

Creating a Photo Gallery

This guide will explain a simple way to create a photo gallery using Our-Hometown's online story editor.

To begin with you'll need a series of photos in JPEG format ready to place on your website. If you want, you can write captions to go with each photo and perhaps a paragraph explaining the subject matter of the gallery – perhaps a recent community event, for instance.

STEP ONE: Create a “Photo Galleries” button in your website's left-hand navigation menu.

It would be easiest to send us an email (ops@our-hometown.com) and ask us to do this for you, but if you're feeling adventurous you can consult our Site Layout documentation (www.our-hometown.com/sitelayout.pdf) and add the button yourself. The button's link should be: /common/photos/ and Dynamic should not be checked.

STEP TWO: Open the story editor.

To do this, go to the Website Administration main menu and click “Editor” under the Operations heading. Log in with your Publisher account if necessary.

STEP THREE: Enter a headline and save your “story”.

Stories must be saved before photos can be uploaded. Therefore, enter a headline for your photo gallery (for example, “School Fundraiser – March 24, 2008”) in the upper Headline field. Then, click the “File” dropdown menu in the upper left corner of the editor and choose “Save”.

A new small window will pop up asking you to choose a location for your file. Click on [common].

If there is a folder inside [common] called [photos], click on that. Otherwise, you will need to create it. To do so, click on [..Create a new directory..] and type “photos” (without the quotes) into the box. Then, click on the newly created [photos] folder to open it.

Once inside the [photos] folder, enter a filename for your gallery. If this is your first gallery, enter a filename of **999.html** . Each additional gallery you enter should be called 998.html, 997.html, and so on, so that the most recent gallery will always be at the top of the list.

STEP FOUR: Upload your photos.

Now that you have saved your story, a dialog box labeled “Upload Media” will have appeared in the lower right section of the editor.

If you are on a Windows PC, there will be a button labeled “**Browse.**” On a Mac, this button will be labeled “**Choose Files.**” Either way, click this button and locate the first JPEG file you’d like to upload on your local machine. Once you have chosen the file, click the “**Upload**” button.

After a brief period of uploading, your photo will appear below the Upload box in thumbnail form.

Repeat this step for all of the photos you’d wish to upload.

STEP FIVE: Insert your photos and captions into the story.

Your photos have all been uploaded, but they are not yet visible on your website. To properly display them, they will need to be inserted into the “Full Text of Story” window to the left of the Upload Media section.

First of all, enter any headline, subhead, byline or explanatory text information at the top of the Full Text of Story window. Then, press Enter so that your text cursor is on a new line.

Next, click the Insert/Edit Table icon, which looks like this:

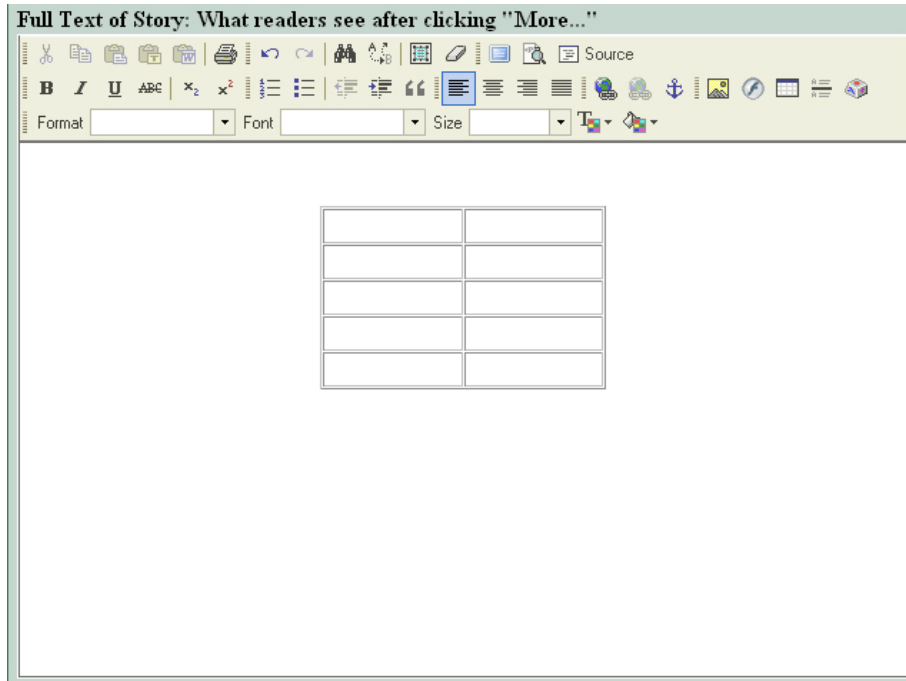


A small “Table Properties” window will pop up, asking you to define certain aspects of the table. **Columns** should stay at 2, but the number of **Rows** you need will depend on your total number of photos. If you have 10 photos in your gallery, you should choose 5 rows.

Border size should stay at 1, unless you don’t want to be able to see the grid around your photos, in which case you can change it to 0.

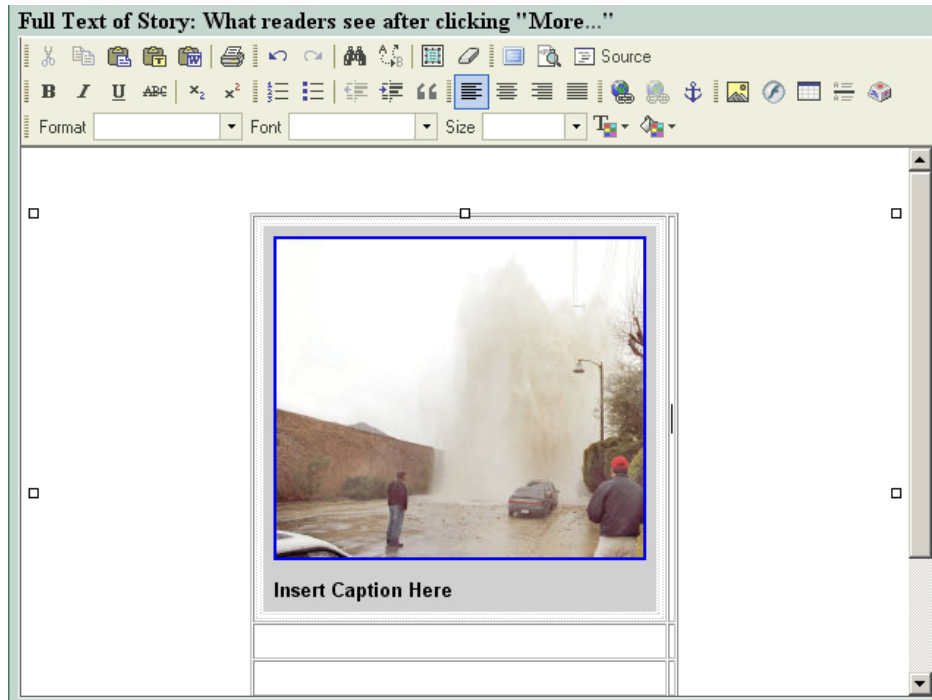
Alignment should be changed to Center.

The rest of the settings should remain the same. Press **OK**.

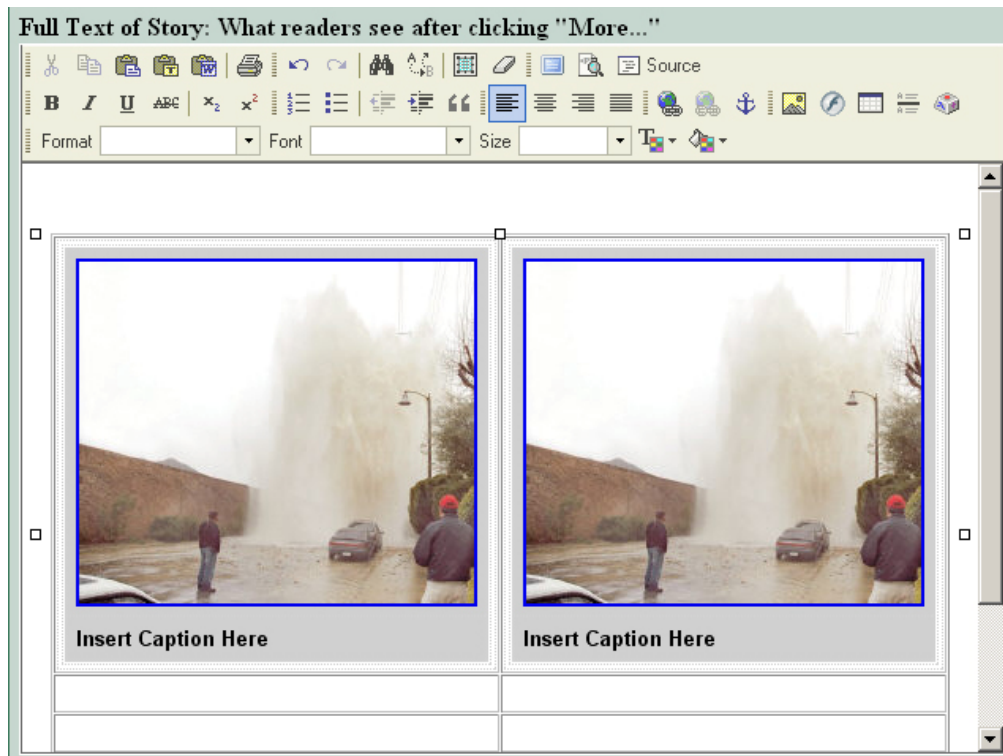


There is now a grid in your Full Text of Story window into which you can insert your photos. Click in the upper left box of the grid to position your cursor. Then, click on the thumbnail of the first photo you wish to insert.

The left column of the table will now expand to fit your first photo, like so:



The right-hand column is now a thin sliver, so you must carefully click inside it to place your next photo. After clicking the thumbnail of your second photo, the table will look like so:



Note how the table expands to fit both photos. Also note that you can replace the "Insert Caption Here" text with a caption of your own or you can delete it completely.

Continue filling up the table's boxes until you have entered all of your photos.

Finally, go back up to the editor's File menu and choose "Save" again. Your changes will be implemented and your photo gallery can now be viewed on your website!

If you have any questions please contact us at ops@our-hometown.com or call our support line at (315) 294-6932.

Further documentation on our editor can be found here:
www.our-hometown.com/StoryStudio/editor.pdf