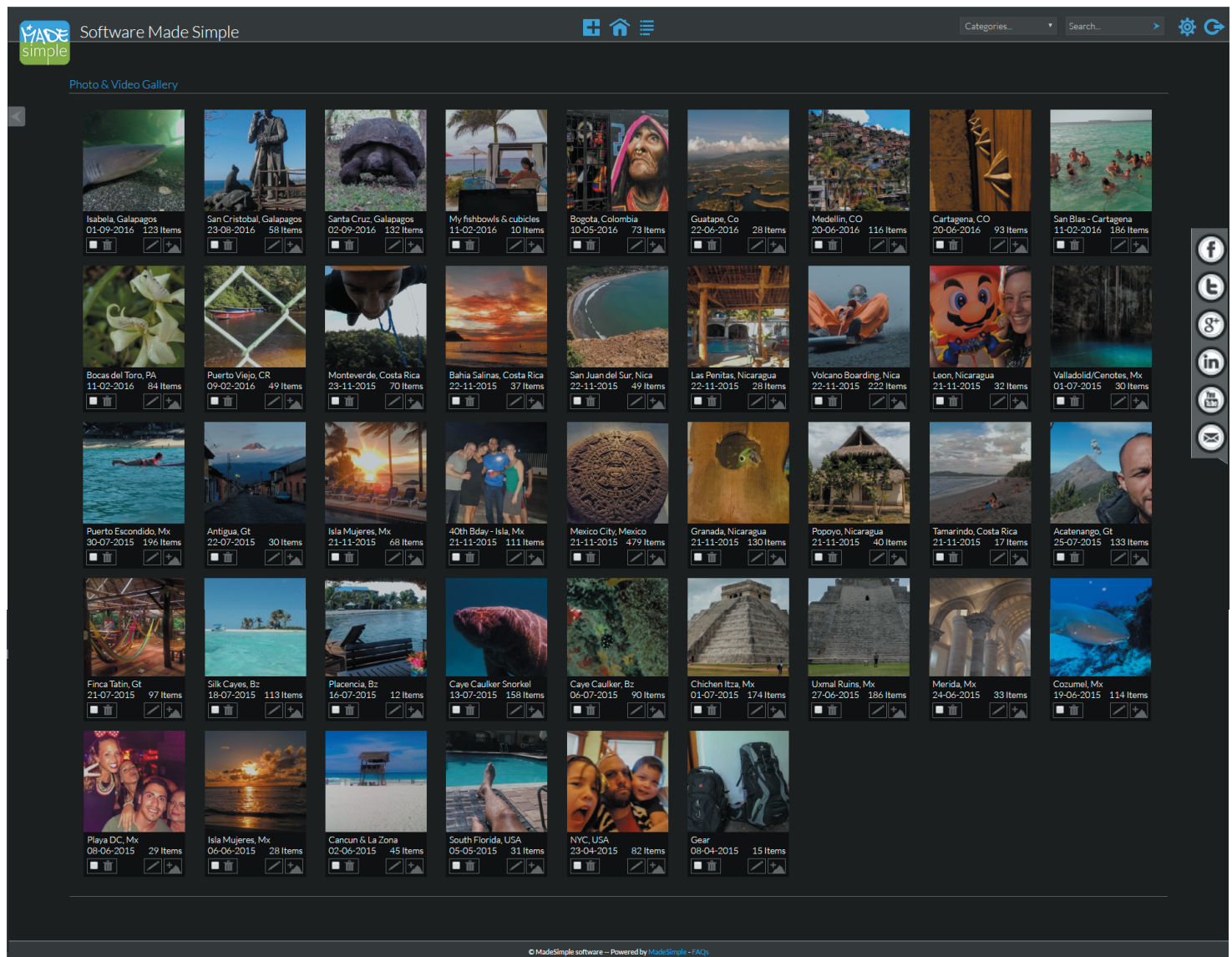


# MadeSimple Media Gallery

## USER GUIDE

**MadeSimple** Media Gallery (Photo/Video) is a rich software package designed to make managing your media and posting it online, convenient, and efficient. Unlike other media galleries out there, MadeSimple provides a clean user interface, multiple management options, social media intergration and a slew of other features. No other gallery is easier to use!

## The Interface



What MadeSimple looks like once logged in.

## The Interface (Continued)

### The Main Menu Bar

**Settings button:** takes you to the gallery settings page

**Logo:** brings you to the home gallery page

**Add Album button:** brings you to the add new album page

**Home button:** brings you to the gallery home page

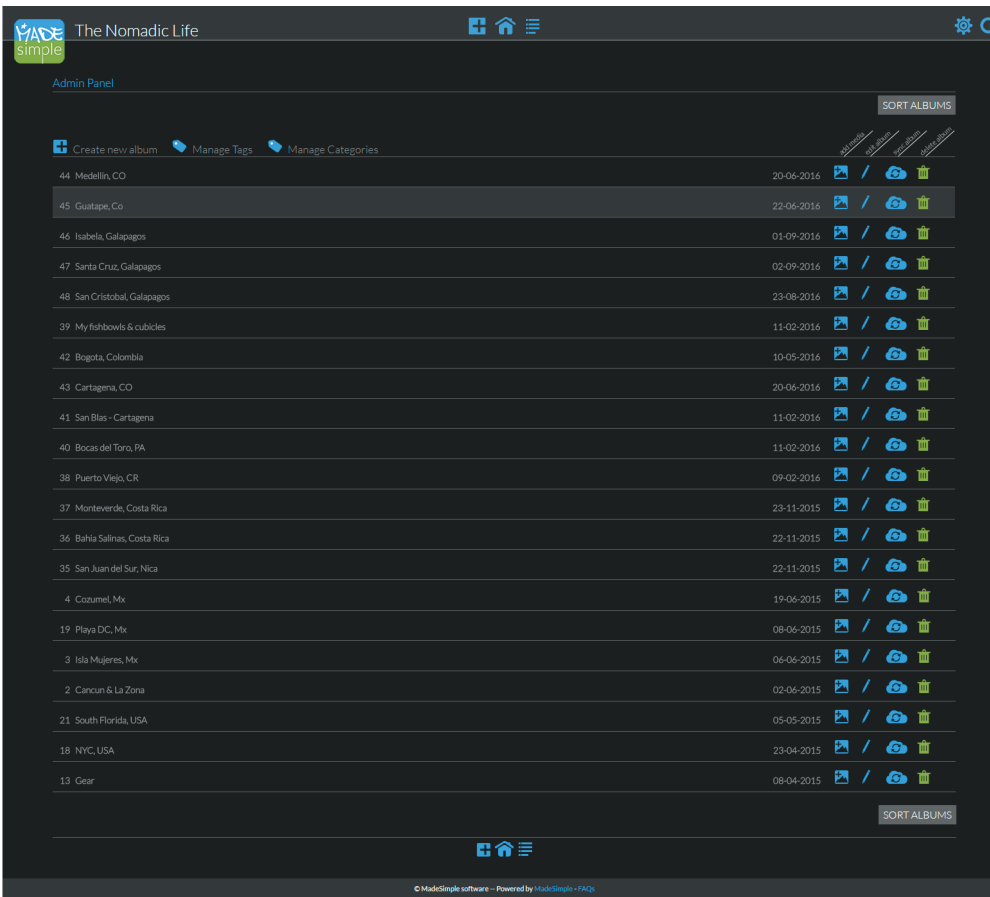
**Manage albums button:** brings you to your album list page where you can manage each album




**Category and Search:**  
Allows you to search through all items and filter by categories


**Login/Logout button:**  
Allows you to login or logout from the admin area at any time


### The Admin Panel





### Quick Legend


 **Add media button**  
Used to open the add media page for any album


 **Edit album button**  
Used to edit the album title, description, category and thumbnail

 **Sync album button**  
Used to sync an album to ensure it is up to date

 **Delete album button**  
Used to delete any album

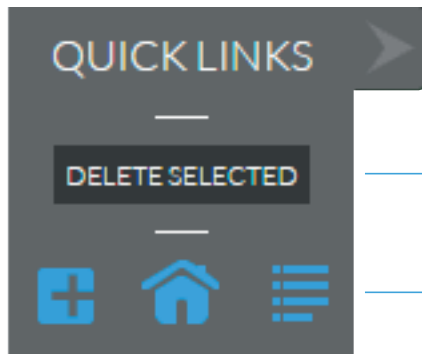
 **Create album**  
Used to create a new album

 **Manage Tags**  
Used to edit and manage item tags

 **Manage Categories**  
Used to edit and manage item categories

## The Interface (Continued)

### The Quick Action Toolbar: For Albums



**Toolbar toggle:** Opens and closes the toolbar

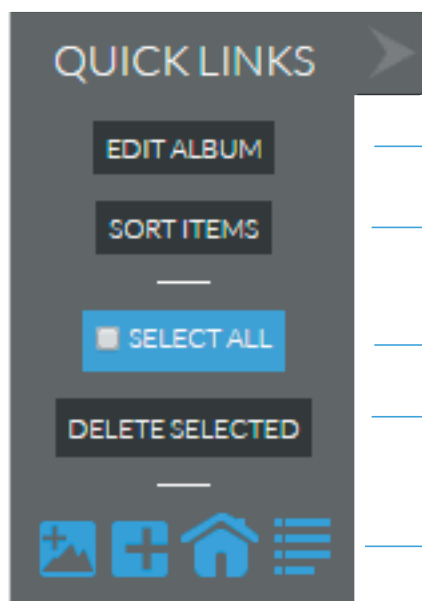
**Delete Selected Button:**  
Allows you to delete multiple selected albums at a time

**Admin Album list :**  
Brings you to the list of albums for quick sorting, and editing.

**Home Button:**  
Allows you to return to the home page of your gallery

**Add Album Button:**  
Allows you to quickly create a new album

### The Quick Action Toolbar: For Media



**Toolbar toggle:** Opens and closes the toolbar

**Edit Album Button:**  
Allows you to quickly edit the selected album

**Sort Items Button:**  
Allows you to quickly sort the order of the items in the album

**Select All Button:**  
Allows you to quickly select all items on the page

**Delete Selected Button:**  
Allows you to delete multiple selected albums at a time

**Admin Album list :**  
Brings you to the list of albums for quick sorting, and editing.

**Home Button:**  
Allows you to return to the home page of your gallery

**Add Album Button:**  
Allows you to quickly create a new album

**Add media button:**  
Allows you to quickly add any media to a selected album



## Installation

---

### Installing your Media Gallery

1. Unzip your packaged files from the MadeSimple-Gallery.zip.
  - 1a. (optional) For a white gallery, locate the folder MS\_Gallery\_Main\_Installation\app\webroot\css. Rename the following css file (madesimple\_white.css) to (madesimple.css) - change the original makesimple.css to makesimple\_orig.css or any other name.
2. Via ftp or your host's File Manager, upload the extracted files to the folder on your server that you would like the gallery to be installed in.
3. Wait until all files are uploaded.
4. While the files are being uploaded, create a database in your host account.
  - 4a. To do so, access your cPanel, Plesk or other host administration panel and create a mySQL database. [\(Note the user and password associated with the account for later.\)](#)
  - 4b. Make sure that the user created for the database has ALL Priviledges.
5. Once all your files have been uploaded to the server, begin the setup process.

### Setting Up

1. If the folder you uploaded your Gallery into is domainname.com/Gallery, navigate in your internet browser to "http://www.domainname.com/Gallery".
2. Fill in the relevant information
  - 2a. Host Name - leave as is, or replace only if required by your server configuration
  - 2b. Database - enter the name of the database you created in Step 4a above
  - 2c. Database Tables Prefix -- leave as is
  - 2d. Database Username - enter the username you used when you created the database
  - 2e. Database Password -- enter the password you used when you created the database
3. Follow the onscreen instructions, then enter your admin credentials as follows.
  - 3a. [Username](#): by default the username for the gallery is set as "admin". You can leave it as is or change it as desired, however note that this will be your username for your login credentials.
  - 3b. Enter your [email address](#) - this will be required if you ever forget your password
  - 3c. Enter your [password](#) - this will be required for logging in. Choose a strong password and keep it safe. You will be able to change this whenever you want to.



**Congratulations! Your gallery is installed.**




## Customizing your Gallery

---


### Logging in/out

To login, click the  icon in the top right corner of the gallery and enter your login information. Once logged in the icon will change to  which can be clicked to logout.

### Editing your profile


1. Click the  icon in the top right corner of the gallery.
2. Click the Edit Profile button at the top left.
3. Change your email address.
4. Enter your current password.
5. Enter your new password twice.
6. Click the UPDATE SETTINGS button.

### Creating/editing your general gallery settings

1. Click the  icon in the top right corner of the gallery.
2. Enter/change your gallery Title (the title is the page/tab title of the browser)
3. Enter/change your gallery Tagline (the tagline is the text shown at the top left next to the logo) - you can leave this blank
4. Click BROWSE under Update Favicon to select the appropriate favicon from your computer (favicon must be a valid 32px .ico file).
5. Click BROWSE under Update Logo to select the desired logo from your computer.
6. Click Save Changes at the bottom to save your settings.

Note: Logos must be .png files and will be resized to fit the given area. Optimal logo dimensions are 79px wide x 70px high.

### Adding your Social Media Feeds

1. Click the  icon in the top right corner of the gallery to get to the Social Media settings page.

#### Facebook:

Enter the widget code for your facebook account:

For facebook you will need to have a developer account. You can access this here:

<https://developers.facebook.com/docs/plugins/like-box-for-pages>

Choose your preferences and Get the Code. Then paste the code into the facebook widget input field.

The maximum dimensions should be no more than width="295" height="390."

## Customizing your Gallery

---

### Adding your Social Media Feeds (continued)

#### Twitter:

Enter the widget code for your Twitter account:

For twitter you will need to login to your account and go to the Settings/Widget section to get the code for your preferred widget.

Choose your preferences and Get the Code. Then paste the code into the twitter widget input field.

The maximum dimensions should be no more than width="295" height="390."

#### Google+:

Enter the widget code for your Google+ account:

For Google+ you will need to login to your account and go to the

<https://developers.google.com/+/web/#plugins> section to get the code for your preferred widget.

Choose your preferences and copy the Code. Then paste the code into the Google widget input field.

The maximum dimensions should be no more than width="295" height="390."

#### LinkedIn:

Enter the widget code for your LinkedIn account:

Visit: <https://developer.linkedin.com/plugins> to choose the widget you would like.

Choose your preferences and copy the Code. Then paste the code into the LinkedIn widget input field.

The maximum dimensions should be no more than width="295" height="390."

#### YouTube:

Enter the widget code for your Youtube account:

For your channel widget, you can visit the Google Gadet section here:

<http://www.gmodules.com/ig/creator?synd=open&url=http%3A%2F%2Fwww.google.com%2Ffig%2Fmodules%2Fyoutube.xml&lang=en>

Choose your preferences and copy the Code. Then paste the code into the Youtube widget input field.

The maximum dimensions should be no more than width="295" height="390."

#### Additional Widget: (you can add any other widget that you would like)

Keep in mind, that maximum width should be under 300px and height should be no more than 390px.

Click UPDATE SETTINGS at the bottom to save your changes.

Note: All social media platforms such as FaceBook and others constantly make changes to their APIs and widgets. Occasionally, these changes may affect your widget. We do not take responsibility for these changes. If any of your social media feeds stop working, we recommend doing a web search for the updated code.



## Customizing your Gallery

---

### Additional Options

#### Slideshow:

To enable the slideshow functionality, simply enter a value in the input field to define the length of time each image should be displayed before the next image is loaded. Keep in mind that the value is in milliseconds, therefore 1000 = 1 second. Note: the slideshow applies to the entire gallery. If you are using multiple videos in your gallery, it may be best to leave this option disabled. Leave the field empty or input 0 to disable the slideshow feature.

#### Date Options:

To enable the date created/edited option to be displayed on individual images in the lightbox, check this box. Leave unchecked if you prefer not to have the date displayed.

#### Social Options:

To enable the default Facebook, Google+, and Twitter sharing options on individual images in the lightbox, check this box. Leave unchecked if you prefer not to have the social sharing features displayed.

#### Logo Options:

To use your own logo, or to upload a custom favicon, click on the Upload Logo and Upload Favicon buttons respectively and select your desired logo and favicon from your local folder. To remove the default logo, or to restore it, tick the remove logo or restore logo checkboxes.

#### Language Options:

To enable the dual language support, tick the Alternate Language checkbox. This will create a secondary language installation. Then enter the desired Second language Title and Tagline (If Desired) in the respective textfields in the Customization section.

#### Custom Codes:



To add additional custom features to your gallery, use the Header Code and Footer Code input areas to place the desired code for the respective features you would like to integrate. Note, that some social media integrations may require that you add code snippets to the Header and/or Footer.

Click UPDATE SETTINGS at the bottom to save your changes.

## Albums


---

### Creating an album

- Step 1. You must be logged in ( to log in, just click the  icon in the top right corner of the gallery and enter your login information
- Step 2. Click on the  icon at the bottom of any page
- Step 3. Enter your Album title and description as indicated. Click ADD ALBUM
- Step 4. You will receive a confirmation message that the album has been created. Your album has been created.
- Step 5. Follow the on-screen instructions to add media or see **Adding Media to an Album** below for additional help.



### Adding Media to an Album

**Option 1.** Single Item Upload (used to add just one file or when you want to include a title and description with your media file)

1. Click the  add media icon at the bottom of any album page or at the right of the album name on the Admin Panel/Manage Albums page.
2. Click on the Add Item button under the Single Item Option on the left.
3. Enter the media file title and description, click on the BROWSE button to select the media from a folder on your computer, and select the album that you would like to add the media file to in the Album dropdown.
4. Click the ADD MEDIA button.

That's it. Repeat steps 3 and 4, to add other files individually.

**Option 2.** Drag and Drop (used to add multiple files to an album at the same time)

1. Click the  add media icon at the bottom of any album page or at the right of the album name on the Admin Panel/Manage Albums page.
2. Click on the Add Items button under the Drag and Drop Option on the right.
3. On your computer, navigate to the folder that holds your media and select the files you want to add.
4. Drag your selected files onto the UPLOAD FILES button.
5. Repeat for additional files from different folders on your computer.
6. Click on the  sync icon to update the album. (Note: The sync feature will only automatically sync 50 items at a time, for large album syncs, you will need to click re-sync additional times.)

That's it. Repeat steps 3 - 6 to add additional files.


Note: The number of items you can upload simultaneously will depend on your hosting account, but can be

## Albums

---


### Adding Media to an Album (continued)

**Option 3.** FTP method (used to add unlimited files in huge batches without using the gallery admin interface, for more advanced users)



1. Once your album(s) have been created access your hosting account via ftp.
2. Navigate to the album's folder which is (`http://locationofinstallation/app/webroot/album`)
3. Upload all your media into the specific album folder you want to populate
4. Once done, go back to the gallery Admin Panel and click the  icon next to the album you just added files to.

That's it. Your album(s) are populated with media and updated!



### Adding Media via FTP

1. Create a new album or if using an existing album, note its album title.
2. Login to your server via ftp.
3. Navigate to the desired album folder. You will find it in `installationfolder/app/webroot/album`
4. Upload all your media to the desired album folder.
5. Once complete, access your Admin Panel, locate the desired album folder and click on the  sync icon to ensure that the album has been updated. (Note: The sync feature will only automatically sync 50 items at a time, for large album syncs, you will need to click re-sync additional times.)

### Editing an Album

1. Click the  Manage Albums icon to get to the Admin Panel or click on the EDIT ALBUM button at the bottom of any album
2. Click the  edit album icon on the right of the appropriate album
4. Change the Album title and/or description, update the album date, toggle the album's visibility to show/hide the album from the public, or select/create a category for the album.
5. Click the SAVE ALBUM button to save your settings.

### Deleting an Album

1. Click the  Manage Albums icon to get to the Admin Panel
2. Locate the album you want to delete
3. Click the  delete album icon on the right of the appropriate album
4. Click OK at the top to confirm your selection



## Albums

---

### Sorting Albums

1. Click the Sort Albums button at the top right of the Admin Album list or in the Quick Links Toolbar
2. Select a row/album and move it up or down. (Album order is saved automatically)
3. Repeat as needed.

### Managing Tags

Tags are used to attach search criteria to any item in your gallery. Given most images are uploaded with a random name such as img3423.jpg, tags allow you to organize your media for fast retrieval via search.

1. From the Admin Album list page, hit the Manage Tags button.
2. You can create new tags, edit tags, or delete tags.

To attach a tag to a media item, edit the desired item, then select one or more tags from the tag list. (Note: Tags must be created before you can attach them to an item. You can navigate to the manage tags page from the edit item page.)

### Managing Categories

Categories are used to group large numbers of items from different albums together. This allows you to create and organize your albums in any way that you would like, while still having items within your albums grouped by category name, which can be viewed via the category dropdown in the main navigation area.

1. From the Admin Album list page, hit the Manage Categories button.
2. You can create new categories, edit categories, or delete categories.

To attribute a category to an album, edit the desired album, then select one or more categories from the category list. (Note: Categories must be created before you can attach them to an item. You can navigate to the manage categories page from the edit item page.)

### Controlling Album Visibility

You can set any album's visibility to on or off to hide/show albums to the public.

1. Edit an album.
2. Check the Visibility checkbox to enable visibility or uncheck to hide an album.


## Images/Media

---


### Deleting Media

1. View the album you would like to delete images from
2. Locate the media item you would like to delete
3. Check the ☐ box at the top left of the item. Check as many boxes as you'd like.
4. Click the DELETE SELECTED button at the bottom of the page.

### Editing Media

1. View the album you would like to edit images in
2. Locate the image you would like to edit
3. Click the  Edit Image icon at the top right of the item
4. Change the title, description or associated album as desired
5. Click the SAVE CHANGES button at the bottom

### Selecting your Album Thumbnail

1. View the album you would like to choose your thumbnail for
2. Locate the image you would like to use as your thumbnail
3. Click the  Set as album thumbnail icon at the top right of the image
4. Click CLOSE at the top to confirm your selection

### Sorting Media

1. View the album you would like to sort items in
2. Hit the arrow on the Quick Links Toolbar
3. Select the Sort Items button
4. Drag individual items into the desired order (item order is saved automatically)



## Advanced Customization

---

### CSS

You can make changes to the theme colors, alignments, sizes, positioning and other using the main CSS file which can always be found at the following location:

[Your Gallery Folder]/app/webroot/css/madesimple.css

Note: We cannot provide free support for the gallery if the CSS or any other files has been modified by you or a third party.

### Making changes to the layouts

The Media Gallery is based on a CakePHP platform. If the changes you would like to make cannot be done solely via CSS, you may make changes to the gallery using the platform PHP files. This requires advanced coding skills. We will assume that if you can make these changes, you are familiar with Cake and can locate the necessary files.

Note: We cannot provide free support for the gallery if any of the PHP files have been modified by you or a third party.