

MGMS Website Manual For Editors

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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.

Dashboard v Dashboard	Tashboard Dashboard			n Options v Help
Dasilboard	Right Now	QuickPress		
 ♀ Posts v Posts Add New Categories > Post Tage ♀ Media ✔ Links V Pages v Popes Add New Commons ♀ Comments ♀ Comments ♀ Comments ♀ Comments ♀ Comments ♀ Comments ♀ Gallery 	5 Posts 24 Pages 2 Categories	Tâle Upload'Insert III II Upload'Insert III II Tags Save Draft Rese Recent Drafts There are no drafts at the m	x	Poblish
have you for another will	WordPress. Documentation Feedback			Version ;

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

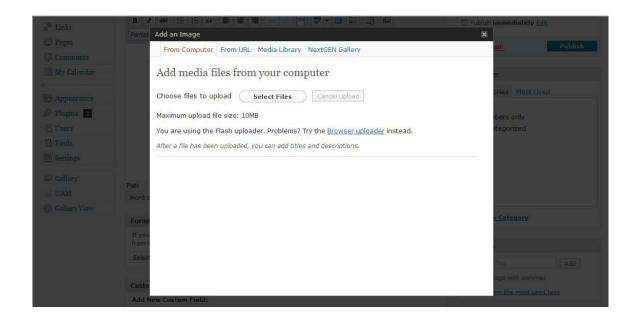
Add New Categories		Save Draft	Preview
Post Tags		Status: Draft Edit	
월 Media	Upload/Insert 回日日日 Visual HTML	Visibility: Public Edit	
🖉 Links	B Z 444 ☵ ☵ ᡤ ᄐ 플 클 ♥ ◎ 몸 ♥ ♥ ■ ⅲ ▣ ₽	Dublish immediately	Edit
Pages	Format • U I A • 1 1 1 1 2 1 2 1 1 1 1 1 1 1 1 1 1 1 1	Move to Trash	Publish
Comments		Hove to masm	Tublish
My Calendar		Categories	
Appearance		All Categories Most	Used
Plugins 2		Main members only	
B Users		Uncategorized	
1 Tools			
9 Settings			
Gallery			
UAM	Path: Word count: 0		
GalleryView			
	FormBuilder	+ Add New Category	
	If you wish to display a contact form that you have created using the FormBuilder plugin, please select it from the following options.	Post Tags	
	Select Contact Form 💌	Add New Tan	Add

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 slidshow, 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.

🙆 Dashboard	Posts Add New						Screen Options v Help v
🖉 Posts 🔍							
Posts							Search Posts
Add New	All (15) Published (15) Stick	y (14) Trash (1)					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Categories Post Tags	Bulk Actions Apply	Show all dates	View all categorie	s Filter			
💱 Media	Title	Author	Categories	Tags	ala i	Date	Access
🖉 Links	What's New? - Sticky	admin	What's New	No Tags	9	1 hour ago Published	Public
Pages				Published			
Comments	What Don't You See? -	admin	What Don't You See?	No Tags	0	1 hour ago	Club Members
My Calendar	Sticky				0.00	Published	
Appearance	Tips & Tricks - Sticky	admin	Tips & Tricks	No Tags	0	1 hour ago	Club Members
Ø Plugins						Published	
🖲 Users	Show & Tell - Sticky	admin	Show & Tell	No Tags		1 hour ago	Club Members
Tools	Show & Tell - Sticky	admin	Show & Tell	NO Tags	<u> </u>	Published	Club Members
89 Settings							
- C	Wirewrapping - Sticky	admin	Wirewrapping	No Tags	0	1 hour ago	Club Members

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
 - o Lapidary
 - o Silversmithing
 - Wirewrapping
 - o Intarsia
 - o 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

Posts 🔻						Search Categories
Posts Add New	Add New Category	Bulk Actions	Apply			
Categories	Name	Name	Description	Slug	Posts	Access
Post Tags		Main		main	0	Public
양 Media	The name is how it appears on your site,			(India)	0	
🖋 Links 🔍 🔻	The fighter to from the appears on your sites					
🚺 Pages	Slug	members only		members-only	0	Club Members
Comments						
My Calendar	The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Uncategorized		uncategorized	3	Admin/Editor
🖑 Profile	numbers, and hypnens.	Name	Description	Slug	Posts	Access
TI Tools	Parent	Bulk Actions	Apply			
10	None		· · · · · · ·			
🗳 Gallery	Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.	Note: Deleting a category doe only assigned to the de				
	Description					
	6					

- 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

$\ensuremath{\mathsf{FYI}}$ – 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

🖉 Add New Post	
	Publish
	Save Draft Preview
Upload/Insert 🗉 🖽 🕫 🗘 Visual HTML	Status: Draft Edit Visibility: Public Edit
B Z ₩ Ξ Ξ ₩ Ξ Ξ Ξ ∞ ∅ Η ♥・3 Ξ Ξ Ξ ₽	The second secon
	Move to Trash Publish
	Categories
	All Categories Most Used
	Main
	members only
	Uncategorized
Path:	
Word count: 0	
Farm Builden	+ Add New Category
If you wish to display a contact form that you have created using the FormBuilder plugin, please select it from the following options.	Post Tags
Select Contact Form	Add New Tag Add
	Separate tags with commas
Discussion	Choose from the most used tags
Allow comments.	
Allow trackbacks and pingbacks on this page.	Access
	Club Members (Info)
	Admin/Editor (Info)
	Public (Info)
	doile (trino)
	Featured Image
	Pairk Pairk Word count: 0 F you wink to display a contact form that you have created using the FormBuilder plugin, please select it from the following options. Select Contact Form Discussion Allow comments.

- 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.

	Word	Press 3.1.2 is available! Ple	and undate			Screen Options + Help +
💮 Dashboard	word	Press 3.1.2 is available! Ple	ase update	HOW.		
	Pages Add New					
Posts						
똃 Media						
🖉 Links						Search Page
🛛 Pages 🔹 🔻	All (30) Published (30)					
Pages	Bulk Actions Apply Show all	dates M Filter			30 iten	15 « < 1 of 2 > 3
Add New	Title	Author		Date	Access	
😨 Comments	About MGMS	admin	0	2011/03/12	Full access	
My Calendar			187	Published		
	— History of MGMS	admin	o	2011/04/19 Published	Full access	
Appearance		-1-2°	N			
🖉 Plugins 🛛 2	Members	admin	ç.	2011/04/19 Published	Full access	
😕 Users	- MGMS By Laws	admin	0	2011/04/19	Full access	
🛿 Tools			nijiti	Published		
Settings	— Mission Statement	admin	Ц.	2011/04/19 Published	Full access	
🕼 Gallery	Members Only	admin	0	2011/03/09	Club Members	
UAM			ingiti	Published		

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:

- Edit takes you to the editing screen for that page. You can also reach that screen by clicking on the page title.
- Quick Edit provides inline access to the metadata of your page, allowing you to update page details without leaving this screen.
- Trash removes your page from this list and places it in the trash, from which you can permanently delete it.
- 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

Dashboard	WordPress 3.1.2 is available! Please notify the site administrator.	Screen Options v He
Posts	📃 Add New Page	
Media	Enter title here	Publish
Links		Save Draft Preview
Pages v		Status Draft Edit
ges	Upload/Insert 🗐 🛄 🕫 🗘 Visual HTML	Status: Draft <u>Edit</u> Visibility: Public <u>Edit</u>
id New	B Z ₩ := := * E = = > > >	The Publish immediately Edit
Comments		
My Calendar		Move to Trash Publish
Profile		Page Attributes
Tools		Parent
		(no parent)
Gallery		Template
		Default Template
		Order
		0
		Need help? Use the Help tab in the upper
	Path:	right of your screen.
	Word count: 0	
		Access
	FormBuilder	Club Members (Info)
	If you wish to display a contact form that you have created using the FormBuilder plugin, please select it from the following options.	Admin/Editor (Info)
	Select Contact Form	Public (Info)
	Discussion	Featured Image
	Allow comments.	Set featured image
	Allow trackbacks and pingbacks on this 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.

Dashboard	<u>v</u>	VordPress 3.1.2 is available! Please notify the site administrator.	s	icreen Options = Help =
Posts Posts Add New Categories Post Tags	Comments All Pending (0) Approved 3 Bulk Actions Apply Author	Spam (0) Trash (2) Show all comment types Filter Comment		Search Comment
 Media Links Pages Comments My Calendar 	admin kcornell@clear.net 184.79.213.219 JeffC jkcritters@grandecom.net 184.79.213.219	Submitted on 2011/04/15 at 1:24 am here's a reply Jeff Submitted on 2011/04/15 at 1:22 am comment from jeff		Members Only
왕 Profile 1) Tools 달 Gallery	Author Bulk Actions Apply	Comment		In Response To

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.

Midland Gem	and Mineral Society	New Post	Howdy, JeffC Log Out
Dashboard	WordPress 3.1.2 is available! Please notify the site administrator.		Help 🔻
* & Posts v	Add Event		
Posts Add New Categories Post Tags	Event Title(required) Event Description (HTML allowed) B / U · · · · · · · · · · · · · · · · · ·		Buy the Beginner's Guide Get Support My Calendar Help Make a Donation
MediaLinksPages			Donate
Comments	Path	1.	
My Calendar V Add/Edit Events Profile	Visual HTML Event Short Description (HTML allowed)		
TI Tools	Event Host JeffC		
Gallery	Event Category General Event Link (Optional) Image: Comparison of the second part of the secon	ses.	

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.
- 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:

Midland Gem a	nd Mineral Society			New Post	٣	Howdy, JeffC	Log Out
🛱 Dashboard		WordPress 3.1.2 is available! Please notif	fy the site administrator	r.			Help 🔻
se Posts v	Upload Images Add new ga	allery Upload a Zip-File Import image	folder				
Posts Add New Categories Post Tags	Add new gallery New Gallery:						
🔯 Media		Create a new , empty gallery below the fol (Allowed characters for file and folder nan					
🖉 Links		(Allowed characters for the and folder han	165 are: a-2, A-2, 0-3, -, _	_ /			
D Pages	Add gallery						
Comments							
🔄 My Calendar							
*							
😤 Profile							
TI Tools							
🕼 Gallery 🔍 🔻							
Add Gallery / Images							
Manage 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

Midland Gem a	nd Mineral Society			New Post 🔻	Howdy, JeffC Log Out
🗿 Dashboard		WordPress 3.1.2 is availabl	e! Please notify the site admi	nistrator.	Help v
د ک ^و Posts v	Upload Images Add new gal	lery Upload a Zip-File 1	import image folder		
Posts Add New Categories Post Tags	Upload Images	5	Browse		
জ্য Media & Links	in to	Choose gallery			
D Pages	Disable flash upload Upload im	anes			
Comments My Calendar					
🖑 Profile					
TI Tools					
Gallery V Add Gallery / Images					
Manage Gallery					

- 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

Dashboard		WordPress 3.1.2 is available! Ple	ease notify the site admin	istrator.	Help 🔻
Posts	Upload Images Add new g	allery Upload a Zip-File Impo	rt image folder		
Posts Add New Categories Post Tags	Upload a Zip-File Select Zip-File:		Browse		
🕼 Media		Upload a zip file with images			
Links	or enter a Zip-File URL:				
Pages		Import a zip file with images from	n a url		
Comments	in to	a new gallery	~		
My Calendar		Note : The upload limit on your s	erver is 10MByte		
🖑 Profile	Start upload				
TI Tools	Start aproad				
🕼 Gallery 🔻					
Add Gallery / Images					
Manage Gallery					

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

Midland Gem a	nd Mineral Society			New Post 🔻	Howdy, JeffC Log Out
🟦 Dashboard		WordPress 3.1.2 is available! Pla	ease notify the site administ	trator.	Help 🔻
e Posts v	Upload Images Add new g	allery Upload a Zip-File Impo	rt image folder		
Posts Add New Categories Post Tags	Import image folds	e]* wp-content/gallery/	Browse		
🕞 Media 🖉 Links		(Note : Change the default path	in the gallery settings)		
Pages	Import folder				
Comments My Calendar					
🖏 Profile					
TI Tools					
Gallery 🔻					
Add Gallery / Images					
Manage Gallery					

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

A Dashboard		WordPress 3.1.2 is availab	le! Please notify the site admir	nistrator.		Help v
Posts	🚰 Ga	lleries				
🖓 Media	Bulk action	s Apply Add new gallery				Search Images
a Links				10.00		
💭 Pages	ID	Gallery	Description	Author	Page ID	Images
Comments		Past Scholarship Winners		admin	241	3
My Calendar	2	Present Scholarship Winners		admin	254	1
	4	Wirewrapping Class 2007		admin	9	3
🖑 Profile	П ⁶	Girl Scout Troop 92 Lapidary Class 2008		admin	59	5
Tools	D ID	Gallery	Description	Author	Page ID	Images
🕼 Gallery 🔍 🔻						
Add Gallery / Images						
Manage 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.

(n - 1) - 1		WordPress 3.1.2 is available	Please notify the site administra	ator.		Help 🔻
計 Dashboard Posts	🔛 Gallery : cal	ochons				
쥃 Media	Gallery settings (Click here	for more settings)				
🖉 Links	Title:	Cabochons	Page Link to	e	Cabochons	M
Comments	Description:		Preview ima	ge: 138	- tiger_eye_K.jpg	~
My Calendar			~			
🖔 Profile	Path:	wp-content/gallery/cabochons	Author:	Jefi	c M	
[] Tools			Create new	page: Mai	n page (No parent)	
Gallery Add Gallery / Images				Ad	d page	
Manage Gallery	Scan Folder for new images	Save Changes				
	Bulk actions	Apply Sort gallery Save	: Changes			

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

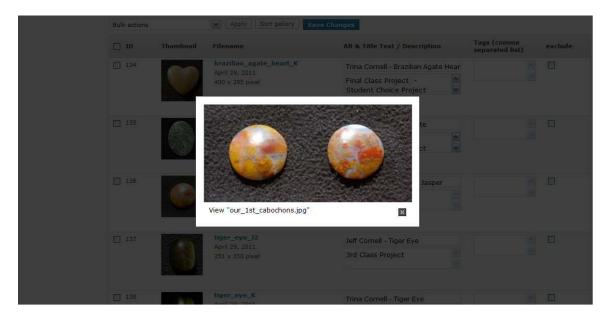
- Link your gallery to an existing page or create a page for your gallery
 FYI When creating a new page, be sure to choose a parent page.
 Otherwise the page title will display in the Top menu bar on the website. Also, when creating a new page it will automatically link the gallery to that page.
- 7. 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.

Writing Reading	Bulk actions		Apply Sort gallery Save	Changes		
Discussion Media	D ID	Thumbnail	Filename	Alt & Title Text / Description	Tags (comma separated list)	exclude
Privacy Permalinks HTML Editor	134		brazilian_agate_heart_K April 29, 2011 400 x 295 pixel	brazilian_agate_heart_K	× v	
🕼 Gallery 🔍 🔻		38% AB				
Overview Add Gallery / Images Manage Gallery Album	135		moss_agate_J April 29, 2011 310 x 350 pixel View Meta Edit thumb Rotate	moss_agate_)	×	
Tags Options Style Roles About Reset / Uninstall	136) 🤇	Publish Recover Delete our_1st_cabochons April 29, 2011 400 x 187 pixel	our_1st_cabochons	×	
J UAM GalleryView	137		tiger_eye_32 April 29, 2011 251 x 350 pixel	tiger_eye_J2	 × 	
	138		tiger_eye_K April 29, 2011	tiger_eye_K		

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.

D ID	Thumbnail	Filename	Alt & Title Text / Description	Tags (comma separated list)	exclude
134		brazilian_agate_heart_K April 29, 2011 400 x 295 pixel View Meta Edit thumb Rotate Publish Recover Delete	Trina Cornell - Brazilian Agate Hear Final Class Project -		
135		moss_agate_J April 29, 2011 310 x 350 pixel	Jeff Cornell - Moss Agate Final Class Project - A Student Choice Project	<u><</u>	
136)	our_1st_cabochons April 29, 2011 400 x 187 pixel	Jeff and Trina Cornell - Jasper 1st Class Project	0	
137		tiger_eye_12 April 29, 2011 251 x 350 pixel	Jeff Cornell - Tiger Eye 3rd Class Project	<	
138		tiger_eye_K April 29, 2011	Trina Cornell - Tiger Eye	-	

- 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



Bulk actions	6	Apply Sort	gallery Save Chang	15		
🔲 ID	Show Meta data				Tags (comma separated list)	exclude
134	Meta Data					
		ag	100	Value		
	Image Width Image Height		400 187			
	inage Height		107			
	STREET, STREET, ST	iger eve K				

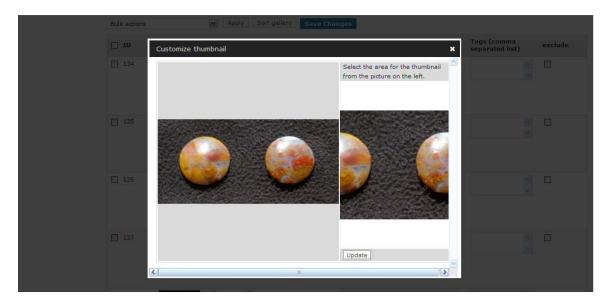
b. Meta – shows you information about your image

c. Edit thumbnail – allows you to select a new area of the image to be displayed as the thumbnail

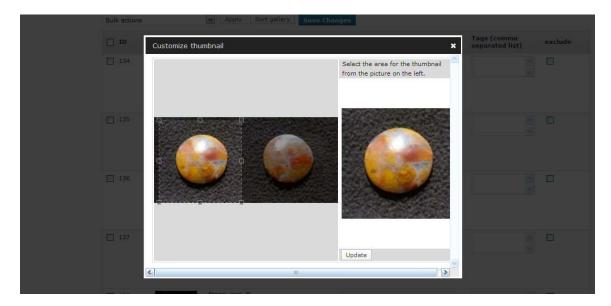
ID T	humbnail	Filename	Alt & Title Text / Description	Tags (comma separated list)	exclud
134		brazilian_agate_heart_K April 29, 2011	Trina Cornell - Brazilian Agate Hear	-	
		400 x 295 pixel	Final Class Project - A Student Choice Project	<u> </u>	
135		moss_agate_J	Jeff Cornell - Moss Agate		
		April 29, 2011 310 x 350 pixel	Final Class Project - A Student Choice Project		
☐ 136 .		our_1st_cabochons April 29, 2011	Jeff and Trina Cornell - Jasper	0	
) 🤅	400 x 187 pixel View Meta Edit thumb Rotate	1st Class Project	<u>×</u>	
) (400 x 187 pixel View Meta Edit thumb Rotate Publish Recover Delete	V	<u></u>	_
137		400 x 187 pixel View Meta Edit thumb Rotate	Jeff Cornell - Tiger Eye		
		400 x 187 pixel View Meta Edit thumb Rotate Publish Recover Delete tiger_eye_J2	V	2 2	

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.



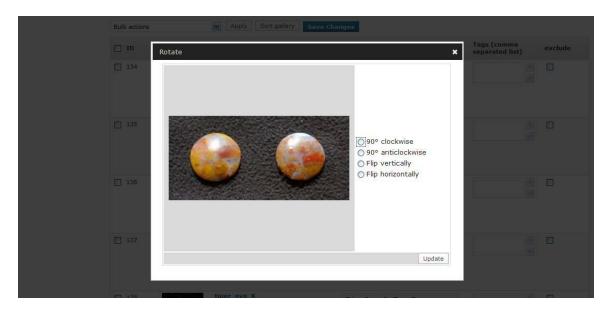
3. Take your cursor and place it inside the image on the left where you would like the upper left corner of the thumbnail to be. Click and hold down the left mouse button. While holding down the left mouse button, drag your cursor to where you would like the lower right corner of your thumbnail to be 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.

ID Thur	nbnail Filename	Alt & Title Text / Description	Tags (comma separated list)	exclud
134	brazilian_agate_heart_K April 29, 2011	Trina Cornell - Brazilian Agate Hear	~	
	400 x 295 pixel	Final Class Project - A Student Choice Project	<u>v</u>	
135	Moss_agate_J April 29, 2011	Jeff Cornell - Moss Agate		
	310 x 350 pixel	Final Class Project - A Student Choice Project	v	
136	our_1st_cabochons	Jeff and Trina Cornell - Jasper	<u></u>	
	400 x 187 pixel	1st Class Project	<u>×</u>	
137	tiger_eye_J2	Jeff Cornell - Tiger Eye	<u>^</u>	
	April 29, 2011 251 x 350 pixel	3rd Class Project	×	

d. Rotate – allows you to rotate the image



Bulk actions	1	Apply Sort gallery Save Char	nges		
D 10	Thumbnail	Filename	Alt & Title Text / Description	Tags (comma separated list)	exclude
134		brazilian_agate_heart_K April 29, 2011 400 x 295 pixel	Trina Cornell - Brazilian Agate Hear Final Class Project - Student Choice Project		
	Publish this imag	ge	×		
135	Post title Width x heigh (in pixel) Alignment	our_1st_cabochons Enter the post title t 210 x 210 Size of the image O None O Left @ Center O	Picht		
136	-		Publish Draft		
	RESE.	tiger_eye_J2 April 29, 2011 251 x 350 pixel	Jeff Cornell - Tiger Eye 3rd Class Project		
FT 138		tiger_eye_K	The card there I	1 640	E1

e. Publish – creates a post displaying your image.

- 1. Edit title of post
- 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.

and .	April 29, 20 400 × 295 p		agate, heart,
	Show Meta data		×
	Meta Data		
	Tag	Value	
	Aperture	F 6.7	
	Camera	PENTAX K10D	
	Date/Time	February 19, 2010 10:16 am	
	Focal length	55 mm	
	ISO	100	
	Shutter speed	1/130 sec	
	Flash	Not fired	
	Image Width	1229	
	Image Height	575	
	EXIF Data		
	Tag	Value	
	Aperture	F 6.7	
	Date/Time	February 19, 2010 10:16 am	
	Focal length	55 mm	
	ISO	100	×

- 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
- I. 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

Midland Gem	and Mineral Society			New Post 🔻	Howdy, JeffC Log Ou	
🛞 Dashboard	WordPress 3.1.2 is available! Please notify the site administrator.					
🖉 Posts 🔍 👻	🔛 Manage Albums					
Posts Add New Categories Post Tags	Select album No album selected After you create and select a album, album below	Add new album you can drag and drop a gallery or anoth	Add	your new <u>[Show all]</u> [Maximize] [Minimiz	
ञ्ज Media	No album selected!	Select gallery		Select all	oum	
🖉 Links		ID: 4 Wirewrapping Class 2007	[+]	ID: 1 Scholarship Win	ners [+]	
Pages				20 D)	2021	
Comments		ID: 6 Girl Scout Troop 92 Lapid	[+]	ID: 2 Classes	[+]	
My Calendar		ID: 10 Cabochons	[+]			
8 Profile						
1 Tools						
Gallery 🔻						
Add Gallery / Images						
Manage Gallery 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

· · · · ·	WordPress 3.1.2 is available! Please notify the site administrator.				
 Posts Media Links Pages 	Select album 1 - Scholarship Winner After you create and select a album, album below	Update Edit album Delete you can drag and drop a gallery or anoth	er album into y	your new <u>[Show all]</u> [<u>Maximize</u>] [Minimize
Comments	Album ID 1 : Scholarship	Select gallery		Select album	
My Calendar	Winners	ID: 4 Wirewrapping Class 2007	[+]	(D: 1 Scholarship Winners	[+]
& Profile	ID: 2 Present Scholarship [+	The second se		(D: 2 Classes	[+]
1 Tools	Winne ID: 1 Past Scholarship [+		[+]		
Gallery 🔻					
Add Gallery / Images					
Manage Gallery					

- 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.

🚺 Pages 🔹 🔻	Girl Scout Troop 92 Lapidary Class 2008	Publish		
Pages Add New	Permalink: http://www.midlandgemandmineral.org/7page_id=96 Change Permalinks View Page	Preview Change		
Comments	Upload/Insert 🗏 🗐 🛱 Visual HTML	Status: Published Edit Visibility: Public Edit		
My Calendar	b i link b-quote del ins img ul ol li code more br p-graph	Published on: Apr 20, 2011 @ 23:24 E		
	h1 h2 h3 slideshow slideshow width disable tabs fullscreen lookup close tags			
Appearance	My Calendar	Move to Trash Update		
Plugins 2 V	<pre>Parents of the Troop 92 members appearing in the following photos have given written permission for the use of their child's image on the</pre>	Page Attributes		
Add New Editor	MGMS website. The person was blanked out where permission was not granted.	Parent		
Visitor Maps Options	<center>[galleryview id=4 panelWidth=450]</center>	Lapidary		
& Users		Template Default Template Order 0 Need help? Use the Help tab in the upper right of your screen.		
Tools	This class is only one of many ways Midland Gem & amp; Mineral Society contributes to the youth of our community. During the summer MGMS holds basic Geology classes			
17 Settings	introducing children to the wonders of our earth att he local Community College. It's an amazing experience to watch the wonder in their eyes as the lessons unfold.			
Gallery v				
Add Gallery / Images				
Manage Gallery		Access		
Album		Club Members (Info)		
Tags Options	Word count: 93 Last edited by admin on May 6, 2011 at 10:48 pm	Admin/Editor (Info)		
Charles and		Public (Info)		

- 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)

Slideshow



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.