

Meteor Galleries Install Guide – Part II: Getting Started (v3.0)

After the Installation:

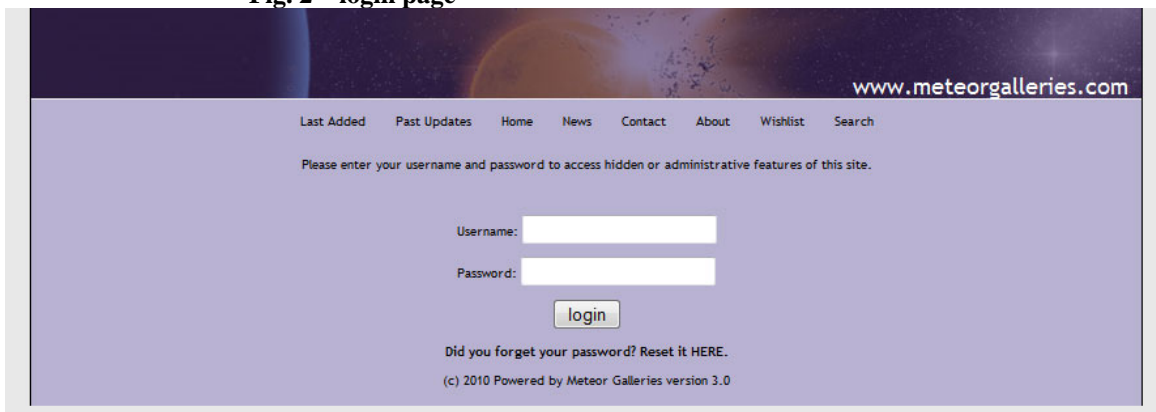
Once you have verified that your installation was successful, you will need to delete some files that could pose security risks to your new web site. Inside your main Meteor Galleries folder, find the install.php file and delete it. You should also delete the “install” folder. Please note that the “install” folder contains an HTML copy of the license agreement for your reference, though a PDF version of the same agreement is also included in the “docs” folder.

Getting Started with Meteor Galleries

Logging in:

Once your new site has been created, you will need to log in in order to access the administration features. The login page link has been removed from the main menu for security purposes, so to access it, go to your MG installation folder and add “login.php” to the path (e.g. <http://www.yourdomain.com/gallery/login.php>) Type your username and password (this is the password you chose at the end of the installation process) and click “login”.

Fig. 2 – login page

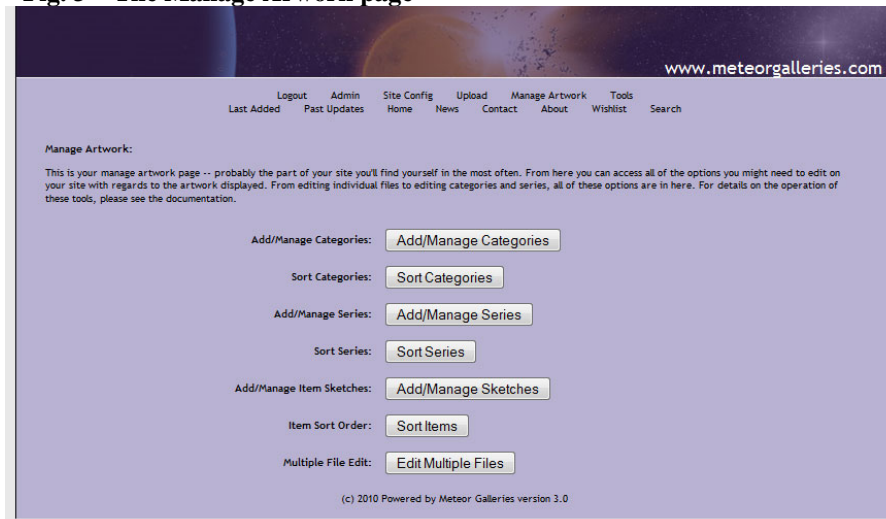


If your login is successful, you will receive a message indicating that you are logged in, and your menu will change to include several administrative areas of the site. You should see links that include “admin”, “manage artwork”, “upload”, and “site config”. In addition, other pages on the site will have buttons and links that are only visible to you, as the administrator.

Adding a category:

The first thing you will need to do before you can add artwork to your new site is to add a category (or more than one). To do this, click the “manage artwork” link on the main menu. You will have a list of buttons that lead to essential management functions for your site.

Fig. 3 – The Manage Arwork page



Click “Add/Manage Categories” on this page. You will then be shown a page that will list all current categories. Since there are none yet, you will see a link that says “Add Category”. Click this link to add your first category.

Fig. 4 – The add category page

www.meteorgalleries.com

Logout Admin Site Config Upload Manage Artwork Tools
Last Added Past Updates Home News Contact About Wishlist Search

Add a Category:

Here you can add categories to your site. These are the ones displayed when you first visit your site on the index.php page. Within each category, you may add series/shows as you please. You will need to add series to each category before you can add new items. You may also edit the default categories to your liking on the 'Edit Categories' page.

Category Name:

Category Description:

Category Thumbnail: Last Added (more options available once you add a series/subcategory & items)

Hide Category? No

(c) 2010 Powered by Meteor Galleries version 3.0

Fill in the fields (for now, you will need to leave “Category Thumbnail” set to Last Added because there are no items in that category to choose a thumbnail image from) and click “Add Category”. You may choose to make this category hidden from public view. This means that only the admin and anyone logged in using the guest account may see these items. Categories, series, and individual items may be hidden, at your discretion.

Adding a series:

Now that you’ve added your first category, you will still need to add a series (sub category) before you can add artwork. Adding a series is almost identical to adding a category. Back on the “manage artwork” page, click on the “add/manage series” button. You will now see a list of current categories on your site with links next to them that read “view series”. If you have only added one category, you will see a single category here with the “view series” link next to it. Click the “view series” link that corresponds to the category you’d like to add a series to at this time. You will now see a list of series for that category (this will look nearly identical to the category list page, except that the current category name will be displayed above the list). To add a series to the current category, click the “Add Series” link.

Fig. 5 – The Add Series page

www.meteorgalleries.com

Logout Admin Site Config Upload Manage Artwork Tools
Last Added Past Updates Home News Contact About Wishlist Search

Add a Series:

Here you can add series to your site. These are the second level of organization for your artwork--while they are referred to as series because the primary use for this program is animation artwork, they may also be any type of sub-category you choose. Within each series, you may add items as you please.

Please note that submitting the following form will add the series to the current category you are browsing!

Add a series to category: Production Cels

Series Name:

Series Description:

Series Thumbnail: Last Added

Hide Series? No

Items per row: 4
This is the number of item thumbnails you wish to go horizontally across the page for this series/section.

Rows per page: 3
This is the number of rows of thumbnails you wish to fit on the page for this series/section.

(c) 2010 Powered by Meteor Galleries version 3.0

You will notice that the add series page gives you the option of setting the number of items per row and rows per page for display of your items. By default these are set to 4 and 3 respectively. You may choose to set these now, or you can always go back and change them as you add items to your gallery. When you've completed the fields, click "Add Series". You will receive a message that indicates success (or failure, in the event of a problem).

Adding items:

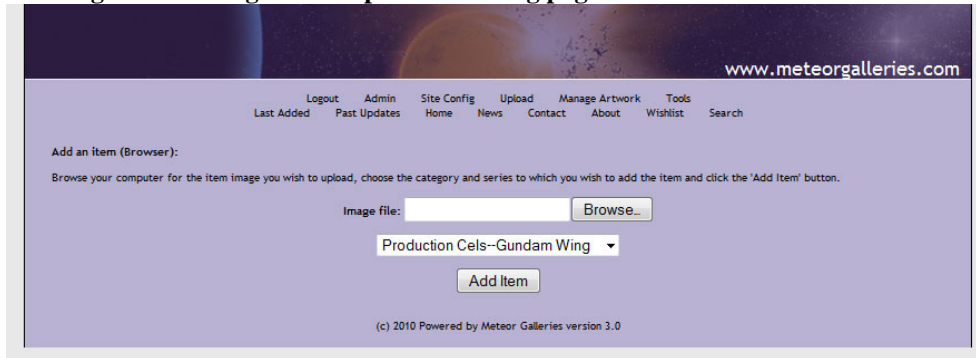
Now that you have both a category and a series added, you are ready to add your first item to your new Meteor Galleries site. You have three options for adding items—single item upload (FTP), single item upload (Browser) and multiple file upload (batch). For your first item, you should probably use one of the single item upload forms to get the idea.

The first thing you need to do is upload your large image file via FTP to your site (or, if you choose to upload via Browser, you will not need to do this). Images **MUST** be placed in the "images" folder within your Meteor Galleries installation folder. (e.g. if you installed MG to a folder named "gallery" on your site, your images would belong in the "gallery/images/" folder. If you choose to upload via Browser but plan to use the batch upload process later, you should become familiar with the process of uploading images to your site via FTP or via the File Uploader (in the Tools area from the main menu).

It is also important to note that the way you organize your images in this folder is important for both single and multiple upload options. For single item uploads, you may have as many 'nested' folders as you wish (e.g. /gallery/images/gundam/heero/episode1/), however, this will not work for multiple file uploads. For multiple file upload, you can upload an entire folder's worth of images at once, so you must have only one level of folders inside the "images" folder (e.g. gallery/images/gwheero/). Any folders nested inside will not be recognized by the multiple file upload process. You ARE permitted to have a combination of both, so long as you do not intend to use any deeply nested folders for batch uploading.

For the purposes of this tutorial, we're going to cover the browser upload method rather than FTP. FTP will be covered in the more advanced topics guides. First, start by clicking the "Upload" link on the main menu. Then, choose the single item upload (browser) method. On the following page, you will need to click the "Browse" button to choose the file on your computer to upload. Select the file you want, and then using the drop-down menu, select the category—series you wish to which you wish to add the item, then click the "Add Item" button.

Fig. 6 – The Single Item Upload browsing page

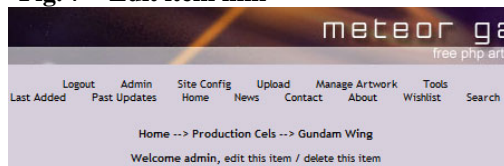


Once your image has been uploaded, you will be presented with the "edit item" page for your new item. Fill in the details you wish to add, and then click the "Update Item" button at the bottom of the page. Once you receive the success message, you will be redirected to the item's main display page. Congratulations! You have just added your first item to your new gallery—it's that easy. You may wish to explore your other options, or continue adding artwork the same way.

Editing your item(s):

Once you have added items to your gallery, you may choose to edit them to include further details, including adding screen captures, the type of item it is or other special characteristics. These and more options are available on the "edit item" page. To edit an item, click the "edit this item" link on the item's page. You must be logged into your site to see this link, and only the admin may see it.

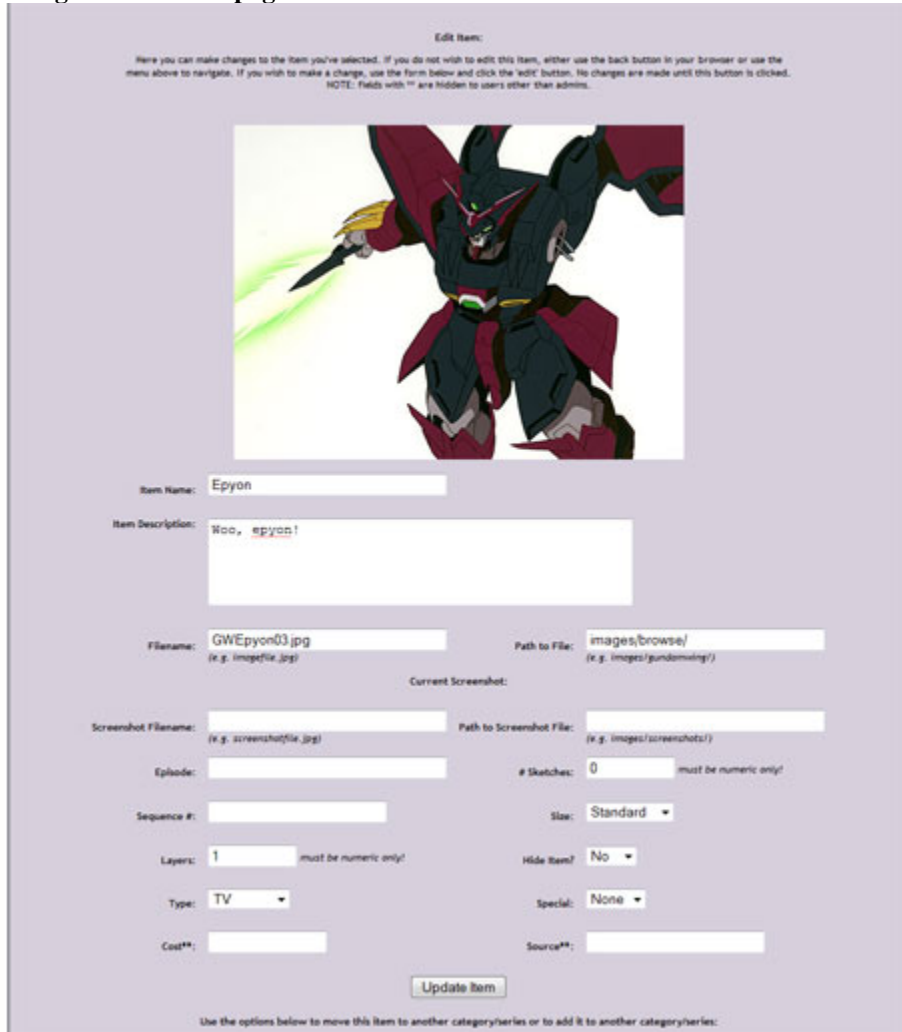
Fig. 7 – Edit item link



Once you click the “edit this item” link, you will be taken to the “edit item” page for that item. You will notice there are hidden fields associated with each item—cost and source. These two fields are only visible to the site admin and are optionally available for your bookkeeping purposes. Future MG versions may allow you to print or generate spreadsheet-like files containing this information for various purposes.

To edit your item, fill in the information you wish to include on the “edit item” page, and then click the “update” button.

Fig. 8 – Edit item page



The screenshot shows the 'Edit Item' page for an item named 'Epyon'. At the top, there is a heading 'Edit Item:' followed by instructions: 'Here you can make changes to the item you've selected. If you do not wish to edit this item, either use the back button in your browser or use the menu above to navigate. If you wish to make a change, use the form below and click the 'edit' button. No changes are made until this button is clicked. NOTE: Fields with ** are hidden to users other than admins.' Below this is a large image of the character Epyon, a dark blue and red mecha with a yellow visor and a sword. The form below the image contains the following fields: 'Item Name:' with the value 'Epyon'; 'Item Description:' with the value 'Woo, epyon!'; 'Filename:' with the value 'GWEpyon03.jpg' and a note '(e.g. imagefile.jpg)'; 'Path to File:' with the value 'images/browse/' and a note '(e.g. images/gundaming/)'; 'Current Screenshot:' section with 'Screenshot Filename:' and 'Path to Screenshot File:' fields; 'Episode:' field; '# Sketches:' with the value '0' and a note 'must be numeric only!'; 'Sequence #:' field; 'Layers:' with the value '1' and a note 'must be numeric only!'; 'Size:' dropdown menu set to 'Standard'; 'Type:' dropdown menu set to 'TV'; 'Special:' dropdown menu set to 'None'; 'Cost**:' field; and 'Source**:' field. At the bottom of the form is an 'Update Item' button. Below the button is a note: 'Use the options below to move this item to another category/series or to add it to another category/series:'.

You may also notice the two drop-down boxes and buttons at the bottom of the form. These are for moving items to other locations OR adding the item to another section of your gallery. These two topics will be covered in the more detailed and advanced guide to administrating your Meteor Galleries site.

Logging out:

It is important that you log out of your site when you are finished working. This will unset the cookie that keeps you logged in. To log out, use the “logout” link on the main menu.