

## Photos

The photo feature can create multiple photo galleries each with their own photos. It is a great way to share the photos from Church Events.

To enable/ disable the photo feature go to Options > Site features.



### Create New Gallery

In the Control Panel click on 'Photos' and press the 'Add Photo Gallery' button and then complete the form.

With Church Edit Plus you can specify who can see a photo gallery :

- Everyone (visitors and members)
- Members only
- Group only

When the form has been completed press 'Add' to create the new gallery.

To add photos, select the 'Add' button next to the photo gallery name on the main photo page. The Upload Photo form will then appear and you should enter the title of the photograph and if you choose - the description as well. To select the photo from your computer press the Browse button to locate the photo (photos must be either JPG or GIF). When the form is complete press 'Upload' to save the photo to the website.

Once the photo is uploaded you will need to follow the onscreen instructions to compress the photo. A smaller photo called a 'thumbnail' is generated which is displayed in the photo gallery homepage. Visitors to the site will press the thumbnail to see the larger picture.

### Problems Uploading

Once the photo is uploaded it is compressed to reduce its size so that it is quicker for visitors to download. If the photo is too large then it won't compress properly and may not show correctly. If this happens then the photo will need to be reduced before it is uploaded. Created Media are able to do this at for a small fee - please use the support form in the Control Panel for more details.

### Page Timeouts

When uploading the photo the page shows an error page after a certain amount of time. If this happens it means that the photo is taking too long to upload. This may happen if the file is extremely large and/or your internet connection is slow. A solution is to either use a fast broadband connection or contact Created Media to have the photos reduced in size.

## Photo Comments

With Church Edit Plus, Churches can enable comments in the photograph options, which will allow registered church members to write a comment for the photo's on the site. Members can then add comments to photographs which will then appear underneath that photo. This is a great way to interact on the site and adds a bit more fun to the website experience.



The options available for the comments are :

*Comment visibility* - comments can be shown to everyone or just to members. If it is set to show just to members, then visitors to the site or members who have not logged on will not be able to see them.

If the comment visibility is set to everyone, you can specify what part of the comment author's name is visible to non-members. This can be either the username or just their first name.

## Reporting Comments

Every comment will have a button at the top right corner which will allow members to report a comment which they deem unsuitable or inappropriate. If a comment is reported, it will be immediately removed from display and held in the control panel for the Church administrator to either restore it or delete it.

When a comment has been reported you will see a note in the main page of your to-do list.