SmugMug Instructions

Your website has a photo gallery hosted by Smugmug which allows you to upload photos into different galleries.

CME WEBSITES
{ CODE MEDIA ESSENTIALS }

➢ In order to upload photos to your galleries, you must first login to the Smugmug site: http://www.smugmug.com
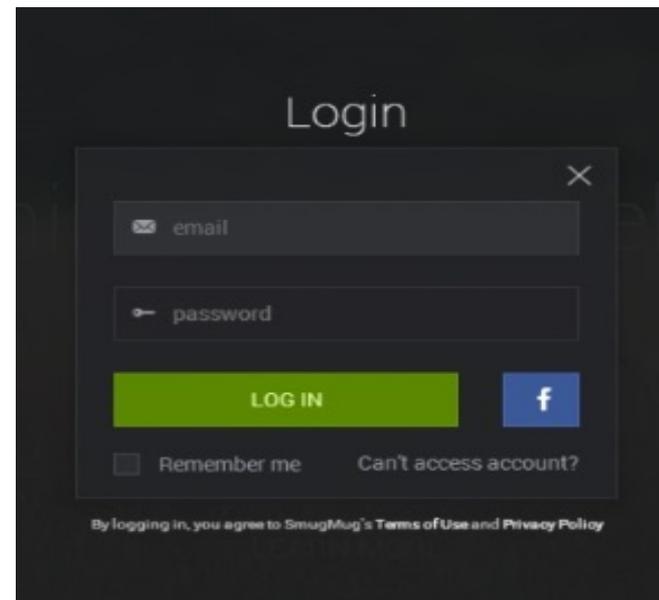
➢ The Login button is located in the top right corner of the site.

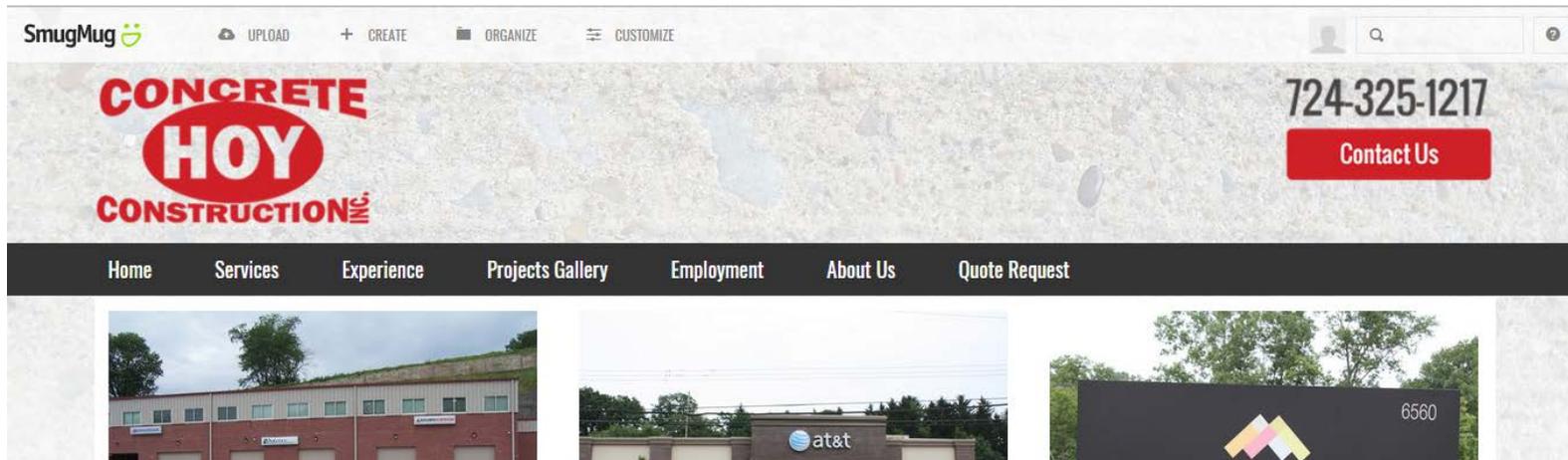After clicking the button, enter your login details below:

email:
password:

Click Log In.

You will now be directed to your Homepage
screen.

▸ On your Homepage screen, your will see a toolbar running across the top.
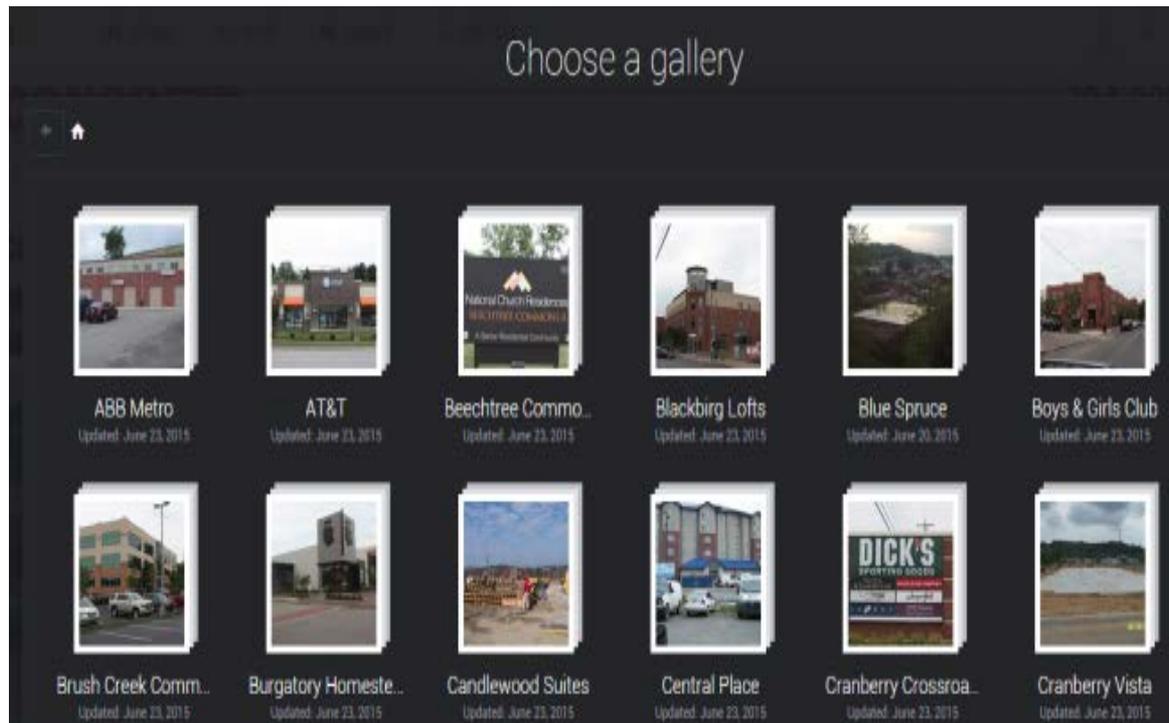
- The toolbar contains four main buttons:
  - **Upload** (Upload your photos to galleries or folders)
  - **Create** (Where you can create new folders and galleries)
  - **Organize** (Change folders and galleries)
  - **Customize** (Where you go to customize the look of you site.)
  - **Your Profile Name** (Allows you to see and change your account and profile settings or logout)

- For now, you only have to worry about the Upload and Organize buttons. This is where you will add all your photos to your galleries and/or create and customize galleries.

➢ When clicking on the Upload button, a menu will drop down giving you the option to either upload photos to a New Gallery or an Existing Gallery.

➢ First select the gallery you want to upload to. Then click Done.

➢ You will then be taken to the Upload Screen where you will Browse for the files you would like to upload. Once the files are done uploading, click the "DONE" button

➢ You will be taken to the gallery screen where you can see your uploaded photos and make additional changes.

➢ **NOTE:** You may create a new gallery and upload photos to it; **HOWEVER**, new galleries will **not** automatically show up on your site. (This is because of the unique custom design of your SmugMug page.)

➢ For the new gallery to show up, it requires CME to add the new gallery to your page. Before you do this, **please alert us** so that we can assist you.
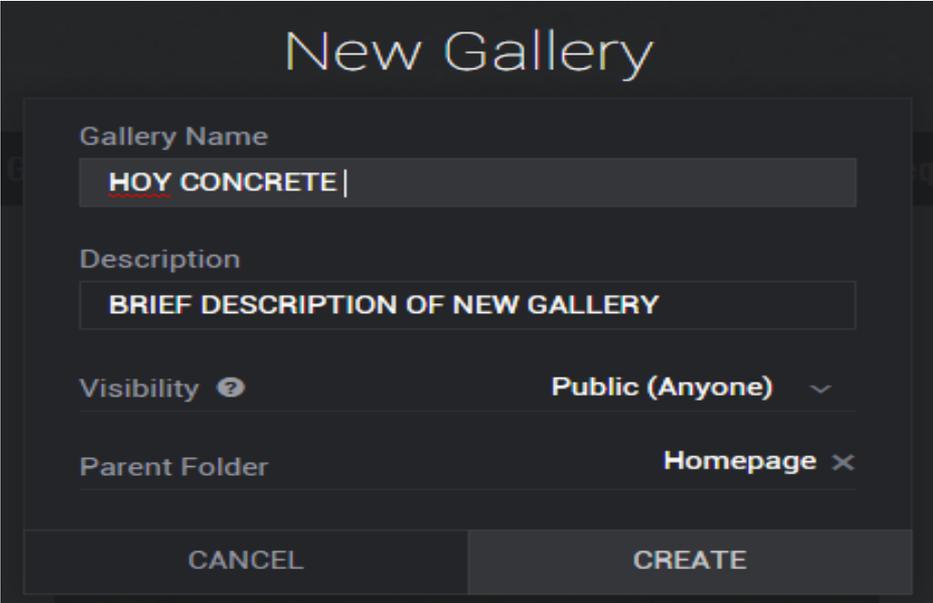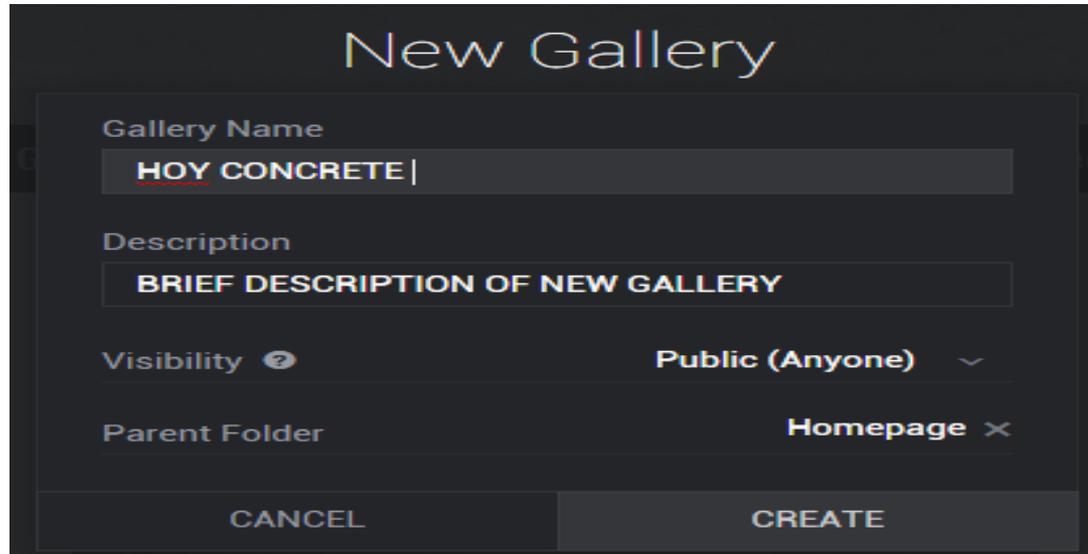
1. Enter your Gallery Name
2. Enter a Description (This is OPTIONAL)
3. Leave the Visibility and Parent Folder as is. (Public and Homepage)
4. Click Create
5. Now locate and upload the files you want online.
6. Click Done
7. Now your new gallery will be available online!

New Gallery

Gallery Name

HOY CONCRETE|

Description

BRIEF DESCRIPTION OF NEW GALLERY

Visibility ?   Public (Anyone) ∨

Parent Folder   Homepage ✕

CANCEL   CREATE

Editing Photos on the Gallery Page

➢ Once you are on the gallery screen, you will see your uploaded photos. There is a small wrench icon under each large photo that allows you to edit a particular photo in the gallery.

➢ **Edit** (Edit the particular photo by rotating, adding color effects, or cropping)

➢ **Organize** (Copy or hide the particular photo)

➢ **Delete** (Delete the particular photo)

When you are in the editor menu, you can do thing such as add basic filters, crop, rotate, and add keywords to your images.

- The organize button on the main screen allows you to organize your photos and galleries and change settings, captions, and thumbnails

- Upon clicking the Organize button at the top of the page, you are redirected to an Organize Site screen.

➢ This button allows you to change the basic settings of a gallery.

>   ➢ Change the title
>   ➢ Change Description
>   ➢ Change the Featured Image (the image that shows in front to display the gallery.

➢ The rest of the settings have already been set up for your site

▸ Under tools, you can edit captions for photos and edit their thumbnails

Settings allows you to change your gallery name, description and basic settings

Click the Done button when finished organizing.

Trash can symbol Deletes gallery or photo.

You can also upload photos to a particular gallery here by selecting the gallery on the left and then clicking the Upload button.

Captioning and Keywords

- If you would like to caption your photos, select a gallery from the left
- and then click the Captions & Keywords button under the tools (wrench icon) button dropdown.
- On the Caption & Keyword screen, enter your caption and/or keywords for each photo. (Keywords help with external searches on SmugMug and Google, and will allow you to organize your photos by the keywords entered.)
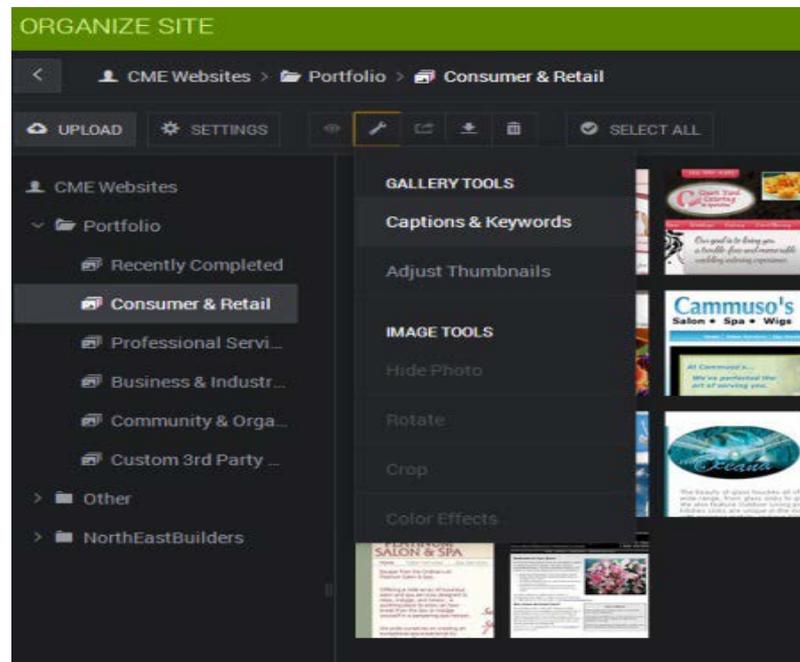
➢ This allows you to make the thumbnails of the images, square or show the entire picture. By default they will show square for a cleaner look. If you wish to set it for Original display:
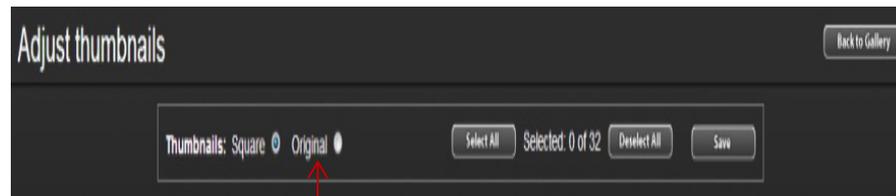

➢ Simply select all the photos, then move the radio button to say "Original" then click Save.

Delete Galleries and Photos

➢ The trash can icon allows to delete photos or galleries. Either click on a particular photo or on a gallery on the left and click the trash can icon to delete.

➢ When you are done organizing, click Done.

Editing Photos with PicMonkey

➢ PicMonkey is a basic photo editing software that is available on Smugmug. It lets you add filters, textures, text, overlays. Feel free to play around with the editing software.
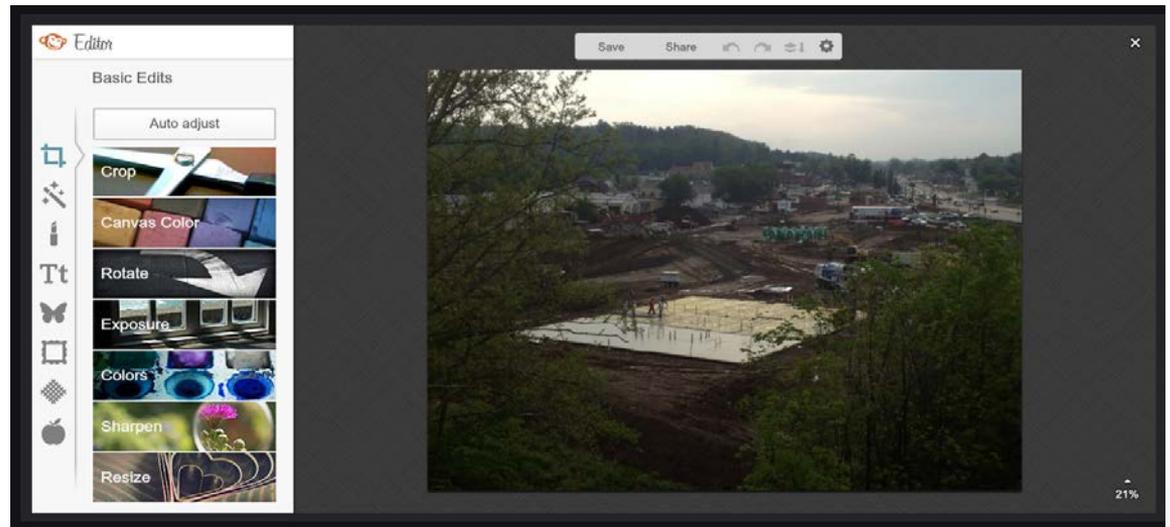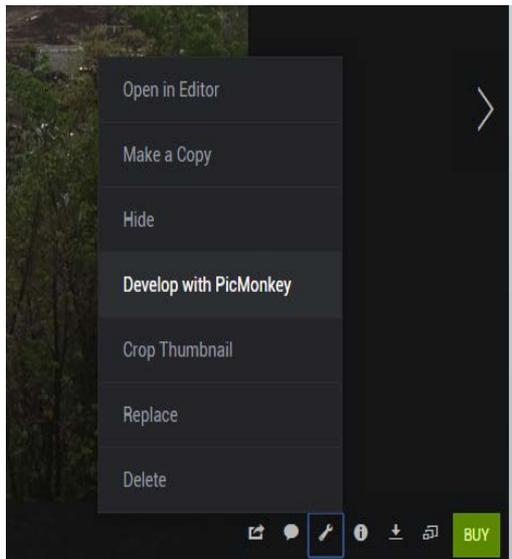
➢ When you are finished uploading or editing your photos and galleries, simply logout of SmugMug by clicking on your Account button at the top of the main screen and choose Logout.
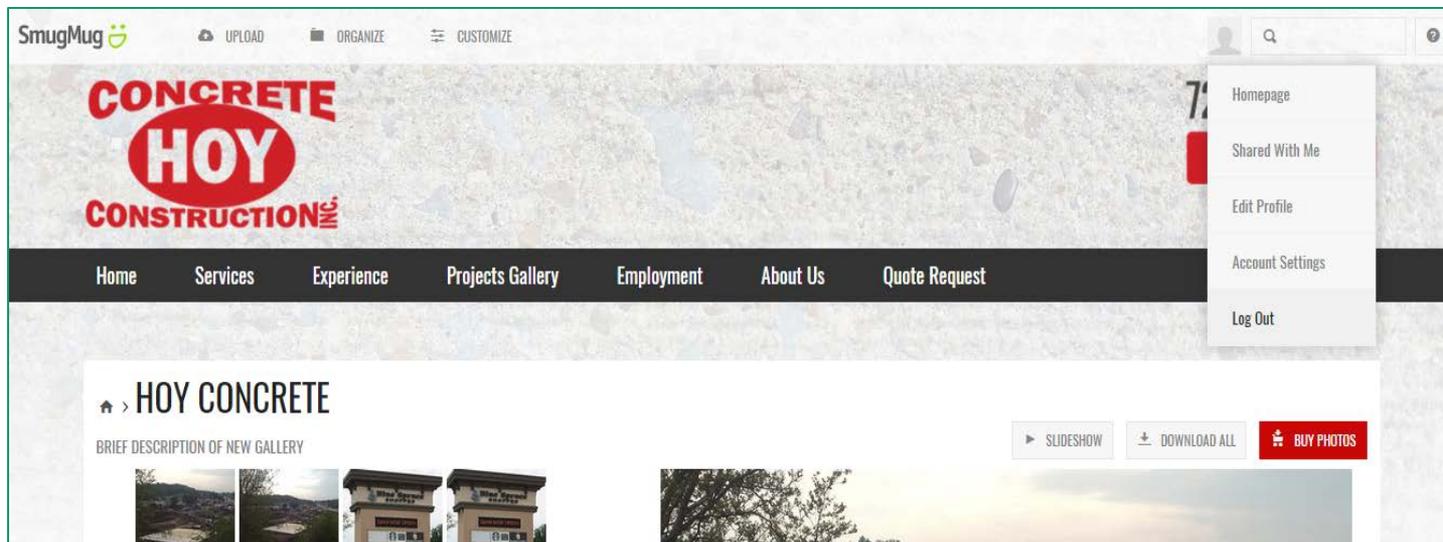
> *Take care when navigating the SmugMug control panel. Because of the unique customization of your SmugMug account, changing certain settings can result in damage to the look and feel of your SmugMug galleries. If you don't know what a certain control does or what it's results will be, please do feel free to ask. We'll be glad to help.*

- If you have any trouble working with SmugMug, please contact Scot@cmewebsites.com or call us at 724-523-3001.

- We'll assist you as soon as possible.