1. Having all the photos you want to add to an album all together in a folder on your computer makes it easier to find the photos when you want to upload them.

2. Go to http://www.cpt.org/gallery

3. Select [login] from the upper right hand corner of the page

4. Login with your project’s username and password

5. The main level album page will be opened up for editing, select the main album from your project

6. Select [new nested album] to create a new album

7. Select [add photos] to add multiple photos to the album. You are asked to browse for each photo file and enter a brief caption for each photo. However for better photo documentation, it is strongly suggested that after adding all the photos to your new album, you select [captions] to enter information into the custom fields for each photo. These are:
   - **Description**: for describing the picture in more than a brief caption.
   - **Date**: date that the photo was taken; please use the following format: mmm dd, yyyy (i.e. Sep 5, 2003)
   - **Location**: more specific location where the photo was taken (i.e. village name, neighborhood name, blockade location rather than just the project location name).
   - **People**: names of CPTers and/or others in the photo

8. Or select [add photo] to add a single photo to the album. The Add Photo window has the following fields to enter: File, Caption, Description, Date, Location, People

9. After you have added a picture to an album you will notice a drop-down list [<<Edit Photo>>] below the picture. For each photo you have the following options:
   - **Edit Text**
   - **Edit Thumbnail**: lets you change what part of the picture is the thumbnail
   - **Rotate Photo**: (default is the first photo in the album)
   - **Move Photo**: change the position of the photo in the album or move it to another album
   - **Hide/Show Photo**
   - **Delete Photo**

10. After you have added all the photos to the album, go up a level by selecting the album name in the top right (beside the up arrow)

11. Under the album you just finished creating you will notice a drop-down list [<<Edit Album>>] below the album. For each album you have the following options:
   - **Edit Title**: create a 1-2 word title for the album
   - **Edit Description**: summary for the photos contained in the album
   - **Rename Album**: short name for the album that can be used in a web link
   - **Highlight Album**: if the album is nested, the highlighted photo in this album becomes the photo used for representing all nested albums of the same level
   - **Reset Counter**: number of visitors to the album is reset to 0
   - **Move Album**
   - **Hide Album**
   - **Delete Album**
   - **Permissions**: you shouldn’t need to change these

12. When you’re all finished creating your album and adding photos to it, [logout]
Notes about Gallery

- It has a search option (found at the main album level) and all text entered about a photo/album will be searched (to do an ‘A or B’ search enter ‘A|B’ in the search box – no spaces, can anyone figure out how to do the ‘A and B’ search?)
- Nested-albums can be created/deleted (i.e. a nested album under the main Hebron album can contain photos plus additional nested albums)
- Photos can be deleted/added to an album after it has been created
- **As we want accuracy in documenting our work through photos, you are encouraged to enter all the information into all custom fields for a photo (even if some of the fields are the same for all the photos in an album and it seems redundant)**
  - If you want to include a web link to a photo album in a release, copy the address from your browser when you are down to the album level that you want.
  - Only the photo caption is visible with the thumbnails on the album page, click a photo to see a larger image plus all of the custom field values
  - You can refer someone to a specific photo in an album by it’s number (click on the photo to discover it’s number in the album)