

Instructions for Creating Photo Galleries on the WSS Website

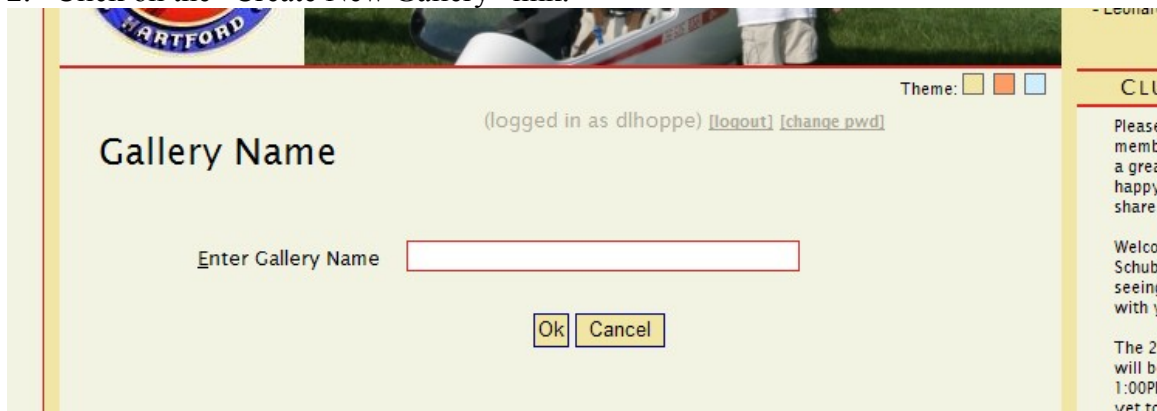
To access restricted functionality such as creating schedule entries and adding galleries and photos, you must create a login ID. Without the secure login, access to the website will be in a “read-only” mode. If you have not created a login ID, please see the instruction document that describes how to set one up.

The following are the steps required to create galleries and upload photos:

1. Login and navigate to the “Photos” page of the website.



2. Click on the “Create New Gallery” link.



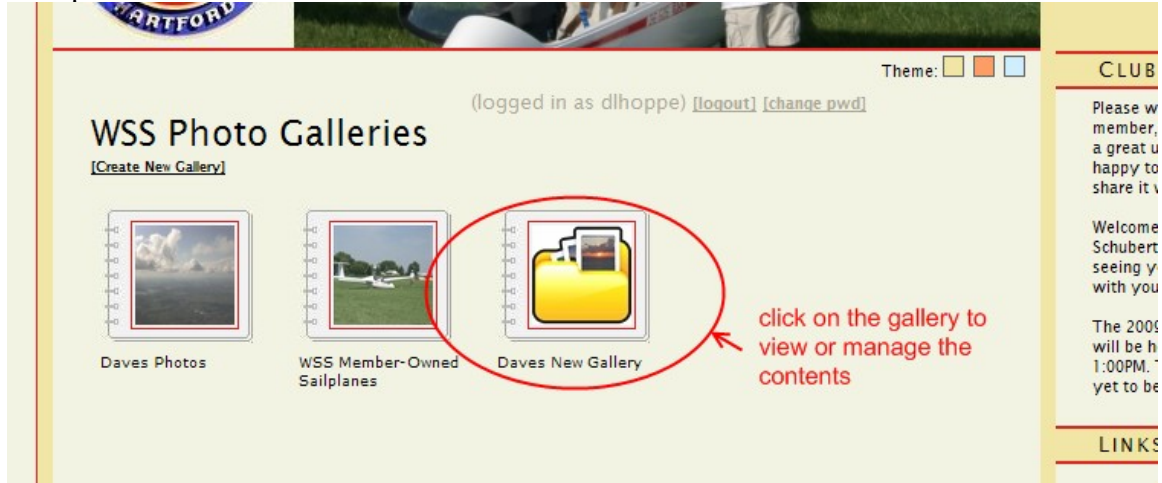
3. Fill in the name of your new gallery.



4. New gallery will show as an empty gallery. Notice the lack of an image. Once photos are uploaded, the website will automatically select one of the images for the gallery folder. Sorry, you can't select which one to use. :o(



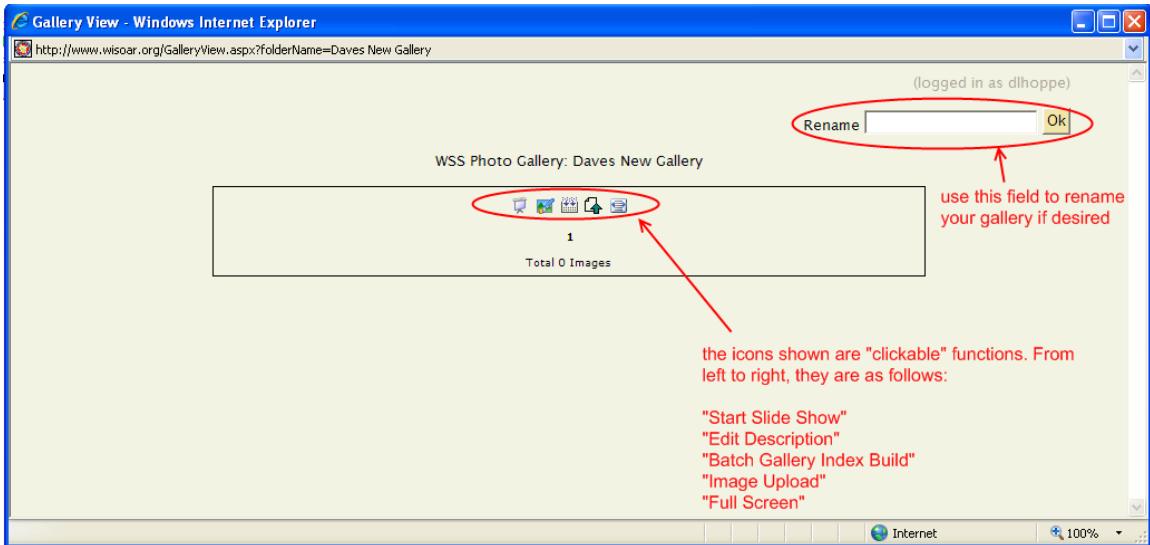
5. Click on the gallery to manage or view the contents. An additional window will open.



6. Here's the gallery window.



7. The screen shot below shows the available functions for managing your gallery. The main functions you'll most likely use are "Image Upload", "Start Slide Show" and "Full Screen". The "Edit Description" allows you to add a caption for the photos. The "Batch Gallery Index Build" rebuilds the thumbnail index. Only use this if your gallery doesn't appear to correctly show your contents. **Beware, rebuilding the index will wipe out your photo captions!**



8. Here's the file upload window. Browse for the file to upload and click send. All other fields are optional.

