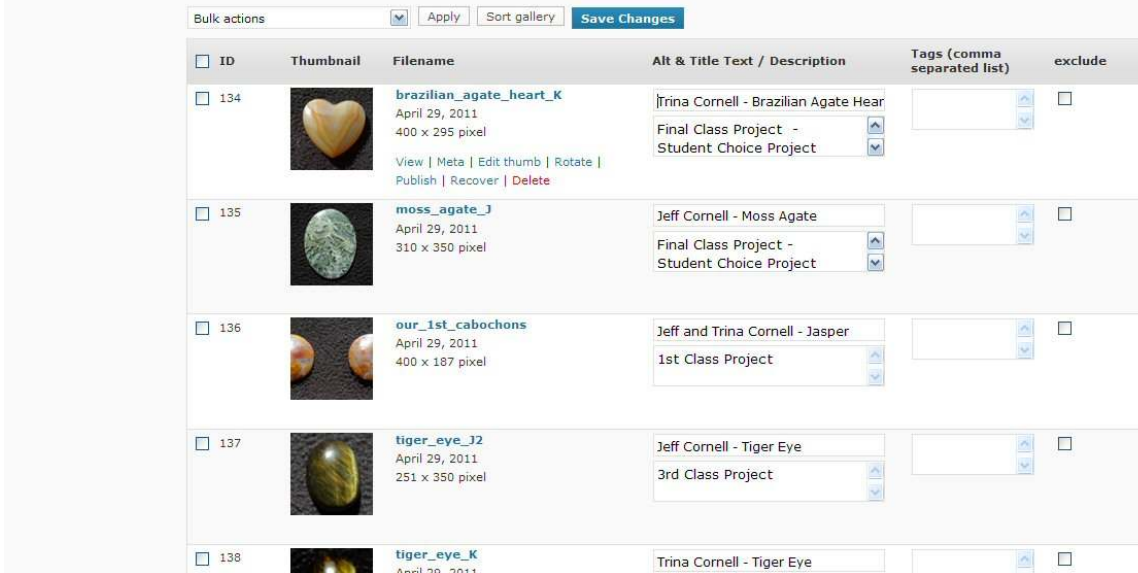
12. Add any tags for search purposes.
13. Choose whether to exclude the image from the gallery.
14. Image editing options by placing your cursor over the image's row:

   a. View – shows you the full image that will display in your gallery
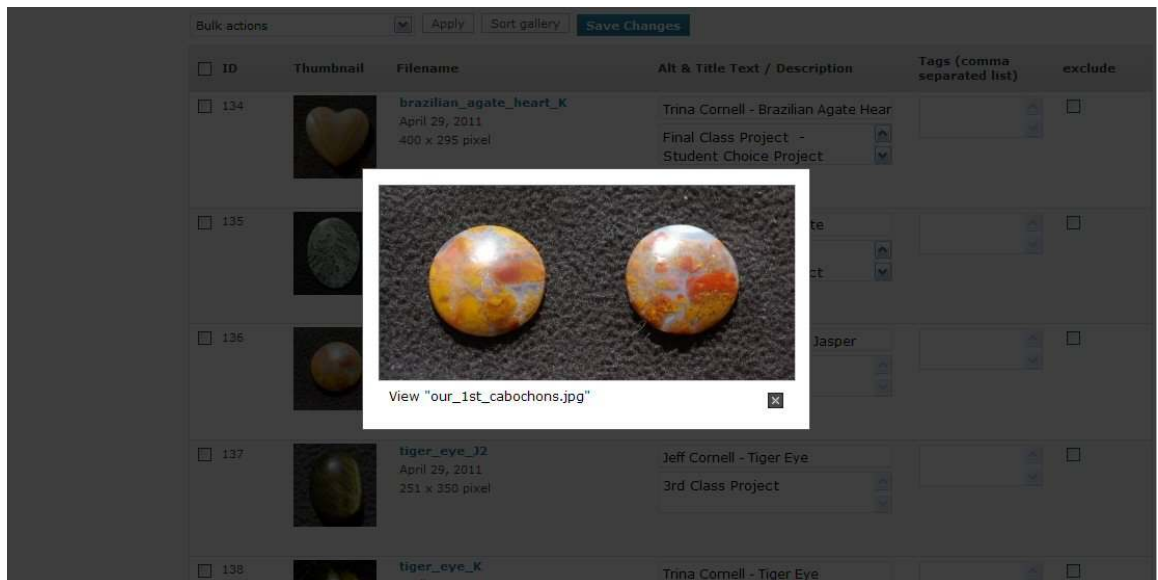
b. Meta – shows you information about your image
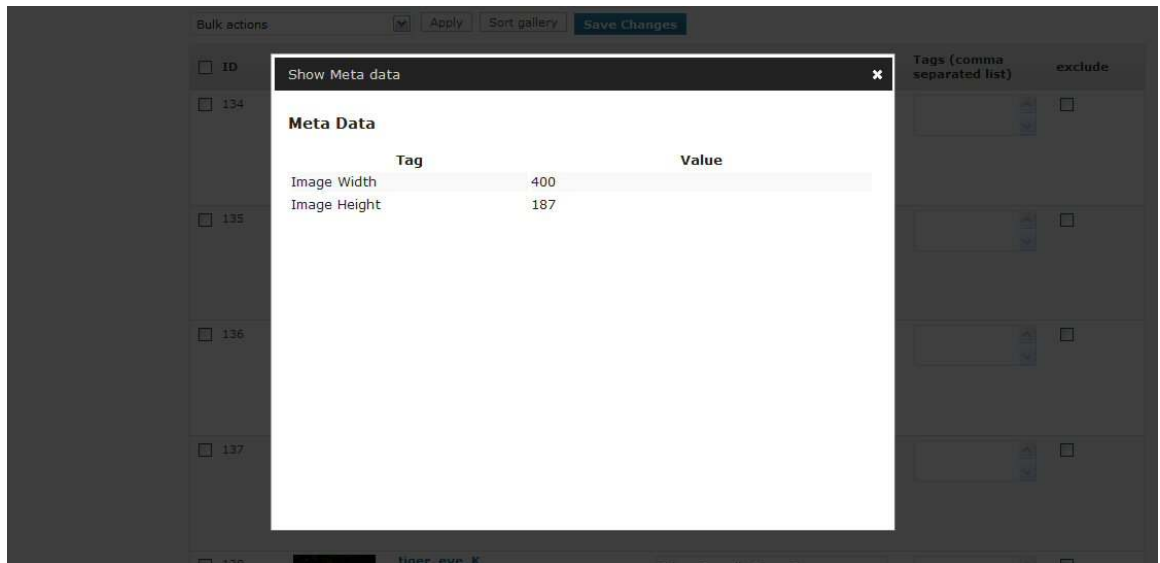
c. Edit thumbnail – allows you to select a new area of the image to be displayed as the thumbnail
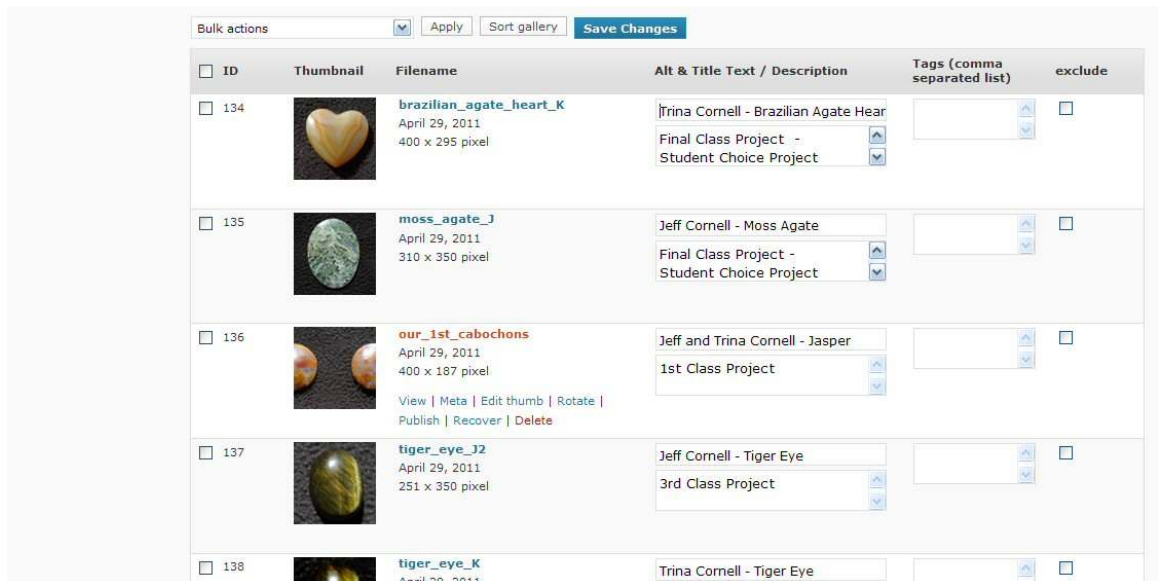
1. Now, notice the third thumbnail image isn't displaying very nicely in the image above. To edit the thumbnail, place your cursor over the title of the image you wish to edit and a small list of editing links will appear, as seen below.

2. Click on Edit thumb and the Customize thumbnail
   window will appear.
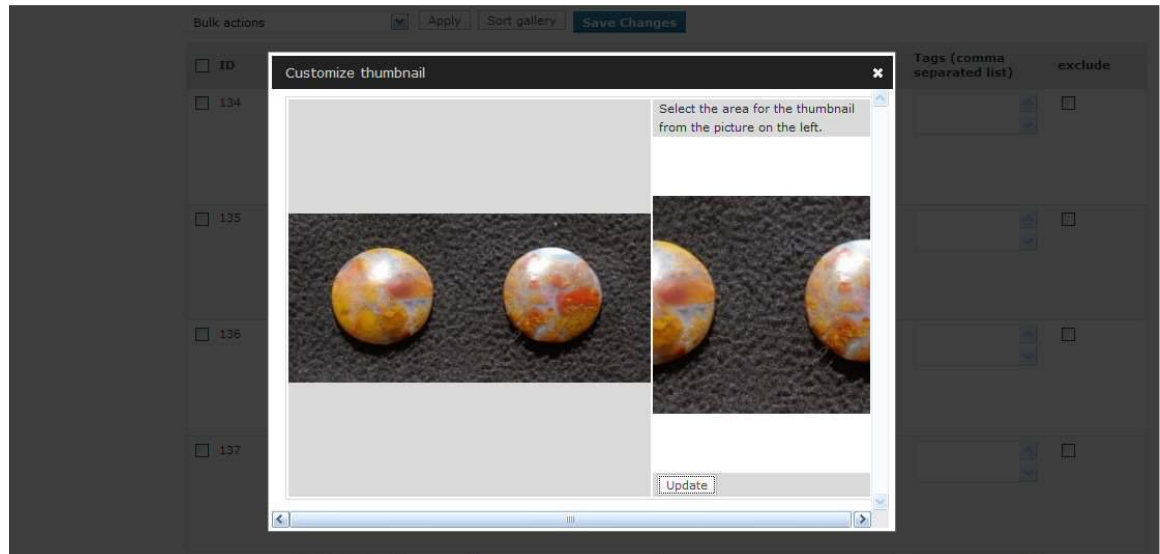
3. Take your cursor and place it inside the image on the
   left where you would like the upper left corner of the
   thumbnail to be. Click and hold down the left mouse
   button. While holding down the left mouse button, drag
   your cursor to where you would like the lower right
   corner of your thumbnail to be and let go of the mouse
   button. You should now have a section of the image
   selected and your selected area is now displaying in the
   thumbnail view on the right, as seen below.
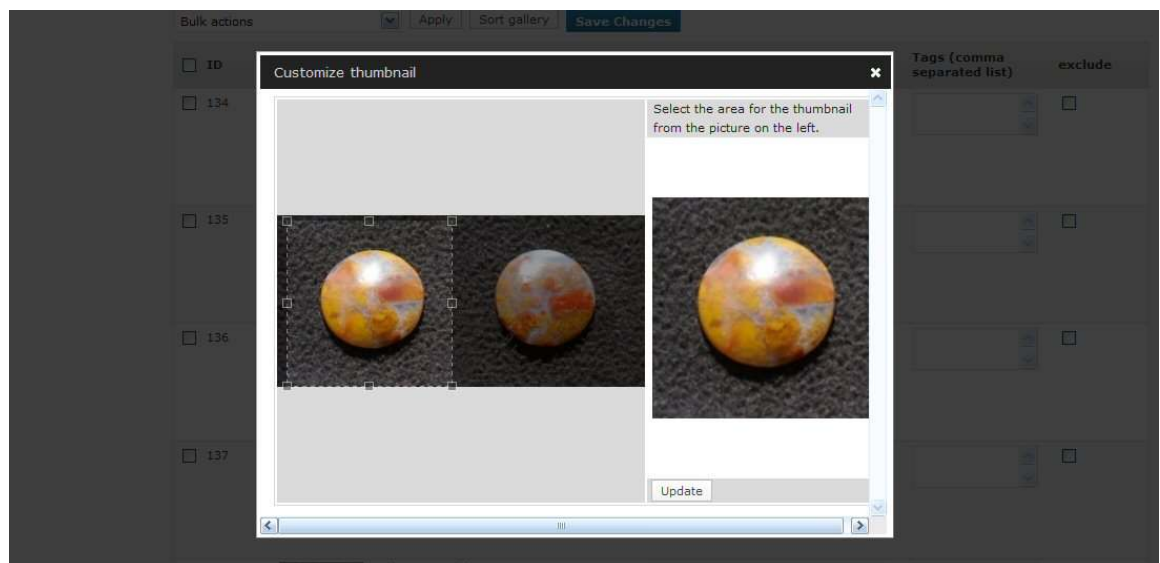
4. Click Update. You should have a message next to the update button saying, "Thumbnail updated", quickly popup and disappear.
5. Click on the small "x" in the upper right corner of the Customize thumbnail screen to close the screen and take you back to the Image editing area of your gallery. You will notice that your thumbnail image is now the same as you had selected in the Customize thumbnail window, as seen below.

d.   Rotate – allows you to rotate the image
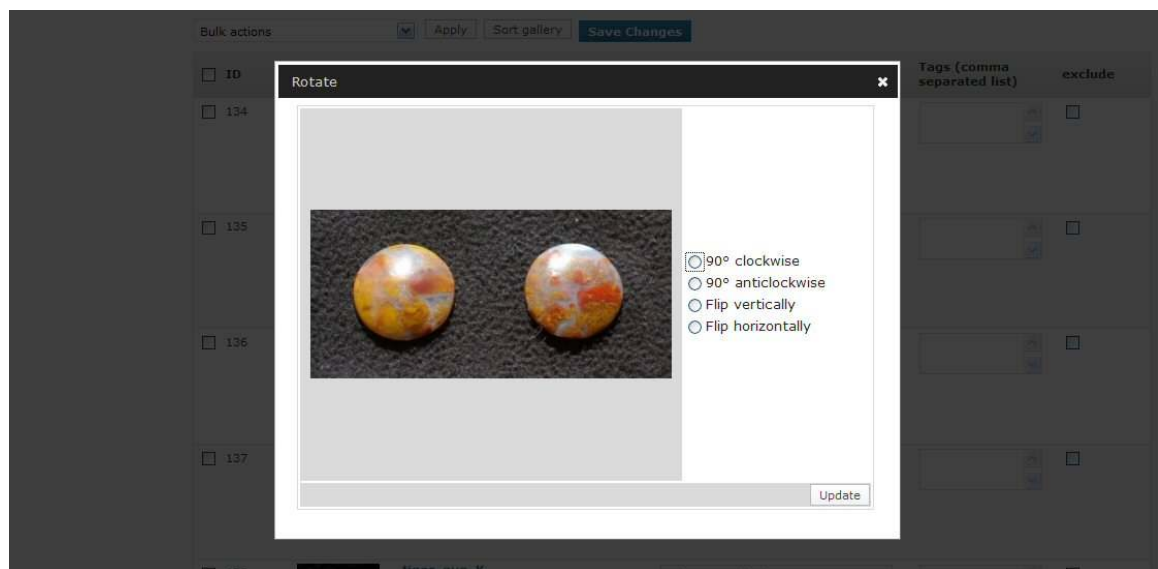
e. Publish – creates a post displaying your image.
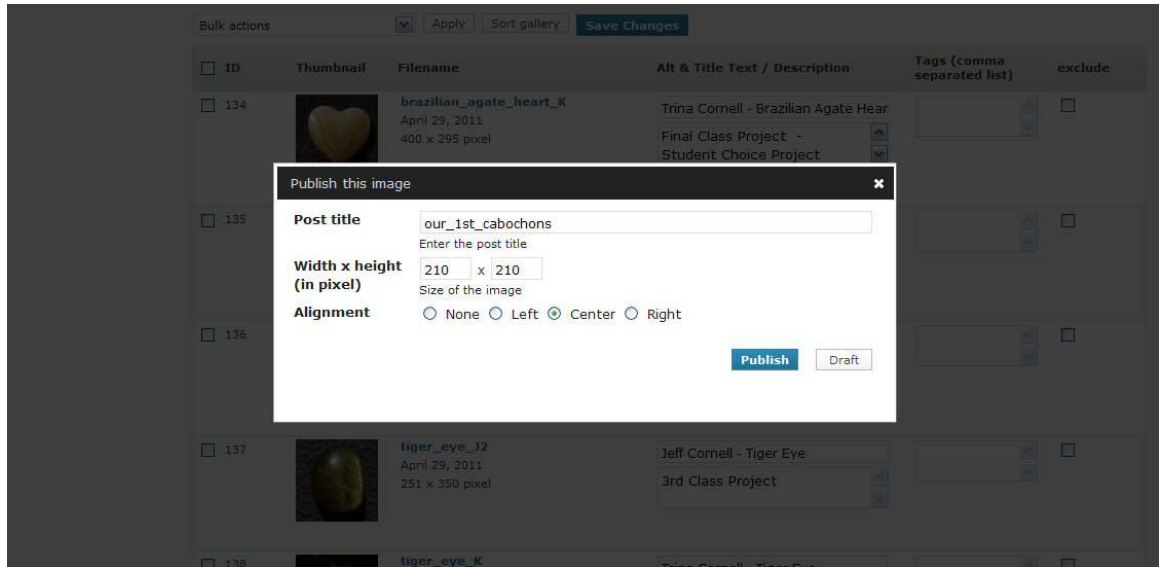
1. Edit title of post
2. If you wish change the photo's width and height. Maximum size you will want to use is 400 width, 350 height
3. Choose how you would like it aligned in the post.
4. Click "Publish" to publish immediately or "Draft" to allow you to go and edit the post before you publish it. If you now click the Posts button on the left side of the Admin area, you will now see a post listed with the title to the post you just created.

f. Recover – resets all changes previously made to the image information and thumbnail
g. Delete – deletes the image from the gallery

15. Bulk image editing options:
   a. Set watermark – if watermark is turned on, this will insert a watermark for the images selected
   b. Create new thumbnails – creates new thumbnails for all images selected, best used when you change the default size of thumbnails
   c. Resize images – change the width and height of all images selected
   d. Recover from backup – resets all image data
   e. Delete images – deletes all images selected

f. Import metadata – will import metadata from image. **BE CAREFUL** with this one. It also **resets all image info**, including title, description, thumbnail, etc. ANY previous changes will be lost.

g. Rotate images clockwise
h. Rotate images counter-clockwise
i. Copy to… - allows you to make a copy of all selected images to another gallery
j. Move to… - allows you to move all selected images to a different gallery
k. Add tags – add the tags to all selected images
l. Delete tags – deletes all tags of selected images
m. Overwrite tags – overwrites all tags of selected images
16. Click Save Changes

Albums

Albums are for organizing your galleries.

To Create a New Album

1. Click on the Gallery button on the left side of the Admin Area.
2. Click on Album
3. Click in the box to the right of "Add New Album"
4. Enter a name for your album
5. Click Add

To Add Galleries/Albums to an Album

1. Click on the Gallery button on the left side of the Admin Area.
2. Click on Album
3. Using the dropdown list select the Album you wish to add galleries and/or albums to
4. Click and drag the Gallery or Album in the list to the selected Album column on the left
5. Click Update

To Manage an Album

1. Click on the Gallery button on the left side of the Admin Area.
2. Click on Album
3. Using the dropdown list select the Album you wish to add galleries and/or albums to
4. Edit or Delete Album
5. Click Update

Slideshows

There are 2 different types of slideshows available. One allows you to display captions beneath each slide and the other doesn't.

Slideshow with Captions

To insert a slideshow with captions to your page/post:

1. Click on the Gallery button on the left side of the Admin area.
2. Click on Manage Gallery.
3. Locate the gallery you wish to display in your page/post and make a note of the id# of that gallery.
4. On the page/post's editing screen, change the editor type from visual editor to html editor.

5. Place your cursor in the text box where you would like the slideshow to display.
6. Click on the slideshow button in the toolbar. Change the yyy in [galleryview id=yyy panelWidth=530] to the id number of the gallery you wish to display. Change the panelWidth to change the width of the slideshow (530 px is the max)
7. If you are done editing the page/post, click Update.

Slideshow without Captions

(Like the one in the sidebar)

To Insert a Slideshow without Captions:

1. Click on Pages or Posts depending on which you would like to add the slideshow into.
2. Locate the Page or Post you wish to insert the slideshow.
3. On the page/post's editing screen, place your cursor where you would like the slideshow to be displayed.
4. Click on the Add NextGen Gallery Button (last button in the top toolbar)
5. Choose the gallery you wish to use for the slideshow from the dropdown list.
6. Choose slideshow.
7. Click Insert.
8. If you are done editing the page/post, click Update.