

# Getting Started in OHANA

## Creating Corporate Photo Albums

*You must have the necessary editor privileges to create/edit Corporate Albums.*

- 1) First go to your website.
- 2) click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) Click on  in the upper right Ohana Administration icons and select **Albums**.
- 6) The **Manage Photo Albums** table will open.
- 7) Click **Add** to start a new Album
  - a. *First, be sure “**Show Corporate**” is in the drop down next to Delete button on the Manager Photo Albums screen – otherwise you will be uploading a personal photo album that only you can see.*
- 8) You may be prompted to permit a Java add-on to download. Click **OK** to allow it – it is needed to upload photos.
- 9) Next, go to the Right side of the **Upload Photos** screen – to enter the **Album name** and details.
  - a. **Name** = title of the Album
  - b. **Description** = what will be included in the Album (*optional*)
  - c. **Location** = where were the photos taken (*optional*)
  - d. **Security** = You can choose to secure the Album
    - i. Grant access to everyone
    - ii. Grant access to logged in users only
    - iii. Keep Private and decline access to everyone
    - iv. Or select Groups to grant access to
      1. *if Groups have been defined in your site, you will see a listing here to pick from. For example, you may have a Group defined for “Board of Directors” which you can restrict this photo album to only be seen by members assigned to this group.*
- 10) Once you have the overall Album Details defined, go back to the top Left of the **Upload Photos** screen.
- 11) You should see the folders of your local machine in this left area – locate the folder where the photo(s) that you wish to upload into this Album are stored.
  - a. If the image is extremely large in size (file size over 100K), it is recommended that you reduce the size of the photo before you upload it to the web, using tools such as Irfanview.
  - b. Optimal dimensions should be approximately 500 pixels by 500 pixels, depending on the original proportions of the photo.
- 12) Once you locate the folder, the photos should appear in the middle of the screen

- 13) Double click on photos you want to upload – they will be added to the lower middle section of the **Upload Photos** box.
- 14) Once you have all the photos in this lower section, click the **Start Upload** button to transfer a copy of the picture to the website.
- 15) After the photo upload completes, you should see little thumbnail versions of the photos you selected in the upper left corner of the **Edit Album** page now.
- 16) If you missed a photo(s) that you intended to be included in this album, simply go back to the **Upload Photos** section on the **Edit Album** screen and select the photo(s). Click on **Start Upload** to transfer copy to the web album.
- 17) If you would like to add a **Caption** to any of these photos (*optional*) – simply click on the  icon in the lower right of the specific thumbnail picture. A box will pop up where you can rename the caption. The **Caption** you enter will appear with the photo during the slide show of the album.
- 18) If you want to re-arrange the order of the photos in the album, click on the photo thumbnail and drag and drop it to the location you wish it to be located in among the photos.
- 19) If you accidentally uploaded a picture to the wrong album, click on the  icon in the lower left corner of the photo. A box will pop up where you can reassign the photo to another album previously uploaded.
- 20) If you wish to remove a photo from the album entirely, click on the  in the lower right of the picture thumbnail.
- 21) When you are finished with this album, click the **Save Changes** button at the bottom of the screen.
- 22) This will take you back to the **Manage Photo Albums** screen where you can **Add/ Edit / Delete** albums.
- 23) The  will take you back to the home page.
- 24) You can now go check the **Photo Albums** page in your website navigations to see your new Photo Album that you have just uploaded.
- 25) If the Photo Albums is not currently appearing in your site navigation, be sure to go to **Navigation Management** and add it to the navigation menu or a submenu (*located under System Pages if your website package included Photo Albums module*).
- 26) Click  to Logout of OHANA.