Touches of Color Photographic Website

Help Documentation

Revised January, 2017

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Photographic Website

This Website is designed by a photographer for photographers. The site is designed using dynamic web pages. This means that **YOU** personally can add photos and make changes to your website without having to contact anyone. Your changes are displayed instantly on your site so your visitors do not have to wait to see your new photos. Making changes and uploading photos is easily done using your internet browser and the WebControl. This means you never have to wait for your web designer to get the work done before your site can be updated and there is no extra cost for this GREAT feature!

Your site will be made up of four distinct websites known as sub domains, (i.e. photo1.YourDomain.com is a sub domain of YourDomain.com). Controlling your site is very easy using WebControl. The WebControl is also accessible from each sub domain area. This means each photographic area has its own controls for maintaining your photos for that site (sub domain). All major settings that affect the look and appearance for the whole of website are done from the Site Setup found within the WebControl.

Setting up your site

Access your site using the domain associated with your Photographic Website, i.e. http://YourDomain.com). On the left at the bottom of the page located in the footer, you will see the words *Website by:* Click anywhere on the words *Website By*. You will then see a popup window asking for your WebControl User Name and Password. The User Name and Password will be given to you when your site is first setup. You can change the password and/or add a new WebControl User at anytime. Once you have logged in, you will see the following page:

WebControl

Add Functions *(yellow text)*
WebControl Access
Client
Main Photo
Pricing List Name
Pricing
Online Proofing ID
Online Proofing ID Photo

Modify/Delete Functions *(yellow text)*
WebControl Access
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Main Photo
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Change WebControl User Password
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Site Access Status
Full Access Status
Help Documentation - *Revision Date*
Site Setup

Clicking on the Site Setup under Special Functions will give you the following page. This is where you make changes that can affect your whole site.

Site Setup

Setup Functions *(yellow text)*   **View Current Settings**

Setup Functions *(yellow text)*	View Current Settings
Business Information *(yellow text)*	**Business Information**
(Contact TOC WebDesign for Email Setup)	Contact Email
Contact Phone Number	Contact Phone Number
Copyright Start Year	Copyright Start Year
Copyright Name (LLC, etc)	Copyright Name (LLC, etc)
Facebook, MySpace, Twitter Social Networks	Facebook, MySpace, Twitter Social Networks
Facebook Like Button Activation (default No)	Facebook Like Button Activation
Name of Website (Title/Company)	Name of Website (Title/Company)
Flash Slideshow & Music *(yellow text)*	**Flash Slideshow & Music**
Flash Slideshow Options	Flash Slideshow Options
Flash Slideshow Full Screen (default Allow)	Flash Slideshow Full Screen
Mobile Slideshow Options	Mobile Slideshow Options
Music Flash Options	Music Flash Options
Music MP3 Files	Music MP3 Files
Music to Photo Page Association	Music to Photo Page Association
Pages Available on Site *(yellow text)*	**Pages Available on Site**
About Page Activation (default No)	About Page Activation
About Page Photo	About Page Photo
Blog	Blog
Main Page Menu Style (default Left)	Main Page Menu Style
Main Photo Maximum Displayed	Main Photo Maximum Displayed
Online Proofing Activation (default No)	Online Proofing Activation
Online Proofing Shopping Cart (default No)	Online Proofing Shopping Cart
Page Information Text	Page Information Text
Photo Groups & Group Shopping Carts	Photo Groups & Group Shopping Carts
Pricing Page Activation (default No)	Pricing Page Activation
Photos & Current Shopping Carts *(yellow text)*	**Photos & Current Shopping Carts**
Paper Type	Paper Type
Raised Photo Edges (default Yes)	Raised Photo Edges
Shopping Carts (Set Carts as Complete)	Shopping Carts
Website Setup *(yellow text)*	**Website Setup**
Background and Text Color	Background and Text Color
Site Meta Tag	Site Meta Tag
Title Location (default Left)	Title Location
Title Photo	Title Photo
Website Icon	Website Icon

On this page you will find two menu headers – **Setup Functions** and **View Current Settings**. The View Current Settings is only used to view your current settings. You cannot make changes in View Current Settings. Setting up your site is done using the **Setup Functions**.

Business Information

- *Contact TOC Web Designs for Contact Email Setup* – Your email is set up by TOC Web Designs. Please contact me if you have any questions about your email/email address. By default you will receive 2 emails for your domain (YourDomain.com). One email address is for you to give out to others. The other email address is used by the Contact menu on your site.

- **Contact Phone Number** – This is the phone number that will be displayed in the footer of each page of your site. A phone number will only be displayed if one is entered.

- **Copyright Start Year** – This is where you enter the year you started your photography company. This year will show in your footer on each page. The ending Copyright Year is automatically generated each year.

- **Copyright Name (LLC, etc)** – This is your actual company name (i.e. Your Company, LLC) even though your Website Name might be called i.e. Your Photography. If you do not enter a Copyright name, your Website Name will be used in your footer.

- **Facebook, MySpace, Twitter Social Networks** – If you have a Facebook, MySpace, and/or Twitter Business site, you can add any or all of them to your site. Adding a Social Network to your site will display that Social Network as an Icon just above the footer on each page of your site. This icon will be a link to your business site on that Social Network. A complete URL to your Social Network Business page. You must include the 'http://' with the URL.

- **Facebook Like Button Activation (default No)** – The Facebook Like button allows viewers of your website to Like your site on their Facebook page. This will post/add a link to your website on their Facebook page under their Likes. They can also add a comment to their Like post before it is posted on Facebook. Deactivating the Facebook Like button on your website will not remove the Facebook Likes.

- **Name of Website (Title/Company)** – This is the name you want to call your website. This name will be displayed throughout your site in the menus and footer. This is also the name that will be used if you do not enter a Copyright Name.

Flash Slideshow & Music

- **Flash Slideshow Options** – Here is where you can change the Flash Slideshow settings to make your images display the way you want for your Main Page and Slideshow. See the page **Flash Options** later in this document for detail information.

- **Flash Slideshow Full Screen - Home Page (default Deny)** – Here is where you can change the Flash to Allow or Deny Full Screen access to your viewers on your Main Page.

- **Flash Slideshow Full Screen - All Others (default Allow)** – Here is where you can change the Flash to Allow or Deny Full Screen access to your viewers for all your other slideshow pages. For your Main Page see the option above. If you Allow the Flash Slideshow Full Screen and have your Flash Option > Slideshow - Image Size set to Small, the images will not display large (filling the screen) when in the Full Screen mode.

- **Non-Flash Slideshow Options** – Here is where you can change the Non-Flash Slideshow settings to make your images display the way you want for your Main Page and Slideshow when your site is viewed and does not have Flash. See the page **Non-Flash Slideshow Options** later in this document for detail information.

- **Music Flash Opions** – Here is where you can change the Flash settings to control how your music will play on your site. See the page **Music Flash Options** later in this document for detail information.

- **Music MP3 Files** – This is where you add or change your Music MP3 files. The maximum MP3 file size is 7M. The maximum MP3 file name length is 100 characters.

- **Music to Photo Page Association** – Here is where you associate the Music MP3 files you added to the different website's Photo pages.

Flash Photo Upload

- **Flash Upload Default View** – Photo Upload for the Main Photos, Online Photos, and the Photo Group Photos is done in Flash. When the Flash Upload comes up, by default is will display the selected photos to add in a List View. Here is where you can change the Flash Upload to default to a Thumbnail View. Once you are in the Flash Upload, you can change the view to either the List View or the Thumbnail View by click on the List View icon or the Thumbnail icon located at the top next to the Browse and Upload buttons.

Pages Available on Site

- **About Page Activation (default No)** – Each photographic website comes with an About Page. The About Page is not activated by default and cannot be seen or accessed by your customers. To activate your About Page, click on the **Setup Functions >** *About Page Activation (default No)*.   You will now see a select box called About Page Activation with the current setting being displayed. You can set the box to Yes to display your about page or to No so that your site does not display the about page in your menus. After making the change click on the Update button to activate your change.

- **About Page Photo** – Here is where you can upload a photo of yourself that will be displayed in your About Page. If you currently have an About Page Photo, it will be displayed. The Raise Image checkbox adds a raised border to your photo. This raised border is added for you while uploading your photo. To upload your photo, click on the Browse button. A window will open on your computer that will allow you to navigate through your computer to find the photo you want to use. The photo must be a JPG (.jpg or .jpeg)

image.

- **Blog** – This is where you can add a menu link to your Blog site on all of your site's menus. You can change the menu name from the default 'Blog' to the name you would like to display. You must also add the complete URL to your Blog. You must include the 'http://' to the URL for your link to work. Don't have a Blog but want to sell your **eBooks** that are located on a different site? You can use this area to do that. Just set the menu name to eBooks and then set the URL to where your eBooks are shown. Blog can be used to point your visitors to any external link you would like.

- **Main Page Menu Style (default Left)** – Here you can set where the Main Page menu will be displayed. The default is the Menu on Left of Photo. The other choices are Menu Right of Photo, Menu Above Photo, Menu Below Photo, and Random Menu Style. The Random Menu Style is where the Menu will be randomly display on the Left, Right, Above, or Below the Photo. The menu styles of Above and Below have a smaller text than when displayed on the Left or Right.

- **Main Photo Maximum Displayed** – You can enter a maximum number of random Main Page photos you want to display. So if you have say 50 Main Page photos, the default is to display all 50 photos in random order. Setting the Maximum Displayed, you could set it to 10 photos. Doing this will display a random 10 photos out of the 50 Main Page photos. This helps to make your site look different each time a user goes to your site.

- **Online Proofing Activation (default No)** – Each site comes with an Online Proofing page. This page is not activated by default, so this means your customers will not see Online Proofing in your menus nor can they access it. To activate your Online Proofing Page, click on the **Setup Functions > *Online Proofing Activation (default No).*** This will give you a select box called Online Proofing Active with the current setting being displayed. You can set this to Yes to display your online proofing or No so your site does not display the Online Proofing in your menus.

- **Online Proofing Shopping Cart (default No)** – Selecting Yes for this option will allow customers to Order Photos from the Online Proofing area. The default is No.

- **Page Information Text** – Here is where you enter the text that you would like to display on each of your pages. These pages consist of the About Page, Online Proofing, Pricing, along with each of your three Photo Group pages that you can create. The text is different for each page. You control what goes in the text for each page. You select the page by the menu name and a text box will appear for you to enter your text. You can control the appearance of your text by using HTML code. *See the page **HTML CODE** later in this document for detailed information about some of the HTML code and how to use it.* To generate a new line in your text, press the Enter key. Each time the Enter key is pressed a new line will be generated in the text and displayed on your website. The text will automatically wrap as needed when being displayed on your site page.

- **Photo Groups & Group Shopping Carts** – Here is where you can change the name that displays in your menus of each of your three photo groups (photo site areas). Select the photo group you would like to

change. You can change the order your Photo Groups are displayed in your menus, change the display name used in the menus for the photo group, change a photo group from not active to active, plus change many other features. Here is also where you activate the Shopping Cart feature to allow Shopping Carts per Photo Group. Your visitors will only be able to see a Photo Group in your menus when the photo group is set to active. Photo Groups not set to active cannot be accessed. Therefore, you must set a Photo Group to active to add or change photos to the group. This page will also show you the URL that is accessed for the Photo Group when it is set active. (i.e. photo1.YourDomain.com). *If the standard three Photo Groups that comes with your site does not meet your needs, more Photo Groups can be purchased for your site at a small yearly fee.*

- **Pricing Page Activation (default No)** – When activated, Pricing will be displayed in the menu. The default is not to display Pricing in the menu.

Photos & Current Shopping Carts

- **Paper Type** – This menu allows your customer to choose the type of photo paper on which they want the image printed, on the Shopping Cart if activated. By default only Glossy paper is active. Other choices are, but **not** active are Lustre, Matte and Metallic papers. You can also set an added charge for each paper type. Besides the current choices, you can add your own paper types.

- **Raised Photo Edges (default Yes)** – The default is a raised edge on the photo. The raised edge is added when you upload the photo. Changing this only changes the default to no raised edges. You can still add or remove the raised edge anytime a photo is uploaded. Once a photo is uploaded, the edge can only be changed by re-uploading to replace the photo.

- **Shopping Carts (Set Carts as Complete)** – Here you can view Shopping Carts placed by your visitors. These will be the complete Shopping Cart Orders that went out in the email to both you and your customer. You can mark the order as completed once you have completed delivering the photo order.

Website Setup

- **Background and Text Colors** – This is where you can change the background color (or add a background image), the color of the text, and even change the color of the scrollbar. The scrollbar color is only used in IE browser.

- **Site Meta Tag** – Don't be upset if you find it hard to understand what meta tags are. Meta tags are used to help rank your site by Google, and others who scan your site. Here is how easy it is to enter the meta tag for your site. You will be given two boxes to add your text. The first one is your Site Description. This is what you would like people to see when they find your site listed on Google, etc. The other is Site Keywords. Enter your site name, and any other words you would like to have associated with your site. Each set of keywords need to be separated by a comma. Always place these in order by importance. The meta tag will be generated for each page on your site using the text you have entered.

- **Title Location (default left)** – This is the location of your Title Image (i.e. see www.touchesofcolor.com website in upper left corner for an example of a "Title Location") that is displayed at the top of your main page. You have a choice of Left, Center, or Right.

- **Title Photo** – This will display a page where you will see the current Title Image that is shown on all of your web pages. You can click the Browse button to open up a window on your computer allowing you to navigate through your computer to find the title photo you want to use. The photo must be a JPG image. Remember, this image is displayed on all of your web pages. You do not want to have a large image that will take up a lot of room on each page. A Title Photo will come with your new site. You can change a Title Photo image at any time. This Title Photo has a width of 300 ppi and height of 100 ppi. The Title is an image so that you can use the fonts, colors, etc. that you like. This is your website title. Do NOT use just another image as your title image. Doing this will remove the reference to your site's name and will cause your site not to look professional.

- **Website Icon** – This is the Icon that you can create and add that will display in the address bar of Browsers when viewing your site. This Icon will also be displayed when your site is added to the favorites menu on Browsers. This icon is a 16px X 16px .ico file. The icon file is also known as the favicon.ico file. You name the file whatever you like. The name will be converted to favicon.ico when you upload it to your site. The following site www.telegraphics.com.au/sw/ has a plug-in for Photoshop that will convert & save your PSD file to an ICO file just by doing a File > Save As. It also steps you through the process of creating your own ICO file in Photoshop. Remember, ICO files are only 16px X 16px is size. The site www.photoshopsupport.com/tutorials/jennifer/favicon.html allows you download an extension file for Photoshop to convert the favicon image to an .ico, this extension is necessary for the web browser to use your favicon and give you instructions on creating the favicon file. *(Note: one place to generate a favicon is www.degraeve.com/favicon and while this is site is easily accessible, this does not constitute a recommendation by Touches of Color Photographic Website, or any of its principles).*

The **View Current Settings** will show you the current setting of each of the functions listed above.

WebControl for Main Page

To access your site using the domain you have for your Photographic Website (i.e. http://YourDomain.com). On the left at the bottom of the page located in the footer, you will see the words *Website by:* Click anywhere on the words *Website By*. You will then see a popup window asking for your WebControl User Name and Password. The User Name and Password will be given to you when your site is first setup. You can change this at anytime. Once you have logged in, you will see the following page. Access to individual areas is achieved by left clicking on any of the area names in light blue text. It appears here as it appears on the website.

WebControl

Add Functions *(yellow text)*	**Modify/Delete Functions** *(yellow text)*
WebControl Access	WebControl Access
Client	Client
Main Photo	Main Photo

Pricing List Name
Pricing
Online Proofing ID
Online Proofing ID Photo

View Current Settings *(yellow text)*
WebControl Access
Clients
Main Photos
Pricing List Name
Pricing
Online Proofing IDs
Online Proofing ID Photos

Special Functions *(yellow text)*
Change WebControl User Password
Online Proofing ID Viewings
Site Access Status
Site Full Status
Help Documentation - *Revision Date*
Site Setup

Please Note!!! - Each web area (each Photo Group and the Main Page) has its own WebControl area. A few of the options are the same for the complete site but ones that are associated with the photos themselves are unique to that Photo Group.

There are four headers in each WebControl:

- **Add Functions** – The items under this header are used to add new information and photos to the Photo Group / Main Page.

- **Modify/Delete Functions** – The items under this header are used to modify and delete information and photos already added to the current Photo Group / Main Page. *Note: Not all things can be deleted.*

- **View Current Settings** – The items under this header are used to show your current information and photos. All items under View Current Settings are for viewing only.

- **Special Functions** – These items are specialty functions for doing things such as changing passwords, etc. Help Documentation and Site Setup are available in each of the WebControl Areas. The Help Documentation is this documentation. The document will open in its own window so you can view the document while making changes to your site. Site Setup is another level of WebControl where you go to maintain the settings that affect your complete site. Site Setup is the same for each WebControl area.

Using the Functions on the WebControl located from the Main Page

- **WebControl Access** – This option is available from any WebControl. It functions the same in all WebControl areas. This function allows you to **add** a new user for accessing your website. The new user can then maintain the site such as uploading photos. This same option in the Modify/Delete Functions allows you to only delete a user. If you want a different user name remember to add it first and then log back in using the new user before deleting the one that you are currently logged in as. Once a user is

deleted, that user will no longer have access.

- **Client** – Here you enter information about your clients. The information you enter is their name, email address, home address, phone number, client type, parent/guardian name, along with a Notes area. The client type is any text you would like to use for sorting your clients. You have complete control over this text. Some examples that could be used: portraits, wedding, photo purchases, senior photos, etc. 'NOTES' is a feature provided that allows you to record information vital about your client and the related shoot, i.e. location, model release, camera, date, time, etc. None of the information recorded under client is visible or accessible by viewers of your website, it is strictly for your records and information needs.

  Main Photo – These are the random photos that are displayed on your main page. When the visitor accessing your site has Adobe Flash installed for their browser, random photos will display every 7 seconds or at a speed you set. If the user does not have Adobe Flash, then a random photo is displayed on the main page each time the page is accessed. Either way, this is where you upload the images you want to display. When adding or replacing a photo, you have the option to have a raised border around the uploaded photo. You also have the option to disable the photo from being selected. This allows you to leave the photo on your site and later to display it as one of your rotating photos instead of deleting the photo.

  If you have a large number of images loaded for your Main Photo, you can opt not to show all of them in the slide show. You can limit the number of images displayed each time the page is accessed to a number that you choose (i.e. 15). When this limiting option is used, your site will randomly select (i.e.) 15 images to display during the current viewing. If the viewer returns, another random 15 images will be selected and displayed. This option allows your website to appear fresh at all times, because new images will always be different at each viewing.   Because the images are selected randomly, some of the previously selected photos may again be selected.

  When modifying the photo, a page is displayed with all the main photos along with their file name. Next to the file name is a checkbox and also a small grey box. The small grey box allows you to quickly disable the photo by just clicking on the grey box. The checkbox is used when you want to replace the photo or delete the photo. It is very easy to tell when a photo is disabled because it will display (Disabled) underneath the file name. All Main Photos must be JPG photos.

  The Add function Main Photo upload is done using Flash. By default the Flash Upload displays the photos selected in a List view. Once you are in the Flash Upload, you can change the view to either the List View or the Thumbnail View by clicking on the List View or the Thumbnail icon located at the top next to the Browse and Upload buttons. The default List or Thumbnail view can be changed in the Site Setup.

- **Pricing List Name** – This option is available from any WebControl. Its functions the same for all WebControl areas. This is where you add Pricing List Name that you can then add photo sizes and the price for the Photos to from the Pricing option below. The Pricing List Name is also used to associate with different Photo Groups allowing different Pricings if needed for each Photo Group with Allow Shopping Cart active. There are 3 Pricing List Names that are built in by default. These 3 are Email Pricing List, Online Proofing, and Photos For Sale. They cannot have their name modified or deleted.

Email Pricing List does not have any pricing associated with this name. It is used for displaying Email Pricing List in the Pricing Menu. You can only active/deactivate the Display in Pricing Menu for all 3 of these Pricing List Names. Pricing List Name is available in all WebControls to make it easier to access from anywhere on your site.

- **Pricing** – This option is available from any WebControl. Its function is the same for all WebControl. This is where you add the photo sizes and the price for the Pricing List Names. Pricing is available in all WebControls to make it easier to access and make changes from anywhere on your site.

- **Online Proofing ID** – Here you enter an Online Proofing ID that will be given to your customer allowing them to view their proofing photos online. An example of an Online Proofing ID is shown but you can use any format that you like. Remember, this is how your customer accesses their Online Proofing so it must be completely unique, NOT unique just for that customer. If you create a Online Proofing ID of Name YYYY-MM-DD, the ID should be unique for all customers. You also select the client that the Online Proofing ID is associated to. This will help you track your clients/customers and their photos.

- **Online Proofing ID Photos** – Here is where you add or modify/delete the Online Proofing Photos for a client's Online Proofing ID. You first select the client and then the Online Proofing ID from the list associated to the photo shoot for that client. When adding or modifying a photo, you can do a raised edge on the small and/or large photos when they are uploaded. Adding photos are done using Flash to upload the images. Click on Browse, to browse your computer to select the photos you want to upload. Images must be a JPG image and must be 600K or smaller is size. When modifying photos, you will see thumbnails of the photos associated with the Online Proofing ID. When adding or modifying you can add a Display Name to any photo. The Display Name is used when displaying the photo on the website. This is the name the person viewing your site will see. If the Display Name is left blank, the user will see the name Photo #X where X is the sort order number of the photo being displayed. The user will never see the actual file name of the photo. Online Proofing photos can be deleted or disabled. When viewing the small thumbnail of the photos in the modify area, you can click on a thumbnail to see the larger view of that photo.

  The Add function Online Proofing ID Photo upload is done using Flash. By default the Flash Upload displays the photos selected in a List view. Once you are in the Flash Upload, you can change the view to either the List View or the Thumbnail View by clicking on the List View icon or the Thumbnail icon located at the top next to the Browse and Upload buttons. The default List or Thumbnail view can be changed in the Site Setup.

Special Functions on the Main Page WebControl

- **Change WebControl User Password** – This option is available from any WebControl area. It functions the same on all WebControl areas. Here is where you can change the password of a WebControl user. This includes your user or any other user you have added to your site for WebControl Access.

- **Online Proofing ID Viewings** – This is where you can see how many times a client's Online Proofing has been accessed. You can select All Clients or any individual client. It will show you when the photos where accessed, which Online Proofing ID was accessed, the client's name, and the client's IP address of their

computer. This will allow you to see if it is the same person or different people accessing the images.

- **Site Access Status** – This option is available from any WebControl. This will display the number of accesses you have had for your site, the visitor's IP address, the date and time they accessed your site, what browser and browser version they were using as well as the operating system of their computer.

- **Site Full Status** – This option is available from any WebControl. This will display all types of information about your website allowing you to see who and how people are accessing your website. Site Full Status has much more details on your site access then Site Access Status.

- **Help Documentation - *Revision Date*** – The Photographic Website Help Documentation is a copy of the document that you are currently viewing. It is available on each WebControl area. This document is a printable .pdf and can be printed by you on your printer for ease of use and reference. This documentation is updated as new features are added. Check the Revision Date to make sure you are viewing the latest Help Documentation.

- **Site Setup** – This is where you go to maintain the settings that affect your complete site. These settings are explained at the beginning of this documentation.

WebControl for Photo Group Pages

Access your site using the domain you have for your Photographic Website (i.e. http://YourDomain.com). Select the photo group you would like to change by clicking on that menu item. Once you have that photo group page opened, on the left bottom of the page located in the footer, you will see the words *Website by:*. Click anywhere on the words *Website By*. A popup window will appear asking for your WebControl User Name and Password. A User Name and Password will be given to you when your site is first setup. You can change these at anytime. Once you have logged in, you will see the WebControl page. The WebControl page is the same for each photo group but only controls the photos in the photo group where the WebControl page is located. So if you want to add, modify, etc., photos for a particular photo group, make sure you first click on the menu name for that photo group and have that page opened before accessing the WebControl. The header for the WebControl page also includes the photo group name so you can be sure you are only affecting the photos and photo sessions for that photo group. Again, the photo and photo session functions are unique to the photo group you are working with. All other functions are the same on each WebControl. These common functions are only here to make it easier and faster to access. Access to individual areas is achieved by left clicking any of the area names in light blue text. It appears here as it appears on the website.

Your Menu Name **WebControl**

Add Functions *(yellow text)*	**Modify/Delete Functions** *(yellow text)*
WebControl Access	WebControl Access
Photo	Photo
Pricing List Names	Pricing List Names
Pricing	Pricing
Photo Session	Photo Session

View Current Settings	**Special Functions** *(yellow text)*
WebControl Access	Change WebControl Password
Photos	Site Access Status
Pricing List Names	Site Full Status
Pricing	Help Documentation - *Revision Date*
Photo Sessions	Site Setup

There are four headers in each WebControl:

- **Add Functions** – This is used to add new information and photos.

- **Modify/Delete Functions** – This is used to modify and delete information and photos already added. Note: not all things can be deleted.

- **View Current Settings** – This will show you your current information and photos. This area is only for viewing.

- **Special Functions** – These are specialty functions for doing things as changing passwords, etc. Help Documentation, and Site Setup are available in each WebControl Areas. Site Setup is where you go to maintain the settings that affect your entire site.

Using the Functions on the Photo Group WebControl

- **WebControl Access** – This option is available from any WebControl. It functions the same in all WebControl areas. This function allows you to add a new user for accessing your website. The new user can then maintain the site such as uploading photos. This same option in the Modify/Delete Functions allows you to only delete a user. If you want a different user name, remember to add it first and then log back in using the new user before deleting the one that was given to you when the site was setup. Once a user is deleted, that user will no longer have access.

- **Photo** – Here is where you add, modify, or delete the photos for selected Photo Sessions. You first select the Photo Session. When adding or modifying a photo, you have the option to provide a raised edge on the small and/or large photos for all photos uploaded and to add an optional Display Name to each photo when they are uploaded. When modifying a photo, you have the option to give the photo a Sort Order number along with adding a Display Name. The Display Name is used when displaying the photo on the website. If the Display Name is left blank, the visitor will see the name Photo #X where X is the number of the photo. The visitor will never see the actual file name of the photo. The Sort Order allows you to decide the order you want your photos for the Photo Session to be displayed. Sort Order is not required. Sort

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Order and Display Name are only available in the Modify/Delete function. Flash is required in the Add function. The Flash Add allows you to select 1 or more you wish to add. The photos when displayed are sorted in the following order:

1. By the Sort Order number.
2. By the Display Name if you have entered a name for the photo.
3. By the file name

Using the Modify/Delete function, the Photo Group photos are displayed as thumbnails. Under each thumbnail is a checkbox, the Display Name, the file name, a Sort Order text box, and a small grey button. To modify or delete a photo, click the checkbox (this adds a check mark or unchecks the box if already checked). Then click on the Modify or Delete button at the bottom of the page. To change the sort order, put the order number you want for the photo in the Sort Order text box and click on the small grey button. When modifying the photo, you can change the sort order, the display name or upload a new photo to replace the current photo. When viewing a small thumbnail of the photo, you can click on the thumbnail to see the larger view of that photo

The Add function Photo upload is done using Flash. By default the Flash Upload displays the photos selected in a List view. Once you are in the Flash Upload, you can change the view to either the List View or the Thumbnail View by clicking on the List View icon or the Thumbnail icon located at the top next to the Browse and Upload buttons. The default List or Thumbnail view can be changed in the Site Setup.

- **Pricing List Name** – This option is available from any WebControl. Its functions the same for all WebControl areas. This is where you add Pricing List Name that you can then add photo sizes and the price for the Photos to from the Pricing option below. The Pricing List Name is also used to associate with different Photo Groups allowing different Pricings if needed for each Photo Group with Allow Shopping Cart active. There are 3 Pricing List Names that are built in by default. These 3 are Email Pricing List, Online Proofing, and Photos For Sale. They cannot have their name modified or deleted. Email Pricing List does not have any pricing associated with this name. It is used for displaying Email Pricing List in the Pricing Menu. You can only active/deactivate the Display in Pricing Menu for all 3 of these Pricing List Names. Pricing List Name is available in all WebControls to make it easier to access from anywhere on your site.

- **Pricing** – This option is available from any WebControl. Its function is the same for all WebControl. This is where you add the photo sizes and the price for the Pricing List Names. Pricing is available in all WebControls to make it easier to access and make changes from anywhere on your site.

- **Photo Session** – This is how you group your photos together. Photo Sessions can be named whatever you want and can be grouped to your liking. This is where you can have a group for family photos, portrait, animal, landscapes, travel images, etc. and name them to fit your needs.

Special Functions on Photo Group pages

- **Change WebControl User Password** – This option is available from any WebControl. Its function is the same for all WebControls. Here is where you can change the password of a WebControl user. This includes your user or any other user you have added to your site for WebControl Access.

- **Site Access Status** – This option is available from any WebControl. This will display the number of accesses you have had for your site, the visitor's IP address, the date and time they accessed your site, what browser and browser version they were using as well as the operating system of their computer.

- **Site Full Status** – This option is available from any WebControl. This will display all type of information allowing you to see who and how people are accessing your website. Site Full Status has many more details on your site access than Site Access Status.

- **Help Documentation - *Revision Date*** – The Photographic Website Help documentation. This is a copy of the document that you are currently viewing. It is available on each WebControl area. It is in .pdf form and can be printed. Check the Revision Date to make sure you are viewing the latest Help Documentation.

- **Site Setup** – This is where you go to maintain the settings that affect your entire site. These settings are explained at the beginning of this documentation. It is only available on the WebControl for the Main Page.

Flash Slideshow Options

The following flash options can be changed from the Flash Slideshow Options.

- **Main Photo** – These options are used for the random display of the photos on the Main Page. The Main Photo is a limited slideshow.

- **Slideshow** – The options for the Slideshow are used for all Photo Groups and Online Proofing. The Slideshow displays one large photo and then transitions to the next photo in the Photo Gallery. The Slideshow has a control that allows the visitor to start and stop the slideshow, step backwards or forwards through the Photos. It also has thumbnails that can be selected to display the selected thumbnail image as the large photo. Selecting a thumbnail will cause the slideshow to pause.

Flash Slideshow Option	Description
Main Photo - Background Color	Background color of the flash object where the photo is displayed. The color is a hex value for Red Green Blue (ex: FBE464)
Main Photo - Image Size	Select the size you would like to display you Main Page image. Choices are Small or Large.

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Main Page - Shadow Color	Changes the color for the Photos Drop Shadow. The Shadow Distance (Width) must be greater than 0 for the drop shadow to be seen.
Main Page - Shadow Blur	This blurs the shadow. The larger the number the more blurred the shadow is. A value of 0 with cause the Drop Shadow to have a sharp outside edge.
Main Page - Shadow Distance (Width)	This is the width of the drop shadow - how far it extends from the photo. Set the value to 0 to remove the drop shadow.
Main Page - Shadow Location	This is where the shadow will extend from the photo. There are 4 choices. Below & Right, Below & Left, Top & Left, and Top & Bottom.
Main Photo – Stroke Thickness around Main Photo	This is the stroke that is displayed around the Main Image of the Main Page Slideshow. Setting the Thickness to 0 will disable the Stroke.
Main Photo – Stroke Color around Main Photo	The Stroke Color. The color is a hex value for Red Green Blue (ex: FBE464)
Main Photo – Display Time (Sec)	The number of seconds the image will be display in the slideshow before the next photo is displayed.
Main Photo – Transition Speed (Sec)	The number of seconds it takes before the next photo has completely replaced the current photo.
Main Photo – Transition Type	The type of transition used to go between photos in the slideshow. The transition types are as follows: 1. Blinds 2. Cube 3. Fade 4. Fly 5. Iris 6. Photo 7. PixelDissolve 8. Squeeze 9. Wipe
Slideshow – Pause Slideshow at Startup	Have the Slideshow to startup in the paused mode. The user will have to manually start the Slideshow.
Slideshow – Thumbnail Size	Size of the Thumbnails displayed at bottom of Slideshow. Thumbnails can be 30 to 70 pixels in size

Slideshow - Background Color	Background color of the flash object where the photo is displayed. The color is a hex value for Red Green Blue (ex: FBE464)
Slideshow - Image Size	Select the size you would like to display you Main Page image. Choices are Small or Large.
Slideshow - Shadow Color	Changes the color for the Photos Drop Shadow. The Shadow Distance (Width) must be greater than 0 for the drop shadow to be seen.
Slideshow - Shadow Blur	This blurs the shadow. The larger the number the more blurred the shadow is. A value of 0 with cause the Drop Shadow to have a sharp outside edge.
Slideshow - Shadow Distance (Width)	This is the width of the drop shadow - how far it extends from the photo. Set the value to 0 to remove the drop shadow.
Slideshow - Shadow Location	This is where the shadow will extend from the photo. There are 4 choices. Below & Right, Below & Left, Top & Left, and Top & Bottom.
Slideshow – Stroke Thickness around Large Photo	This is the stroke that is displayed around the Large Image of the Slideshow. Setting the Thickness to 0 will disable the Stroke
Slideshow – Stroke Color around Large Photo	The Stroke Color. The color is a hex value for Red Green Blue (ex: FBE464)
Slideshow Display Time	The number of seconds the image will be display in the slideshow before the next photo is displayed.
Slideshow Transition Speed	The number of seconds it takes before the next photo has completely replaced the current photo.
Slideshow Transition Type	The type of transition used to go between photos in the slideshow. The transition types are as follows: 1. Blinds 2. Cube 3. Fade 4. Fly 5. Iris 6. Photo 7. PixelDissolve 8. Squeeze 9. Wipe

Non-Flash Slideshow Options

The following mobile slideshow options can be changed from the Non-Flash Slideshow Options. The Non-Flash Slideshow is used instead of the Flash Slideshow when viewing the site from a browser that does not have Flash.

- **Main Photo** – These options are used for the random display of the photos on the Main Page. The Main Photo is a limited slideshow.

- **Slideshow** – The options for the Slideshow are used for all Photo Groups and Online Proofing. The Slideshow displays one large photo and then transitions to the next photo in the Photo Gallery. The Slideshow has a control that allows the visitor to start and stop the slideshow, step backwards or forwards through the images. It also has thumbnails that can be selected to display the selected thumbnail image as the large photo.

Non-Flash Slideshow Option	Description
Main Photo – Stroke Thickness around Main Photo	This is the stroke that is displayed around the Main Image of the Main Page Slideshow. Setting the Thickness to 0 will disable the Stroke.
Main Photo – Stroke Color around Main Photo	The Stroke Color. The color is a hex value for Red Green Blue (ex: FBE464)
Main Photo – Display Time (Sec)	The number of seconds the image will be display in the slideshow before the next photo is displayed.
Main Photo – Transition Speed (Sec)	The number of seconds it takes before the next photo has completely replaced the current photo.
Main Photo – Transition Type	The type of transition used to go between photos in the slideshow. The transition types are as follows: 1. fade 2. slice 3. slide 4. random
Slideshow – Run Slideshow at Startup	Have the Slideshow to startup in the run mode. The user will have to manually start the Slideshow if this option set to False
Slideshow – Stroke Thickness around Large Photo	This is the stroke that is displayed around the Large Image of the Slideshow. Setting the Thickness to 0 will disable the

	Stroke
Slideshow – Stroke Color around Large Photo	The Stroke Color. The color is a hex value for Red Green Blue (ex: FBE464)
Slideshow Display Time	The number of seconds the image will be display in the slideshow before the next photo is displayed.
Slideshow Transition Speed	The number of seconds it takes before the next photo has completely replaced the current photo.
Slideshow Transition Type	The type of transition used to go between photos in the slideshow. The transition types are as follows: 1. fade 2. slice 3. slide 4. random

Music Flash Options

The following flash options can be change from the Music Flash Options. The Auto Start Music and Show Music Title Music Options are set for each Photo Page. These options can be set in the Music to Photo Page Association in the WebControl > Site Setup area.

Flash Option	Description
Music Loops	When set to True, the music will start off after the end of the music file is reached allow the music to continue indefinitely.
Music Volume	A number is entered to set the volume level of the mp3 music file when not muted. The larger the number, the louder the volume. The number must be between 0 and 100
Display Music Time Information	The time length of the song and the amount of time the song has played will be displayed.
WebControl – Music Volume	A number is entered to set the volume level of the mp3 music file when in the WebControl area. The larger the number, the louder the volume. The number must be between 0 and 100

HTML Code

The following are a few HTML code samples that can be used where text is entered in the WebControl. HTML codes can be used to change the look of the text and create links to other sites. Most HTML codes need a start code and an end code. Text can have the Bold, Italic, and Underline or any combination set by using the start and end codes below for the text.

Effect	Start Code	End Code	Example	Displayed Like
Bold	<B>	</B>	<B>Your Company</B>	**Your Company**
Italic	<I>	</I>	<I>Your Photos</I>	*Your Photos*
Underline	<U>	</U>	<U>Important Info</U>	<u>Important Info</u>
Link			Photo Examples	Photo Examples (this will be a link to the site when clicked)
Font Color			Important Info	Important Info 'xx' can also be #RRGGBB hex numbers for Red, Green, and Blue
Center Text	<center>	</center>	<center>Some text you want centered on the page</center	Centers text on Page
Combined Effects	<B><I>	</I></B>	<B><I>Bold and Italic Text</I></B>	***Bold and Italic Text***

HTML color codes for html are available from the following websites:

http://www.w3schools.com/html/html_colors.asp

http://www.w3schools.com/html/html_colornames.asp

http://www.w3schools.com/html/html_colorvalues.asp

http://html-color-codes.com/