



## Creating a 'Lightbox' photo gallery on the website

Prepare photographs. Make a gallery folder. Upload photographs. Create a 'Lightbox' gallery. Set paths.

(Read guide No. 3 'Images' first!)

### Preparing photographs:

Select the photographs you want to use and re-size each one so it can be used. Follow the 'Images' guide to do this.

You should set a maximum size for each photograph of 670X500 pixels. (No wider than 670 pixels and no taller than 500 pixels.)

### Create a folder for your gallery:

It is very important to upload your photos to the correct location in a folder you must create.

Go to /admin on your website and log in.

- Click on 'media'.
- Type a 'Title' (name) for a new folder and click 'Create Folder'

### Upload photographs:

- Use the 'Upload File(s)' section to select the 'Target Folder' which you have just created and which will now appear in the drop-down list.
- Browse to each image in turn and then 'Upload Files' (see 'Images' guide). (You may need to repeat this if you have more than 10 images. Just select the correct 'Target folder' again each time.)
- Make a note of the full path to the folder you created as you will need it in the next step. It might be something like:  
**/media/galleryphotos**  
or you may prefer to keep all galleries in a single folder with sub-folders for each one in which case the folder might be:  
**/media/photos/galleryphotos**

### Example of creating a folder:

In this example the **/media/photos/Year2Blue** 'Target folder' is being selected from the drop-down list/

```
/media/photos/Reception  
/media/photos/Year1Red  
/media/photos/Year1Yellow  
/media/photos/Year2Blue  
/media/photos/Year2Purple  
/media/photos/Year3
```

With the Target folder selected 'Farm Trip' is entered as the 'Title' for a new folder.

#### Create Folder

Target folder:   
Title:

Only after the folder has been created can you use the 'Upload File(s)' section where you must first select it, and then copy your photographs to the folder from your computer.



### Create a photo gallery page:

Go to 'Pages' by clicking on the tab.

- At the foot of the page use 'Add Page' to give your gallery a title.
- Choose 'Lightbox' as the 'Type'. If this not in the list the module can be installed from the websitebaker.org website
- Make sure you select the appropriate 'Parent' page. (See right)
- Make 'Visibility' show 'Hidden'.
- Click "Add".

### Set Gallery Paths:

As soon as you have created the new page you are taken to 'Modify Page'.

- Using the details you noted down earlier change the default Gallery Path. Make sure to end the path with a forward slash (/).

Gallery Path	<input type="text" value="/media/photos/Year2Blue/Farm Trip/"/>
Thumbnail Path*	<input type="text" value="/media/lightbox/thumbs/"/>
Thumbnail width in pixels	<input type="text" value="100"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- You must also change the 'Thumbnail Path'. Do this by re-entering the same path as before and ending it with **/thumbs/** It must NOT look like the default path shown above.
- Click 'Save'

To preview your page click the 'Pages' tab, find it in the list and click the preview icon

Once you are satisfied that your gallery is as you wish you should make it live by clicking the settings icon in the pages list, and then setting the visibility to 'Public'.

### Selecting a Parent page:

When adding a new page you may want to select an existing page as a 'parent'. This allows albums to be grouped.

- Photos
  - Nursery
  - Reception
  - Year 1
  - Year 2
  - Blue Classroom
  - Year 3

Here 'Year 2' is being selected, itself a child of an introductory page called 'Photos'

### Example 'Add Page': Add Page

Title:	<input type="text" value="Farm Trip"/>
Type:	<input type="text" value="Lightbox"/>
Parent:	<input type="text" value="- Year 2"/>
Visibility:	<input type="text" value="Hidden"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

Here a new gallery called 'Farm Trip' is being created. The 'Type' has been changed to 'Lightbox', the 'Parent' has been chosen (as above), and 'Visibility' is set to 'Hidden'.