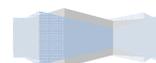


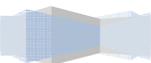
Add a Photo Album to Your CMS Website

The following instructions take you through the process of adding a Photo Album to your website.

1. Verify with the UMES Webmaster that your site has been setup for displaying photo albums.
2. Use a graphics/image editing program (i.e. Microsoft Photo Manager) to create both a Web and Thumbnail version of each photo.
 - a. Web Version: Optimal width is 1024 pixels
 - b. Thumbnail Version: Optimal width is 100 pixels
 - i. Be sure to give the thumbnail photo the name of the web photo, suffixed with “_thumb”
 1. **Example:**
If the web version is named **MyPhoto.jpg**, the thumbnail version should be named **MyPhoto_thumb.jpg**.
3. Upload your photos to your designated FTP folder
 - a. Open the following address in Internet Explorer: <ftp://ftp.umes.edu/MyFTPFolder/PhotoAlbum>
 - i. **NOTE: “MyFTPFolder”** is the initial directory name of your FTP site. Make sure this is renamed to the directory name given to you by the UMES Webmaster.
 - ii. **NOTE: “PhotoAlbum”** is the name of the directory where your photos albums will be placed.
 - b. Login using your UMES username and password. The username should be entered as “**UMES\username**”.
 - c. Locate and click the **Page** icon in the toolbar, and select **Open FTP site in Windows Folder**.
 - d. Login again as in step 3-b. Your FTP folder will open in a new window.
 - e. Locate and open folder named “**Album1**”.
 - i. **NOTE:** The name **Album1** is a generic name and can alternatively be renamed to more descriptively suit this particular photo album (i.e. “ConferencePhotos” instead of “Album1”).
 - f. Copy both the web and thumbnail versions of the photos to the FTP Window.



- g. Close out of your FTP session.
 - i. Close the browser window containing the FTP Session (step 3-b) and the Windows window opened for the FTP Session (step 3-c).
4. Create a content item in the CMS containing your Photo Album.
 - a. Login to the CMS and open the **Workarea**.
 - b. Locate and click the **Photo Albums** folder within your CMS content folder.
 - c. Add a new HTML Content item. Give it the appropriate title for **your album** (see step 3-e)
 - i. **NOTE:** A default content item may already exist in your **Photo Albums** CMS folder. This content item will be named **Album1**. Feel free to utilize this content item as the one containing your photo album if you prefer.
 1. In utilizing this content item, you may rename it to better suit this photo album (i.e. "Conference Photos" instead of "Album1").
 - d. Click on the "**View Source**" icon () in the toolbar to view source.
 - e. Replace *all* source code with the code in the accompanying *Insert_Photo_Album_To_CMS_Website-ClientScript.txt* document.
 - f. While still in the source code view, locate the lines at the very bottom which appear as follows:
"xara_pic('PhotoName_1.jpg', 'Photo Label', ' ');
 - g. For each photo in the album (excluding thumbnails), designate a line referred to in step 4-f which corresponds to that photo.
 - i. Update the photo name and photo label parameters of the line corresponding to the photo
 1. **Example:**
If a photo is named **MyPhoto.jpg**, the photo name will be **MyPhoto.jpg**, and the photo label will (perhaps) be **My Photo**
Result: *xara_pic('MyPhoto.jpg', 'My Photo', "');*
 - h. Click on the "**View WSIWIG**" icon () in the toolbar to view the standard editor.
 - i. Update the content item's heading and descriptive paragraph as necessary.
 - j. Publish or Check-In this content item to complete.
5. Preview your Photo Album.



- a. Be sure that your **Photo Albums** CMS folder is selected.
 - b. Click on the content item representing the photo album you wish to preview (listed in the right column of the **workarea** upon selecting the **Photo Albums** CMS folder
 - c. Test functionality.
 - i. Click on several photos.
 - ii. Upon viewing the pop-up window, click the right/left navigation icons.
6. Contact Webmaster for completion of the template which designated for your photo albums

