



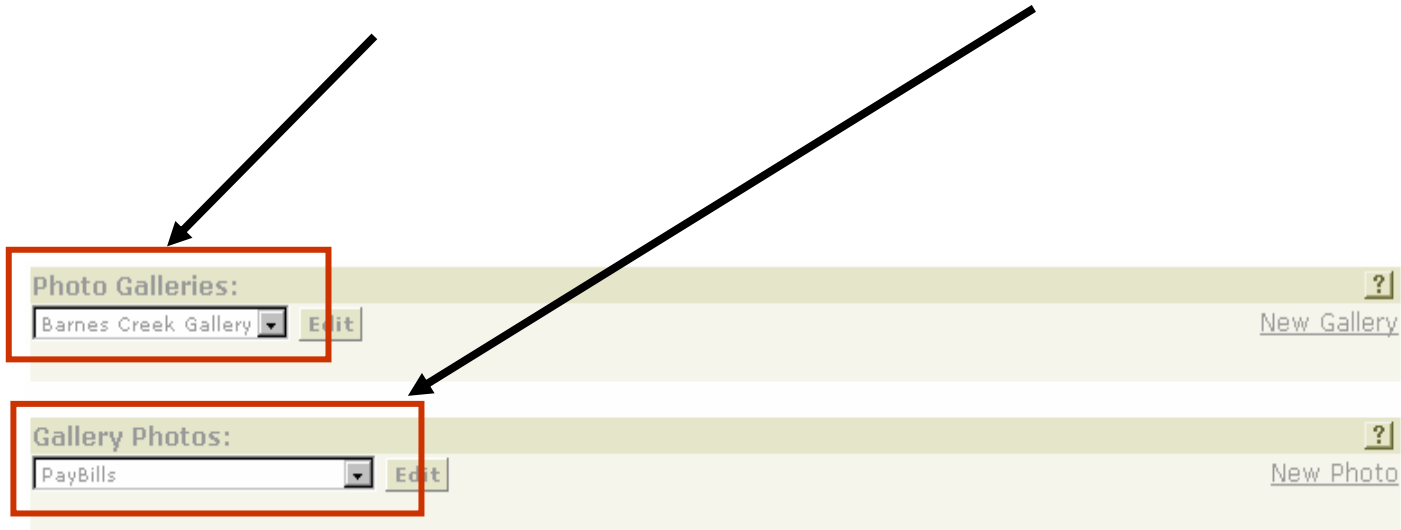
# **USERS GUIDE**

## **NORTHERN NECK PHOTO AND PHOTO GALLERY MANAGER USERS GUIDE**

**For Questions, Suggestions, or Updates Contact  
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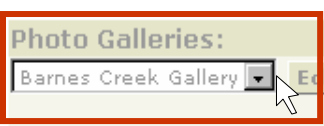
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# This **HELP** is for both **PHOTO GALARIES** and **GALLERY PHOTOS**



For this **HELP** example, I want to create the **PHOTO GALLERY** "*NN Postcards*" in which I will store postcard pictures of **sunsets** taken in the Virginia's Northern Neck peninsula

# How do I create a new PHOTO GALLERY?



1. Check to see if the Gallery name exists



2. If not, select **NEW GALLERY** to open the **PHOTO GALLERIES** editor



3. Enter the title for your PHOTO GALLERY



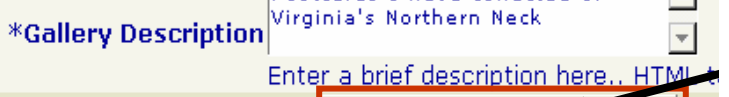
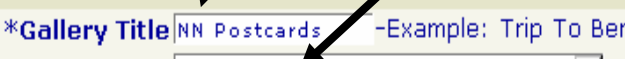
4. Enter a description of your gallery contents



« Click here to [CANCEL](#) and return home.

\* Required Field!

## Photo Galleries



5. Select "**ADD THIS GALLERY**" to add the new gallery and then **RETURN HOME**



« Click here to [CANCEL](#) and return home.

\* Required Field!



6. Check to see if the Gallery name has been added to the **PHOTO GALLERIES** pick list



# How do I EDIT a PHOTO GALLERY?

## Photo Galleries:

Barnes Creek Gallery

Barnes Creek Gallery

Tabitha's Pictures

Postcards for Sale

**NN Postcards**

1. From the **PHOTO GALLERIES** pick list, select the gallery you want to edit

2. Then select **EDIT** which opens the **PHOTO GALLERIES** editor

## Photo Galleries:

**NN Postcards**

3. Make your changes in the appropriate dialogue box

### Photo Galleries

\*Gallery Title  -Example: Trip To Bermuda

\*Gallery Description

Enter a brief description here.. HTML tags OK!

« Click here to [CANCEL](#) and return home.

\* Required Field!

4. Select "**ADD THIS GALLERY**" to update your gallery and **RETURN HOME**

**Successful!**

◆ [Verify your changes..!](#)

[Click here to return home...](#)

## How do I ADD a PHOTO to GALLERY?

Gallery Photos:

PayBills

Edit

New Photo

1. From the **GALLERY PHOTOS** module, select **NEW PHOTO** button which opens the **PHOTO GALLERIES** editor

### Photo Galleries

\*Photo Caption  -Example: On The Beach

\*Photo Image  Browse...

\*Photo Gallery

« Click here to [CANCEL](#) and return home

\* Required Field!

2. In **Photo Caption**, enter a title for your photo
3. In **Photo Image** enter the path to the image
4. In **Photo Gallery**, select the gallery from the pick list

NOTE: We will do each of these in turn here and on the next pages

\*Photo Caption  -Example: On The Beach

\*Photo Image  Browse...

\*Photo Gallery

- Add This Photo! -

NOTE: I entered "Sunset" for my Photo Caption example

## How do I ADD a PHOTO to GALLERY?

5. To indicate the target image, select the **BROWSE** button which opens your files manager so that you can find the path to the image you want to upload to the **PHOTO GALLERY**

Photo Galleries

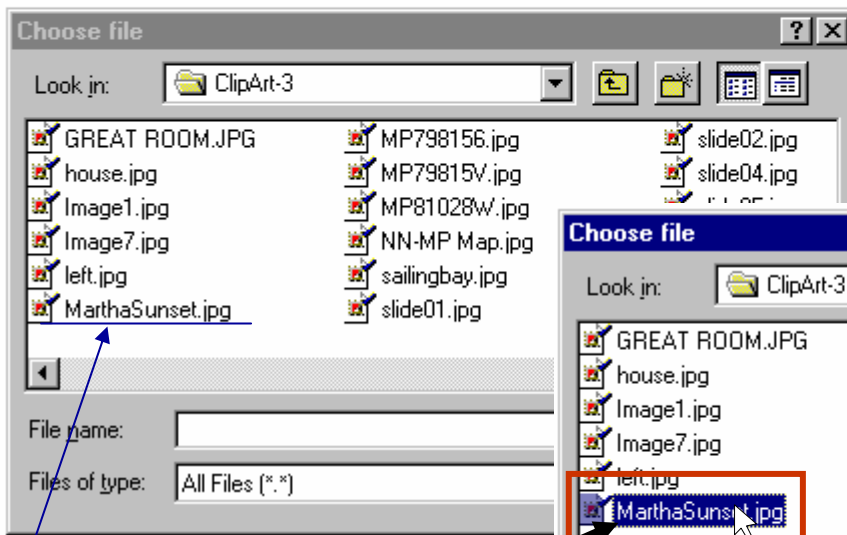
\*Photo Caption  -Example: On The Beach

\*Photo Image

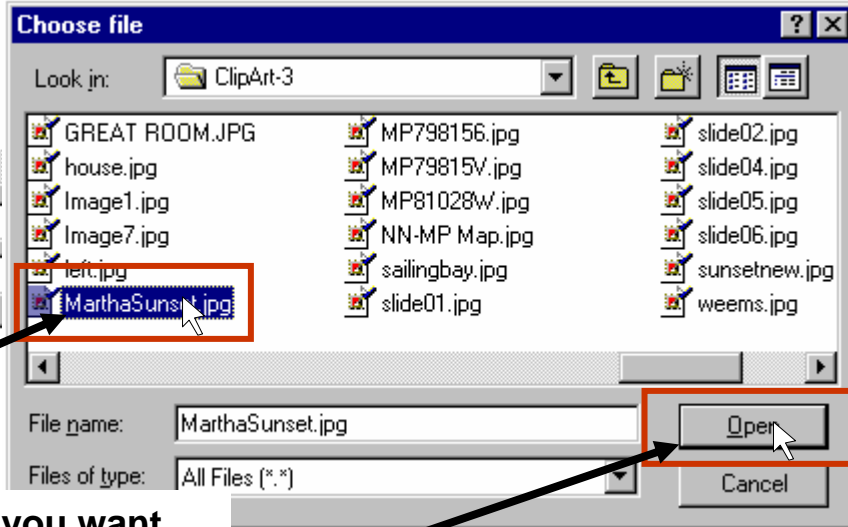
\*Photo Gallery

- Add This Photo! -

« Click here to CANCEL and return home.



**NOTE:** We want MarthaSunset.jpg



6. High light the photo image you want

7. Either **DOUBLE CLICK** the image file name or press the **OPEN** button to insert the image path into the dialogue box

\*Photo Caption  -Example: On The Beach

\*Photo Image

\*Photo Gallery

- Add This Photo! -

## How do I ADD a PHOTO to GALLERY?

\*Photo Caption  -Example: On The Beach  
\*Photo Image    
\*Photo Gallery   
  
Barnes Creek Gallery  
NN Postcards  
Postcards for Sale  
Tabitha's Pictures

8. Use the **PHOTO GALLERY** pick list button to open the list of available PHOTO GALLERIES and select the one you want

\*Photo Caption  -Example: On The Beach  
\*Photo Image    
\*Photo Gallery

9. Now **ADD THIS PHOTO**

10. **RETURN HOME**

**Successful!**  
◆ [Verify your changes..!](#)  
[Click here to return home...](#)

11. Open the **GALLERY PHOTOS** pick list and verify that your photo image was added

Gallery Photos:  
   
Monark Shores 1  
test scroller placement in ie  
test scroller placement in ie  
last test algo 90 320  
Last test of the system  
Test 3  
Tabitha at Christmas  
Tabi and dad  
tabitha at Christmas  
tabitha on the stairs  
Sunset

