

How to make a new Gallery on the NEOC website v.7.0

Talk to the NEOC Webmaster to get Author permissions on the NEOC site.

NOTE: Protect these logon credentials! A malicious user could use them to deface the NEOC site.

Prep the photos

1. Copy photos to a new folder on your PC. Make sure the filenames have no embedded blanks or "odd" characters!
2. Delete the photos that you don't want on the website.
3. Crop the photos, and resize them so they are no taller than 800 pixels (and no wider than 1280 pixels), at 72 dpi.
 - Windows suggestion: Install **Photoscape** (<http://photoscape.org/>). It will offer to install "Google Drive" – this is not needed.
Select the "Batch Editor" tab.
Navigate to your folder of photos. Thumbnails will appear below the folder tree.
Click one thumbnail, then type Ctrl-A to select all thumbnails.
Drag the thumbnails to the large center panel.
At the right side of the screen, set the "Resize" dropdown to "Adjust height"; set Height to 800.
Click "Convert All".
The "Save" window pops up. Click "Save". Your resized photos will be in a subfolder named "output".
 - Mac OS X suggestion: Install **iResize** (http://download.cnet.com/iResize/3000-2192_4-44123.html).
Create a new folder for resized copies of your originals; run iResize with output to that new folder, resized image height 800 pixels.

Compose an article to display your photos

1. Login to the NEOC site.
2. Near the top of the left column, click "Submit an Article." A composition window will appear, similar to an e-mail application.
3. Enter a Title for your article, e.g. "Hammond Pond pics".
4. In the main composition pane, enter the name and date of the meet, something like this:
Club meet at Hammond Pond, September 25, 2017.
5. Click to set the cursor at the end of that line.
6. Click the "Insert Read More" button, near the end of the middle row of icons. This will insert a blue-gray bar.
7. Click below the blue-gray bar to set the cursor.
8. Scroll the page to find the "Simple Image Gallery Pro" button. Click that button and wait until the "Simple Image Gallery" window appears.

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Title *

Hammond Pond pics

Alias

Auto-generate from title

[Toggle Editor]

Paragraph

Club meet at Hammond Pond, September 25, 2017.

Path: p Words: 6

9. Click the “New Gallery” button. In the “Folder Name” pop-up, enter something like 092517_Hammond (the meet date and location; no blanks!). Click the “Proceed” button.
10. In a few seconds, a green “Add Images” button will appear. Click it.
11. Select photos for your gallery. Either drag the file(s) from your PC and drop them in the gray area, or click the “Add Files” button and navigate to the images on your PC.
12. Click the “Start Upload” button. Wait until all the images are uploaded, then click “Close” at the lower-right of the pop-up. You'll see a collection of the photos in your gallery.
13. Click “Save & Close”. You'll see an image for each gallery you've ever created.
14. Hover the cursor over the gallery you want to include in your article and click the “INSERT” button that appears. The pop-up window will disappear and a line of code will be added at the end your article text.
15. On the “Publishing” tab, above the Title box, set “Category” to “2017 Galleries” (or whatever year your photos are from).

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Category *

-- 2015 Galleries

Tags

Select some options

16. Click the “Save” button at the top-right of the page.
17. Click the “Logout” button.
18. Send an e-mail to the Webmaster (click “Contact the Webmaster” at the bottom of any neoc.org page) to tell him/her that you have contributed an article. Depending on your account permissions, your article may have to be reviewed before it will appear on the NEOC site.

Thank you for your contribution!