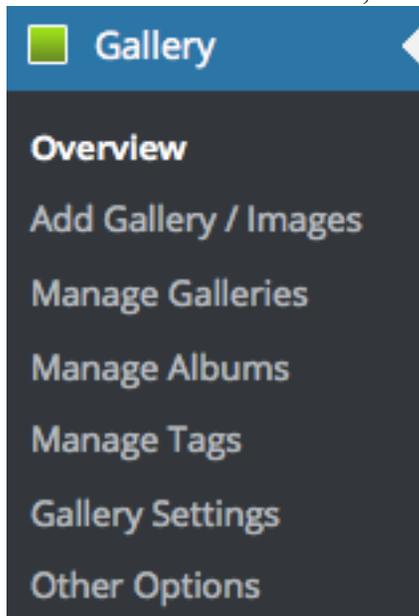**ADDING PHOTOS AND VIDEOS**

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:
    o Song Item
    o Sunday School Children Serving
    o Family Photos at Lunch
    o Gifts to Parents
    o During the Service

- If you decide …
    o Need a new Gallery. See Step 3
    o Gallery exists into which photos should be added? See Step 3
    o Album exists into which a new Gallery of photos should be added? Step 5 (Adding Galleries to an Album):
    o New Album required? See Step …..
    o 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'):

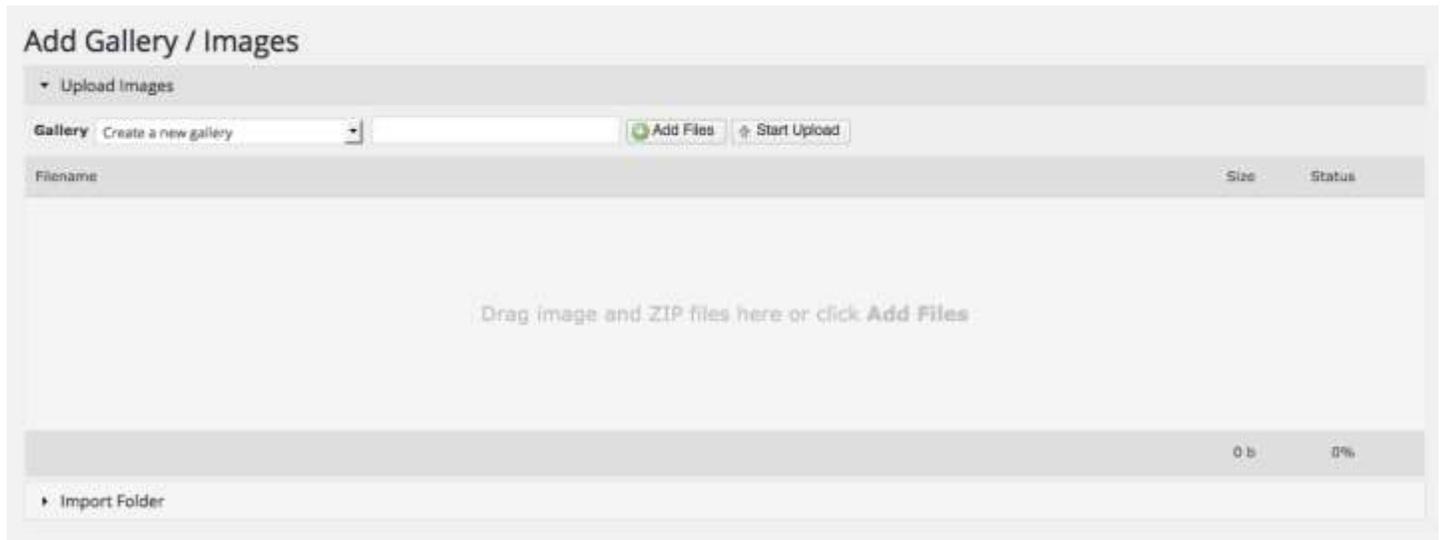## Step 2:

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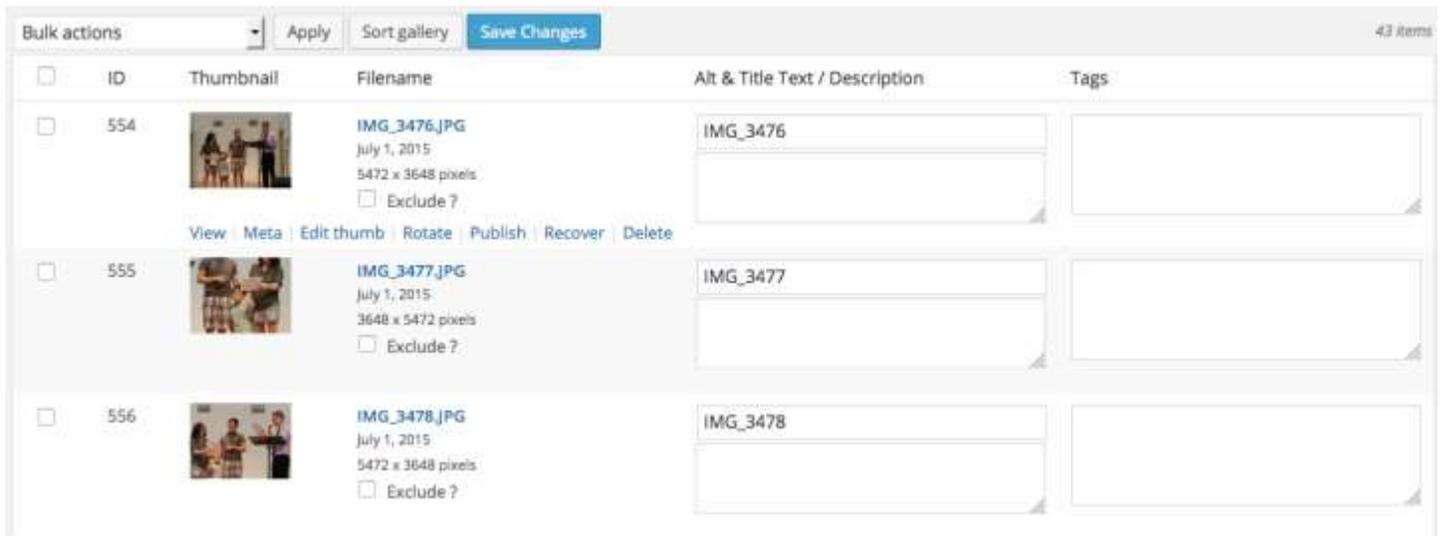Drag and drop images onto screen, or select 'Add Files'

Jump to Step 4 (Rotate Images)
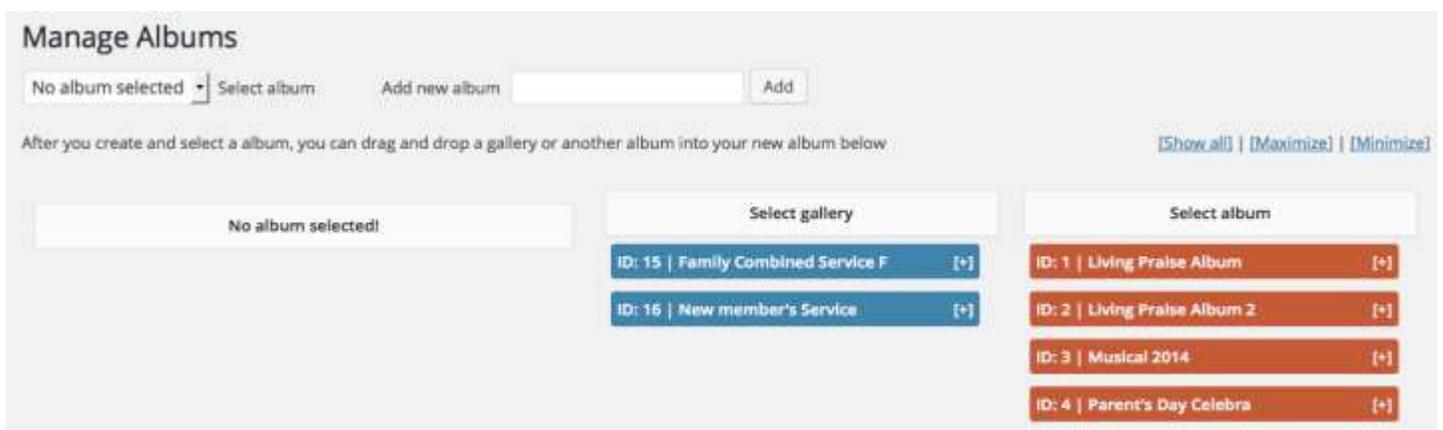
Step 4 (Rotate Images)

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 cretaed or selected, select Galleries to be added to Album from middle column (in blue)
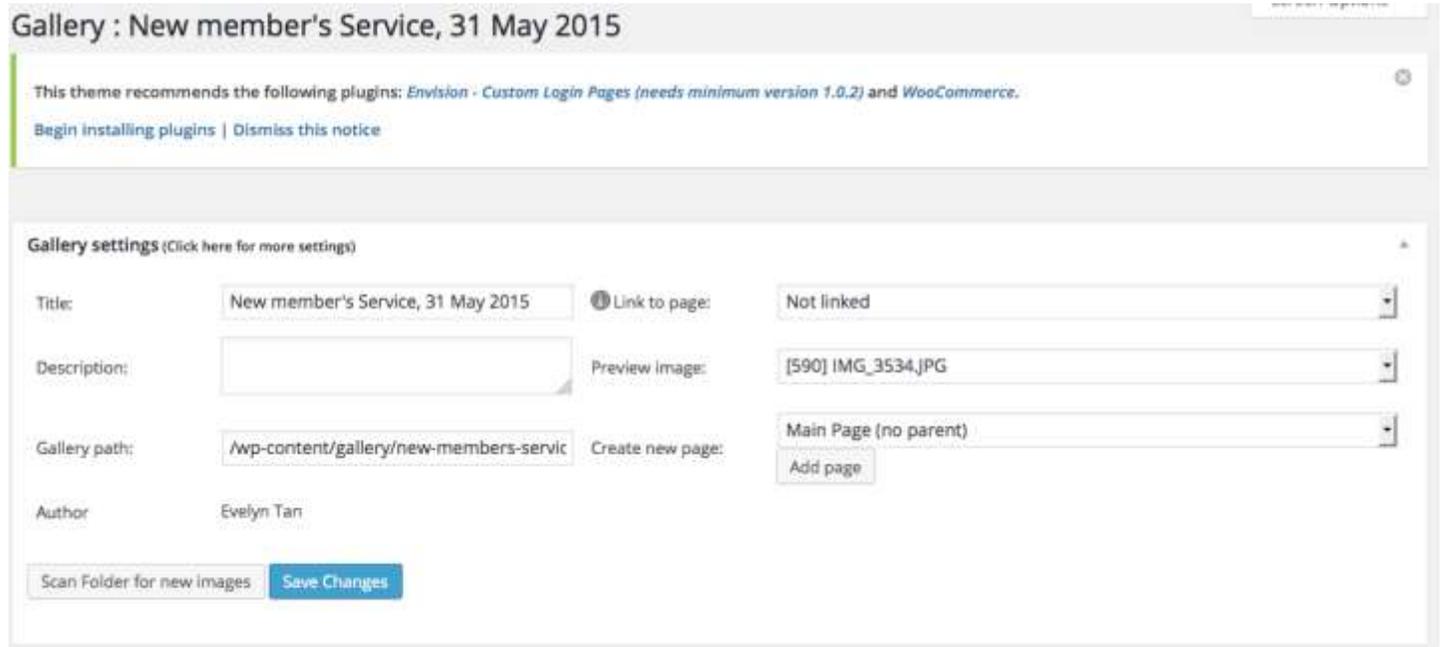
Step 6 (Create a page for the Gallery):

** 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

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

Paragraph

RevSlider

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

Choose the gallery to be embedded:

Then Save the gallery entry.
The Visual Editor will appear with the preview image thumbnail from the Gallery showing:

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

Navigate to Event via 'Grow With Us | Events'

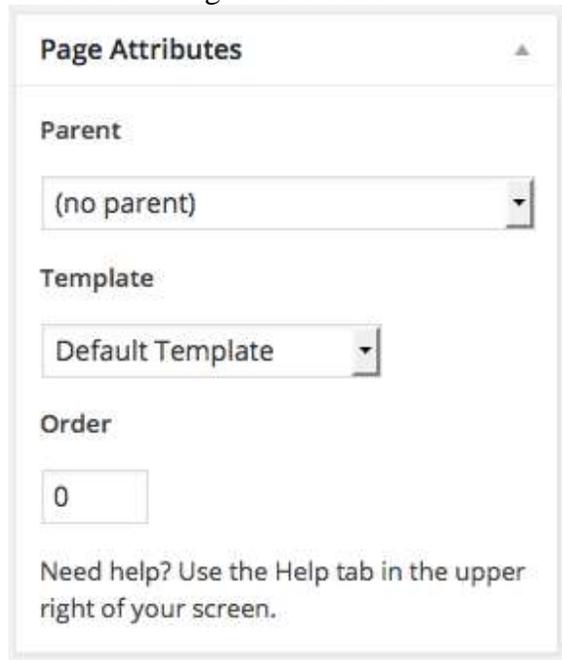Navigate to specific event in calendar

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:

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.