

Picasa Lightbox Gallery



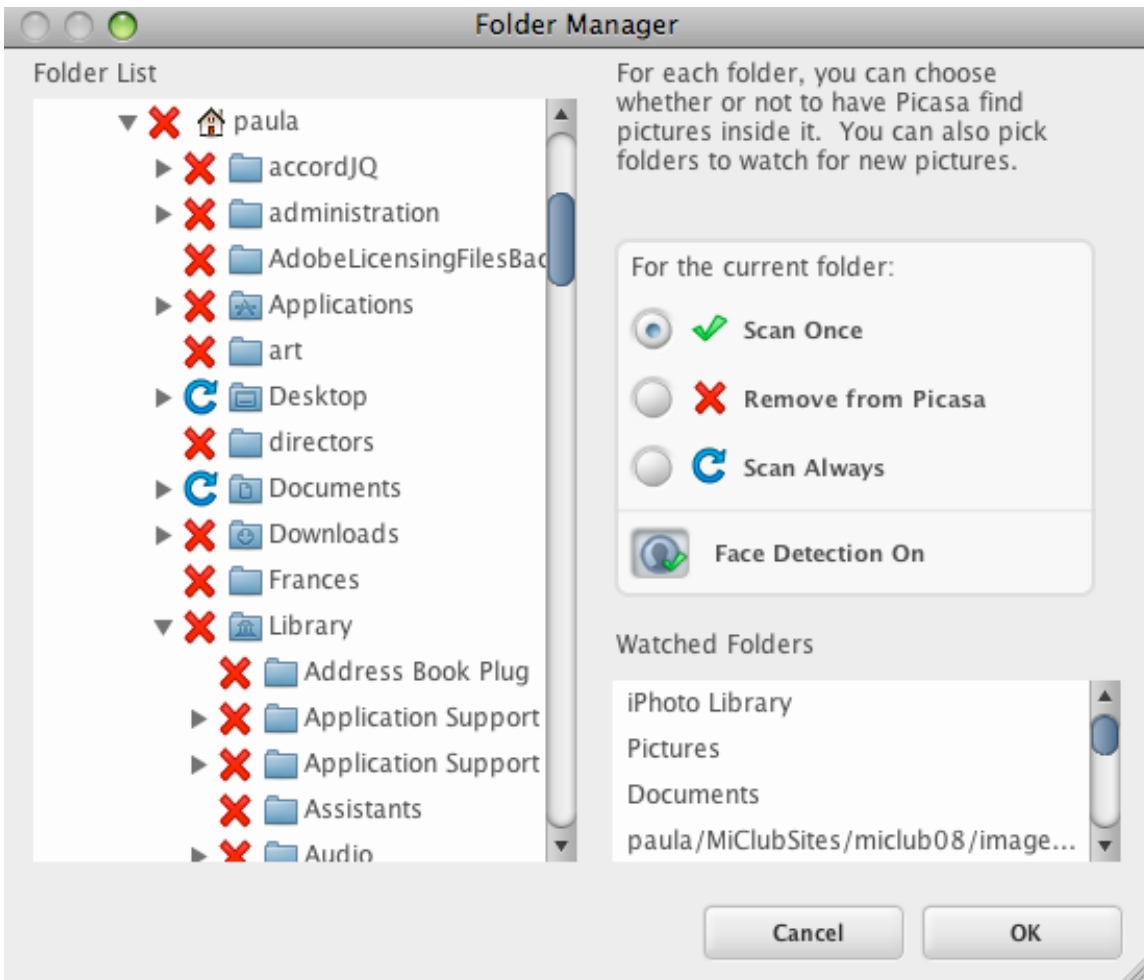
Initial Set Up – Windows XP, Vista

1. Download Picasa 3 from: <http://picasa.google.com/index.html> - Save to Disk (eg: save to desktop)
2. Navigate to the downloaded file and double click on Picasa3 - setup. exe
3. Go through the standard install – accept all the standard default values in each screen
Check the option - Don't use Picasa Photo Viewer - select this **See screen shot 1 below**
4. Download and run the MiClub Lightbox Gallery Files from – check if you require the 64 or 32 bit software with your IT person or call MiClub if you are unsure:
<http://miclub.miclub.com.au/guests/product/gallery.mhtml>

Screen shot 1: Configuration – Select Don't Use Picasa Photo Viewer



Screen shot: Folder Manager



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Create & Export – Windows XP, Vista

1. Open Picasa
2. Select the photos you want in your gallery with a single click. Selected photos will have a blue border. Hold down Ctrl button to select multiple photos.
3. Click on menu item Folder > Export page to html
4. Accept the default sizes.
5. Name the gallery. Keep the name simple – no spaces or special characters (eg: no dash)
6. Select a place on your computer to export the gallery to – Your desktop is a good place as it easy to locate. Click Next.
7. Select Template MiClub Gallery Lightbox Template. Click Finish

YOU HAVE CREATED YOUR GALLERY – NOW LOAD TO THE SITE

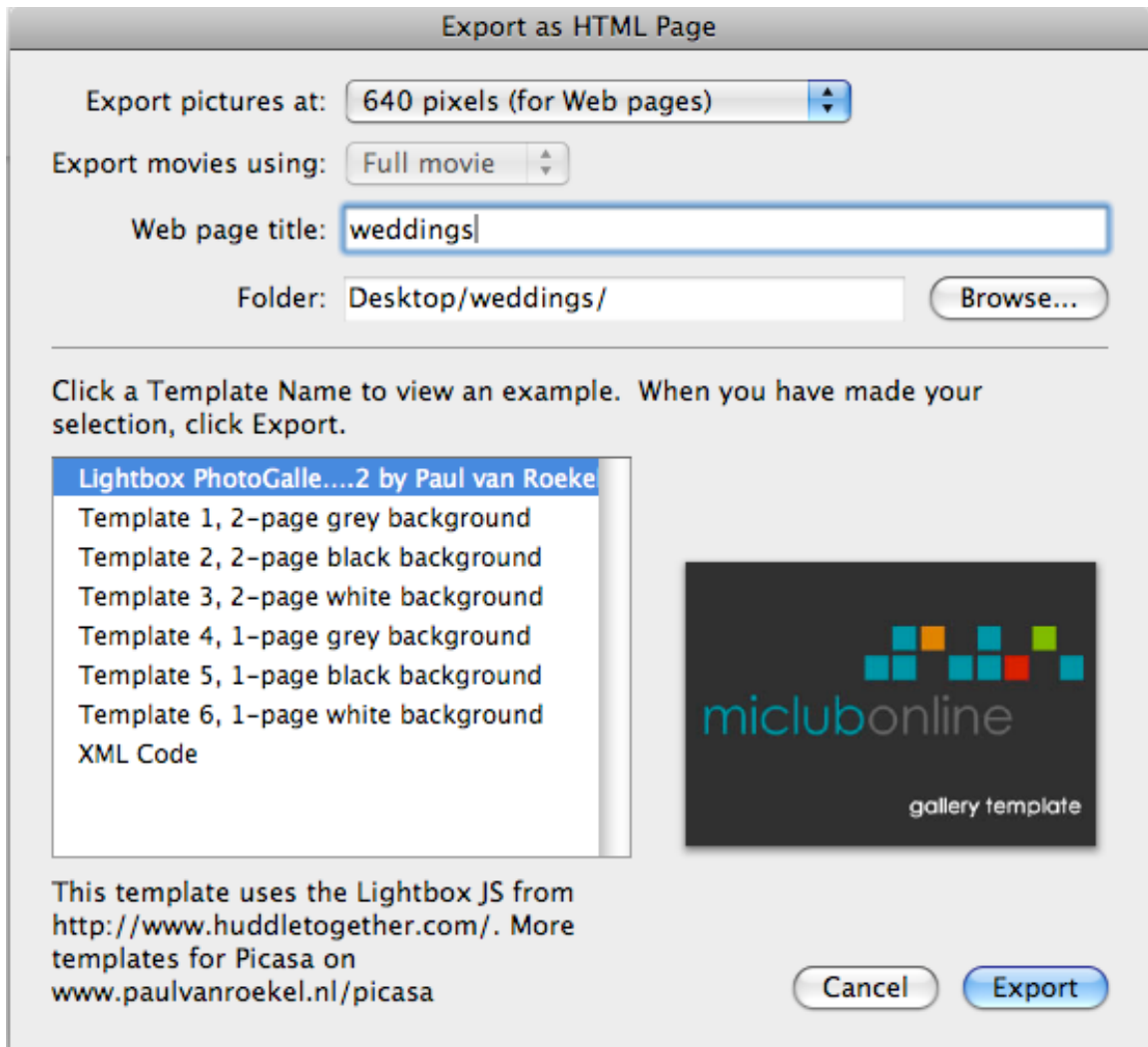
8. Log onto members area of your site
9. Click on gallery icon
10. Select OR create a new gallery. **When naming your gallery keep the name simple with no spaces or special characters**
11. Select folder you exported from picasa by clicking on Add, browse for folder and click on open. The files will appear in the window. Click on Upload.

YOUR GALLERY IS NOW LOADED TO THE SITE.

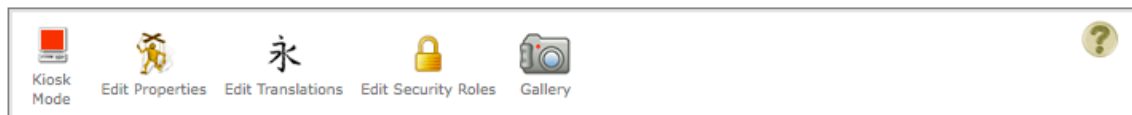
TO MAKE THE GALLERY AVAILABLE TO MEMBERS/GUESTS COPY THE URL OF THE GALLERY AND CREATE A LINK FROM ANY PAGE. EXAMPLE SCREEN SHOT BELOW.

THE FORMAT OF THE LINK WILL BE /common/gallery/galleryName/index.html

Screen Shot : Export at HTML page



Screen Shot : Gallery Icon in admin bar



Screen Shot : Select an existing Gallery to change or Create a New Gallery

View Galleries

[Corporate Days](#)
[Members' Social Scene](#)
[Golf](#)
[Weddings](#)

Manage Galleries

Corporate Days

Screen Shot: Gallery Upload Screen




Gallery Upload for 'Golf'

1. Click Add
2. Look for the gallery folder you saved to your desktop
3. Select the folder with a **single click**
4. Single Click Open
5. Verify the folders are the correct gallery and click on Upload

No.	File	Size	
			<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Upload"/>

Summary
Files: 0 Total size: 0 Kb

SCREEN SHOT : LINKING UP TO YOUR GALLERY

Clubhouse News	Sports News	Recent Events	From The President	Fitness Centre Snapshot
Update this content				
<h3>Younger Members Christmas Cocktail Party</h3> <p>The Younger Members Christmas Cocktail Party was held on Friday December 4th, 2009.</p> <hr/> <p style="text-align: right;">» GALLERY </p>				
<h3>Children's Christmas Party</h3> <p>The Children's Christmas Party was held on Thursday December 3rd, 2009.</p> <hr/> <p style="text-align: right;">» GALLERY </p>				
<h3>President & Captain Sports Day & Dinner</h3> <p>The President & Captain Sports Day & Dinner was held on Saturday November 21st, 2009.</p> <hr/> <p style="text-align: right;">» GALLERY </p>				

Adding a comment to a photo:

Comments can be added to each photo before you export your gallery.

1. Open Picasa
2. Double Click on the photo
3. Type a comment in the grey bar area under the photo.
4. (click where it says write a comment and type). Comment is saved automatically.
5. Go Back to Library. Repeat with other photos.