



GGC Website Documentation

Photo's and Galleries

Usually, we only add photographs to website Pages or Posts. For the flyover video that is accessed on **The Course** page we link to YouTube.

To get photo's from your mobile phone or camera onto the website you have first to move it onto the file system of your desktop computer.

There is an application on the Apple App Store called Wordpress that allows you to upload a Post or photograph direct from your iPhone. I have found this to be very slow and sometimes producing worrying error messages, so I prefer to work from a desktop or laptop.

This document assumes you are working from a desktop or laptop computer (Windows or Mac - it works the same way).

Photo sizes

With most mobile phones having mega-pixel cameras, big photographs can be an issue in slowing down the website experience. As a guide, the Heading images are using a width less than 2000px which is quite adequate for a website like ours but many mobiles now produce images twice that size.

An easy way to resize a mobile's image is to email it to yourself and when asked to scale the image before sending, select a scale at least one less than "Actual". Then drag the attachment from the email to a folder on the file system.

There is one special case when the photo size is critical, these are the photo's that appear in the left column of desktop pages under the Page Title. These are 180px wide and use the Category code "Feature Image". The built in photo editor described below is used to set this width.

Uploading Photo's

1. If you go to Dashboard > Media > Add New you jump to step 3 below.
2. Else, click on the *Add Media* button that appears above the text box on Post and Page entry / update pages. This takes you to an Add Media page with a view of the Media Library. If the photo is not yet loaded into the Media Library, click on *Upload Files*
3. On the next screen click *Select Files* which takes you to a view of your file system.

Navigate to the folder and click on the file (or files) to upload and click on *Choose*. These files will then appear in the Media Library.

4. Back on the Add Media screen, if necessary, select a photo in the Media Library and click on *Insert into Post* button.

Media Categories

Photo Categories are only used to help locate Photo's at a later date. Also, you can only set Photo Categories via Dashboard > Media > Library. From the Media Library, click a photo and click the Category and it gets changed immediately.

Because the *Add Media* button on Posts & Pages bypasses Categories it is not unusual for many photo's to be uncategorised.

In general, Photo Categories are used as follows:

Category	Usage
20xx	Images that are loaded to Posts in the year 20xx. This is used to enable later housekeeping when old Posts get deleted.
Feature Images	These are images that are used in the left column of web pages or are reused in Posts that cover the same topic. Many of these images have specific size requirements.
Heading Image	These are the images that can be used as page headings. These have a specific aspect ratio.
PDF outwith BSK	BSK is the software we now use to manage our 100+ pdf files. These are old documents that were not migrated to BSK. Do not delete these files.
Webpage Images	These are images that are placed on webpages and hence semi-permanent.

Editing Photo's

1. Click on the photo you wish to edit in the Media Library and on the information window click edit. This takes you to the Attachment Details page for the image. From there you click on *Edit* again.
2. **To Resize** enter a new dimension in the first value (the second will scale automatically) and then click on *Scale* and then *Save*.
3. **To crop** click on the image itself and drag the corners as required. You can enter an aspect ratio (eg 6 x 4 for a postcard ratio) and, if being used as a Feature Image, check that the Thumbnail image is okay.
4. **To delete** a photo, click on the photo you wish to delete in the Media Library and on the information window click *Delete Permanently*. Note, from Dashboard > Media Library it is possible to select multiple photo's and press *Delete Selected*.

Creating Galleries

If the Post or Page is to have more than one photograph then a Gallery might be the best solution since users can scroll through all the full size images. To create a gallery:

1. Click on the *Add Media* button
2. In the top left corner of the Add Media page, click on *Create Gallery*
3. Click on the images you want from the Media Library (or add new if necessary). The order in which you click is the order they will appear, but this can be changed at the next step. Click on *Create a new Gallery*.
4. On the Edit Gallery page you can add captions and change the order and in the Gallery settings change **Link to: Media File** (this is important for the Gallery Browser to work correctly).
5. You can change the size of the images that will appear on the Post or Page by specifying the Size. This only sets the size shown on the Post or the Page, if the user clicks any image they will see full size images in the Gallery Browser.

The Gallery Browser works on the desktop and on a mobile. On mobiles, this is used more often to see a bigger picture so maintaining compatibility with this software is critical.