

0:00 Intro [music]
0:10 Welcome to another website training session for the NorthWest Sailing Association's website.
0:16 During this lesson we'll be learning about uploading images to the Photo Gallery using the User Panel.
0:23 At the end of this lesson you'll be able to upload single images to the Photo Gallery,
0:29 create a zip file for a batch upload and edit a caption on an image using the User Panel.
0:39 Let's get started by first logging into the website using your username and password.
0:45 Once you are logged in scroll down to
0:48 the Resources section and click on the NWSA Photo Gallery link.
0:55 Choose the User Panel. Click on the Upload tab.
1:01 There's Single images as well as a Batch upload. We'll select the single images.
1:10 Under the Category we're going to choose "Training."
1:21 Under the Generic Title we'll also say training.
1:28 Open up the dialog box and just give a general description.
1:39 [Images used in the NWSA website training sessions.]
1:50 The author is me because I am the one that is signed in.
1:54 We will keep Published as Yes.
2:00 And we'll select our images by choosing
2:03 the Choose File. Navigate to where you saved your images.
2:15 And just one at a time. Just choose the images.
2:26 We will leave the Delete Original unchecked, Special images unchecked
2:33 and the debug mode unchecked. We'll select the Upload button.
2:41 And we did get our message that the upload was successful.
2:46 Now we will choose the Upload button again and this time select the Batch Upload.
2:55 Now you'll notice this important message.
2:59 Please do not upload zipped directories.
3:02 This mean not to have a folder inside another folder.
3:07 Only zip one folder with your images to upload them correctly.
3:14 You can create zip file on a Windows PC or on a Mac.
3:23 Right click on the folder you would like to zip. When you're using a Windows machine select the sent to
3:32 compressed zipped folder.
3:36 You will see automatically a icon on the desktop with a zipper.
3:44 That is your zip file.
3:48 When using a Mac machine right click on the folder you would like to zip.
3:55 Select Compress
3:59 And on the desktop it'll automatically show a zip file icon.
4:05 For best upload results a folder should have no more than 10 images,
4:10 especially if the size of the images are very large.
4:14 Again we'll choose the Category.
4:20 Training.

4:23 We can again give the Generic Title of Training
4:29 and this time we'll start the numbering at 4 because we've already uploaded three.
4:38 General Description... [Images used in Batch Upload]
4:51 The Author is me. Published Yes and as you notice we only have one area to
choose a file.
5:02 Again we'll navigate to where we saved our files.
5:08 The extension is dot zip. We will open that.
5:15 Again leave those unchecked and select the upload button.
5:22 Our upload was successful.
5:26 The images that we've just uploaded
5:29 are located at the top. We can also select by category.
5:35 Find the Training category. And just those will be shown.
5:46 There are actions that you can take on this image.
5:50 One is the Edit or you can Delete the image.
5:54 We're going to edit the image by changing the caption.
5:59 Here is a thumbnail of the picture.
6:03 We'll take this caption off
6:05 and add a more descriptive caption and save.
6:14 If we go back to the Gallery Overview you can
6:19 toggle the submenus just by clicking the plus [+] button.
6:25 Here's the subcategory of the Uncategorized Photos
6:30 under Training and we changed the caption
6:35 on the number 4 image, Camera Collage.
6:38 If we click on the thumbnail you can see a larger picture.
6:45 You can navigate through the thumbnails or by choosing
6:50 the next, as well and having an area where visitors can leave a comment.
7:00 During this lesson we used the User Panel
7:03 on the Photo Gallery. We uploaded three single images.
7:09 We created a zip file for a batch upload and
7:14 we edited a caption on an image using the User Panel.
7:20 Thank you for listening and join me
7:22 for another nwsail.com website training session.