

## Gallery 101 and misc. items

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First of all - thanks to everyone for using the site. I think at least one member of every family has signed up and posted something. I hope it has been fairly easy to figure things out. If anything just doesn't make sense, post a question in the Frequently Asked Questions (FAQ) section and I'll write an article on how to do it (to post a FAQ just click on FAQ in the main menu, then click "New").

Second - just a reminder to comment on people's posts, it's fun to see what people think, and it encourages more posts. Most of you have figured it out, but to comment on a news post, just click on the comments link at the bottom of the article, and to comment on a gallery item, just click on the "add comment" link in the gallery menu when viewing the item.

Third - just a notice about a slight change to the way you post news. By default now, when you post a new article, it will be published and private (only viewable by registered members). I figured this is what most people wanted anyway. If you don't want something published immediately, or want it to be public, you can change this by clicking on the "Publishing" tab at the bottom of the "Post News" page.

Finally - I thought I would go over a few Gallery basics. Click to "Read more" link to view my Gallery 101

### Gallery 101

#### Albums and Sub-albums

The LeSueurStreet.com gallery is divided into albums and sub-albums. Each family is given an Album. All the members in that family have full control of that album. This means that they can add, modify, and delete pictures in it, change permissions and settings, and add sub-albums. Sub-albums are just albums nested in other albums. You can have as many sub-albums as you want. These are nice because after time it's hard to manage all the pictures in a single album, so sub-albums can divide the pictures into months, or events, or any logical group. To add a sub-album, navigate to the album that you want to add a sub-album and click "add album" from the gallery menu.

#### "Newest Photos" block

When you first log into LeSueur Street, there are several "newest items" blocks on the home page. The "newest photos" block shows the newest photos for each of the root galleries. You can click on that picture and it will let you view the picture larger. The "newest photo" block only shows the one picture though. Someone may have posted a group of pictures but only the last will show on the block. Make sure that if you click on the photo in the block to view it larger, that you check to see if other pictures were posted. For ways to do this, read the "Gallery Navigation" section next.

The best way to get to the gallery is to click on the "Gallery" link in the main menu. This will show you all of the root albums with a "updated" tag at the bottom of galleries that have new items in the last 7 days. Click on an album (the picture) to view photos and sub-albums in that album. You can tell that an item is an album rather than a picture because an album has a border and photo corners around it, and a picture has just a drop shadow. As you drill down into sub-albums, you can use the bread crumb trail just below the "LeSueur Street" banner at the top of the page to get back to where you were. If you were looking at a picture, the bread crumb trail would look something like:

Home -> Gallery -> Bob's Album -> March -> CoolPic.jpg

If you wanted to go back to the sub-album that CoolPic.jpg was in, you would just click on "March". If you wanted to go to the main gallery page, you can click on "Gallery". One last useful tool in navigation is "Jump To Album" drop down menu in the Gallery Menu. This will let you go straight to any album in the gallery.

#### Album Highlights

An album highlight is a picture in an album that is used to represent the album that it is in. This is helpful so that people

can identify what that album is about as they navigate. An example would be a family picture for you families root album, or a picture of the cabin for a vacation album. To make a picture the album's highlight, navigate to the picture then click on "Make Highlight" in the Gallery Menu.

#### View Latest Comments

It's fun to see what people comment about the pictures on the site. A block on the homepage shows the latest comments posted, but you can also view them from within gallery by clicking on the "View Latest Comments" link in the gallery menu. When you click on this it will show you the latest comments for the album that you are currently viewing and all of it's sub-albums. So if you want to view the latest comments for the whole gallery, you would click on the link when viewing the main gallery page. This view is nice because it shows the comment next to the item (with a mouse over that shows the picture bigger).

#### Permissions

Permissions are configurable for each individual item. By default they will be set to what their parent is set to. All of the root albums are set to private. If you want an item to be public, you can set just a picture, or a whole album to be public. One thing to be aware of is if a picture is public, and it's parent is private, a guest will have no way to navigate to that picture. In this case, the would need to know the exact URL to get to the picture. Permissions can be changed by navigating to the item that you want to change, the clicking on "Edit Item (or photo or album)" in the gallery menu. Then click on edit permissions in the options menu the comes up. Permissions are a little complex, but just know that the group that you would use to give public access is "Everybody".

I think everyone could have figured most of that out, but i just want to make the site as easy to use as possible. Please let me know if there is something you don't understand, something that could be improved, or something that could be added.

Thanks again for everyone using the site and i hope that is enjoyable to use!

Lincoln