ektron

What do you want your website to do ?

Ektron CMS400.NET Photo Gallery User Manual

Version 1.0, Revision 3

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Introduction to Photo Gallery

NOTE The Photo Gallery is built on Ektron CMS400.Net's Taxonomy feature. Knowledge of that will enhance your understanding of the Photo Gallery. The Taxonomy feature is described in the Ektron CMS400.Net Administrator Manual section "Web Site Navigation Aids" > Taxonomy."

Ektron Photo Gallery helps users track and manage photos. You can organize them in any number of taxonomy categories. For example, you might have the following organization.

- Science
  - Biology
    - Animals
      - Mammals
        - Lions
        - Bears

After you create a taxonomy, CMS users select an appropriate category and then drag photos into the gallery. The photo is then assigned to that category. When site visitors view the Photo Gallery, they access photos via the categories.

To continue the above example, to see pictures of lions, the Photo Gallery user or site visitor would select **Science** then **Biology** then **Animals** then **Mammals** and finally **Lions**.

A sample page's taxonomy hierarchy is circled below.

Note that the **Ektron Photo Gallery** does not supply photos -- it merely gives you a way to store, organize, and present photos from other sources.

System Administrator's Notes

Default Folder and Taxonomy

All photos are stored in a single, Ektron CMS400.NET top-level folder. By default, the folder is Image Gallery. Also, the default taxonomy is Image Gallery.

If you want to assign a different folder or taxonomy, follow these steps.

1. Open *webroot/sitename*/ImageGallery.aspx. For example, wwwroot/intranet/ImageGallery.aspx.
2. Change the folder or taxonomy value as assigned in the following properties.

```
<uc1:ImageGallery ID="ImageGallery1" TaxonomyId="136" FolderId="354" runat="server" />
```

3. Save the file.

User Permissions

By default, all CMS users have access to all Photo Gallery functions. Also, if you set up the Photo Gallery in a Community Folder, Membership users can add, remove and copy photos as long as they have Add and Edit permissions for the folder.

You can change this by updating the permissions assigned to the photos folder within Ektron CMS400.NET. *See Also:* ”Default Folder and Taxonomy” on page 2

Installing and Signing on to the Photo Gallery

Installing the Photo Gallery

If you have an existing CMS400.NET install of 7.0.2 or later, you can install the Photo Gallery Starter Application.

The Ektron Photo Gallery is also delivered as part of the Intranet or Developer Starter Site. So, install either of those to access the **Ektron Photo Gallery**.

Launching the Photo Gallery

CMS and Authorized Membership Users

To launch the Photo Gallery, first sign into your site. Then, enter the path to the Photo Gallery in your browser's address bar. For example:

```
webroot folder/siteroot/imagegallery.aspx
```

If you are using the Intranet or Developer Starter Sites, navigate to

```
webroot folder/intranet/imagegallery.aspx
```

or

```
webroot folder/developer/imagegallery.aspx
```

That page looks something like this.

Site Visitors

Site visitors can view the **Ektron Photo Gallery** via the same page. The difference is that, since site visitors do not log in, they can only view photos. An example of their page appears below.

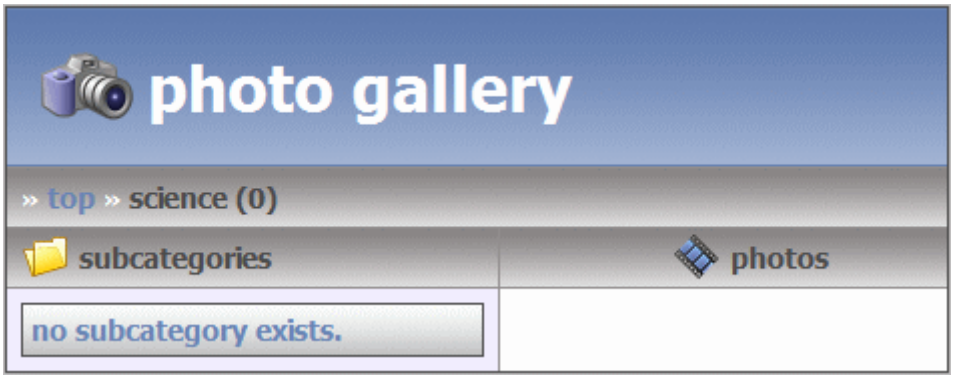


photo gallery
» top » science (0)
subcategories
photos
no subcategory exists.

The Photo Gallery Screen

This section explains how to use the **Ektron Photo Gallery** screen to perform the following functions.

- Working with Categories
  - ”Viewing Taxonomy Categories” on page 8
  - ”Selecting a Category” on page 10
  - ”Adding a Category” on page 11
  - ”Deleting a Category” on page 11
- Working with Photos
  - ”Adding a Photo to a Category” on page 12
  - ”Viewing Photos” on page 15
  - ”Copying a Photo” on page 17
  - ”Deleting a Photo” on page 18

The following illustrates the main areas of the Photo Gallery screen.

Viewing Taxonomy Categories

Viewing Subcategories

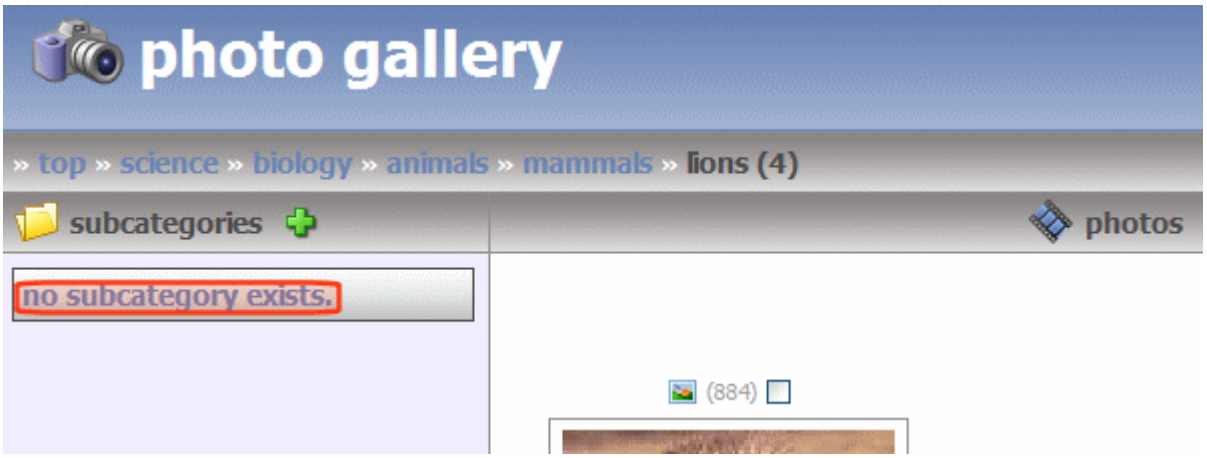
When you first view the **Ektron Photo Gallery** screen, all categories one level below the top appear under the **subcategories** folder.

When you click any subcategory, it moves up to the horizontal display across the top, and the subcategories (if any) directly below it appear below the **subcategories** folder.

The number following a category indicates how many photos have been assigned to it and its child categories. Also, photos assigned to the selected category appear in the photos section of the screen. (In the above example, **science** is the selected category.)

The example shows that four photos are assigned to the **science** category and its subcategories. Since no photos appear in the **Photos** section of the screen, you know that subcategories exist below **science** and four photos are assigned to them. You cannot tell how many subcategories exist below **science**.

Continue to click and view subcategories until **no subcategories exist** appears under the **subcategories** folder. See an example of this below.



Selecting a Category

”Viewing Taxonomy Categories” on page 8 explains how to navigate among categories.

Select a category before assigning a photo to it. When the appropriate category appears at the right end of the category trail, you are ready to drop photos into the category.

In the following example, dropped photos will be assigned to the **science** category.

Adding a Category

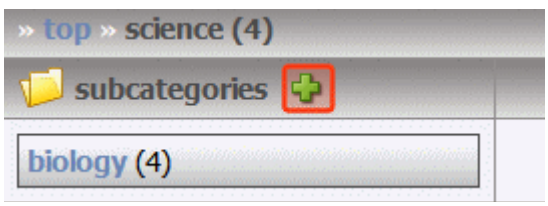
If a taxonomy does not contain all desired categories, follow these steps to add a new one.

1. Drill down to the category one level above the new one.

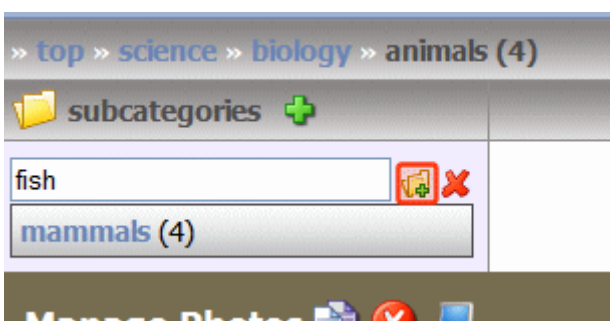
   For example, to add a new category for Fish, which should appear under Animals, navigate to Animals.

- Science
  - Biology
    - Animals
      - Mammals
        - Lions
        - Bears

2. Click the green plus sign to the right of **subcategories**.



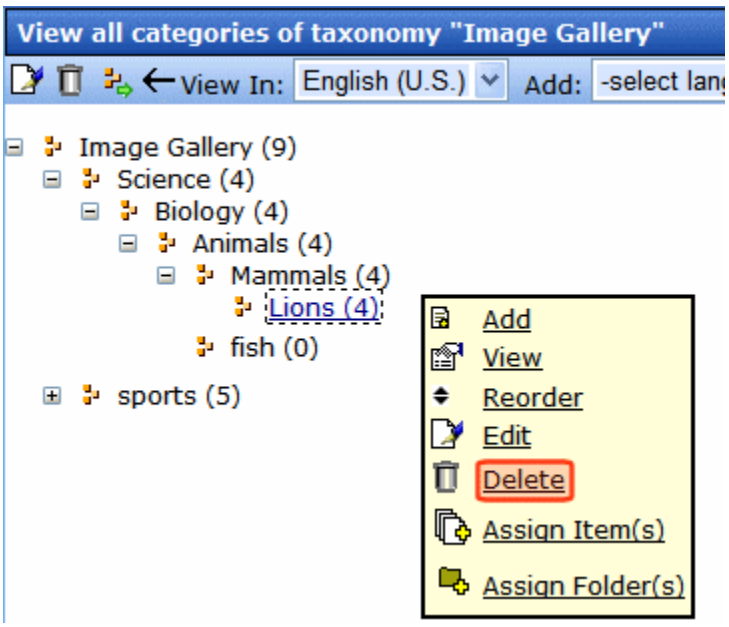
3. A text field opens up. Enter the name of the new category.
4. Click the folder with the green plus sign (circled below).



Deleting a Category

You cannot delete a category from within the **Ektron Photo Gallery**.

However, Ektron CMS400.NET administrators can delete categories within the associated CMS Workarea. From the Workarea, go to **Modules > Taxonomy > Photo Gallery**. From there, drill down to a category, right click the mouse, and choose **Delete**.



Adding a Photo to a Category

You can add the following types of photo files to the **Ektron Photo Gallery**: .jpg, .jpeg, .gif, .png, .psd, .psp, .tiff, .tif.

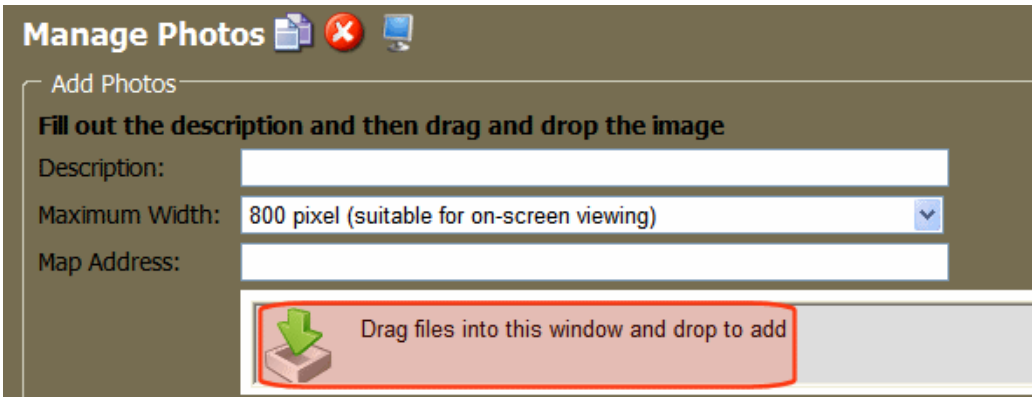
You can drag and drop several photos at once. If you do, the same description applies to all files. *See Also:* "Description" on page 14

To add a photo to the **Ektron Photo Gallery**, follow these steps.

Prerequisite: You must know the Windows folder location of the photos you want to add.

1. Resize the **Ektron Photo Gallery** window so that it occupies the left part of your screen.
2. Navigate to the category to which you want to assign the photo(s). See "Selecting a Category" on page 10.

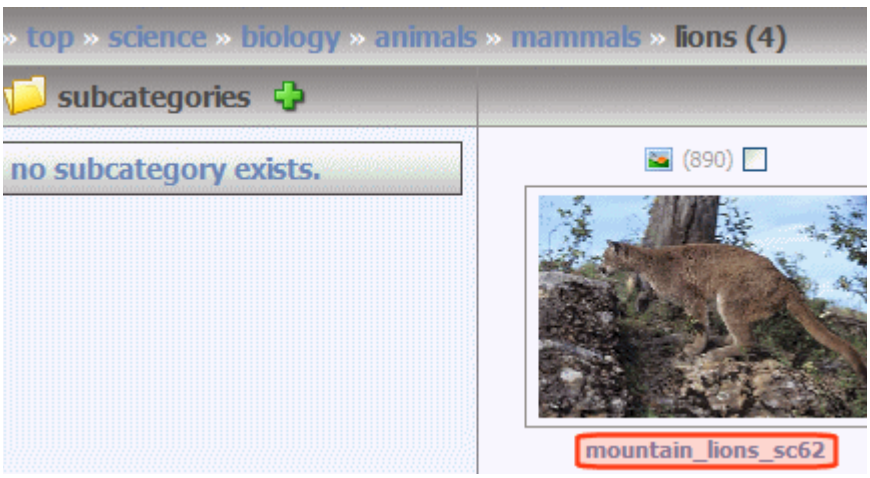
3. In the **Manage Photos** area of the screen, enter a **Description**, **Photo Size**, and **Address**. See "Description, Maximum Width, and Address" on page 13.
4. Open Windows Explorer.
5. Navigate to the folder that contains the photo(s) you want to add.
6. Resize the Explorer window so it occupies the right part of your screen. In this way, you can see both windows.
7. A photo's Windows file name is used for its title in the **Ektron Photo Gallery**. So, if the file name is not appropriate or distinctive enough, rename it in Windows Explorer before dropping it into the gallery. *See Also:* "Description" on page 14
8. Drag the photo from the Explorer window to the gray section of the **Manage Photos** area of the **Ektron Photo Gallery** screen.



NOTE If a photo is added more than once, a unique number is appended to each subsequent version's title. For example, the first version of the lion.jpg file's title is lion, the second is lion(2), etc. Since deleted files are kept in Ektron CMS400.Net, later copies of the same photo will get the next highest number even if all older versions are deleted.

Description, Maximum Width, and Address

Complete these fields when dropping a photo into the **Ektron Photo Gallery**.

Field	Description
Description	Enter an optional description for the photo. It only appears when the photo is displayed in full size view (see description circled below). *See Also:* "Full Size View" on page 15 When viewed on the main gallery screen, a photo's caption (circled below) is its Windows file name without the extension. For example, if the file name is `mountain_lions_sc62.jpg`, its caption is `mountain_lions_sc62.` 
Maximum Width	Use to set a maximum width for the photo. If its width exceeds the maximum, it is reduced to the size specified here. If the photo's width is smaller, nothing happens.

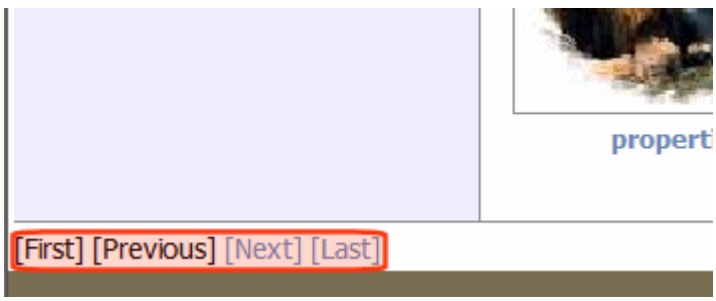
Field	Description
Address	If you want the photo to appear on an Ektron CMS400.NET map, enter its street address. For more information, see the Ektron CMS400.NET Developer Manual section “Map Server Control” > “Controlling the Visitor Experience with Maps” > “Determining which Content is Found by a Map.”

Viewing Photos

NOTE Viewing works the same whether or not the user is logged in. For non-logged in site visitors, viewing is the only available function.

When you navigate to any category, its photos appear in the top right of the screen.

If more than 12 photos exist in a category, only the first 12 appear. To view additional photos, use the navigation options (circled below).



Full Size View

The top part of the **Ektron Photo Gallery** screen displays a thumbnail view. To see a photo’s full size, place the cursor over it and click. When you do, a new screen appears, showing the full size photo (see example below).

From full size view, you can use navigation options to move to the next photo, previous photo, etc.

Slide Show View

You can view the photos in a category as a slide show by clicking the **Slide Show** check box. If you do, each photo appears in the order in which they were copied into the category, beginning with the one you selected. They change every 3 seconds.

Viewing a Photo's Properties

You can view the properties of any photo with the Ektron CMS400.Net Workarea. Once inside the Workarea, authorized users can view and change its information. For example, you can view its revision history and approval chain.

To view a photo's properties, follow these steps.

1. Navigate to the category that has the photo.
2. Click the photo's Properties icon, above the photo (circled below).

3. The photo opens within the Ektron CMS400.Net Workarea.

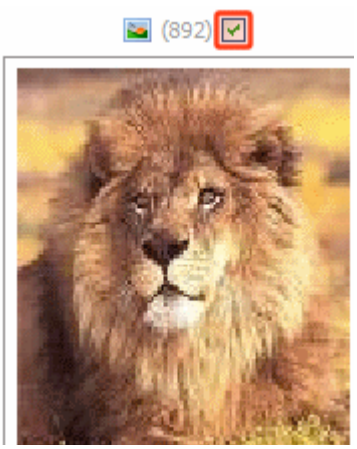
Copying a Photo

To copy a photo from one category to another, follow these steps.

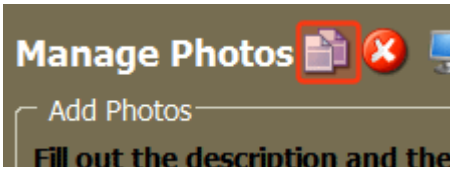
NOTE When you copy a photo in the Photo Gallery, you are merely referencing the photo in the Ektron CMS400.Net Workarea. You are not creating a second photo within the Workarea.

1. Navigate to the category that has the photo you want to copy.
2. Click the checkbox above the photo.

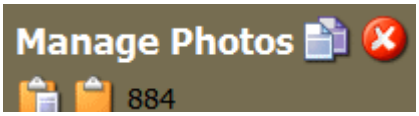
NOTE You can check and copy several photos at one time.



3. In the **Manage Photos** area of the screen, click the copy icon.



4. Two clipboards appear below the copy icon.



   Also, the copied photo's content ID number appears to the right of the clipboard to indicate which photos are copied to it.

NOTE

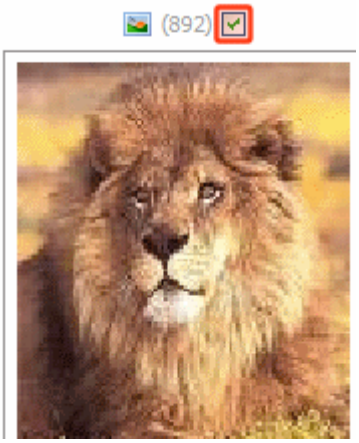
Use the empty clipboard ( ) to clear the current contents.

5. Navigate to the category to which you want to paste the photo.
6. Click the paste clipboard icon ( ).
7. The photo is pasted to the current category.

Deleting a Photo

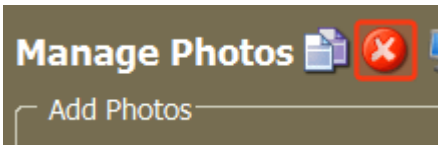
To delete a photo, follow these steps.

1. Navigate to the category that has the photo you want to delete.
2. Click the checkbox above the photo.



NOTE You can check and delete several photos at one time.

3. In the **Manage Photos** area of the screen, click the delete icon.



4. The photo is deleted.

Administrator's Notes

Deleted photos remain in Ektron CMS400.Net's Photo Gallery folder. There is no indication that they have been deleted from the **Ektron Photo Gallery**.