

Picture Import

Pictures really help people understand and connect with a project and we really encourage you to add pictures to your project. The process is a bit fiddly, but it is worth it. Please follow the steps as detailed below.

The method we recommend is to use is to set up a Photo Album, add some picture to the album and then select the appropriate ones to go in the various picture slots in the project. The steps to do this are as follows:-

Create an photo album

1. Click the menu item called 'Photo Gallery'
2. Then from the menu along the top select 'Album Definitions'
3. This gives you a list of existing photo albums and has an 'Add' button at the bottom.
4. Click 'Add' to create a new photo album and fill in:-
 - a. Title
 - b. Click auto resizing.
 - c. Select a picture on your computer to appear as the thumbnail in the photo gallery.

The steps to add pictures are:-

1. Click 'Add Photo' from top menu
2. Select the picture on your computer by clicking the 'Browse...' box.
3. Give the picture a title and possibly a description.
4. Also tick the approved box before you click the 'Save and Exit' box.
5. Repeat for each picture.

Add photos to a project

1. Go to your project and in each of the picture areas (there are four) select the 'Edit Image Option' by hovering over the blue triangle. This gives you the menu to the right.
2. Select the file location called *UltraPhotoGallery/379/xx/Large* where xx is the number of your album.
3. The 'File Names' will now show a list of the photos you uploaded. Select one.
4. Give some alternative text. This will appear if people hover over the picture.
5. Repeat this for the four pictures on the various tabs of the project.

Note that the width and height numbers will be ok for most landscape pictures. You will need to swap them round for portrait, or adjust them if your picture is an odd size.

(Useful tip: If you go to the photo gallery and view your album it will tell you the photo size. You might need to scale these numbers down to make it small enough to fit, but it gives you an idea of the aspect ratio.)