

LIVING PRAISE PRESBYTERIAN CHURCH, SINGAPORE

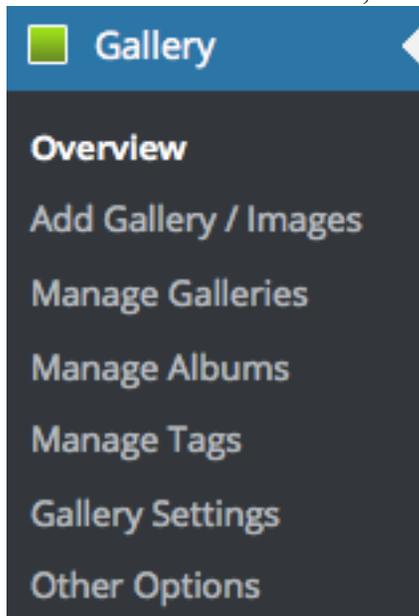
ADDING PHOTOS AND VIDEOS

Step 1:

- Decide where you want photos to appear and how they should be grouped.
A set of photos from an event might be entered as one or more ‘Galleries’ which can in turn be collated into an ‘Album’. Organising this way can make it easier for visitors to browse a Gallery (on a topic or sub topic) as slideshow or thumbnails.
For example, an event such as ‘Parent’s Day 2015’ may have photos organized by topics which can be grouped as Galleries:
 - Song Item
 - Sunday School Children Serving
 - Family Photos at Lunch
 - Gifts to Parents
 - During the Service
- If you decide ...
 - Need a new Gallery. See [Step 3](#)
 - Gallery exists into which photos should be added? See [Step 3](#)
 - Album exists into which a new Gallery of photos should be added? Step 5 (Adding Galleries to an Album):
 - New Album required? **See Step**
 - Link the gallery to event at which the photos were taken. Step 7 (Link from Event page to photo gallery for event):
- Decide where (which page and where on the page) you want Album / Gallery to appear. **See Step**
- Decide if you want an image from new gallery to appear (especially on home page near bottom right of body area). Step 8 (Add image to home page ‘Photos from recent event’):

Step 2:

From WordPress dashboard, select ‘Gallery’



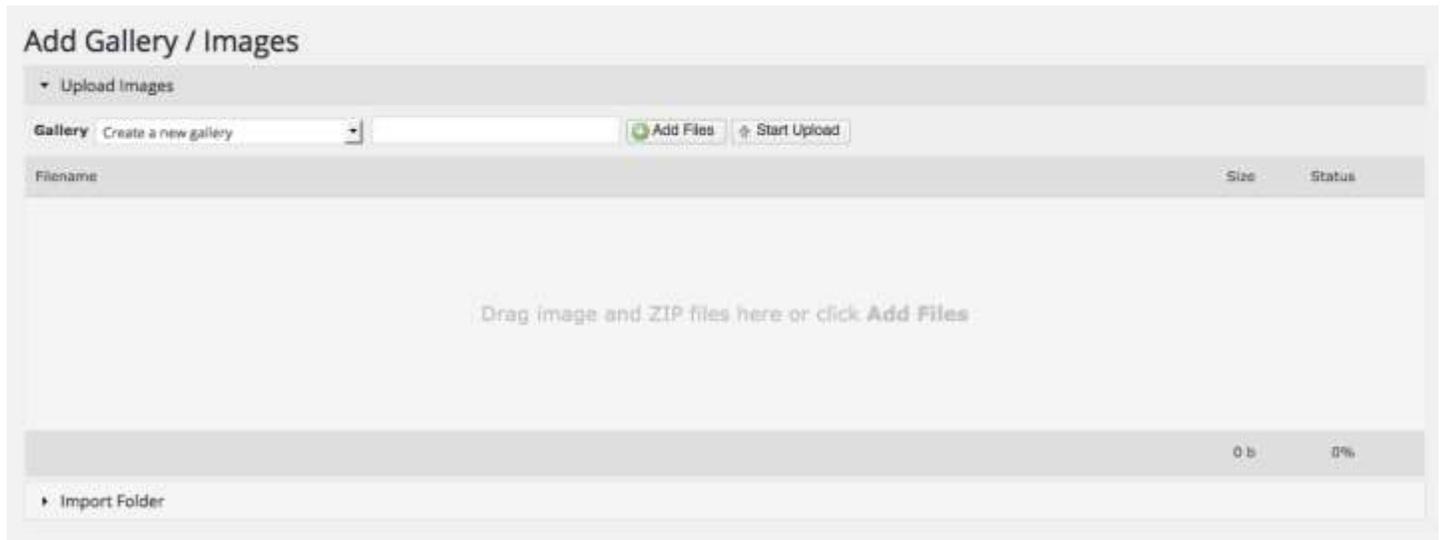
If you are collating Galleries into an Album, jump to Step 5

Step 3 (Adding images to an existing or new Gallery):

Select 'Add Gallery'.

Choose existing Gallery or add a new one.

Drag and drop images onto screen, or select 'Add Files'

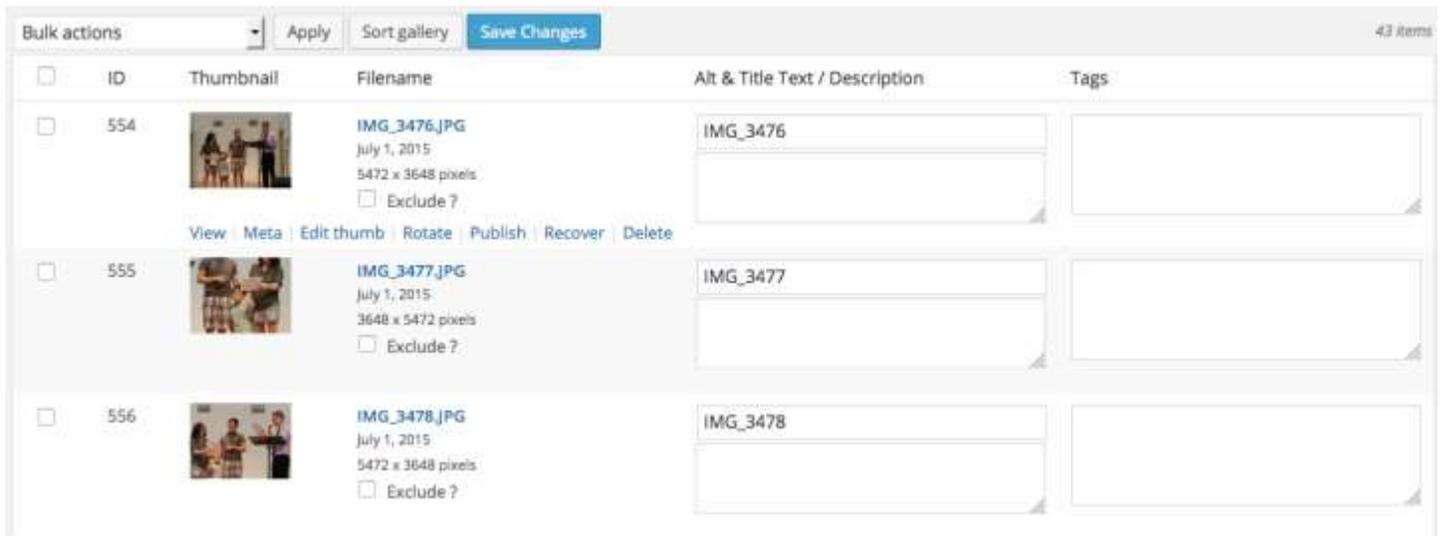


The screenshot shows a web interface titled "Add Gallery / Images". At the top left, there is a dropdown menu labeled "Upload Images". Below this, the "Gallery" section features a dropdown menu with the text "Create a new gallery" and a small downward arrow. To the right of this dropdown are two buttons: "Add Files" (with a green plus icon) and "Start Upload" (with a blue plus icon). Below the buttons is a table header with three columns: "Filename", "Size", and "Status". The main area of the interface is a large, light gray rectangle containing the text "Drag image and ZIP files here or click Add Files". At the bottom right of this area, the text "0 b" and "0%" is displayed. At the bottom left, there is a button labeled "Import Folder".

Jump to Step 4 (Rotate Images)

Step 4 (Rotate Images)

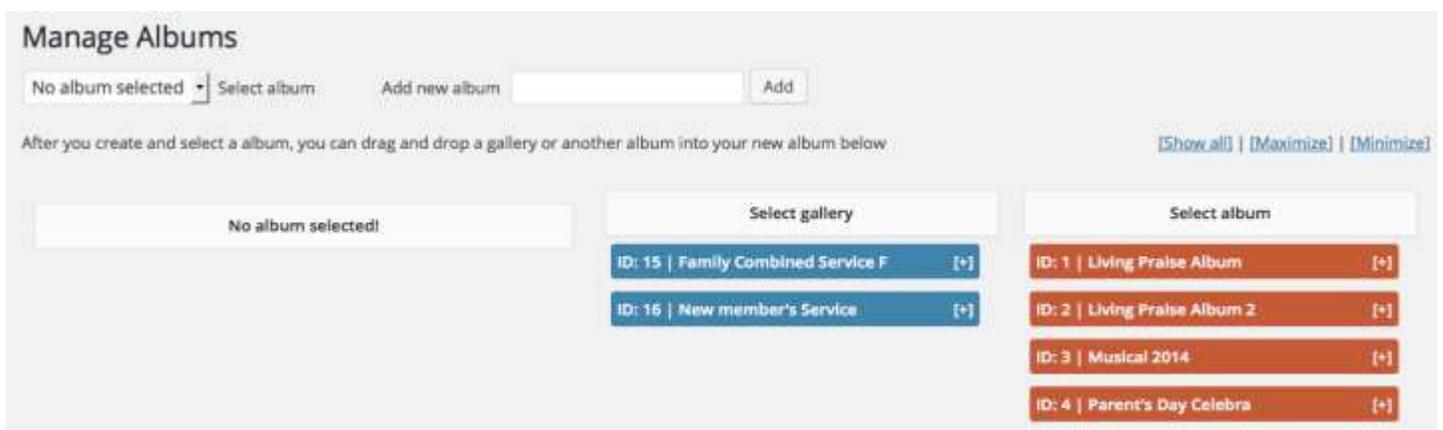
Once images are in their Gallery, you will see a list of them. Some may need to be rotate to be upright. However, over image and a menu will appear. Select 'Rotate' and choose the direction (clockwise or anti-clockwise), then wait few seconds until image is ready, then select OK.



Step 5 (Adding Galleries to an Album):

From the Gallery Menu, select 'Manage Albums'

Choose an existing Album, or add a new one.



Once you have an Album created or selected, select Galleries to be added to Album from middle column (in blue)

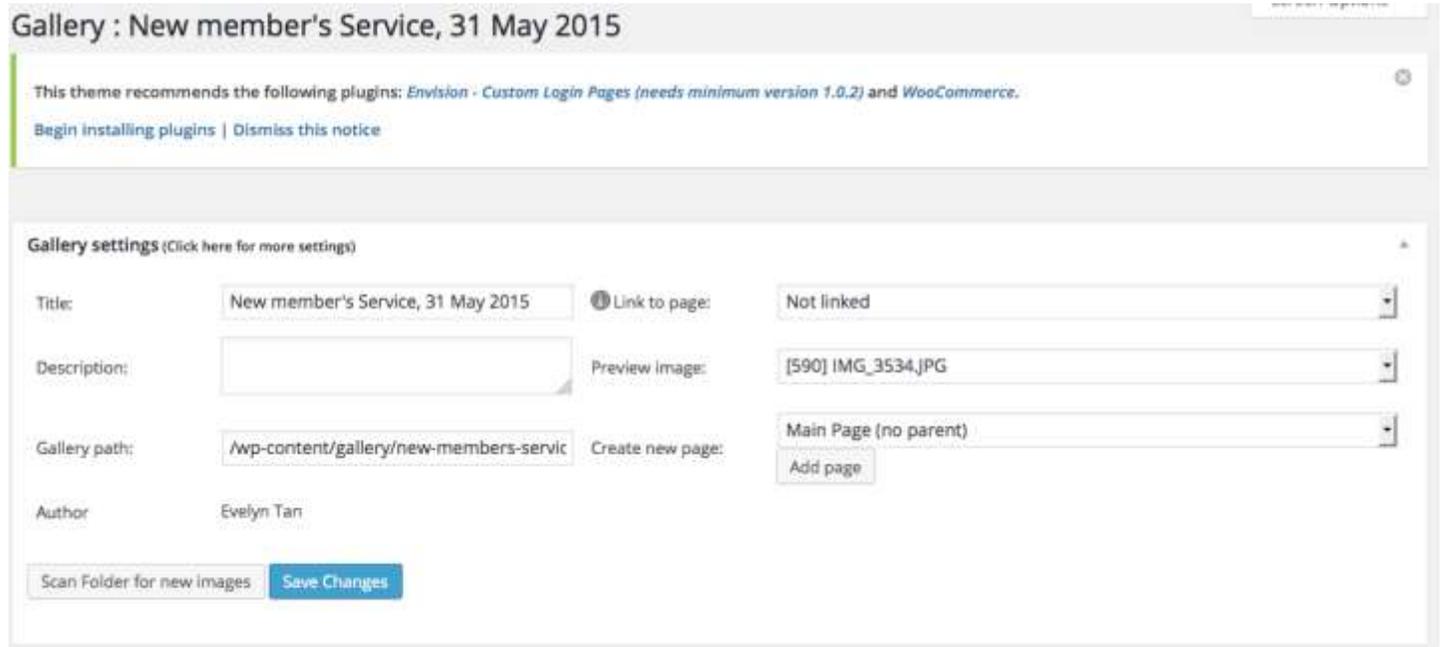
Step 6 (Create a page for the Gallery):

** Note that this step is optional. Most often, galleries will be linked to the 'event' from which the photos were taken.

Navigate to 'Meet and Know Us | Gallery'

Manage Galleries

'Preview Image': Select image to be the Gallery cover photo



The screenshot shows the 'Gallery settings' interface in WordPress. At the top, there is a notice from the theme recommending plugins: 'Envision - Custom Login Pages (needs minimum version 1.0.2) and WooCommerce.' Below this, the 'Gallery settings' section is titled '(Click here for more settings)'. The settings are organized into two columns:

- Title:** 'New member's Service, 31 May 2015'
- Description:** An empty text area.
- Gallery path:** '/wp-content/gallery/new-members-servic'
- Author:** 'Evelyn Tan'
- Link to page:** A dropdown menu set to 'Not linked'.
- Preview image:** A dropdown menu set to '[590] IMG_3534.JPG'.
- Create new page:** A dropdown menu set to 'Main Page (no parent)' with an 'Add page' button below it.

At the bottom of the settings area, there are two buttons: 'Scan Folder for new images' and 'Save Changes'.

Dashboard menu: Pages: Add New

Classic Editor

Visual view:

Add New Page

This theme recommends the following plugins: [Envision - Custom Login Pages \(needs minimum version 1.0.2\)](#) and [WooCommerce](#).

[Begin installing plugins](#) | [Dismiss this notice](#)

Enter title here

Switch to Content Composer

Add Media

Visual

Text



Press the green square icon (Attach NextGEN Gallery to post)

Choose the gallery to be embedded:

▸ Select a display type

▼ What would you like to display?

Sources

Galleries

i Slug **living praise gallery**

▸ Customiz

▸ Sort or Ex

Save

- Families
- living praise gallery 2
- living praise gallery 4
- Christmas Musical 2014
- Renovated Chapel
- Boy's Brigade & Girl's Brigade
- From the Archives
- Sunday School Children Serve

Then Save the gallery entry.

The Visual Editor will appear with the preview image thumbnail from the Gallery showing:

B *I* ABC RevSlider

Paragraph



Step 7 (Link from Event page to photo gallery for event):

Navigate to Event via 'Grow With Us | Events'

Navigate to specific event in calendar

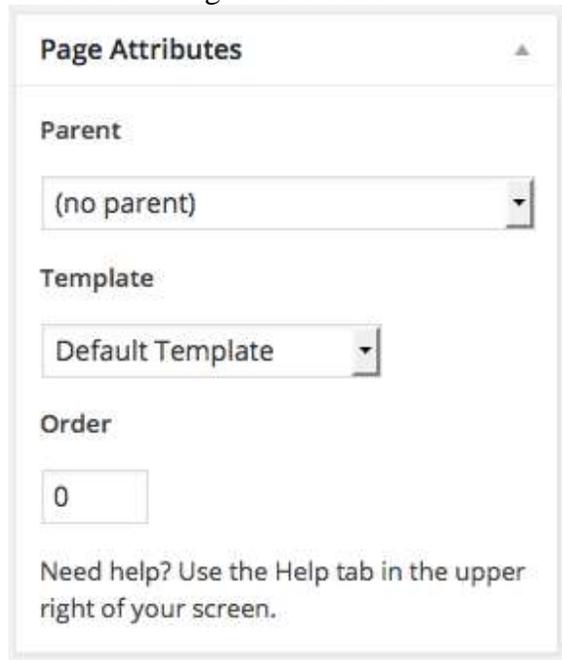
From menu, Edit Event



Type the text as below, then highlight the word 'here', press link icon, select Gallery page you created above:



If this page is to appear under the main Gallery page, then select 'Gallery' from the Parent section of 'Page attributes' on right hand side:



Next you need to add page to menu:

...tba..

Step 8 (Add image to home page 'Photos from recent event'):

From Dashboard, select top menu 'Living Praise Presbyterian Church Bishan' then 'Visit Site'. This will bring you to home page in Admin mode.

Select 'Edit Page' from top (black) toolbar.

Once editor loads all the widgets, look for widget 'Photos from recent event'. Directly under that heading is a 'Single Image' widget. Press the gear icon on that. The current image will be shown.

Browse library (or upload) to select new photo.

Scroll down and find 'Link'. 'Select Page' to change link to appropriate page for the photo's event.

Done editing.

Save.

Publish.