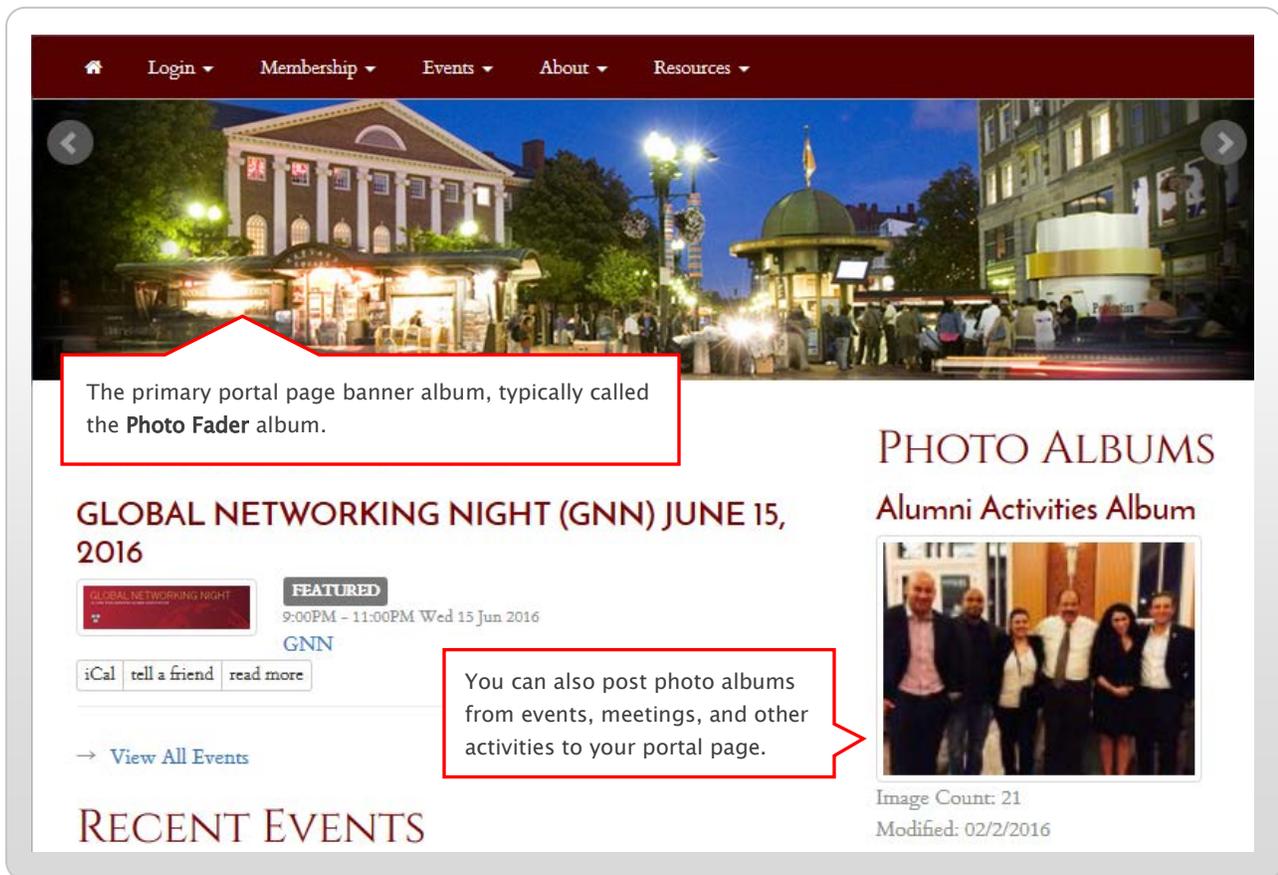# HARVARD
ALUMNI ASSOCIATION

Working with Image Albums

Image albums offer a convenient way to manage and share photography for your organization's web site. This manual provides step-by-step instructions on working with image albums, including the album that contains the banner photography for your portal page (homepage).

What are Image Albums and How are They Used?

An image album is a collection of images that users can view sequentially as a group or set. While image albums can appear almost anywhere on your site, they are often most prominently featured on your portal page. The figure below depicts a sample portal page with two different types of image albums:


The primary portal page banner album, typically called the **Photo Fader** album.

You can also post photo albums from events, meetings, and other activities to your portal page.

How Can I Update the Banner Photography for My Web Site?

As mentioned above, your site's banner imagery resides in the Harvard Web management system as an album that's usually called a **Photo Fader**. In general, this album can be created and maintained in the same way as any other album on your site, with a few additional settings required. For full configuration details, see "**About the Portal Page Banner (Photo Fader) Album**" on page 7 of this guide. To find out how to create and edit this and other image albums, refer to the sections that follow.

Creating an Image Album

To add a new image album to your site, follow the steps below.

1. Click the admin menu button 　 and select "**Manage Files and Images.**"
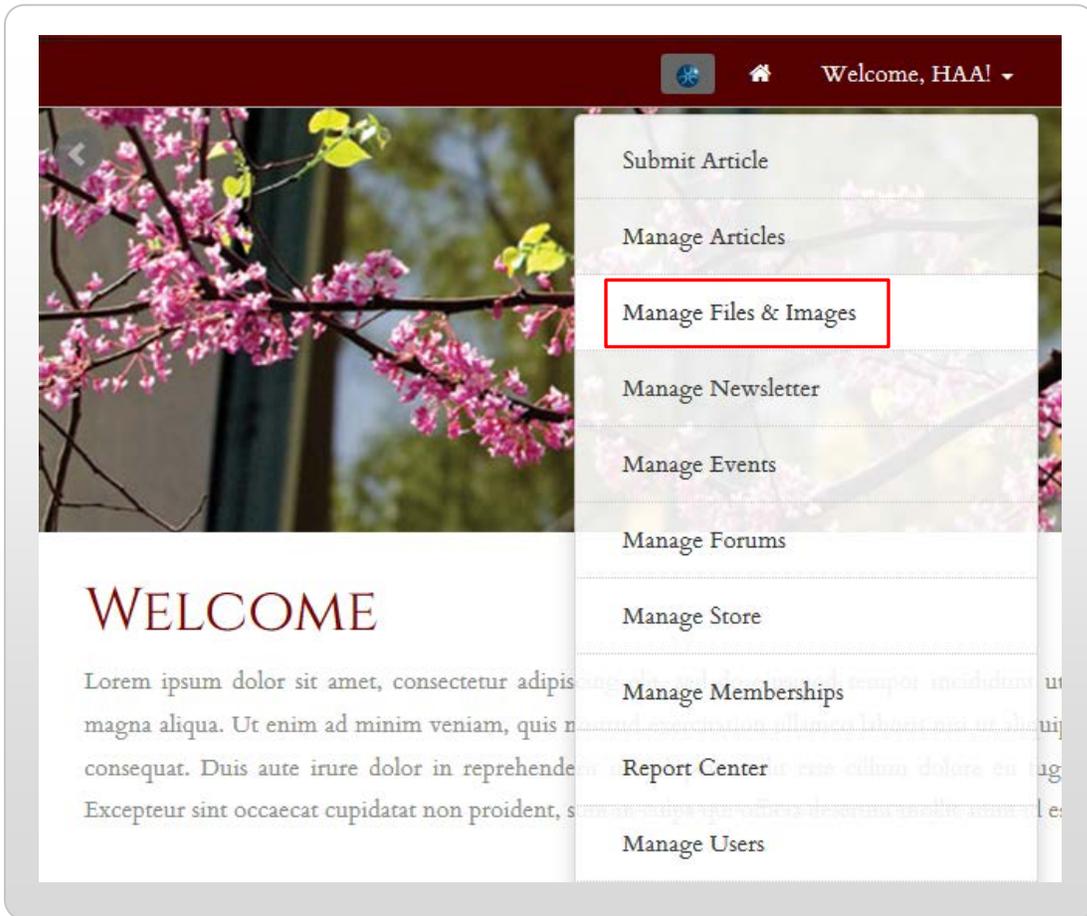
2. Click "**Manage Image Albums**" at the top of the **file vault** to display the **Album Repository.** Click the **plus sign button** at the upper right to create a new album:

The **album editor** screen appears. The options available on this screen enable you to customize the content and appearance of your image album.
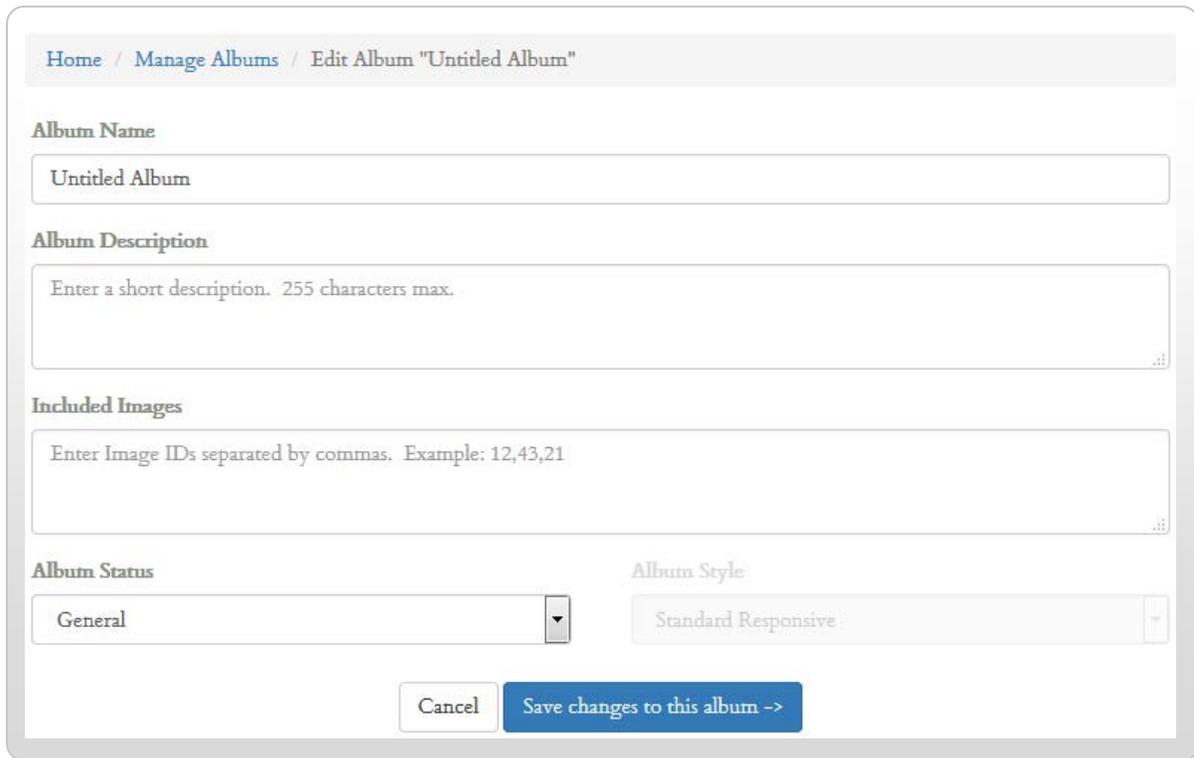

2. Enter a name and a description (if needed) for your album in the fields shown above.


Your album's **name** will appear in links to your album that you post to your site; **album descriptions**, however, are only visible from the "Albums" page, or when a user opens and views a specific album. For visual examples of page components that contain album descriptions, see Appendix A on page 9 of this guide.

3. Next, you'll need the **image IDs** of the images you would like to include within your album. To obtain these, you'll need to return to the **file vault**. Before you do so, save your work by clicking "**Save changes to this album**" at the bottom of your screen.

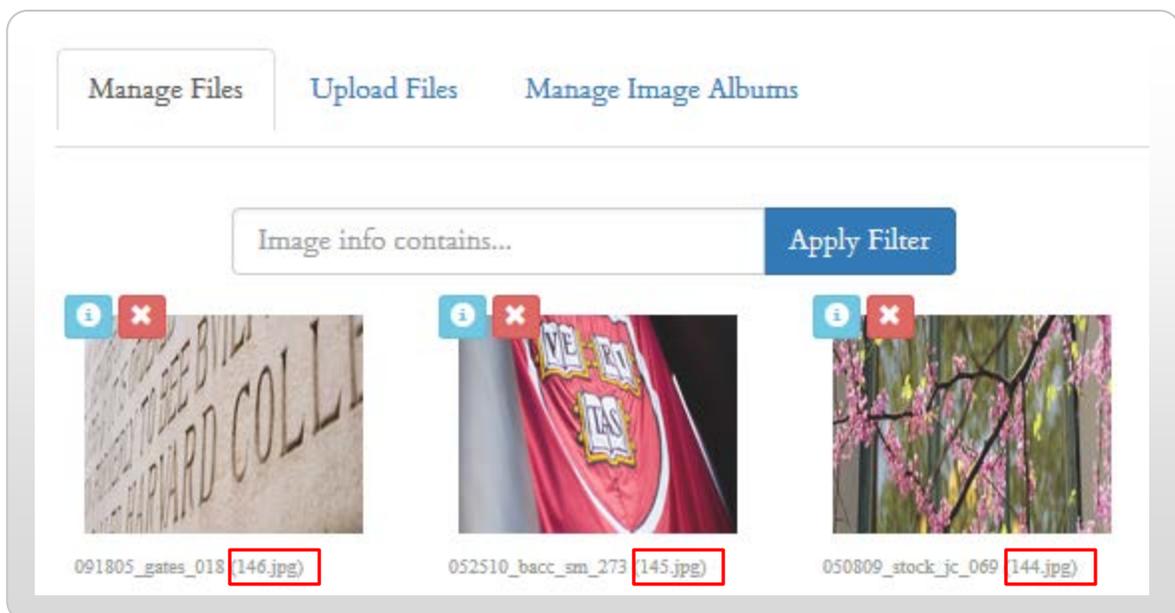4. Click "**Manage Files**" at the top of your screen to access the **file vault**:
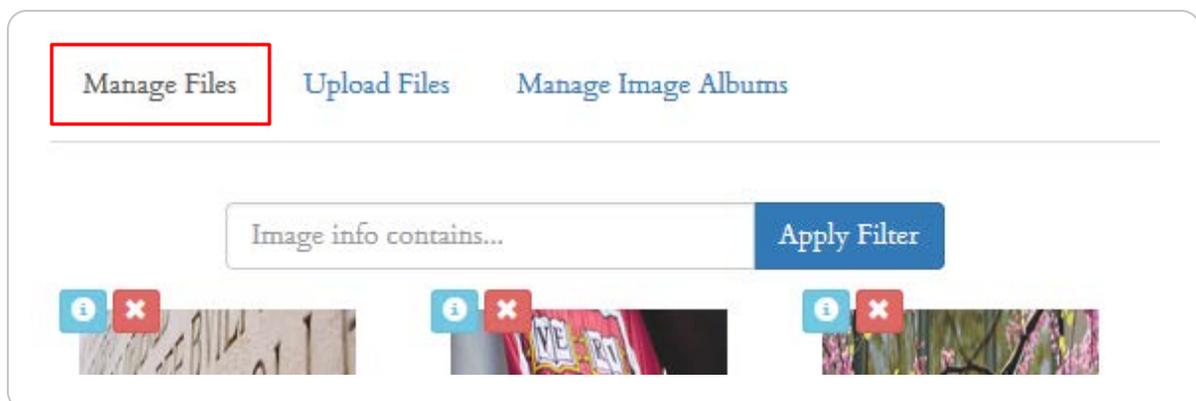
4. Identify the images in the vault that you would like to use; if needed, you can use the **search box** at the top of the screen to find files by specific keywords. For example, if the name of your image contains the word "stock," you can search for the word "stock" within the vault:
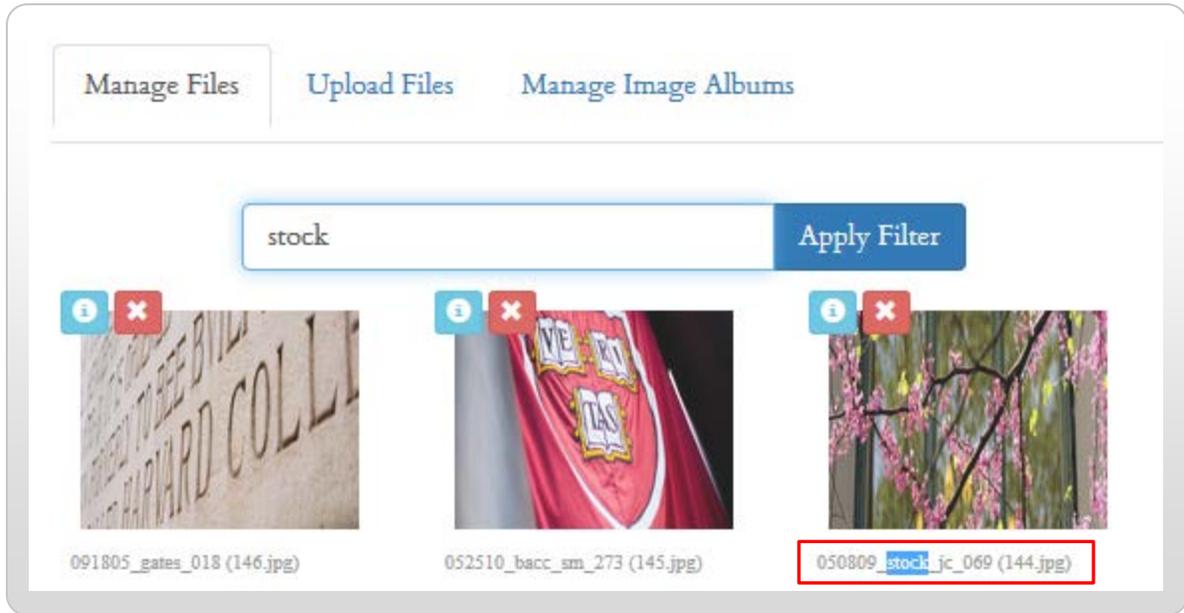

Important: If you do not see the images you're looking for in the vault, you may need to upload them. Refer to the Uploading Files and Images training guide for further information and instructions.

5. Find the **image IDs** for the images you would like to use to the **right** of their file names in the vault. In the below example, images 144, 145, and 146 are shown:

6. Return to the image album saved in step 3 by clicking "**Manage Image Albums**" at the top of your screen. Find your album in the album list and click the "gear" icon 🔧 to the right of its name; select "**Edit**" from the menu that appears:
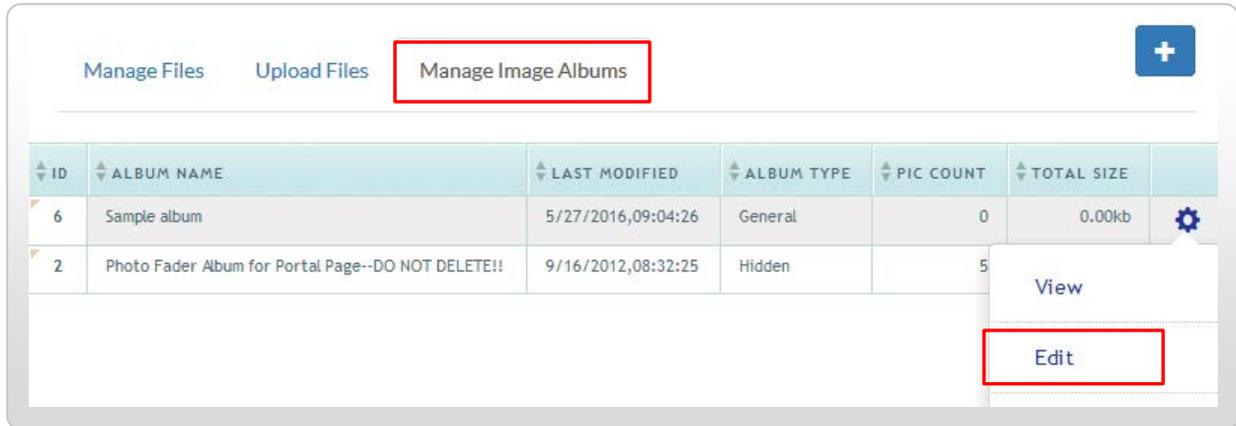

The album editor screen appears. Enter the image IDs you located in step 5 in the "**Included Images**" field (be sure to include a comma between each ID number).
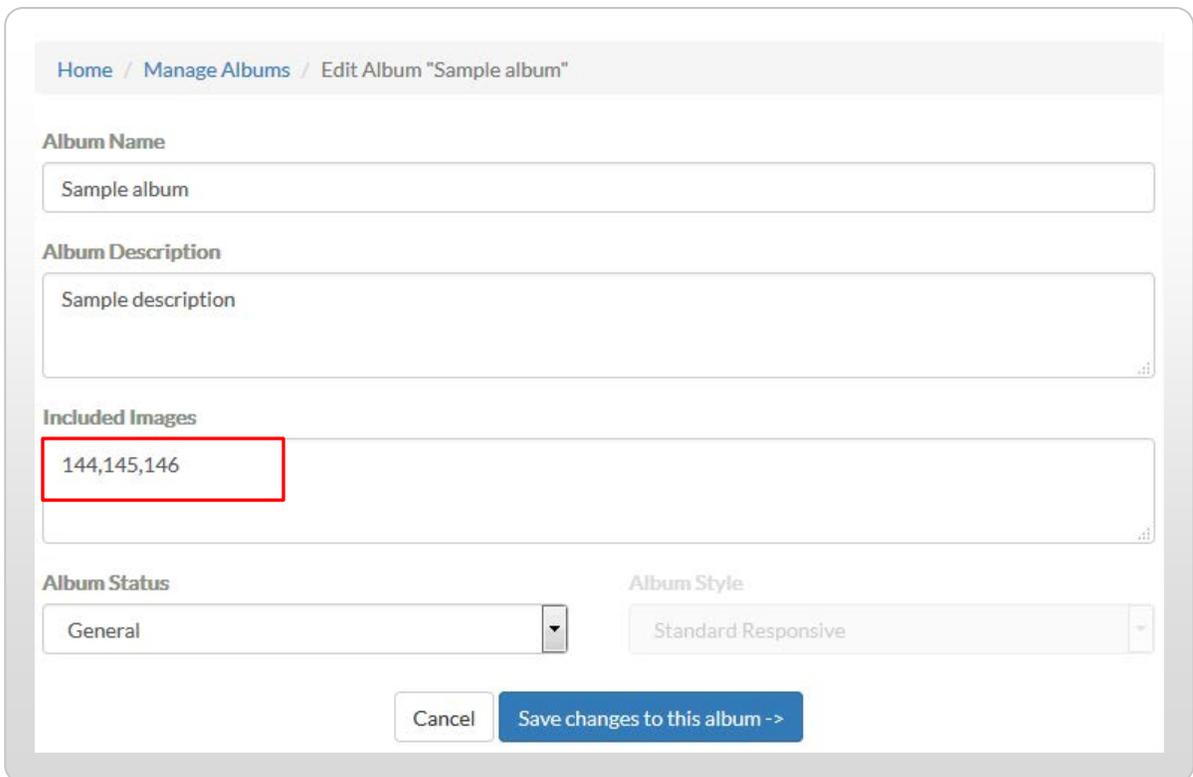

7. Select a **status** for your album under the **Album Status** menu. Choose "**Hidden**" if your album contains the images for the main banner (photo fader) area of your portal page; for all other albums, select "**General**" status.

8. To publish your album, click "**Save changes to this album**" at the bottom of your screen. To view your album as it appears on your web site, click "**Manage Albums**" at the top of your screen. Then, click the "gear" icon ⚙ to the right of your album as in step 6, and select "**View**."
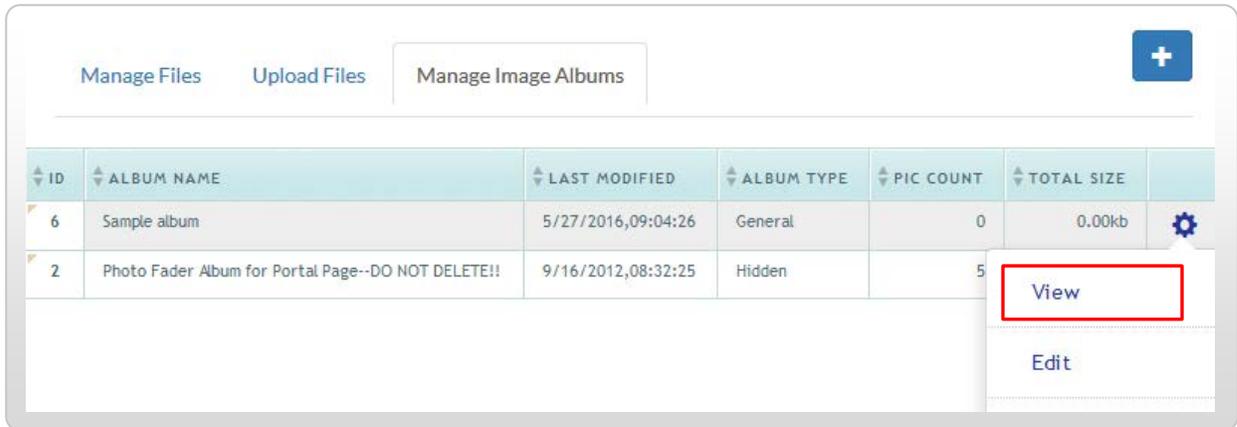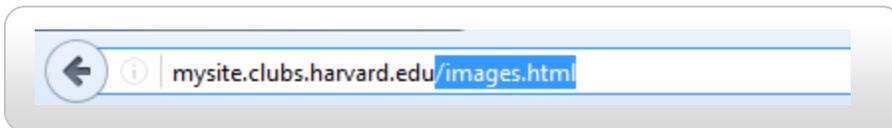

Your album appears; to view its thumbnail link on your "albums" page, click "**Albums**" at the top of your screen:
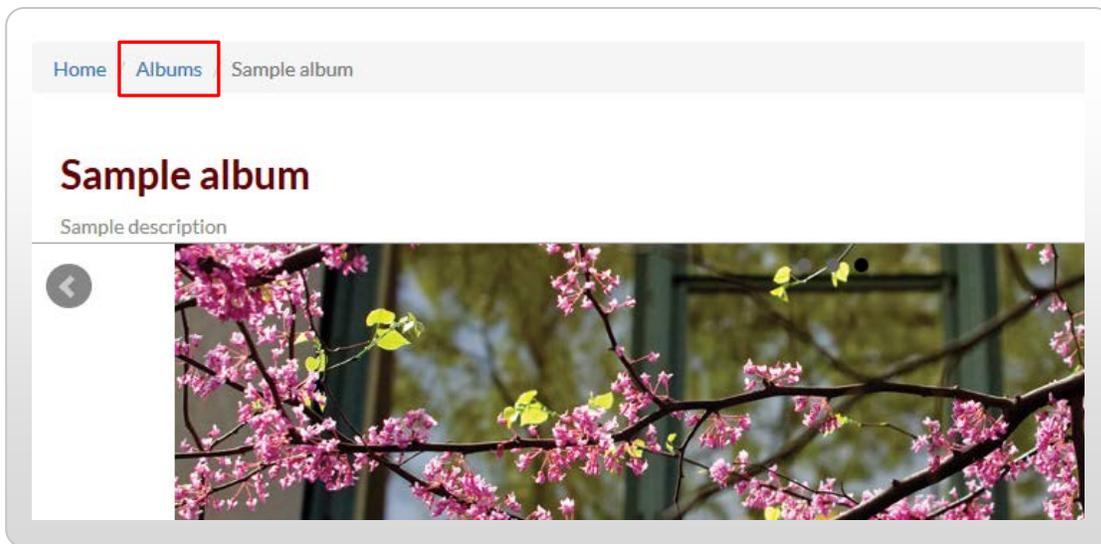
A thumbnail link to your album is displayed on your "albums" page:

You can also quickly access your site's "albums" page by adding "/**images.html**" to the end of your primary web address:

Note: your album will **only** appear on your albums page if its status is **not** set to "Hidden" (i.e., your portal page's main photo fader/banner album is not shown on this page).

Posting an Image Album to Your Portal Page

In addition to your site's "albums" page, you can also post an image album to your site's portal page (refer back to page 1 for examples of albums that may appear on this page). To do so, you'll need to update the **portal page template file** for your site to include a section for **Photo Albums**. For information and instructions on updating your site's portal page, see the Portal Page training guide.

About the Portal Page Banner (Photo Fader) Album

As mentioned on page 1 of this guide, all of the images that appear in the main "banner" area of your portal page are usually stored as an album called "**Photo Fader**" (or similar) in your album repository:

You can manage and update this album in the same way as described previously in this guide for other image albums. When working with Photo Fader albums, however, it's important to:

- include the words "DO NOT DELETE" within the album name;
- ensure any images included are 1200 x 275 px in size; and
- ensure album status is set to "Hidden" so that the album doesn't post to your "albums" page.

Using Image Albums in Other Areas of Your Site

You can also include **links** to image albums on any page of your site, or within eNewsletters. To create a link to an image album, refer to the steps that follow.

1. First, **open the album** you wish to use via one of the methods described in step 8 on page 6 of this guide.

2. Find the **web address** for the image album in the address bar at the top of your screen (you'll need this address to create the link to your album in step 4).
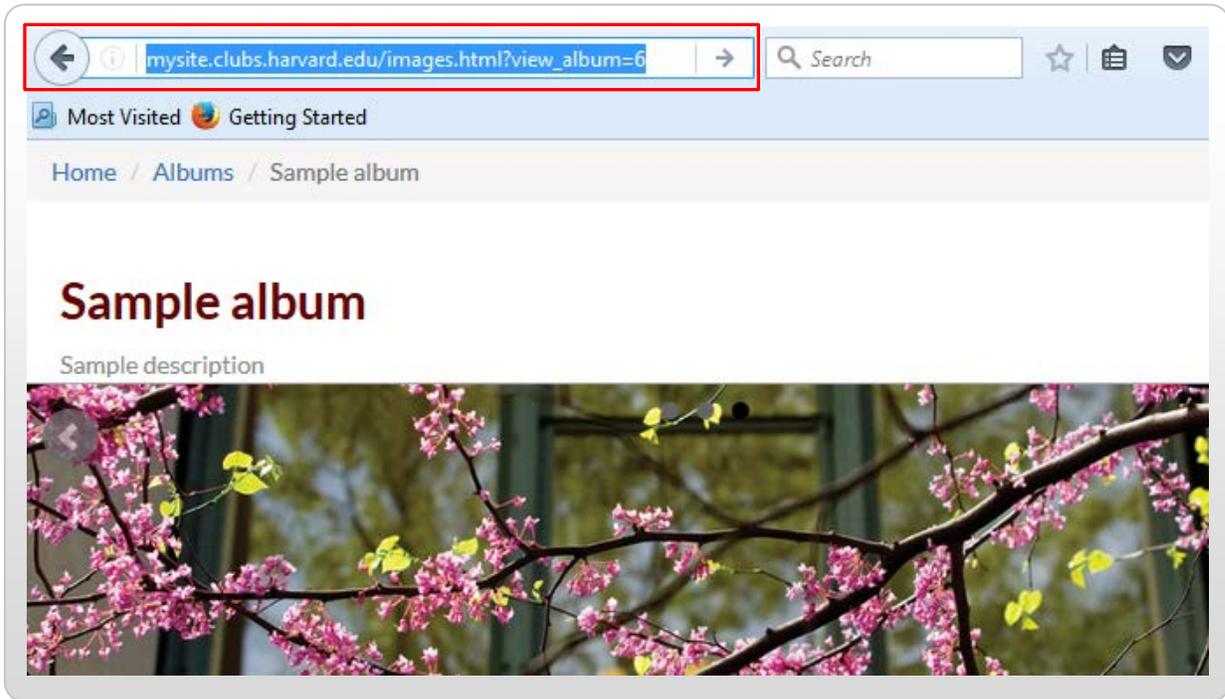
3. Open the article (web page) or eNewsletter to which you would like to add an image album link. If you aren't familiar with articles or eNewsletters, see the training guides called "Creating an Article," "Updating an Article," and/or "Working with eNewsletters."

4. Follow the steps provided in the guides mentioned in step 3 to create a link to your image album—when specifying the destination page for your link, use the web address identified in step 2.

Editing an Image Album

To edit an **existing** image album, first access the **file vault** as in step 1 on page 2. Find your album under the album repository, then follow steps 6–8 on pages 5–6 of this guide to update it.

Appendix A: Album Descriptions

The figures below show the contexts in which album **descriptions** appear on pages within your site.
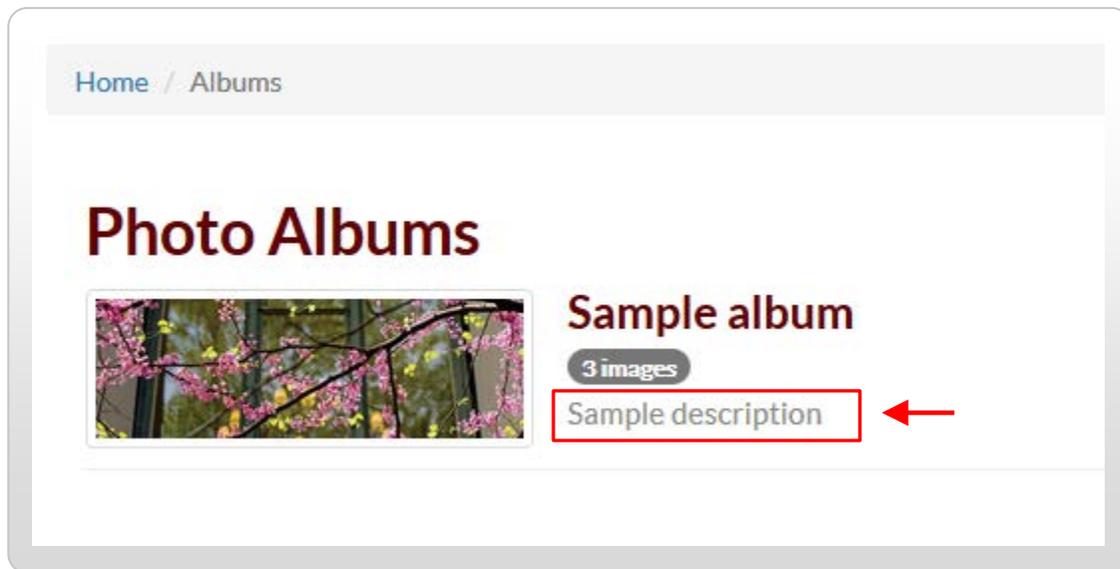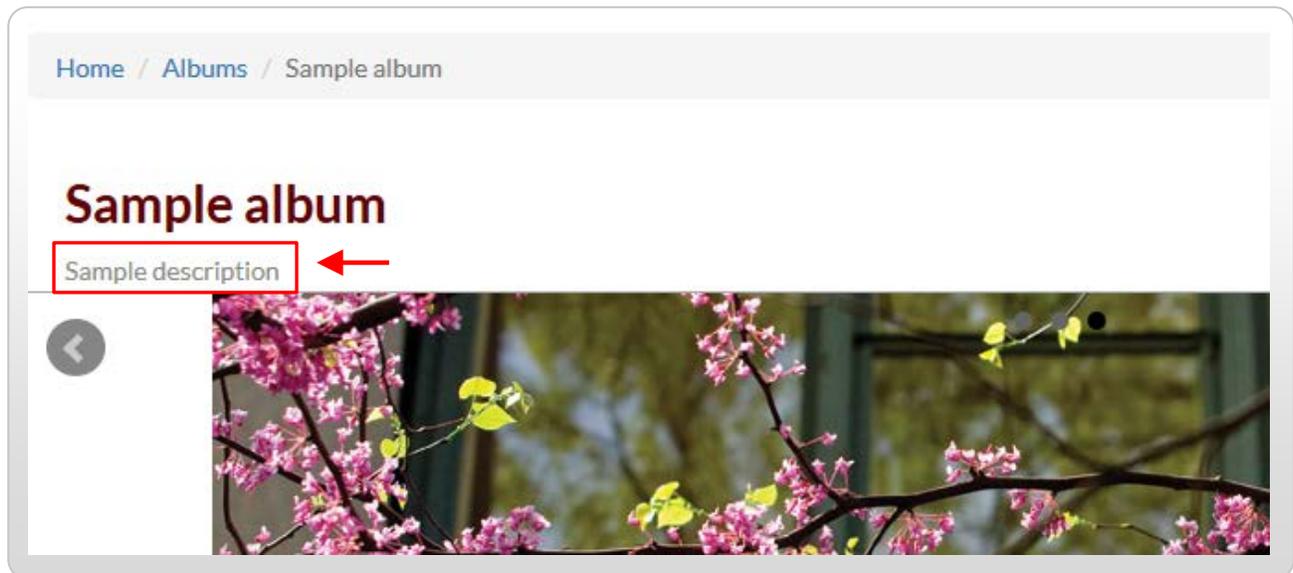
Figure 1: Main Albums Page

Figure 2: Individual Album Page

Continued on next page→

Album descriptions do **not** appear within links to albums posted to your portal page.

Questions on this guide? Please post any questions to Support Tracker and the AlumniMagnet team will respond as soon as possible.