

Instances, Categories, Galleries and Images Overview

- An Instance is a container to hold similar Categories.
 - Instances may contain several categories.
 - Instances do not share Categories, Galleries or images with other Instances.
 - The Instance contains a description that describes the overall theme of the Instance.
 - Editing the Instance allows for the changing of Gallery design layout for borders, fonts and colors.
- Categories contain Galleries that are topic-related.
 - A Category may contain several Galleries.
 - Categories in the same Instance may share one or more Galleries.
 - The Category contains a description field to allow Admin Users to describe the theme of a Category's Galleries.
- Galleries contain images.
 - Galleries may be set-up to display images in different layouts and do not have to use the same layout as other Galleries.
 - A Gallery may be included in one or more Categories
 - Edit Gallery settings to allow the display of captions/descriptions and titles for images, and whether or not to display the information to visitors.
- Images
 - Images, once uploaded to Asset Manager, may be re-used at any time.
 - It is not necessary to upload pictures already contained in Asset Manager to make them available for inclusion into a Gallery.
 - It is advisable to create a new Directory in Asset Manager exclusively for Gallery pictures.
 - Asset Manager Directories may mirror the names and structure of Instances, Categories and Galleries from the Resource module.
 - Images must be properly resized and ready for posting to the Web in GIF or JPG format prior to their upload to Asset Manager.

Instances

Instances

Module Instance Manager

Create New Instance

Instance Name Edit

Projects

Instances

Create New Instance

Name:

There are no other Instance Options at this time.

Instances

Edit Instance

Name:

There are no other Instance Options at this time.

Stylization Options:

----- Gallery Background Images -----

Gallery

Gallery Management | Select Gallery

Select a category from the first drop down menu, then select the gallery you wish to edit from the second drop down menu.

Category (# of Galleries) **Gallery**

- Click the “Create New Instance” link to add a new Instance.
- Click the “Edit” button to the right of an Instance name to edit the Instance settings.
 - The Instance may be deleted from the Edit Instance screen.
 - Deleting an Instance deletes the Instance Categories and Galleries.
 - Images are not deleted from Asset Manager when an Instance is deleted.
- Click the Instance name link to enter the Instance and access its Categories and Galleries.
- If the Instance has not yet been set-up with Categories and Galleries, the Admin User will be prompted to create Categories and Galleries prior to the addition of images.
- If the Instance has been set-up with Categories and Galleries, the Admin User will be directed to the Gallery Management screen upon entering the Instance.
 - Gallery Management allows the Admin User to manage images in Galleries.

Categories



Gallery

Instance Manager
Instance: *Projects*
Add Category
Edit Category
Order Categories
Add Gallery
Edit Gallery
Gallery Management
Order Galleries

Gallery

Add Category | Name

Enter a New Category name in the form field provided. When you are done, click the 'Add Category' button.

Category Name

Toggle Editor

Category Description

Path:

Add Category

Gallery

Category Selection | Edit Category

Select a category from the drop down menu and click the 'Edit Category' button.

Edit Category

Edit Category

- Categories are contained in an Instance with a related topic.
- Categories contain one or more Galleries.
- Categories may share Galleries.
- A Category may be deleted when opened for Editing.
- Deleting a Category deletes Galleries contained in the Category.
- Images in Galleries are not deleted when a Category is deleted.
- The Add Category and Edit Category forms are the same with the exception of the “Delete” function.

Galleries



Gallery

- Instance Manager
- Instance: *Projects*
- Add Category
- Edit Category
- Order Categories
- Add Gallery
- Edit Gallery
- Gallery Management
- Order Galleries

Gallery

Gallery Selection | Edit Gallery

Select a category from the first drop down menu, then select the gallery you wish to edit from the second drop down menu.

Category (# of Galleries) **Gallery**

Gallery



Add Gallery | Gallery Options

Set the Gallery options on the form below. When you are done, click the 'Add Gallery' button.

Name

Description [Toggle Editor](#)

Path:

Categories

Number Of Columns **Pictures Per Page**

Show Title Yes No

Show Description Yes No

Use Popups Yes No (Template1 Only)

Template (Examples)

- Galleries contain images that are related to one another by a common topic.
- Each Gallery has its own controls to manage Gallery description, Categories to include the Gallery, display and image layout options

Gallery Management



Gallery

- Instance Manager
- Instance: *Projects*
- Add Category
- Edit Category
- Order Categories
- Add Gallery
- Edit Gallery
- Gallery Management
- Order Galleries

Gallery

Gallery Management | Select Gallery

Select a category from the first drop down menu, then select the gallery you wish to edit from the second drop down menu.

Category (# of Galleries)

Downtown Revitalization (1)

Gallery

Manage Gallery

Gallery

Gallery Management | Select Gallery

Select a category from the first drop down menu, then select the gallery you wish to edit from the second drop down menu.

Category (# of Galleries)

Gallery

State Street

Manage Gallery

- First, select a Category from the drop-down list.
- Once a Category has been chosen, the Galleries within the Category will become available in the Gallery drop-down list.
- Select a Gallery and then click to Manage Gallery.

Gallery Management – Manage Gallery



Gallery

Gallery

Instance Manager

Instance: *Projects*

Add Category

Edit Category

Order Categories

Add Gallery

Edit Gallery

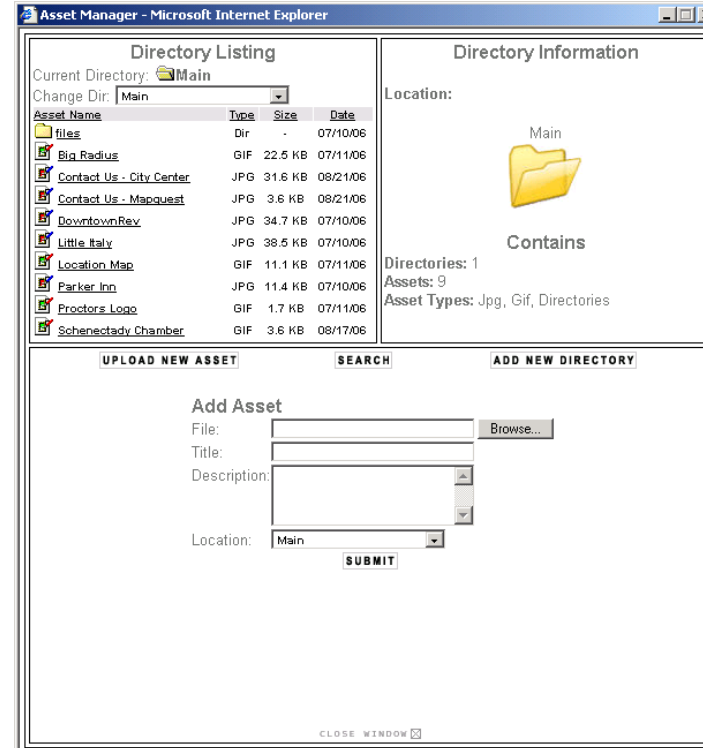
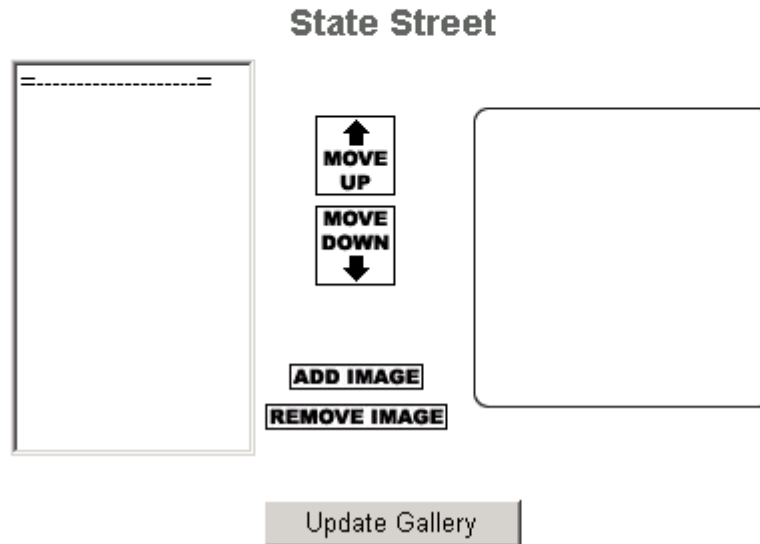
Gallery Management

Order Galleries

There are no pictures in this gallery.

Manage Gallery | Add or Remove Images | Order Images

Use the arrows between the two dropdown menus to Add and Remove images from your State Street Gallery. Use the UP and DOWN arrows to Order the images within the Gallery.



- Image files are listed in the left pane
- Image previews appear in the right frame
- Select an image in the left pane list and use the up-down arrows to change the image order
- Select an image in the left pane and click Remove Image to take the image out of the Gallery. The image will remain in Asset Manager.
- Click Add Image to place images into the Gallery from Asset Manager.
- Click Update Gallery when completed.