



JOOMLA GALLERY TRAINING MANUAL

This document will give you precise, step-by-step, instructions on how to:

- Load pictures into your Gallery
- Delete pictures from your Gallery

When loading website content it is best to do so using GOOGLE CHROME as your internet browser.

<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95346>

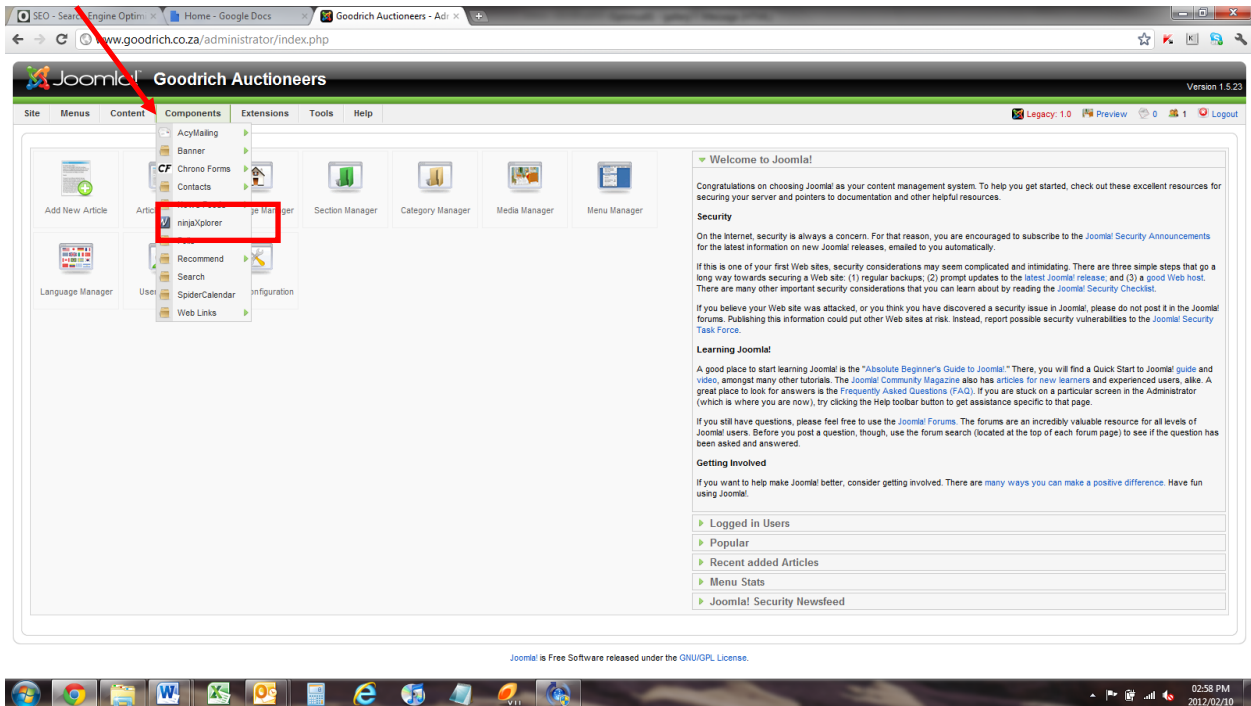
The WORST one to use is INTERNET EXPLORER as this will cause issues when you are trying to make your article look “good” etc. If you are experiencing issues and you call us with a query, the first thing we will do is query if you used Google Chrome. If you didn’t we will request that you redo everything using Google Chrome as your internet browser. This is how adamant we are that you load your website using Google Chrome.

To load Google Chrome onto your computer / laptop simply go to this link and follow the instructions – given by Google: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95346>
It is VERY EASY. Loading Google Chrome will not delete your “other” internet browser but it will simply be an additional internet browser on your computer / laptop.

If you feel that this is too complicated or requires too much effort then we can load your content for you at a fee – simply contact us and we will send through a quotation based on the estimated number of pages that you would like loaded.

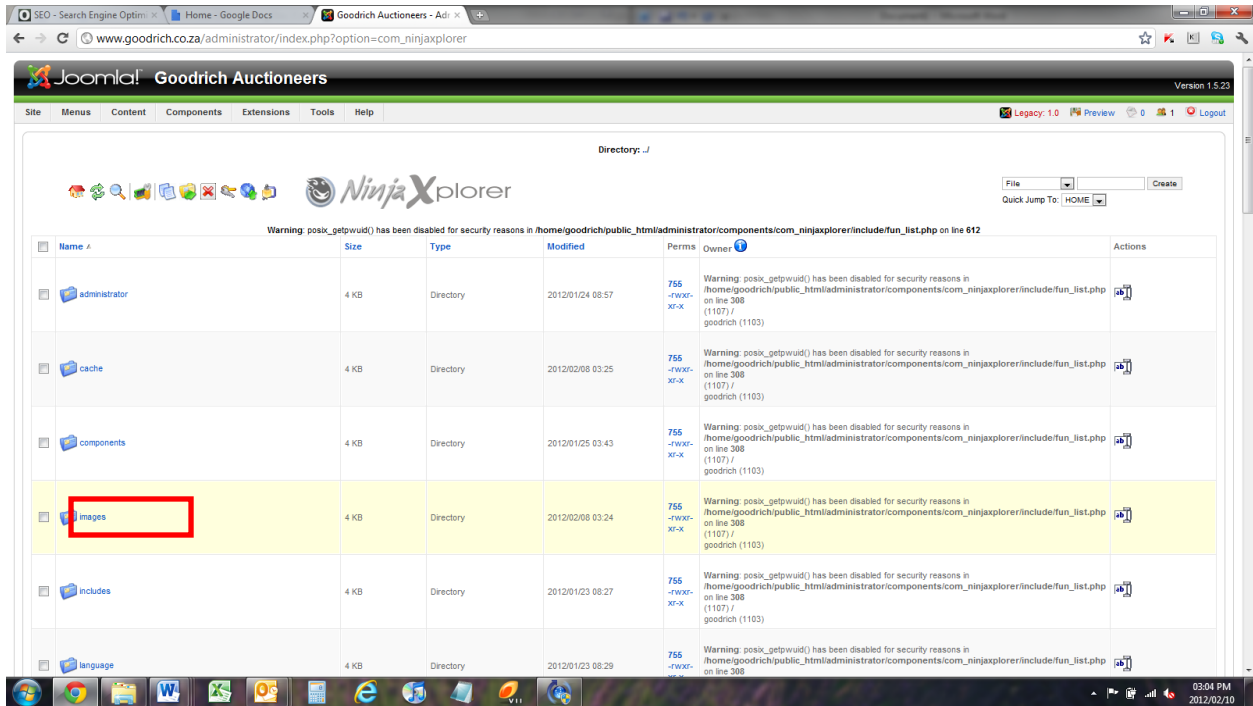
Loading Pictures into your Gallery

1. Enter your CMS URL into the bar where the red arrow is pointing in the picture below – given to you by your web developer
 - a. A page like the one displayed below will appear (if it does not then you have not entered the CORRECT URL)
2. Enter your Username – given to you by your web developer (don't lose this!)
3. Enter your Password – given to you by your web developer (don't lose this!)
4. When you get to the main site screen scroll over the tab “COMPONENTS” – look at the **below** pic where the red arrow is pointing
 - a. A drop down menu will appear



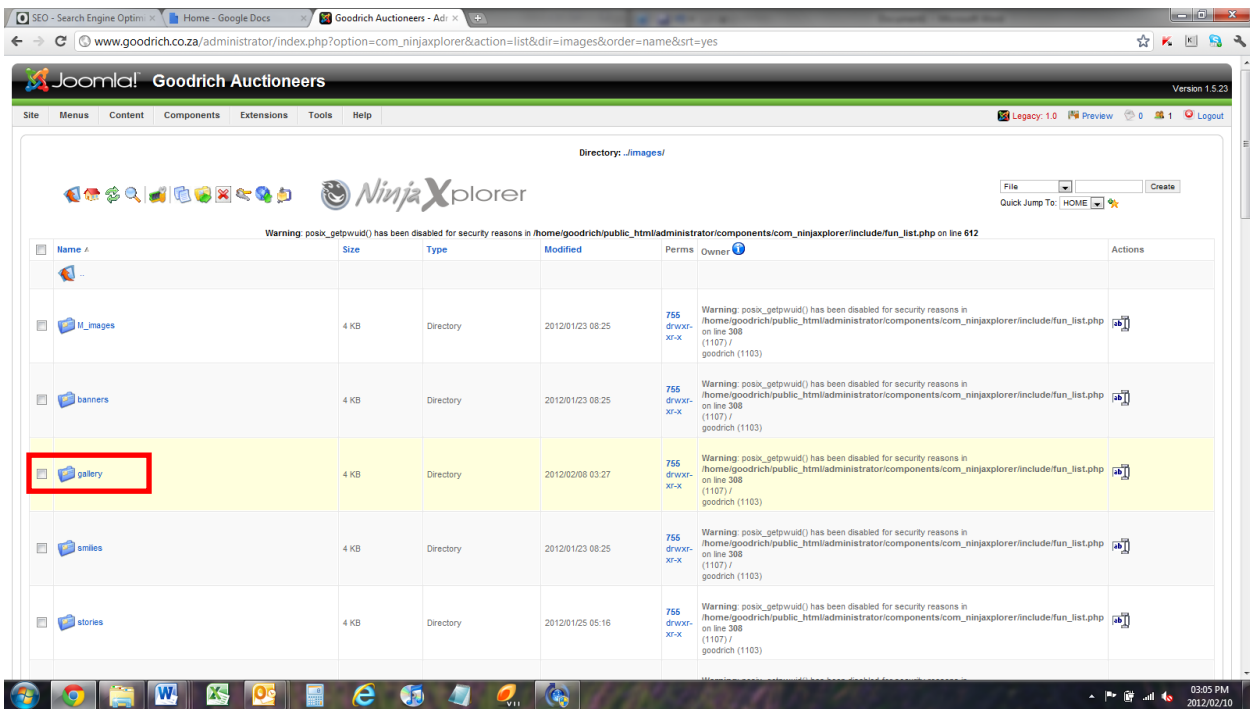
5. Click on the option “NINJA XPLORER” – look at the **above** pic where the red box is situated

*A screen that looks similar to the **below** pic will display*



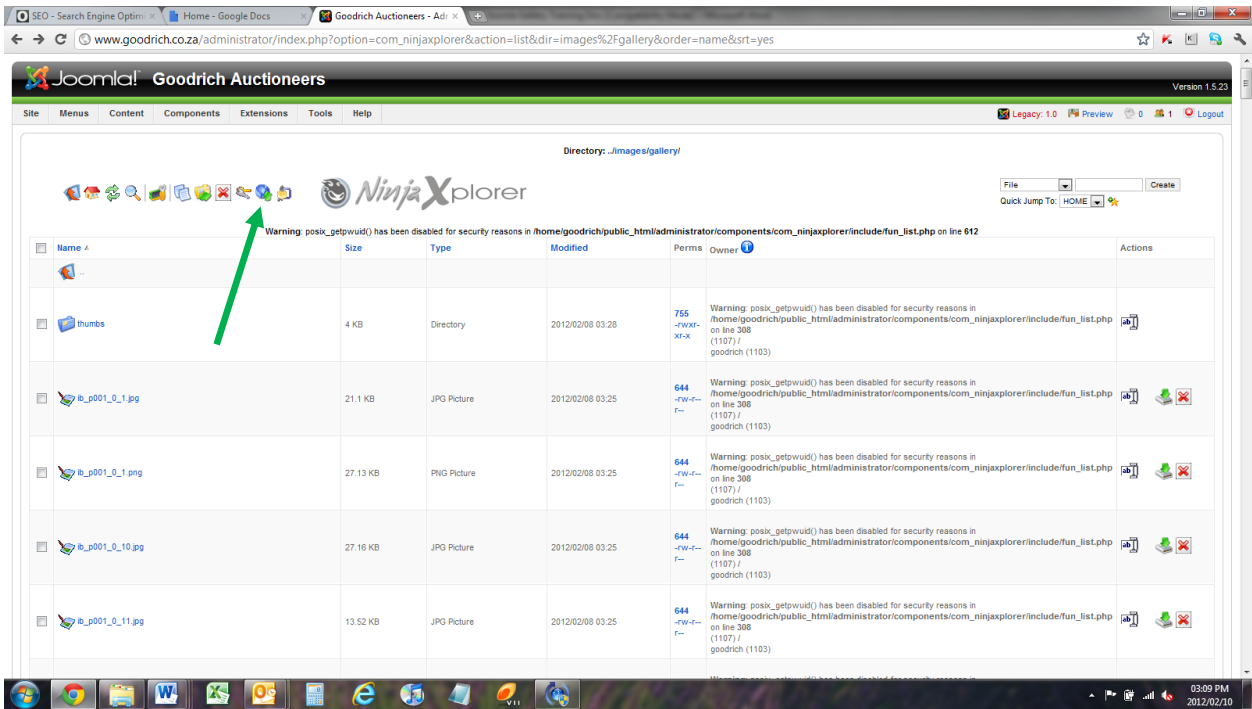
6. Click on the option “**IMAGES**” – look at the **above** pic where the red box is situated

A screen that looks similar to the below pic will display



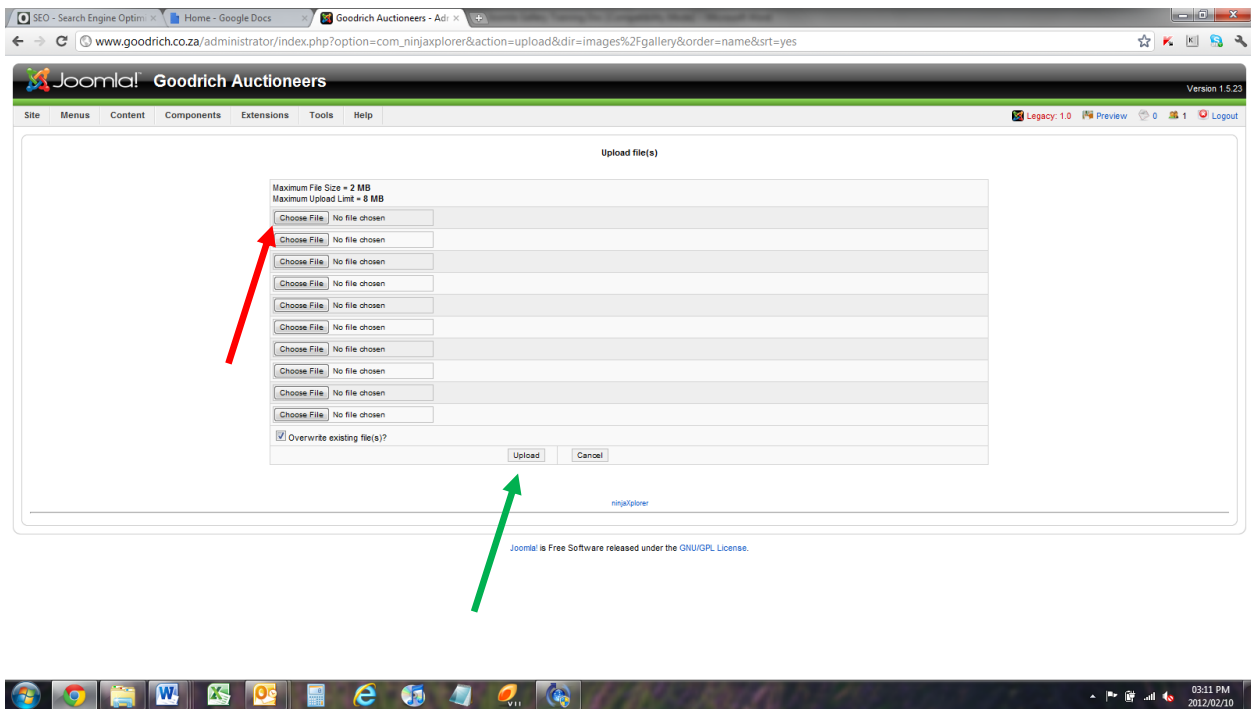
7. Click on the option “**GALLERY**” – look at the **above** pic where the red box is situated

A screen that looks similar to the below pic will display



8. Click on the picture icon “**UPLOAD**” – look at the **above** pic where the red arrow is pointing

A screen that looks similar to the below pic will display



9. Click the button “**CHOOSE FILE**” – where the red arrow is pointing
- A screen will open up to your computer documents – locate the folder in which your picture(s) is situated
 - Click on the file that you wish to upload – **MAXIMUM 2MB BIG (EACH)**

