

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.

Media

Search
Add New
Sort
Thumbnails
Import
Upload

Help for this area

Search for: Search

File ext.: Unlinked only No thumbnail

Collection: All

Matches: 1 to 6 of 6

Select All
Clear All
Delete Selected
Convert Selected to
Photos

Action	Select	Thumb	Title, Description	Collection	Linked to
	<input type="checkbox"/>		DAR Patriot Image > DAR_Patriot_Image.jpg	Photos	<ul style="list-style-type: none"> Thomas Addison, II (172076) Levin (of Joseph) Ames, Sr. (154343) Lt. Ishmael (96) Andrews (148719) Pvt. John Atkinson (1119950) Pvt. - Seaman Isaiah (208) Bagwell (145304) Cpl. George (of Joab) Bell (192733) Nathaniel (336) Bell (149242) Robert Bell (1119952) Capt. Robert Bell (1119954) Sgt. Robert Bell (1119956)
	<input type="checkbox"/>		Florence Parker Hall (1924-2009) Florence Hall at Beck's Wedding > Florence Hall at Beckys Wedding 5x7.jpg	Photos	<ul style="list-style-type: none"> Florence Elizabeth 'Flossie' Parker (11185)
	<input type="checkbox"/>		John Wesley Drewer Family Bible This Bible was owned by John Wesley Drewer (1843-1912) & his wife Eliza Jane Miles (1843-1915) > John Wesley Drewer Bible TNG.pdf	Documents	<ul style="list-style-type: none"> John Wesley Drewer (124)
	<input type="checkbox"/>		Kathryn Drewer (1919-2000) > Kathryn Drewer Miles - 1.jpg	Photos	<ul style="list-style-type: none"> Nellie Catherine 'Kathryn' Drewer (13)

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

Media File
Upload a new file from your computer, or select from files already on your site

Collection: **Add Collection**

This media comes from an external source (you must supply your own thumbnail)

Media File

File to upload*: Moody K. Mi...niform 1.jpg

File name on site**: **Select...**

OR

Body Text:

B / U Font Size... Font Family... Font Format...

Thumbnail Image File Create from original Specify image

File to upload*:

File name on site**: **Select...**

Store files in Collection Folder (e.g., "photos") Multimedia Folder

*Leave this field blank if the file has already been uploaded.
**Required. This should correspond to the name and location of your file *within the collection folder* once the file is uploaded. For example, suppose you would enter *newphotos/myphoto.jpg* in this field.

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:

Description:

Owner of original:

Date Taken/Created:

Tree: ▼

Cemetery:

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.



Media >> Edit Existing Media

Search Add New Sort Thumbnails Import Upload Edit

Help for this area | Expand all | Collapse all | Test



Moody Kellam Miles Jr. (1921-1994)

Pictured in World War II US Army uniform.

Save

Last Modified: 28 Mar 2023 18:16:13 (mkmiles)

Media File

Upload a new file from your computer, or select from files already on your site

Media Information

Edit media title, description and other basic details

Media Links (1)

Link this item to People, Families, Sources, Repositories or Places

Tree Type ID
MilesFiles23 Person 2 OR

Existing Links: Browse or Delete

Action	Type	Name, ID	Tree	Event	Alt Title/Desc	Default Photo	Show
	Person	Moody Kellam Miles, Jr. (2) (Sort)	MilesFiles23			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.