

Photos & Photo Albums

2016 - Fall Edition

User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Accessing the Tool](#)

[Image Explorer Interface](#)

[Organizing Images](#)

[Uploading Images](#)

[Resizing and Cropping Images](#)

[Placing Images on a Page](#)

[Styling Images](#)

[Photo Albums](#)

[Managing Images in Albums](#)

[Adding Text and Hyperlinks to Photos](#)

[FAQ](#)

[Best Practices](#)

Overview

Photos and Photo Albums are managed completely through the Image Explorer. This article will review how to upload and manage the Image Explorer, how to crop and resize images, and how to manage Photo Albums.

Use Case(s)

Images are an extremely important part of your website. Through imagery, we can bring the website to life, tell a story, and evoke emotion. It is easy to enhance your site design, or to emphasize your message by placing quality photography throughout the website. There are also practical uses for images, such as showcasing upcoming events and to show photos from past events.

Accessing the Tool

To access the Image Explorer, follow the steps below depending on your access role.

Admins: Hover over **Admin** bar in the left hand corner of the screen, select **Image Explorer**.



Editors: Hover over **Admin** in the main navigation, select **Main Tools**, and then **Image Explorer**.



The following **Image Explorer Interface** screen will launch.

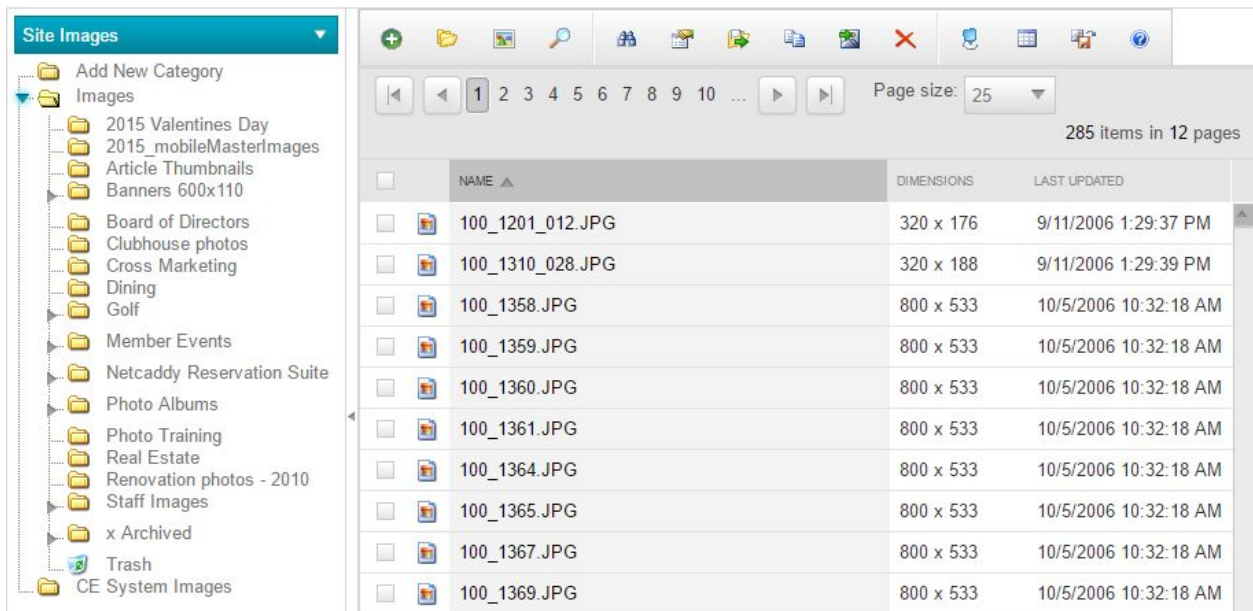


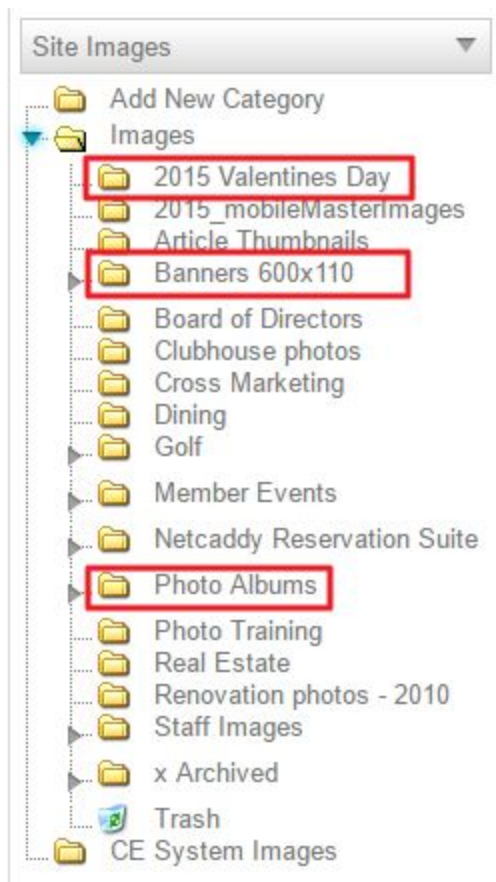
Image Explorer Interface

The **Image Explorer** is a repository for all images used on the website. It is simply a holding place to organize imagery, and allows for images to be edited.

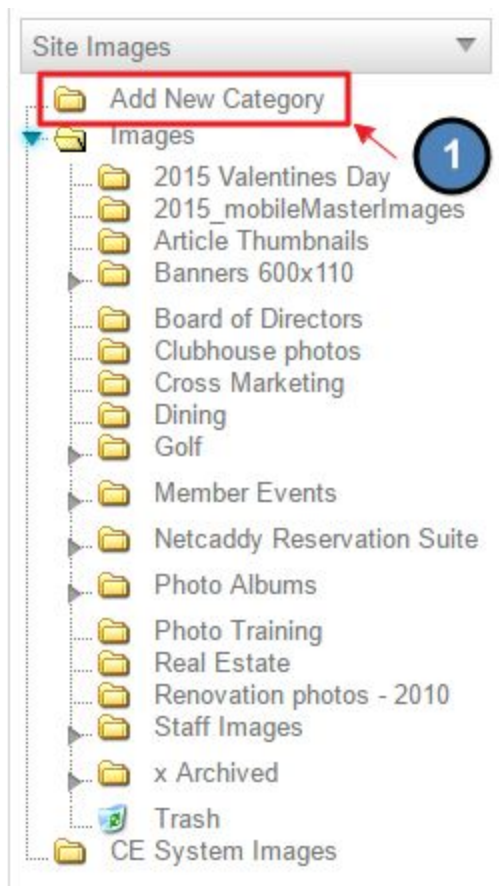
Organizing Images

It is important to organize images, so the images are easy to find. Organizing folders is extremely important when working within **Photo Albums**, as **Photo Albums** pull images from an entire folder, or multiple folders. There is never a reason to delete images from the website, as there is no limit to the amount of images stored.

Folders are typically named after year, event, topic, dimension, or **Photo Album** title.



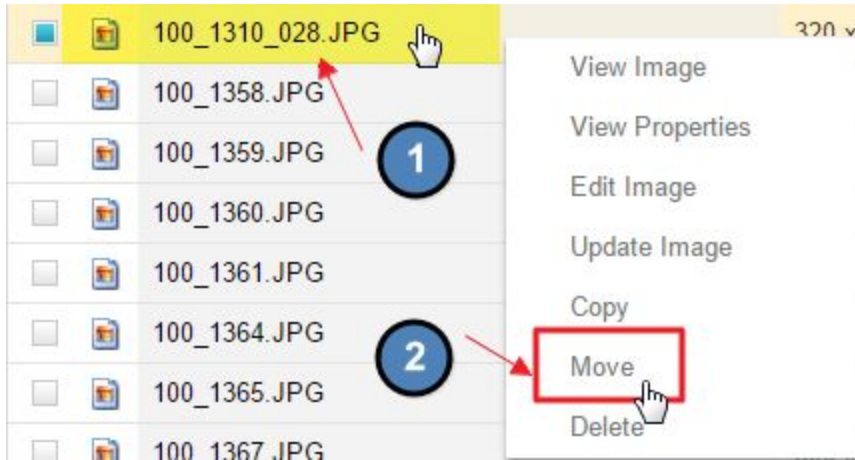
To add a **New Folder**, click the **Add New Category** folder at the top of the folder structure.



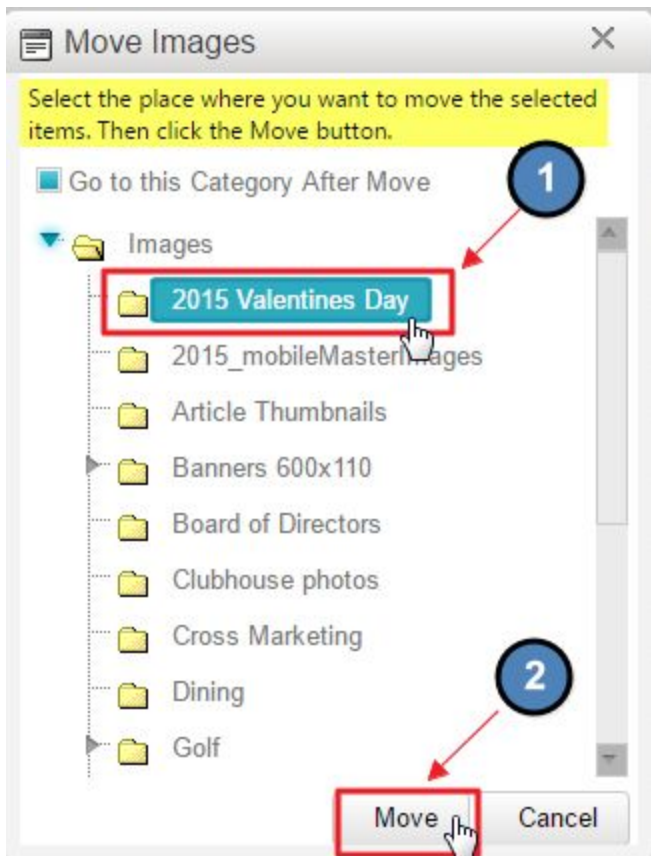
You may name your Folder and then even choose where the Folder is nested in the Folder structure.



Images may be moved from one folder to another by **right clicking on the image > Move**.



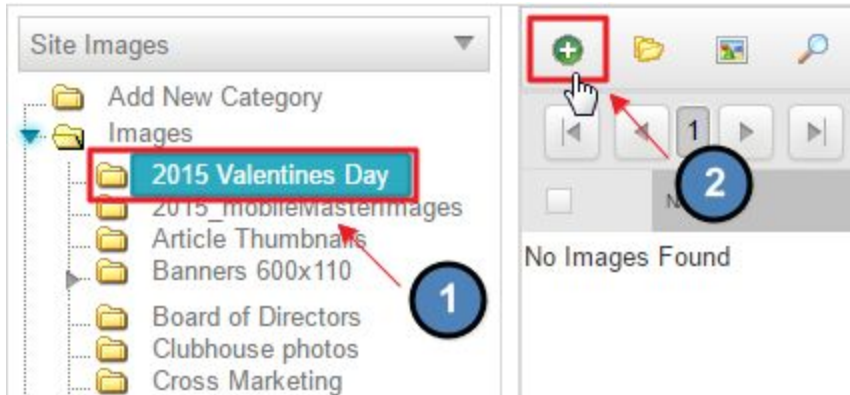
This will bring up the Folder Structure, where you can click on the desired folder, and then click the **Move** button to transfer the image.



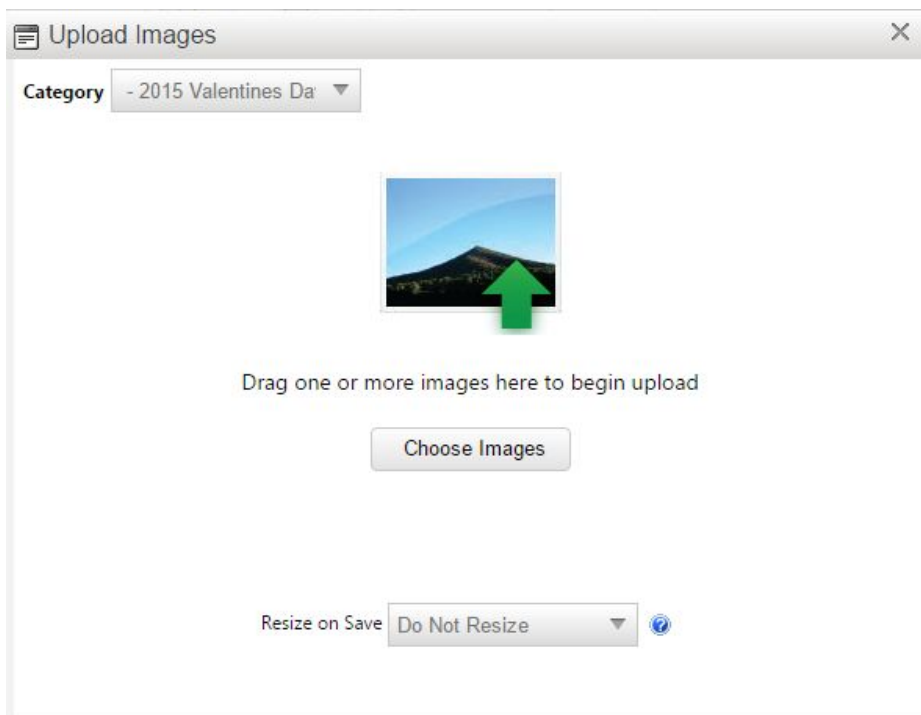
Uploading Images

To upload a photo, select the category or Folder into which the image will be uploaded.

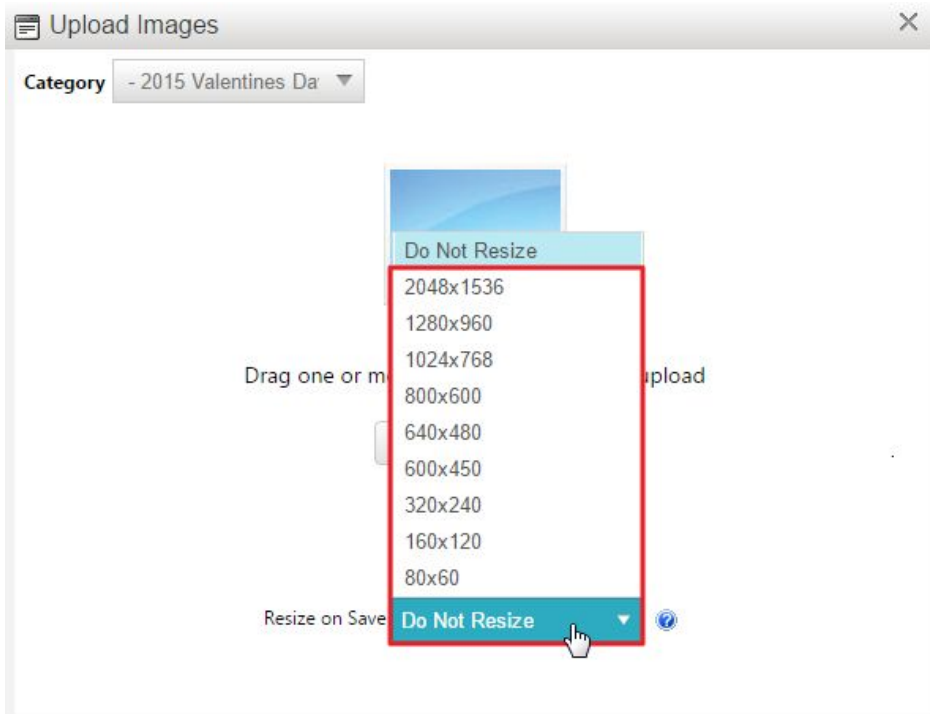
Click the **Green Plus** sign to start uploading.



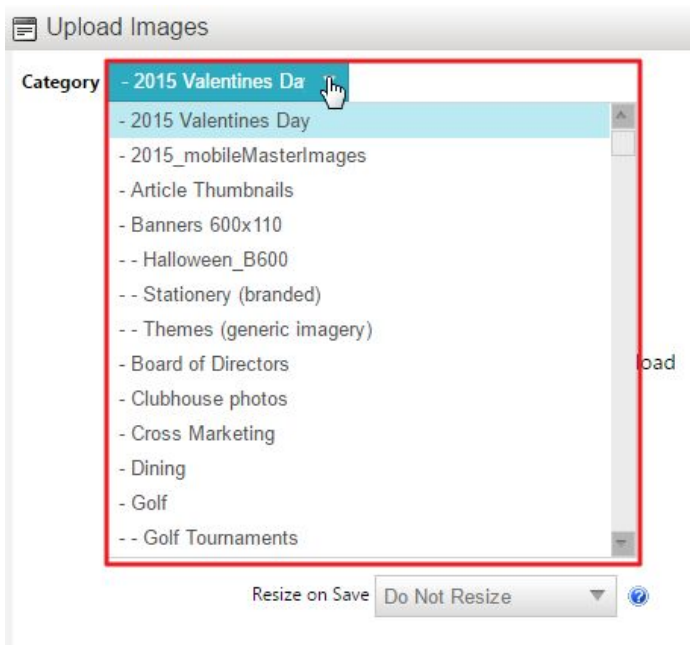
Once the upload interface is launched, we can upload imagery in several ways.



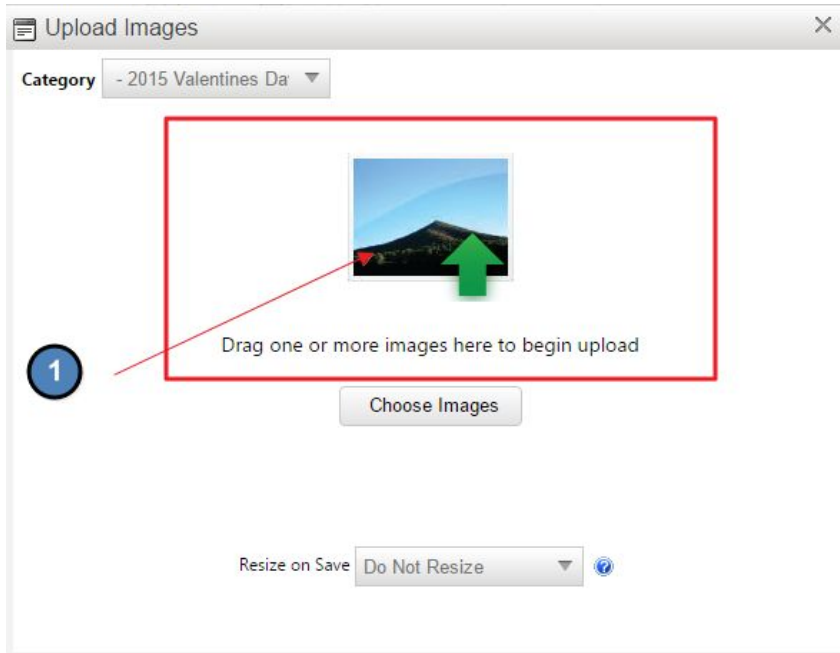
Images can be resized on upload by choosing the **Resize on Upload** button.



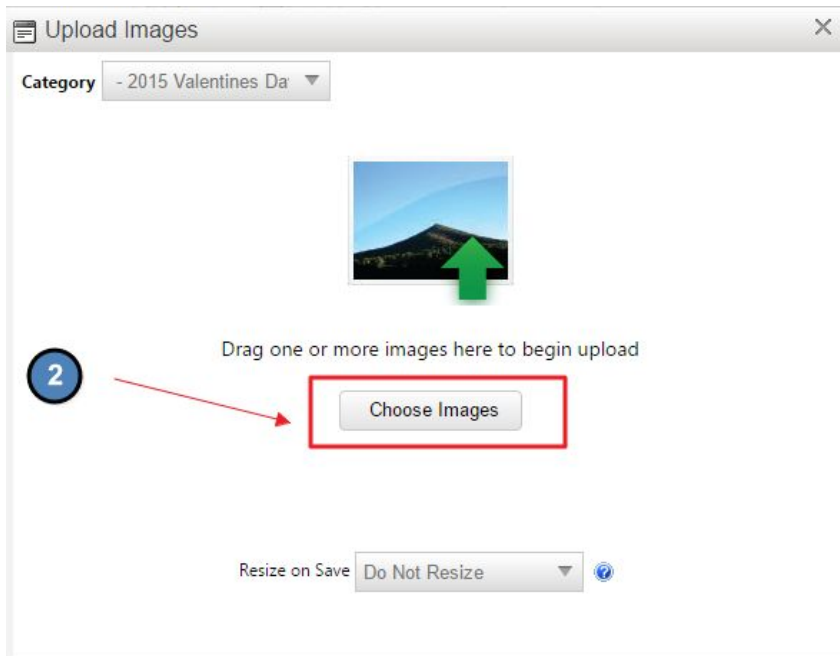
You may also choose the the folder destination from the Upload Interface by using the **Category** drop down.



Images can be **Dragged and Dropped** from your local system into the upload interface.
Note: this will not work with older browsers. If you are using an older browser, please use the next step by adding imagery via the Select options.

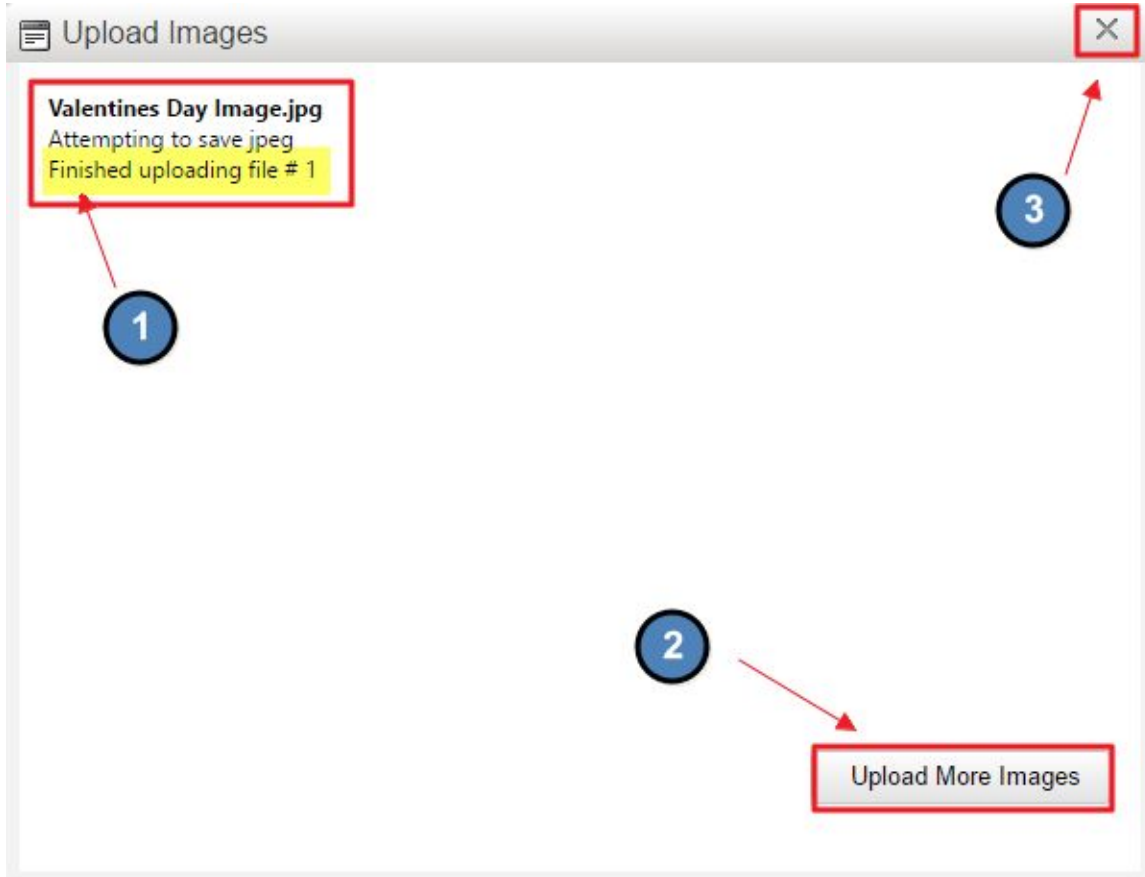


Images can also be added by using the **Select** buttons.



Once the desired images are added to the upload interface, the upload will occur automatically.

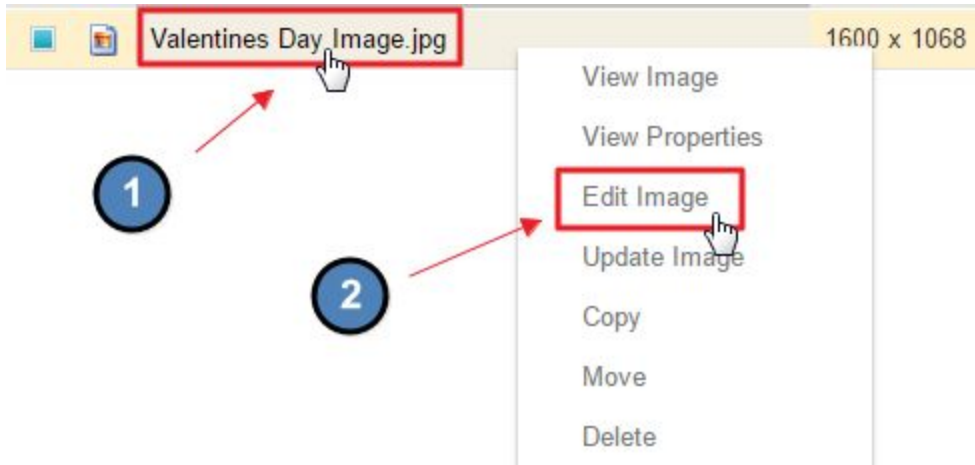
The upload interface will show a 'completed' notification, and there is an option to then upload more imagery, or simply 'X' out of the interface.



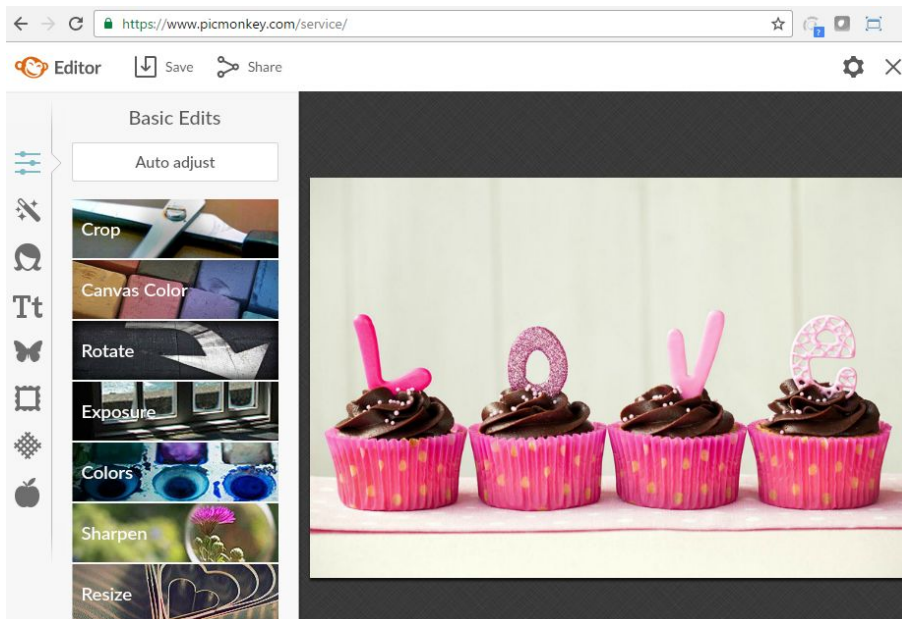
Resizing and Cropping Images

Once images are uploaded to the **Image Explorer**, they may need to be resized and cropped to meet the appropriate image dimensions used throughout the website. Image dimensions are provided after the website comes out of coding.

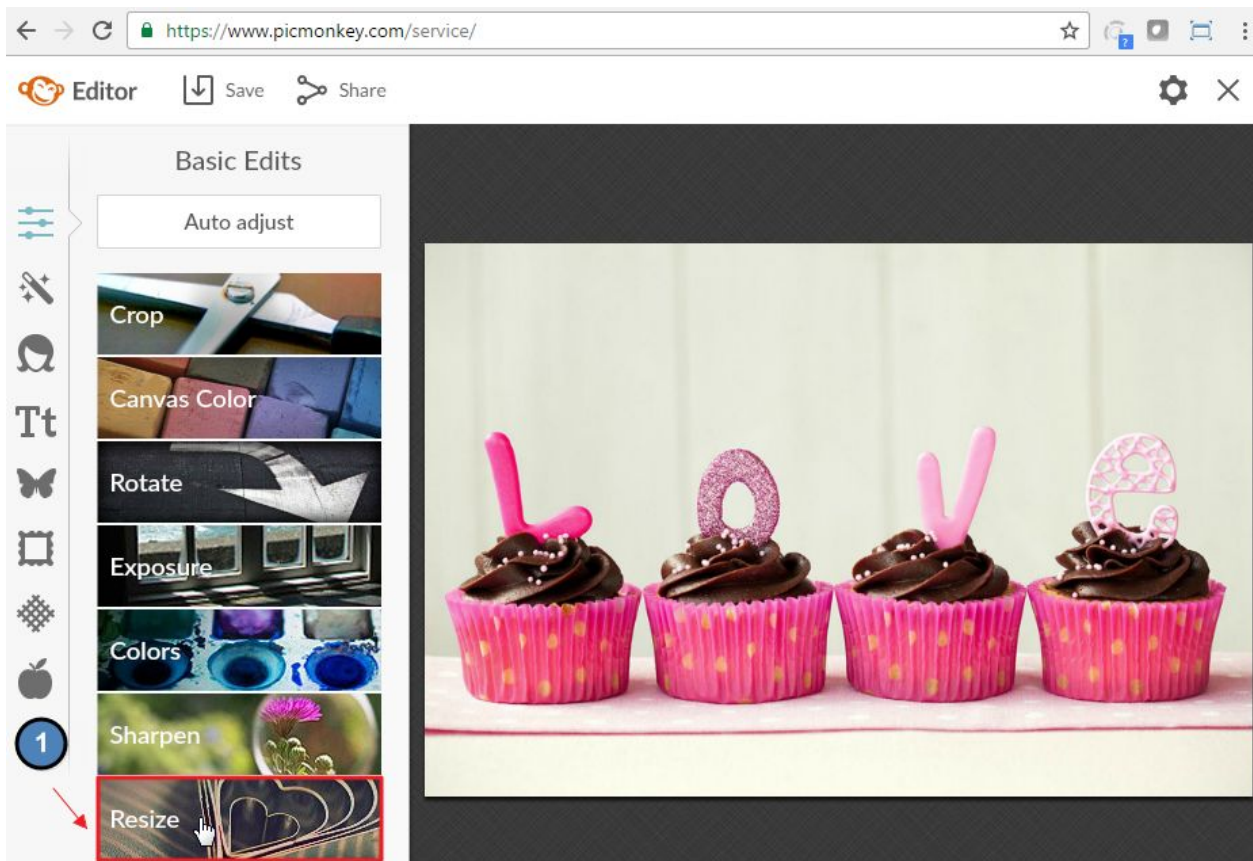
To edit images, **right click** on the image and choose **Edit Image**.



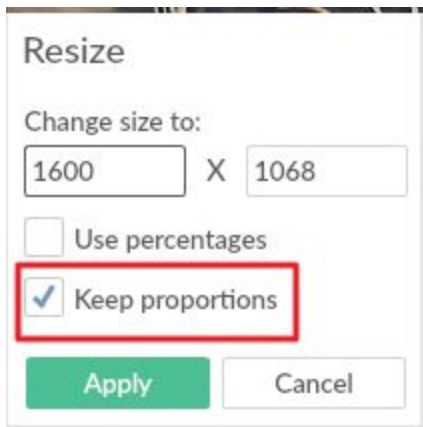
This will launch a free editing website, **PicMonkey**.



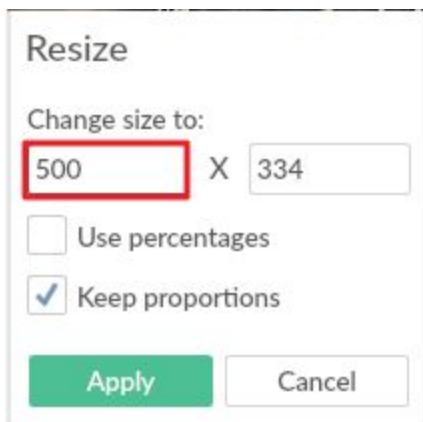
First, the image will need to be resized to reach the desired width or height. Open the **Resize** button to begin.



The **Keep Proportions** option is checked by default, which should remain enabled as this ensures that when the image is resized the appropriate aspect ratio is kept.

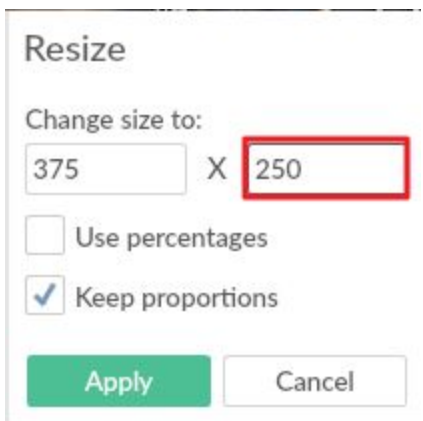


Change either the width box (on the left) or the height box (on the right) to get as close to the desired size.



The screenshot shows a 'Resize' dialog box. Under the heading 'Change size to:', there are two input fields: the left one contains '500' and the right one contains '334', separated by an 'X'. Below these are two checkboxes: 'Use percentages' (unchecked) and 'Keep proportions' (checked). At the bottom are 'Apply' and 'Cancel' buttons. A red rectangular box highlights the '500' in the width input field.

Width

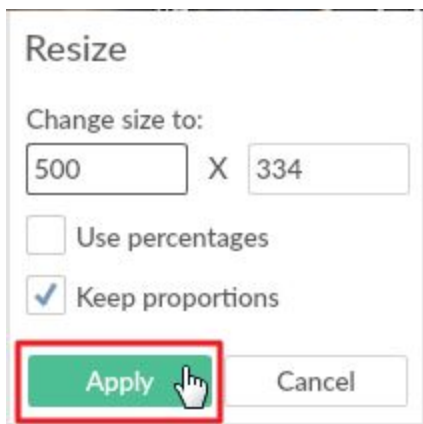


The screenshot shows a 'Resize' dialog box. Under the heading 'Change size to:', there are two input fields: the left one contains '375' and the right one contains '250', separated by an 'X'. Below these are two checkboxes: 'Use percentages' (unchecked) and 'Keep proportions' (checked). At the bottom are 'Apply' and 'Cancel' buttons. A red rectangular box highlights the '250' in the height input field.

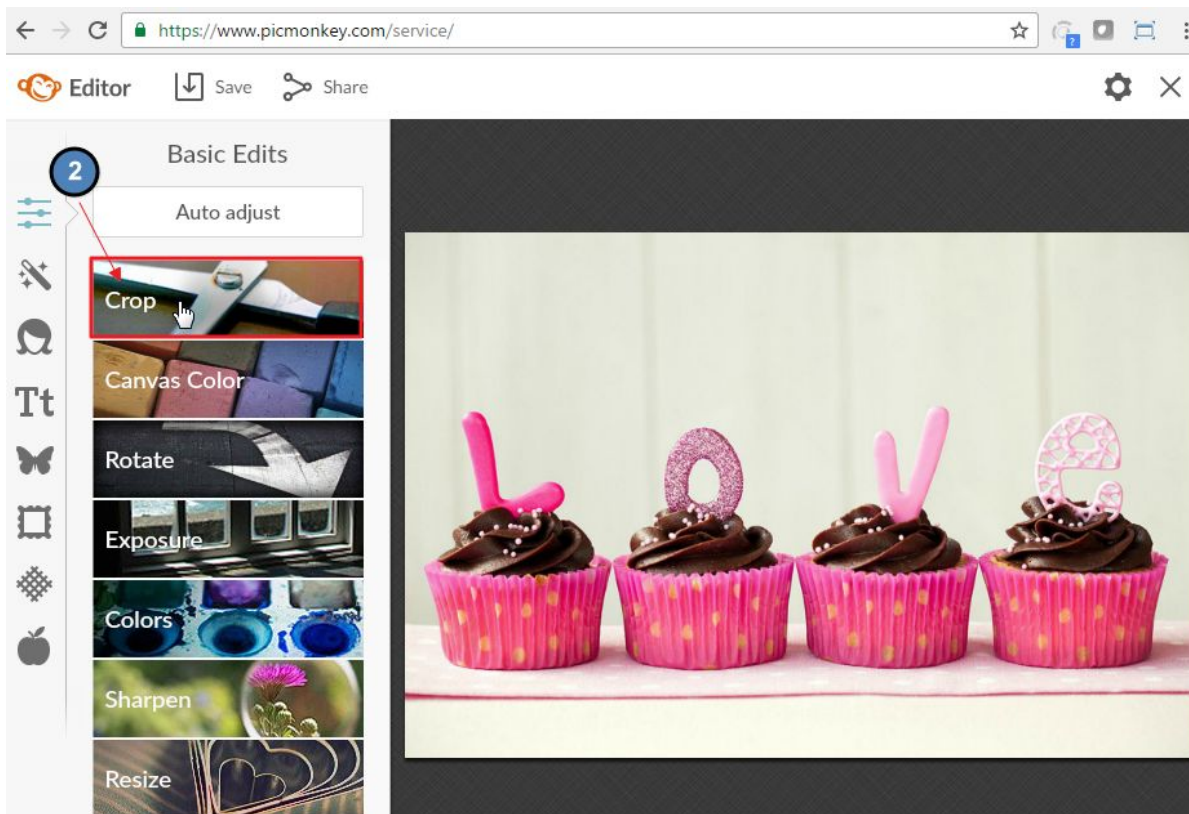
Height

- When the width box size is changed, the height box will change accordingly to the appropriate aspect ratio and vice versa.

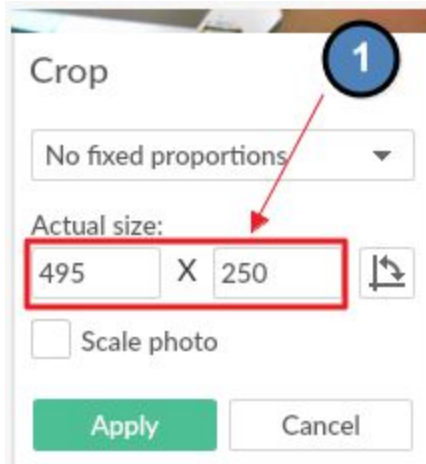
Once the desired height or width is reached, **Click Apply**.



Next, **Click Crop** the image to meet the desired dimensions if **Resizing** did not meet the proper dimensions.



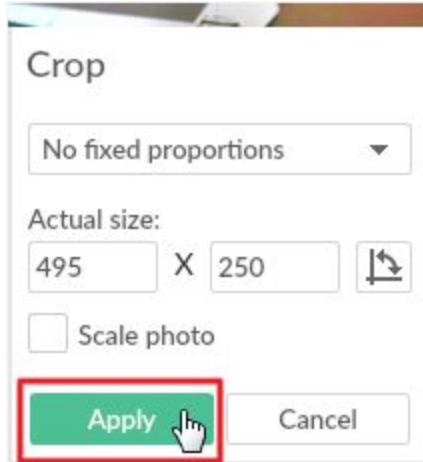
With the **Crop** option, **both** the width and height box may be changed to the desired dimensions.



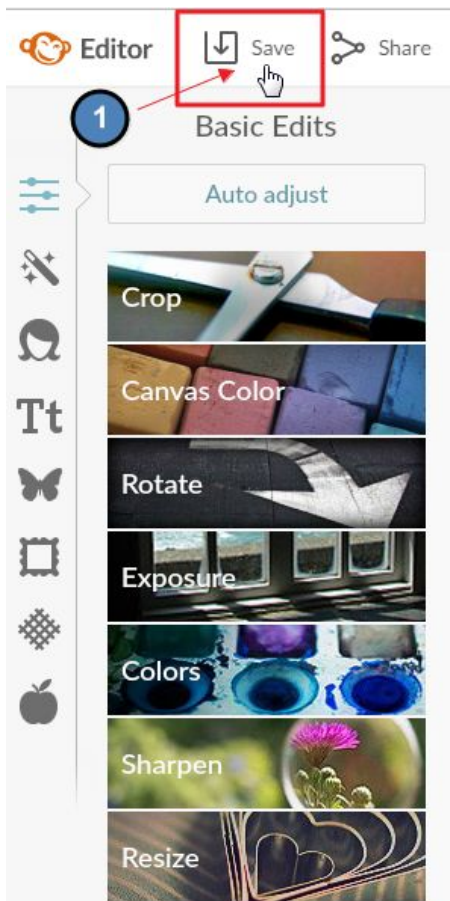
A box will show laying over the image. Drag the box around the image to choose the portion of the image you would like to keep. The opaque areas of the image will then be **cropped out**.



Click **Apply** to complete the **Crop**.

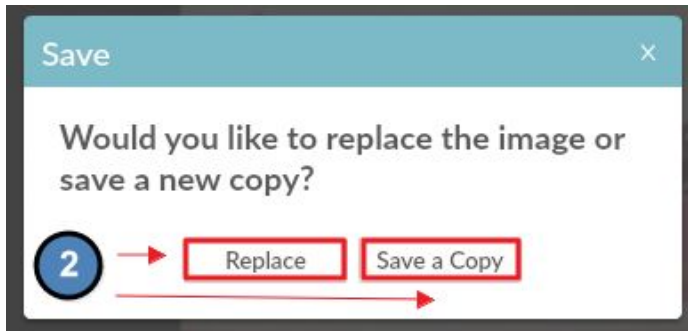


To **Save** the image in the **Image Explorer**, click **Save** at the top left of the **PicMonkey** screen.

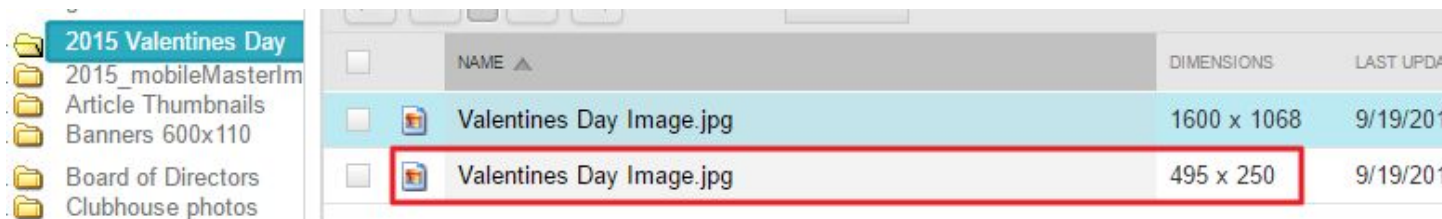


An option to **Save and Replace** or **Save a Copy** prompt.

- **Save and Replace:** this will replace the original image in the **Image Explorer**. Not recommended, as it's best to keep the original dimensions so the image may be edited again at a later time.
- **Save a Copy:** this will keep the original image and save the new editing image separately. *Note: both images will have the same name once added in the **Image Explorer**. The images will need to be renamed in order to tell the edited and original image apart.*



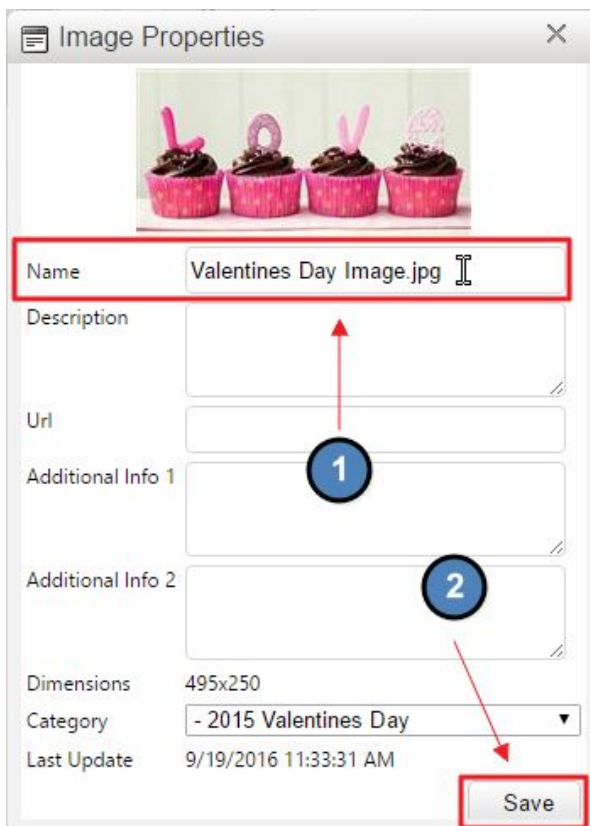
Once the image is saved into the **Image Explorer**, the browser may need to be refreshed to see the image.



Rename the image if desired, by **right clicking** on the image > **View Properties**.



Enter the desired name and **click save**.




Placing Images on a Page

Images may be placed on page, by using the **click to edits** throughout the website. This will open the **Editor**.

First, navigate to the page you wish to add the photo and open the **click to edit** in the desired area where you would like to add the image. *Note, this may be in a content area, sidebar marketing area, or a banner image.*



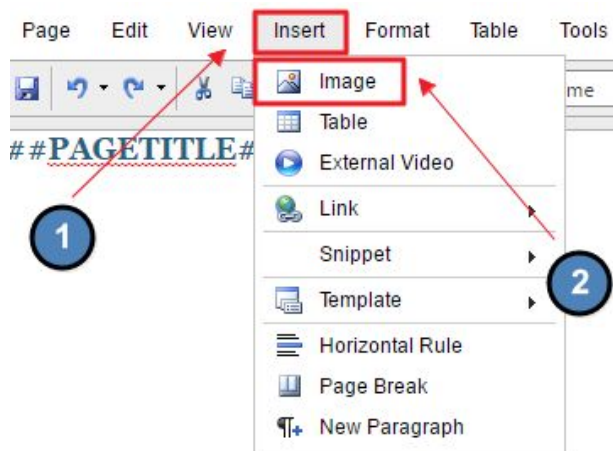
CLICK TO EDIT 

SPECIAL EVENTS



Once the **Editor** is launched, images can be added in two ways.

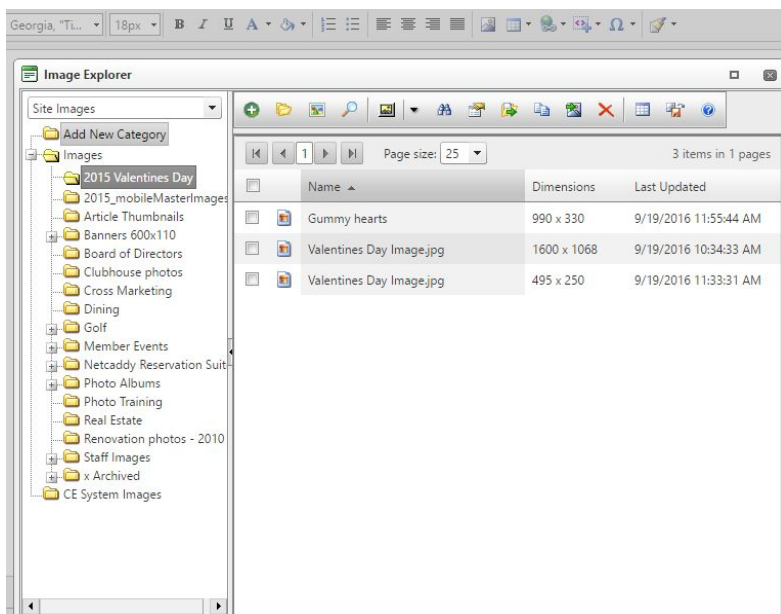
Choose **Insert > Image**:



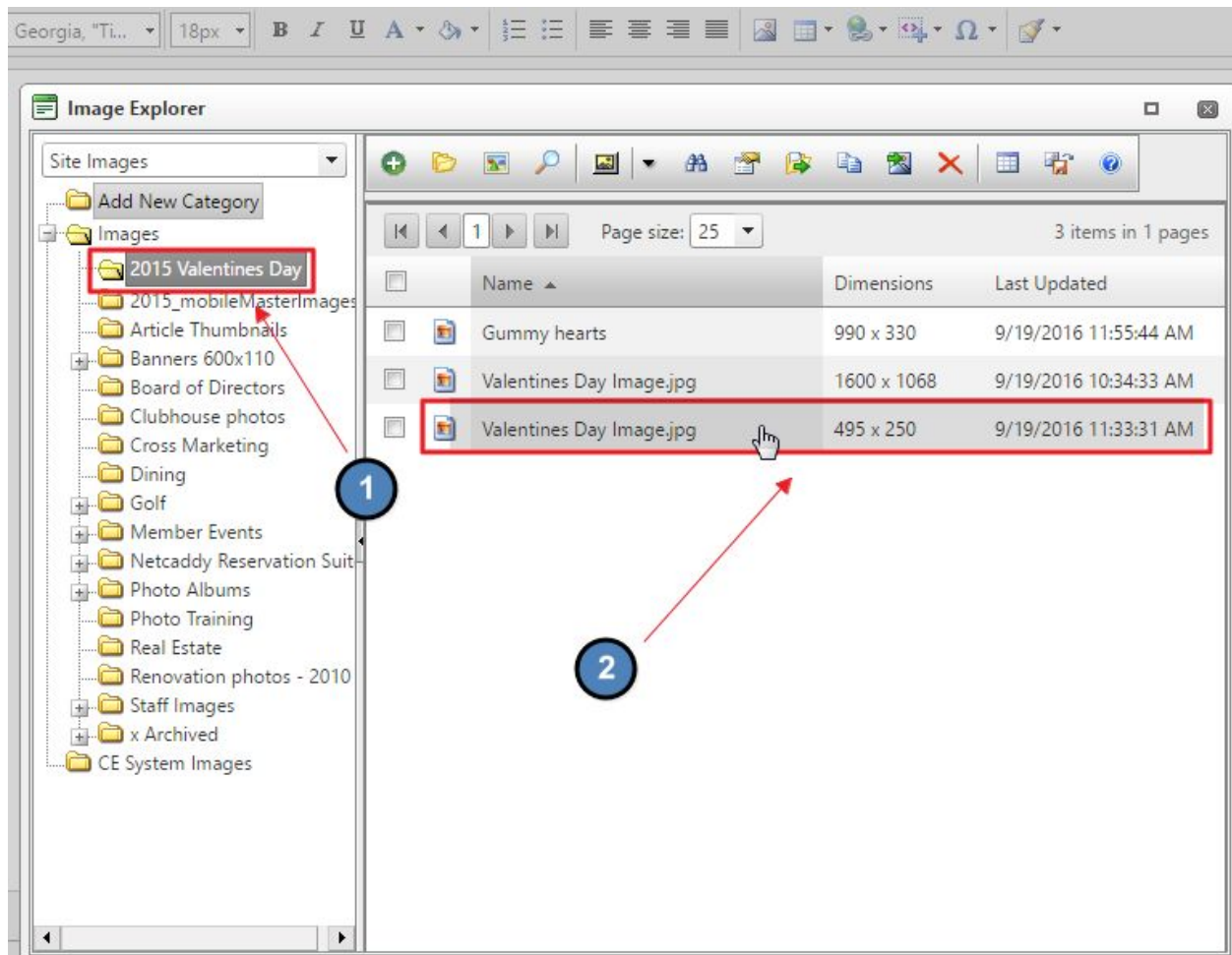
Or, click the **Image Explorer** icon from the **Quick Tab Toolbar**.



Either option will launch the **Image Explorer** interface.

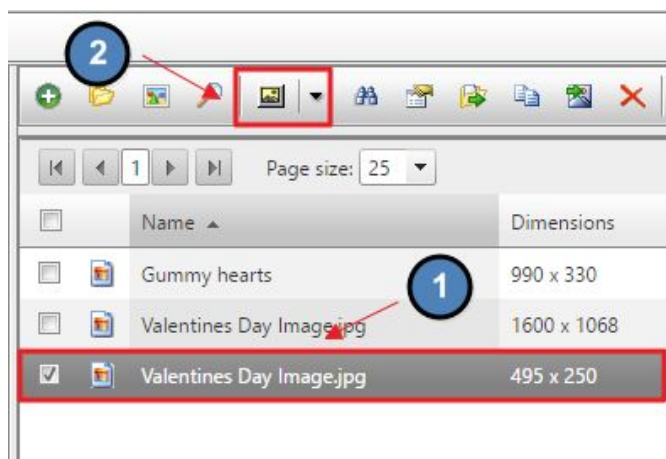


Choose the folder in which the image is placed and **click the image**.

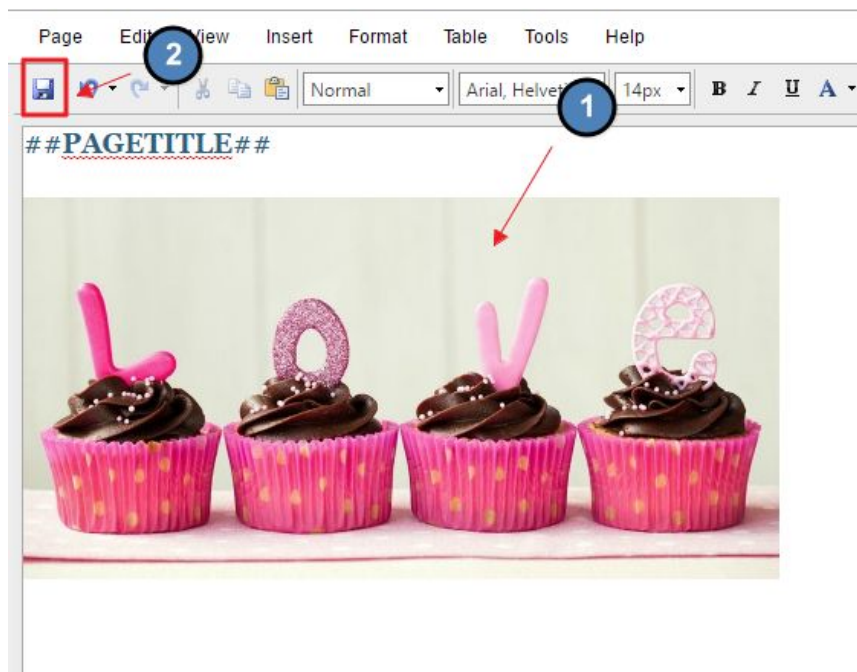


Images can be inserted in two ways, by double clicking on the image or using the Image Icon in the Image Explorer Toolbar

- **Double click the image** to insert.
- **Click the Image Icon** in the **Toolbar**.



Once the image has been added, **click Save**.



Styling Images

Images can be styled alongside page content in several ways. Adding imagery enhances the site design and helps to reinforce the website's message, however, if imagery is not styled properly on a page it may not be as effective.

Image Styling can be applied by using image **Properties**.

First, open the **click to edit** of the page the image is on that needs **Image Styling**.

SPECIAL EVENTS



Grand Key Club is proud to announce our Valentine's Day Dinner special starting at 6 pm on February 14th. Join us for a candlelight dinner and dessert. Please be sure to make your reservation by January 15th to reserve your spot as seats are limited.

For more information on this event, please reach out to our Reservations Manager at Reservations@grandkeyclub.com or call 555-555-5555.

For future Special Events, be sure to check back on our Special Events page, or subscribe to our Special Events Newsletter [here](#).

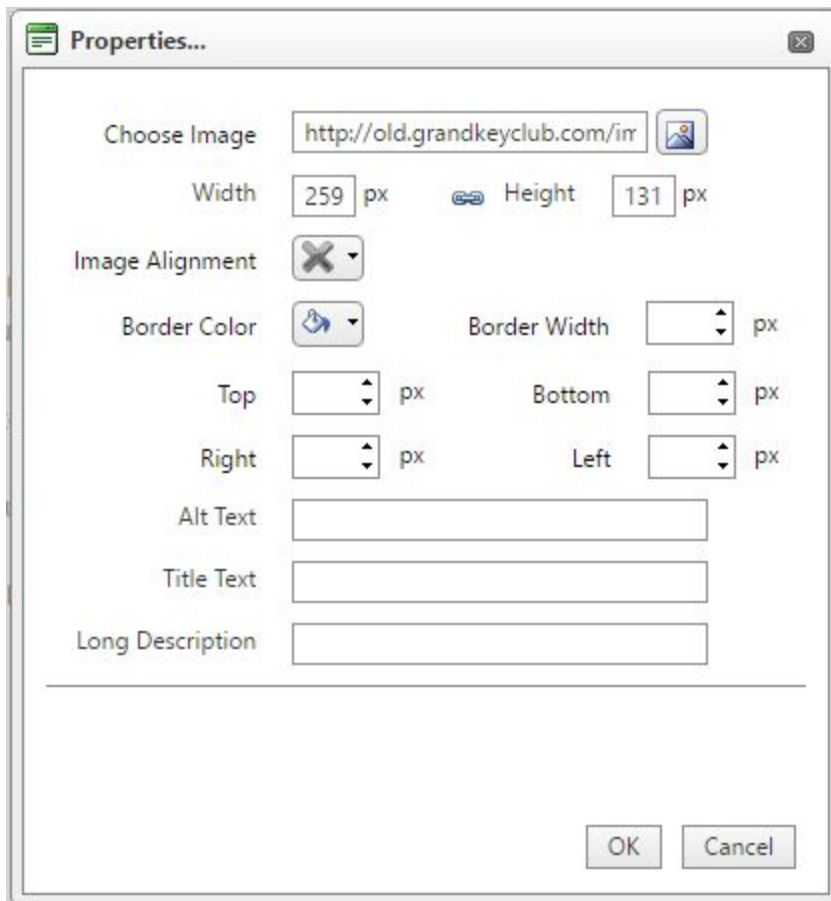
We look forward to making your special days memorable!



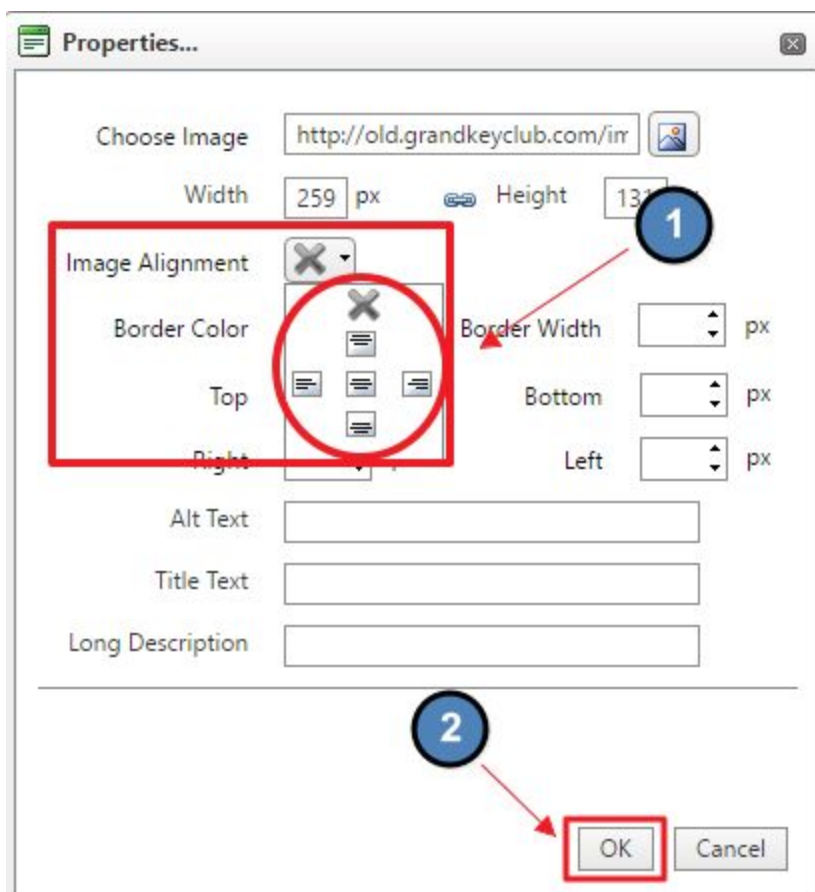
Right Click on the image and choose **Properties**.



From the **Properties**, styling such as text alignment and padding can be added to the image.



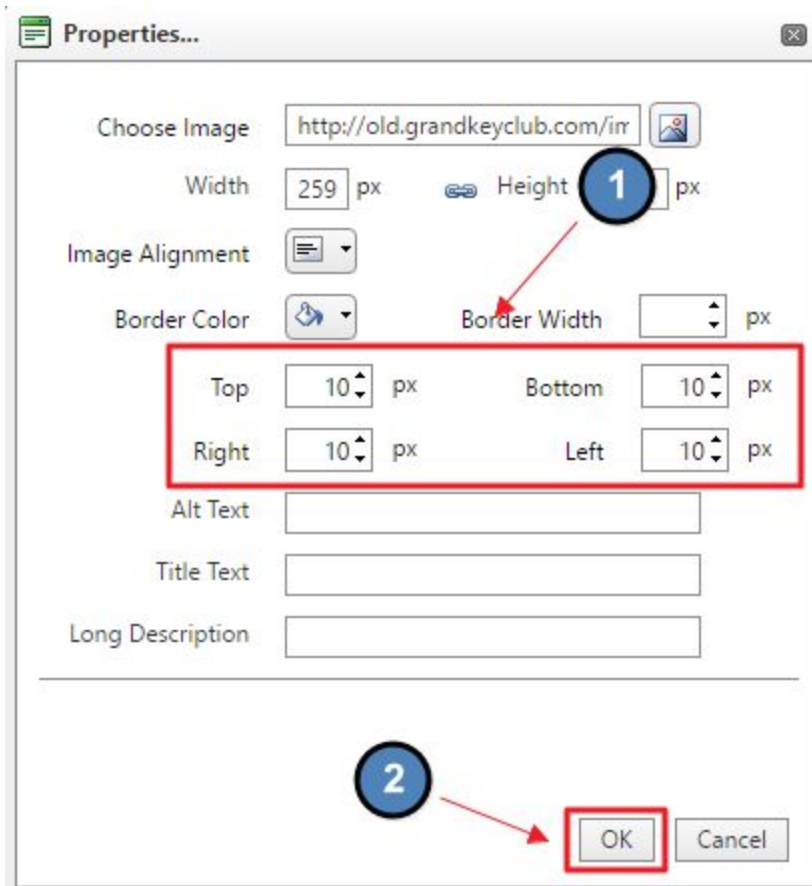
Text Alignment: this allows for text to be wrapped around the image. Choose the text orientation by **clicking** the dropdown on **Image Alignment**.



Padding: this allows space to be added between the image and the text. By adding **padding**, the readability of the content on the page is increased.

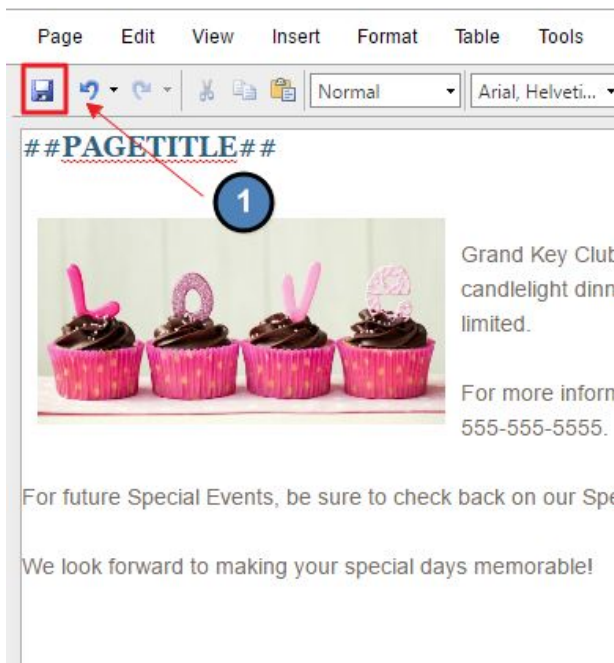
Add a desired pixel amount to either the top, bottom, right, or left box to add **padding** to the top, bottom, right, or left of the image.

- **Pixel Amount:** standard pixel amounts are typically 5, 10, or 15 px.



Click OK once finished to apply the styling.

Save image and content on the page.



Note: Padding now displays in the saved page.

Reservations@grandkeyclub.com or call 555-555-5555.' Below this is another paragraph: 'For future Special Events, be sure to check back on our Special Events page, or subscribe to our Special Events Newsletter [here](#).' At the bottom is a final paragraph: 'We look forward to making your special days memorable!' At the bottom right is another 'CLICK TO EDIT' button." data-bbox="117 505 784 862"/>

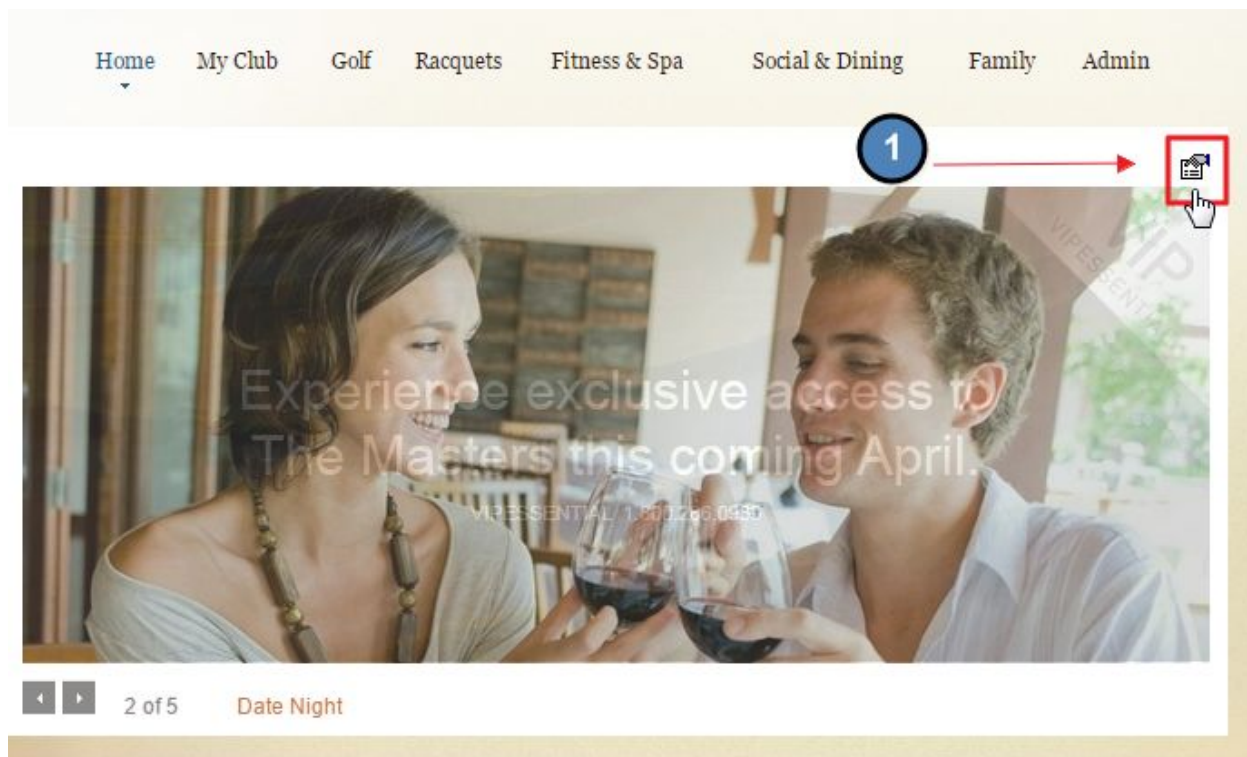
Photo Albums

Most websites use the **Photo Album** plugin, which allows for various types of slideshow imagery. Clubessential can help assist to set up **Photo Albums** on pages, along with determining the right style. Managing **Photo Albums** are simple, by using the folders within the **Image Explorer**.

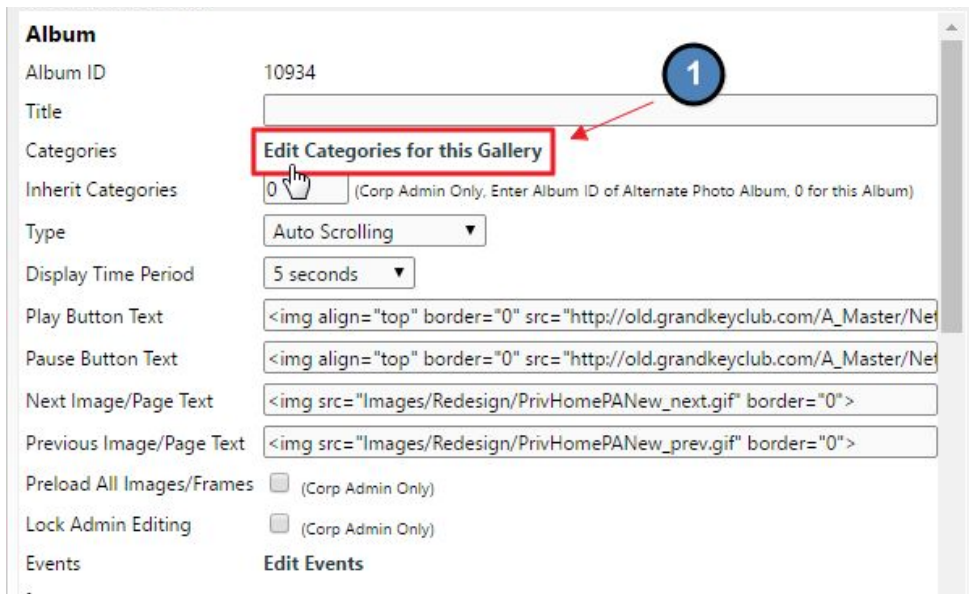
Managing Images in Albums

Before the **Photo Album** can be managed, we first must know what folder is assigned to the album.

First, navigate to the **Photo Album** and then click on the **Photo Album Properties** icon.



Click **Categories**, which will pull up the **Image Explorer Folder Structure**.



Album

Album ID: 10934

Title:

Categories: **Edit Categories for this Gallery**

Inherit Categories: (Corp Admin Only, Enter Album ID of Alternate Photo Album, 0 for this Album)

Type: Auto Scrolling

Display Time Period: 5 seconds

Play Button Text:

Pause Button Text:

Next Image/Page Text:

Previous Image/Page Text:

Preload All Images/Frames: (Corp Admin Only)

Lock Admin Editing: (Corp Admin Only)

Events: **Edit Events**

Scroll to find the folder that has a check mark next to its name. This is the Folder that the **Photo Album** is assigned to. *Note: multiple folders may be assigned to a **Photo Album**.*

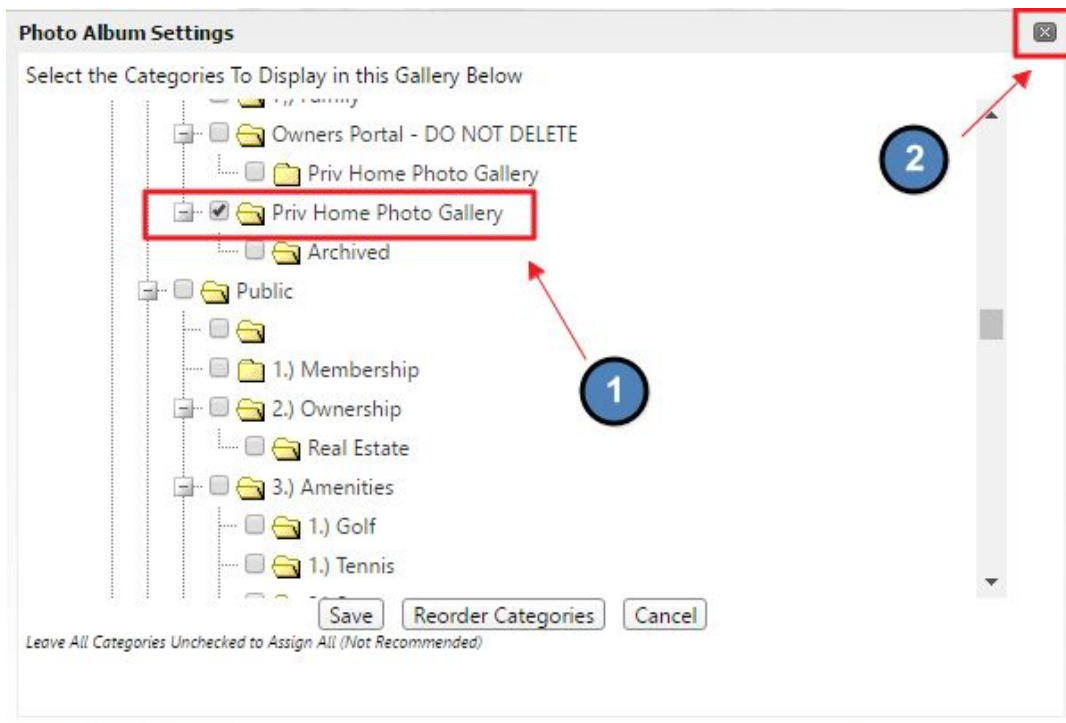


Photo Album Settings

Select the Categories To Display in this Gallery Below

- Owners Portal - DO NOT DELETE
- Priv Home Photo Gallery
- Priv Home Photo Gallery**
- Archived
- Public
 - 1.) Membership
 - 2.) Ownership
 - Real Estate
 - 3.) Amenities
 - 1.) Golf
 - 1.) Tennis

Save Reorder Categories Cancel

Leave All Categories Unchecked to Assign All (Not Recommended)

To manage a **Photo Album**, navigate to the **Image Explorer**.

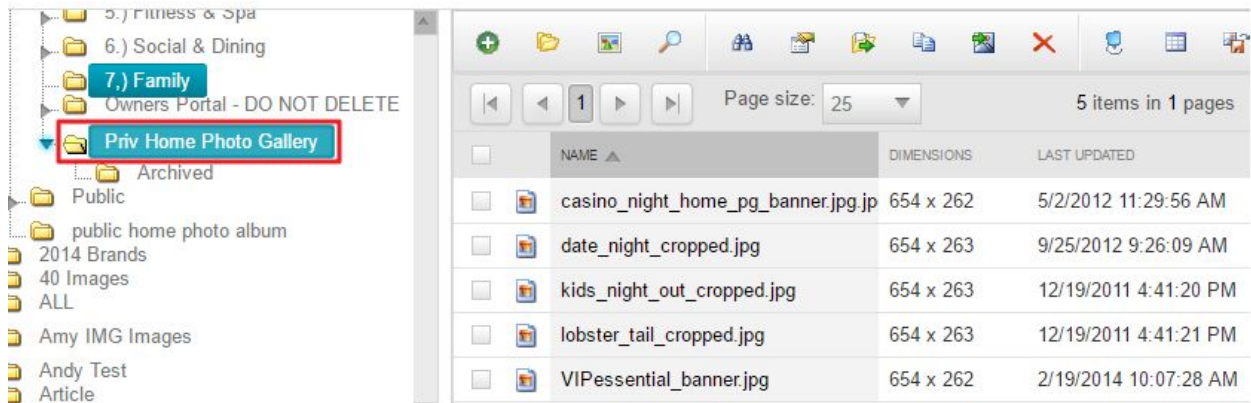
Admins: Hover over **Admin** bar in the left hand corner of the screen, select **Image Explorer**.



Editors: Hover over **Admin** in the main navigation, select **Main Tools**, and then **Image Explorer**.

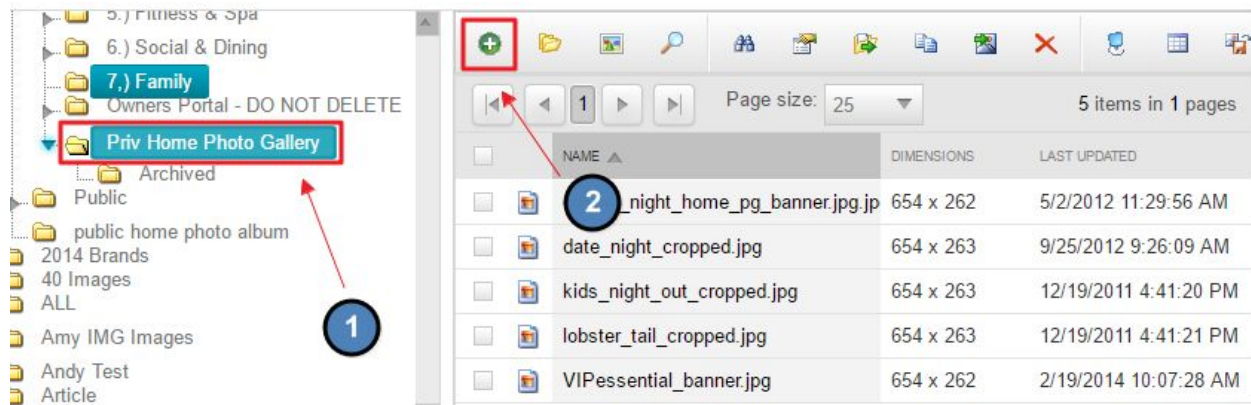


Navigate to the folder in which the **Photo Album** is tied to.

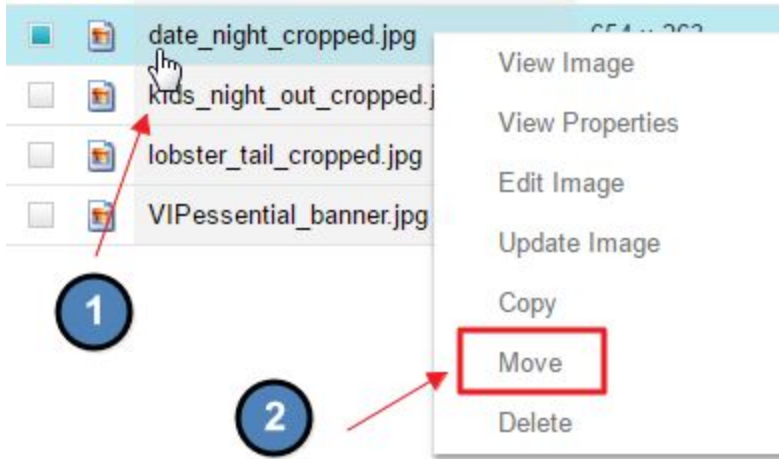


From here, images can be added, moved, or removed.

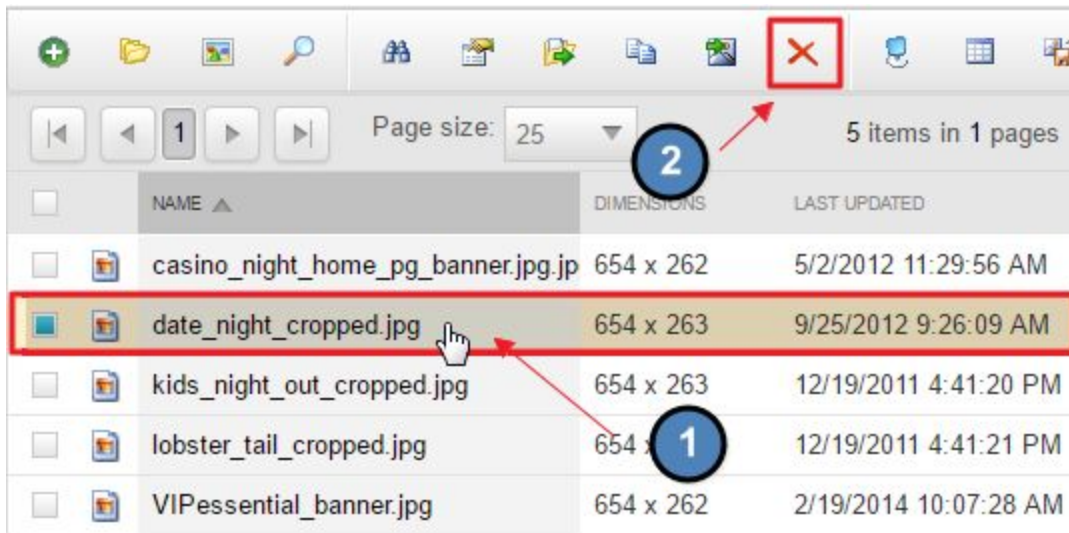
To Add: click the **green plus button sign**.



To Move: right click on the image and click **move**.



To Remove: click on the image in the folder and click the **red X** in the **toolbar**.

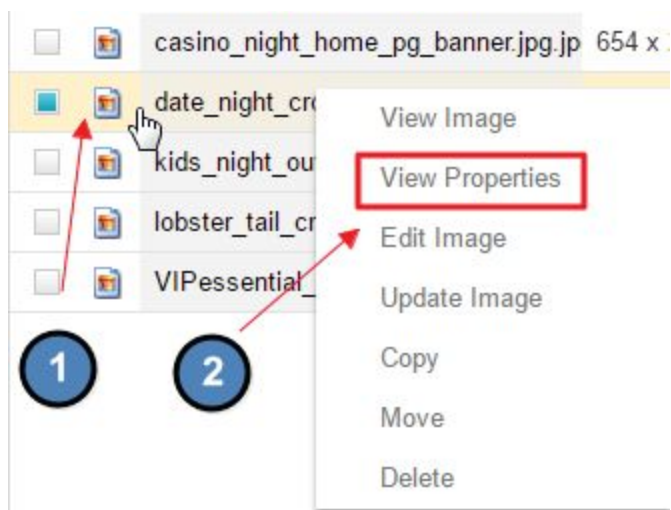


Adding Text and Hyperlinks to Photos

Depending on the type of **Photo Album**, there may be text and hyperlinks associated with the imagery. This is mostly the case on **Member Home Page Photo Albums**.

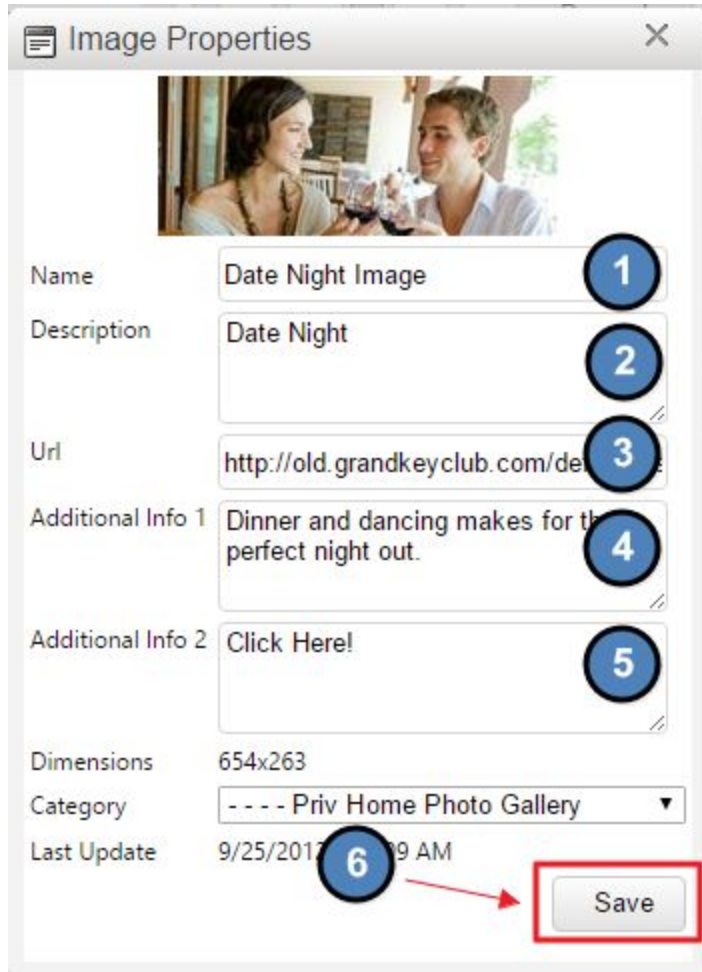
To edit the information, navigate to the Folder associated with the **Photo Album**.

Right Click on the image, and choose **View Properties**.



From here, a name, description, URL, and Additional Info may be added.

1. **Name:** this is the title of the image. This will not show up in the **Photo Album**, but the name will show when one hovers over the image.
2. **Description:** typically, this is used for the **Title** seen by members. It is most common to add the name of the event, or marketing piece here.
3. **URL:** place the URL of where the slide should be linked to. Change the name of the link text in **Additional Info 2**.
4. **Additional Info 1:** this is not always used, but if the album has a space for a long description this is where the long description can be added.
5. **Additional Info 2:** this is the link text for the **URL**.



Save once complete for changes to publish to the **Photo Album**.

FAQ

Q: I am seeing a black box where an image once was, what happened to it?

A: If an image is deleted from the **Image Explorer** and in use on page, this will cause a black box on the page. It is best to never delete imagery, but rather create an Archived folder where images can be moved to when not in use.

Q: Why is the image I added to the **Photo Album** not showing up right away?

A: It can take a few minutes for the image to show in the **Photo Album**. This is due to caching. To refresh the **Photo Album**, open the **Album** settings and click save at the bottom of the **Album** interface. This should refresh the album, so you can see the image right away.

Best Practices

1. It is best to keep the Image Explorer as organized as possible so images can easily be found. By creating multiple folders named by year, event title, or image size it can be easy to find where images are located at a glance.
2. Create an Archive folder in the Image Explorer and move imagery here when not in use. Since there is no limit to the amount of imagery in the Image Explorer, move unwanted images here. If images are deleted from the Image Explorer, they then must be re-uploaded in order to use them on the website. Deleting an image in use will create a black box on the website where the image was located.
3. Resizing and cropping images ensures that imagery is sized to the proper dimensions for the site design. It is not recommended to resize imagery on the page as this could cause the image to become pixelated.
4. Name imagery something descriptive of the image so images are easy to locate within the folders.