Adding Photos

Before using the instructions below, click on this link to view a YouTube video by Darrian Lythgoe, creator of TNG.
Skip the Ads and start at 2:00 and view the rest of 18:18 minute video.
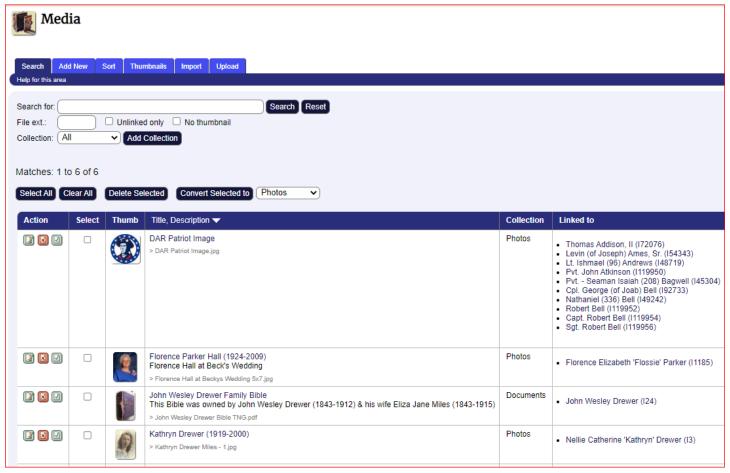https://www.youtube.com/watch?v=yuUsNnDzOSg&t=68s

Then start at the Administration, Media Tab at this link:
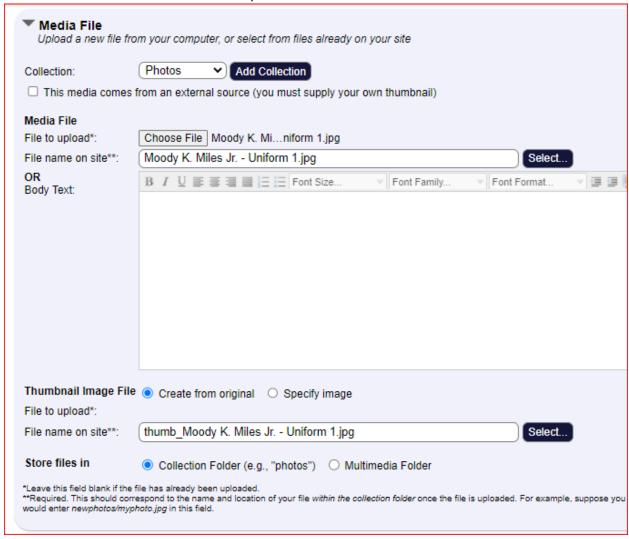https://espl-genealogy.org/admin_media.php
See the "Help for this area" for detailed information and instructions.

Change Collection: from All to Photos
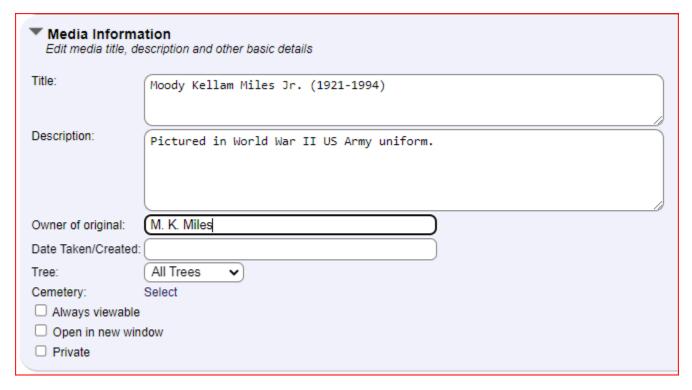See screenshot below.

Click on the Add New tab which will take you to the screenshot below:

Click on the "File to upload" box [Choose File] and navigate to the desired photo on your computer and click "open" and yourfilename.jpg should show in the "File name on site:" box. Click on the "Thumbnail Image File" button before the "Create from original." The "Store files in" button before the "Collection Folder (e.g., "photos") should be selected.

Move down the screen to the "Media Information" screen shown in the screenshot below.

Media Information
Edit media title, description and other basic details

Title:
Moody Kellam Miles Jr. (1921-1994)

Description:
Pictured in World War II US Army uniform.

Owner of original: M. K. Miles

Date Taken/Created:

Tree: All Trees

Cemetery: Select

☐ Always viewable
☐ Open in new window
☐ Private

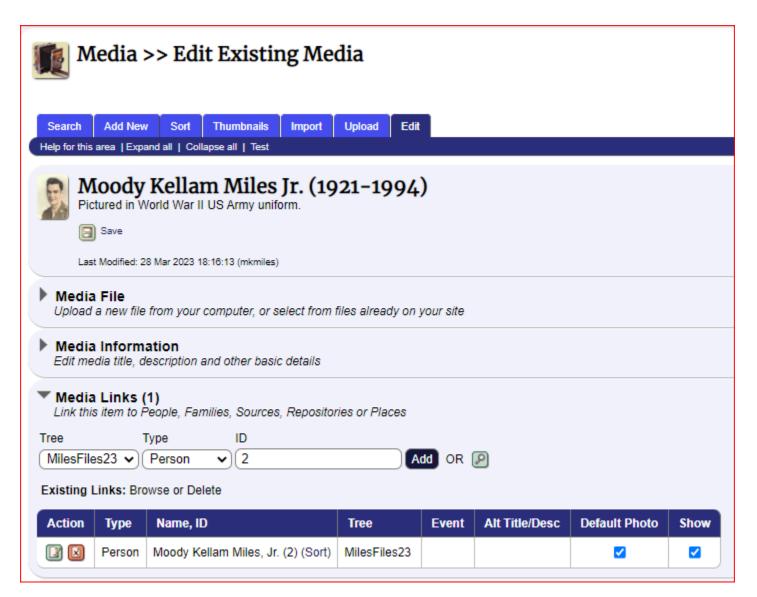Fill in the "Title" box with the name and dates of the person in your Photo, as shown above.

Fill in the "Description" box with information about the Photo, as shown above.

Fill in the "Owner of original" box with the name of the owner of the Photo.

Fill in the "Date Taken/Created" box with a date if available.

Leave the "Tree" box set to "All Trees>" as shown above.

Click on Save & Continue which will take you to the screenshot below showing the Thumbnail Photo with the name of the person you entered, his dates, and the description you entered. See the screenshot below.

Enter the ID# for the person shown in the Thumbnail Photo (as shown above) and click on the "Add" icon. Once the "Name, ID" box shows the name of the person in the Photo and his ID#, be sure the "Default Photo" and "Show" boxes are checked.

Click the Save & Exit button at the bottom of the screen or the Save Icon near the top of the screen near the Thumbnail, which will return you to the first Media screenshot shown above, so you can continue to add Photos.