

Multimedia

Allows you to upload and store images, audio files, video files, wallpaper, screensaver, and ecards to be displayed on your site

View Multimedia Tab

Lists all of the images, audio files, and video files that have been uploaded

Uploading a Media File (image, audio or video)

1. Click on New.
2. Enter the name of the item; this will display on the site itself under the media item.
3. Select whether or not it's hidden.
4. Enter a date for the photo; it will automatically default to today's date.
5. Select a photographer from the drop-down menu, if applicable (more information below on how to create photographers).
6. Upload the media item using the orange Select button.
7. Enter a caption using the Description box. This will display under the picture when someone clicks to view a larger image.
8. Select the applicable category.
9. Video Settings – if you're adding a video file, make sure to enter the height and width in pixels of the video window, and upload a thumbnail image. The thumbnail image that you upload is what displays on the front end before the user clicks on the video to view it.
10. Save.

Galleries Tab

Galleries are just like categories; only difference is that you can create galleries within other galleries.

Creating a Gallery

1. Click on New.
2. Select whether or not it's hidden.
3. Select the gallery type – will it be used for images, audio or video files? You have to create separate galleries for each file type.
4. Image – if multiple sub-galleries are being housed on the same page, you need to upload an image here. This image is the thumbnail image that represents the gallery as a whole. If no image is loaded, a red X will appear on the site. If this is a top-level gallery, no image is needed.
5. Select the Parent Gallery.
6. Save.

Photographers Tab

Allows you to create photographers and give them photo credit on the website

Creating a Photographer

1. Click on New.
2. Enter the name.
3. Job Description and Information are for internal use only and will not display on the site.
4. Save.

Wallpaper Tab

Allows you to upload wallpapers so that users can download them off the site.

Uploading a Wallpaper

1. Click on New.
2. Enter a name; this will display on the website.
3. Use the orange Select button to upload the wallpaper.
4. Save.

Screensavers Tab

Allows you to upload screensavers,

Uploading a Screensaver

1. Click on New.
2. Enter a name; this will display on the site.
3. Select whether or not it's hidden.
4. Enter the date.
5. Preview Image – thumbnail that displays on the front end; should be a jpeg
6. Screensaver Executable – the file that makes the screensaver “work”; should be .exe file
7. Save.

Ecard Tab

Allows you to upload ecards so that users can send them from the site.

Uploading an Ecard

1. Click on New.
2. Select whether or not it's hidden.
3. Enter the date.
4. Load a descriptive image using the orange Select button; should be a jpeg.
5. Select whether or not it is a Flash Presentation. (If it is the ecard that Infinity provides, it will not be a flash presentation.)
6. Load the image again for ecard (select a Flash presentation or Graphic) using the orange Select button.
7. Flash Dimensions – only applies if it's a flash presentation
8. Background Music – load file if applicable
9. Loop Background Music – check yes/no if applicable

Import Tab

Used to import an entire folder from the Content Manager (used after a Bulk Upload into the Content Manager)

How to use Import

1. Enter the date.
2. Highlight the photographer, if applicable.
3. Select the gallery (category) that you are importing the photos into.
4. Click on the orange Select button under Folder to Import.
 - a. In the right margin, you will now click the blue Browse button, which will open a mini version of your Content Manager.
 - b. Highlight the folder.
 - c. Then click the orange Select this Folder button.
5. Include Files in Subfolders – click yes if this applies
6. Delete all items in galleries before import – yes/no – this will remove any photos that are already in that gallery before you import the new ones.
7. When you press Save, the photos will be moved to the gallery you selected.

