

Managing the Tedac Construction Web Site

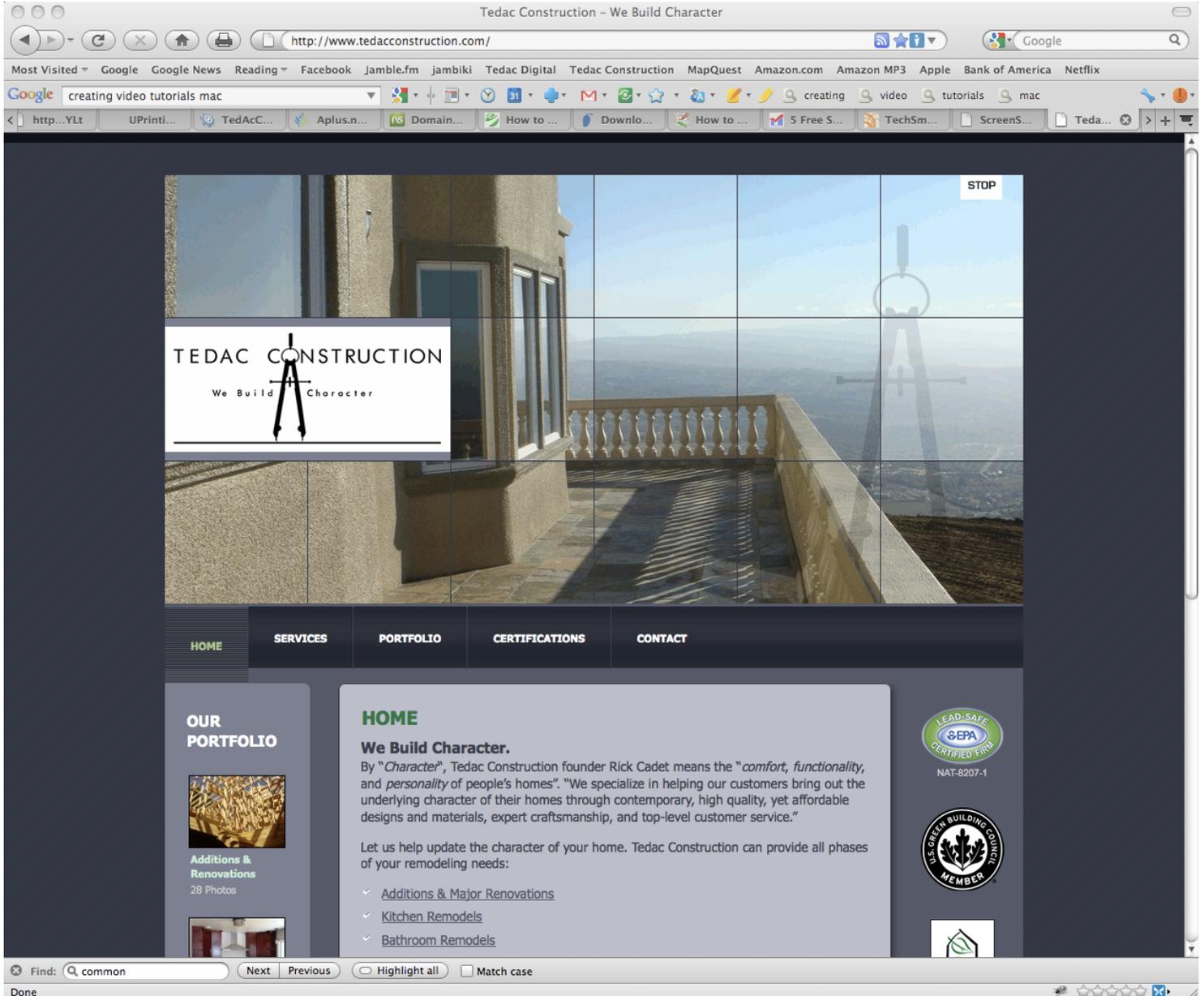
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Introduction

Overview

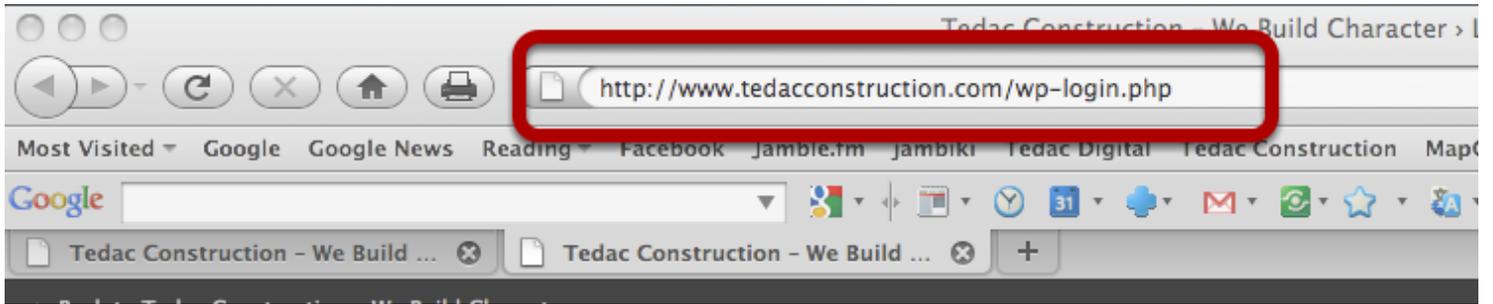
Welcome to the Tedac Construction Web Site Guide. This guide will help you maintain the site, including: Editing Pages, Adding, Editing, and Deleting Photos, and Editing Showcases and Galleries.

About the Site



The Web site is located at www.tedacconstruction.com. It is a Word Press site, deploying the Word Press service as a Content Management System. The Word Press Server and the site is hosted by Network Solutions. The site was designed and constructed by Tedac Digital.

Administration of the Site



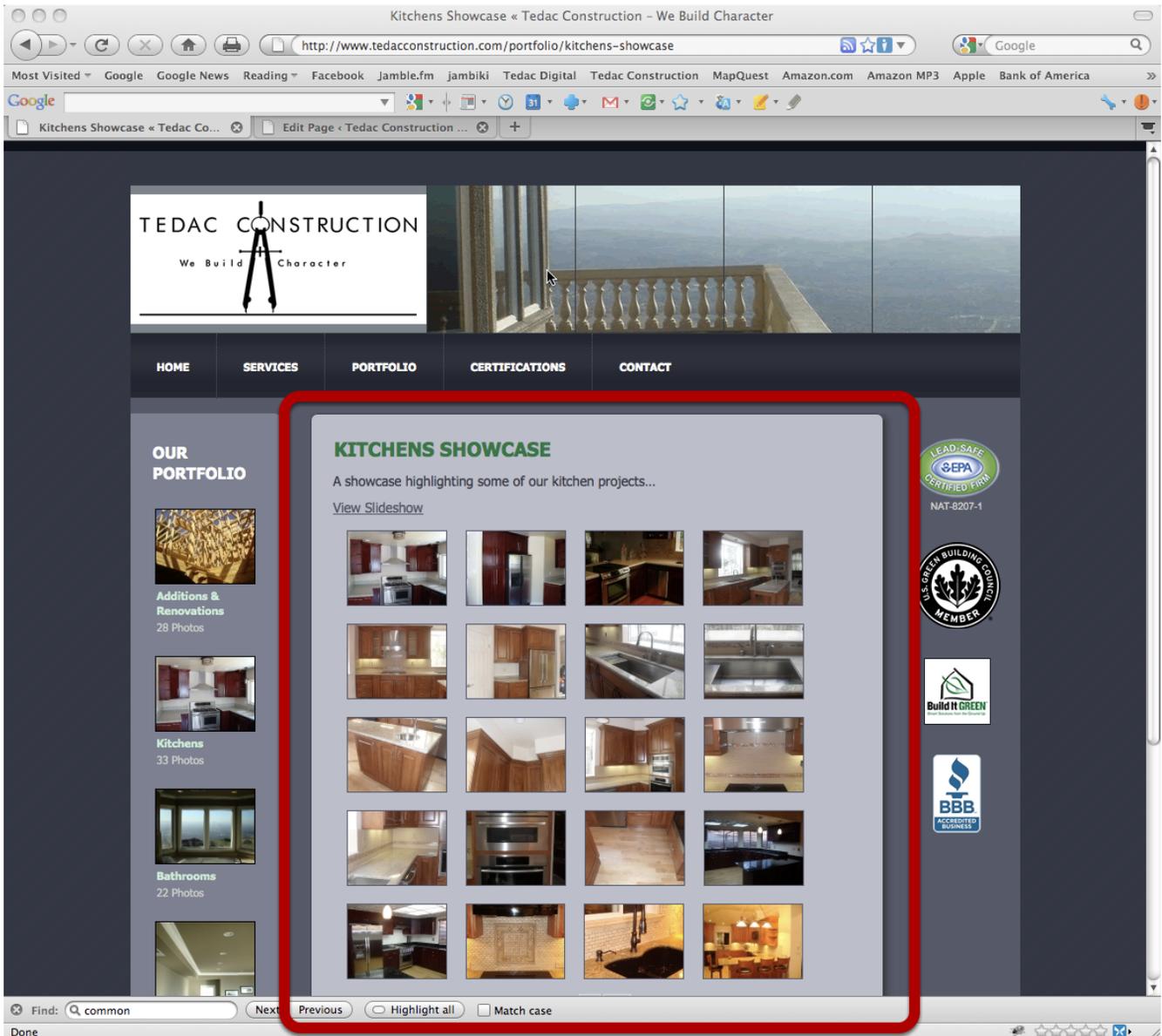
Administration of the Tedac Construction site is performed by accessing the Word Press Back End at: www.tedacconstruction.com/wp-login.php

Photos Overview

Pictures on the Tedac Construction site are arranged into three different structures. They are:

1. **Showcases.** Small collections of photos (~30) focusing on specific specialties in the company's offerings
2. **Galleries.** Large collections of photos representing the same specialties -- used to display the breadth of the company's work
3. **Portfolio.** The web site's "Portfolio" is a collection of Showcases.

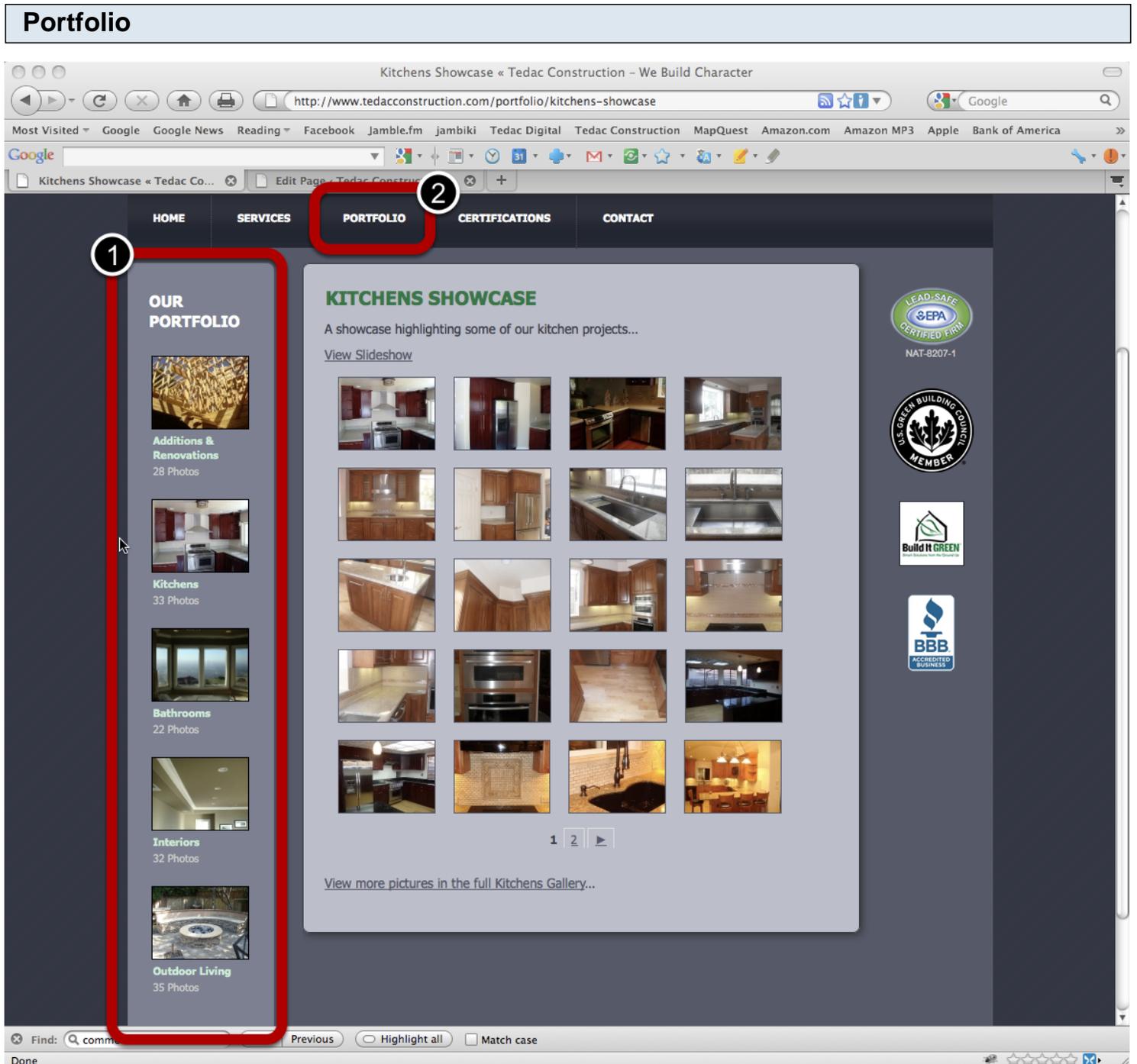
Showcases



Showcases display the "best" of Tedac's offerings in Additions & Renovations, Kitchens, Bathrooms, Interiors, and Outdoor Living. It is suggested that you only add pictures that will "wow" a potential client or that displays a certain special ability of the company.

Guiding Principles:

1. Try to limit the size of the Showcases to 30 or so pictures. Less is More on the Web.
2. If you add a picture, consider removing one at the same time.
3. Don't be shy about adding pictures to the Gallery of the same name. That's what Galleries are for.



The Site Portfolio is a Collection of Showcases. It is always available via:

1. The left hand "Sidebar"
2. As a Page in the main menu.

If the company decides to add another area of specialty, say, "Green" or "Commercial" projects, create a Showcase in the Word Press back end and add that Showcase to the Portfolio. See section "Editing Portfolio" for more info.

Galleries

HOME SERVICES PORTFOLIO CERTIFICATIONS CONTACT

OUR PORTFOLIO

OUR PORTFOLIO

Additions & Renovations
28 Photos

Kitchens
33 Photos

Bathrooms
22 Photos

Interiors
32 Photos

Outdoor Living
35 Photos

KITCHENS GALLERY

A broad gallery of kitchen work performed by Tedac...(back to showcase)

[View Slideshow](#)

1 2 3 4 5 ▶

[View Kitchens Showcase...](#)

LEAD-SAFE SEPA CERTIFIED FIRM
NAT-8207-1

U.S. GREEN BUILDING COUNCIL MEMBER

Build It GREEN

BBB ACCREDITED BUSINESS

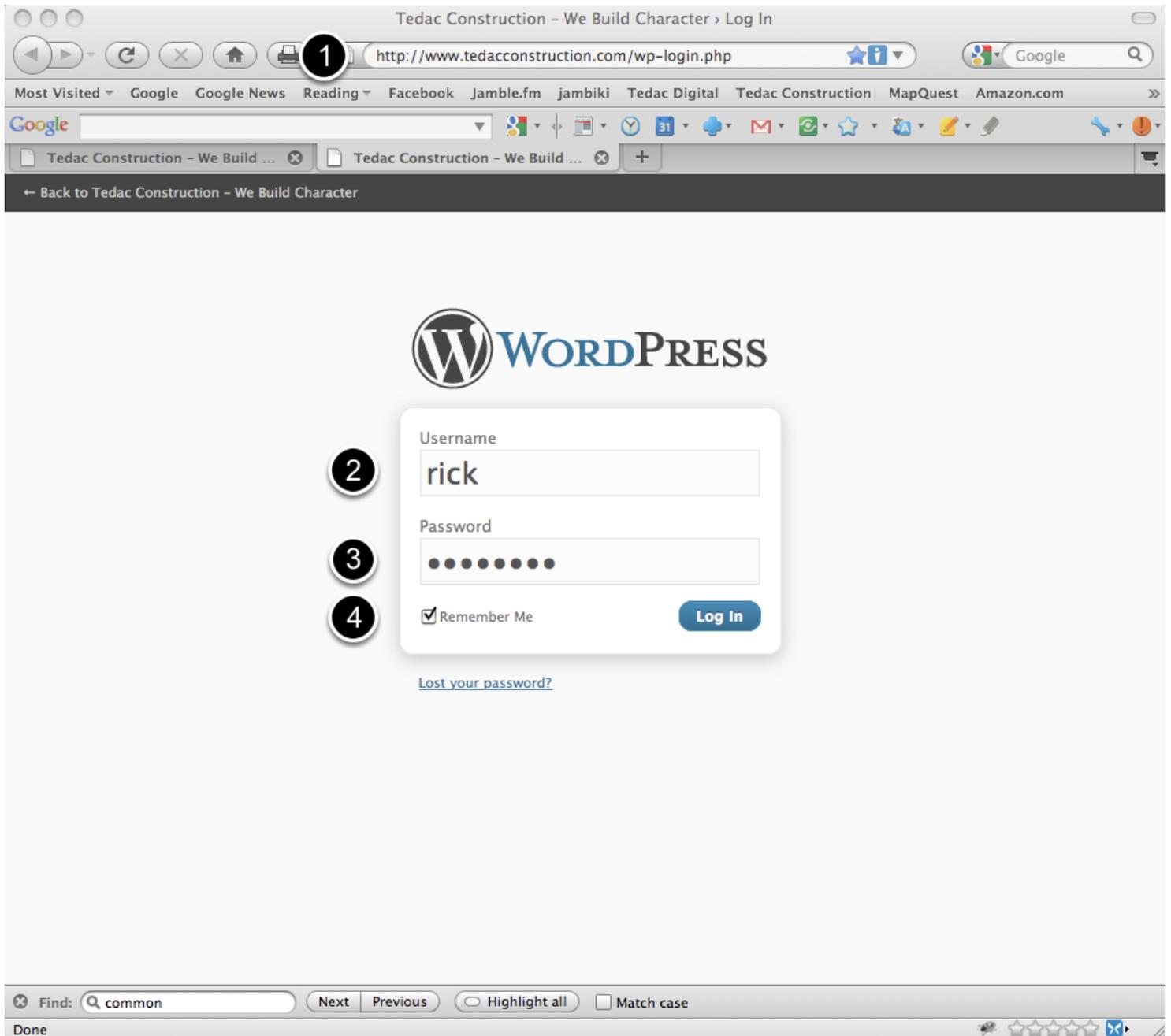
Find: common Next Previous Highlight all Match case Done

Galleries are large collections of photos displaying the company's projects in the same areas of specialty as the Showcase collections. Notice the significantly increased number of pages of photos to be found in a Gallery.

Logging into the Word Press Back End

Describes how to get into the Web site back end to make changes.

Logging In



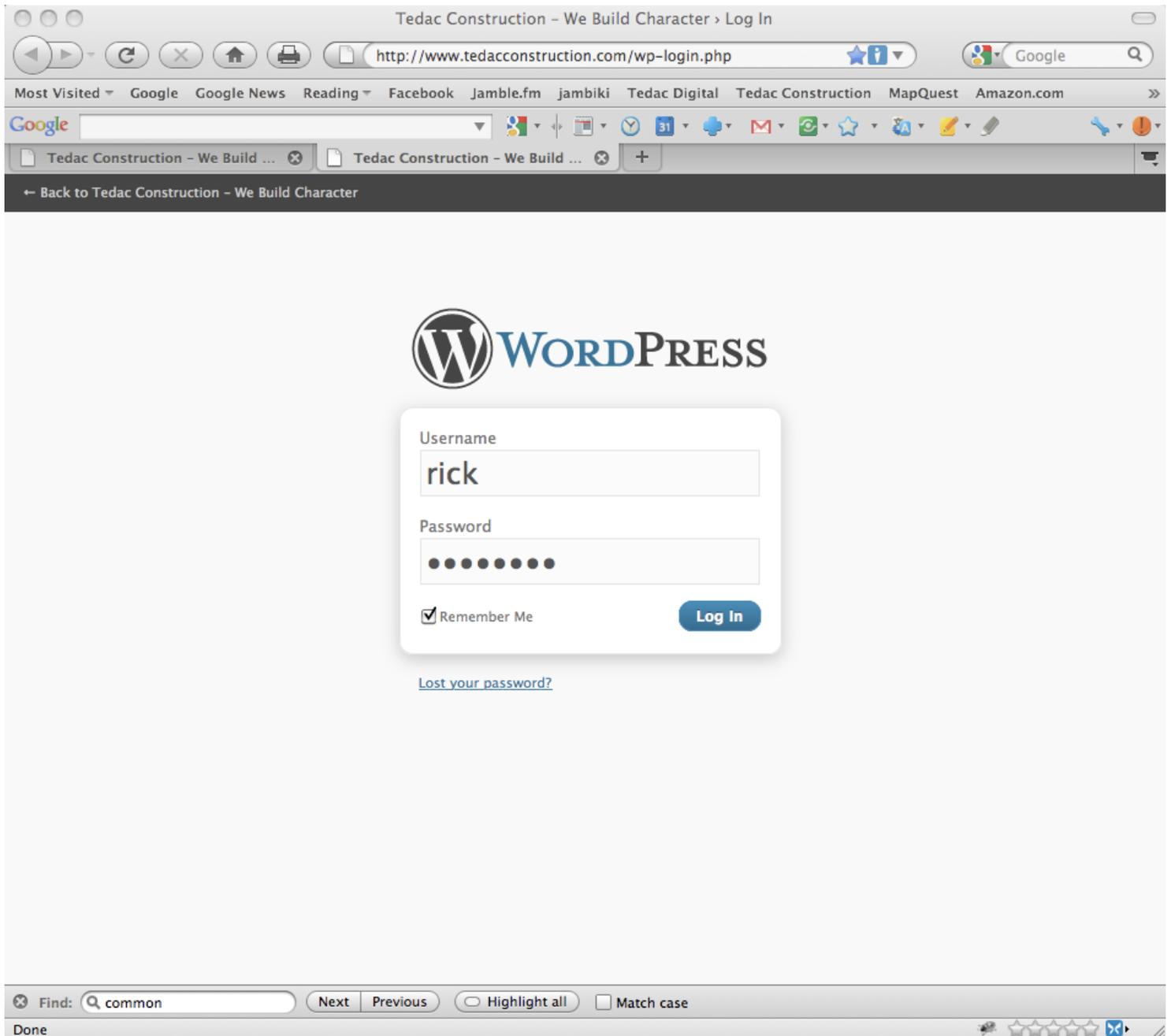
1. Make sure you are at www.tedacconstruction.com/wp-login.php
2. Type in your username. Accounts "rick" and "lisa" have been set up in advance.
3. Type in your password. This has been sent to you by e-mail.
4. Check the "remember me" box if you'd like the browser to pre-fill your credentials in the future (note: this doesn't always work)

Managing Pages and Photo Collections (Tedac Showcases and Galleries)

Editing Pages

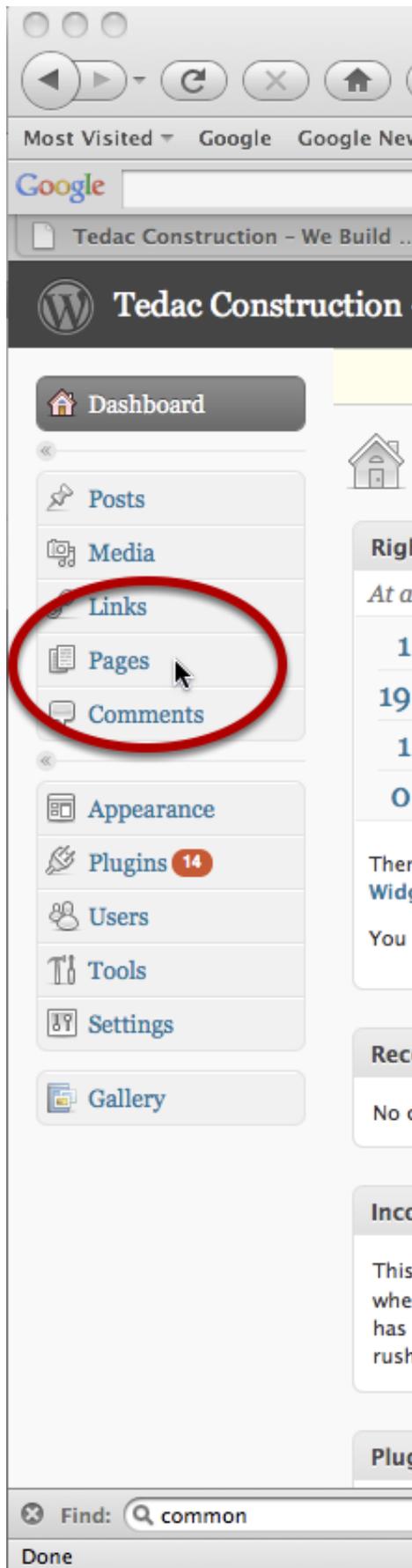
This section describes how to make changes to the text in the site.

Log into Word Press Admin Page

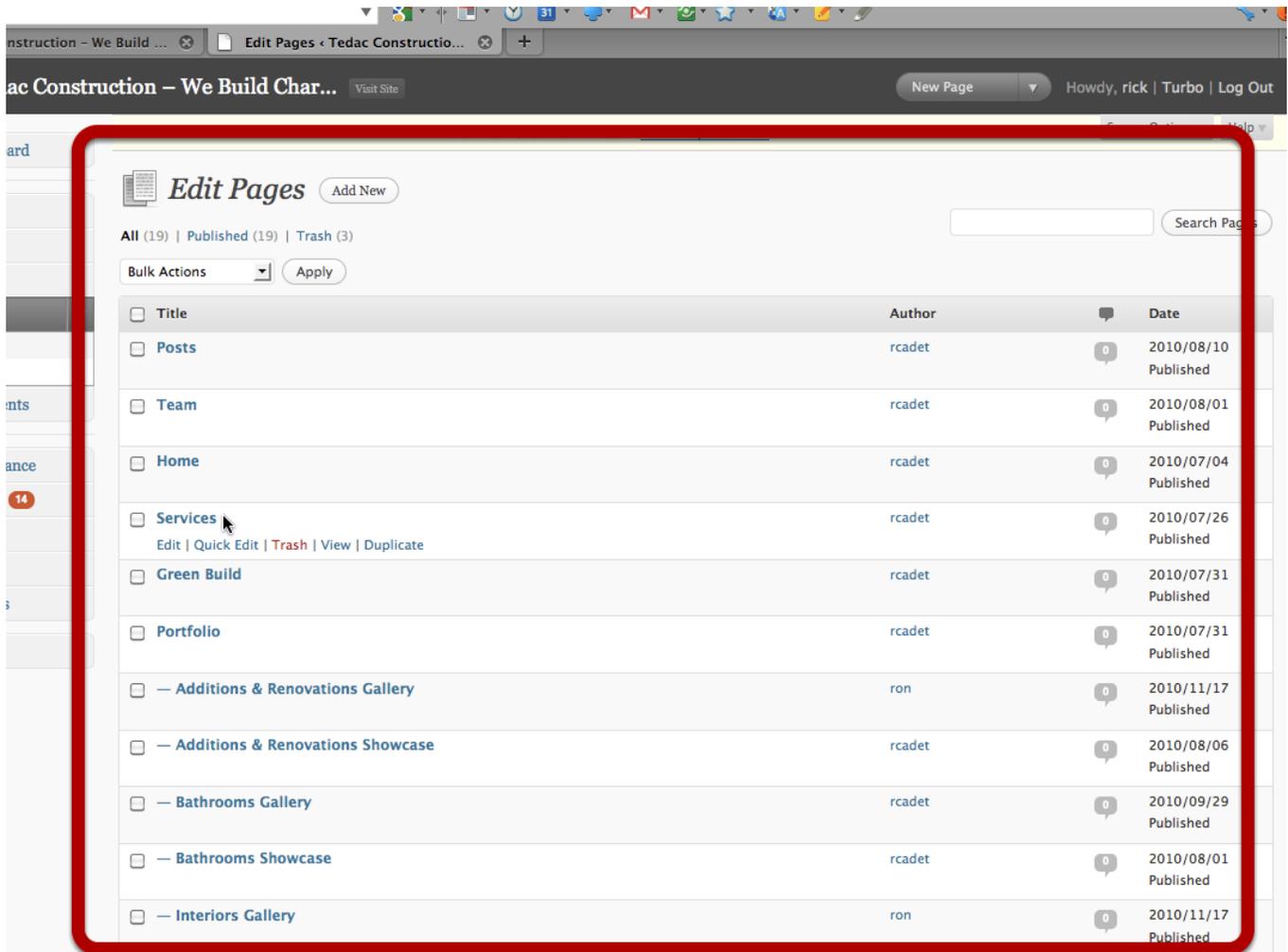


Log into www.tedaconstruction.com/wp-login. See section "[Logging into the Word Press Back End](#)" for more info.

Click on the "Pages" link in the left hand navigation area



Page Listing



The screenshot displays the 'Edit Pages' interface for a website. The page title is 'Edit Pages' with an 'Add New' button. Below the title, there are filters for 'All (19)', 'Published (19)', and 'Trash (3)'. A search bar is visible on the right. A 'Bulk Actions' dropdown menu is set to 'All' with an 'Apply' button. The main content is a table listing pages with columns for Title, Author, and Date. The 'Services' page is highlighted with a mouse cursor. The table includes the following entries:

| Title | Author | Date |
|------------------------------------|--------|-------------------------|
| Posts | rcadet | 2010/08/10 Published |
| Team | rcadet | 2010/08/01 Published |
| Home | rcadet | 2010/07/04 Published |
| Services | rcadet | 2010/07/26 Published |
| Green Build | rcadet | 2010/07/31 Published |
| Portfolio | rcadet | 2010/07/31 Published |
| — Additions & Renovations Gallery | ron | 2010/11/17 Published |
| — Additions & Renovations Showcase | rcadet | 2010/08/06 Published |
| — Bathrooms Gallery | rcadet | 2010/09/29 Published |
| — Bathrooms Showcase | rcadet | 2010/08/01 Published |
| — Interiors Gallery | ron | 2010/11/17 Published |

A listing of Pages in the site will be displayed. All Pages are displayed in this list, even if they have been disabled from displaying on the live site. Click on the Page you wish to edit.

Edit Page Screen

The screenshot shows the WordPress 'Edit Page' interface for the 'Services' page. The page title is 'Services' and the permalink is 'http://www.tedacconstruction.com/services'. The 'Visual' editor mode is selected, indicated by a red circle and the number '1'. The main content area contains the following text: 'Tedac Construction is a full service, registered general contractor. We offer services spanning all phases of your remodeling needs, from structural to fine work:' followed by a bulleted list: 'Structural Work: Demolition, Foundations, Framing, Roofing, Exterior Siding and Stucco, Electrical'. A red arrow points to this text area with the number '2'. On the right side, the 'Publish' section shows the page is 'Published' and the 'Update' button is highlighted with a red circle and the number '3'. The 'Attributes' section shows the page is set to 'Main Page (no parent)' and 'Order 2'. The 'Exclude Pages' section has the checkbox 'Include this page in user menus' checked. The bottom of the screen shows a search bar with 'common' and navigation buttons like 'Next', 'Previous', 'Highlight all', and 'Match case'.

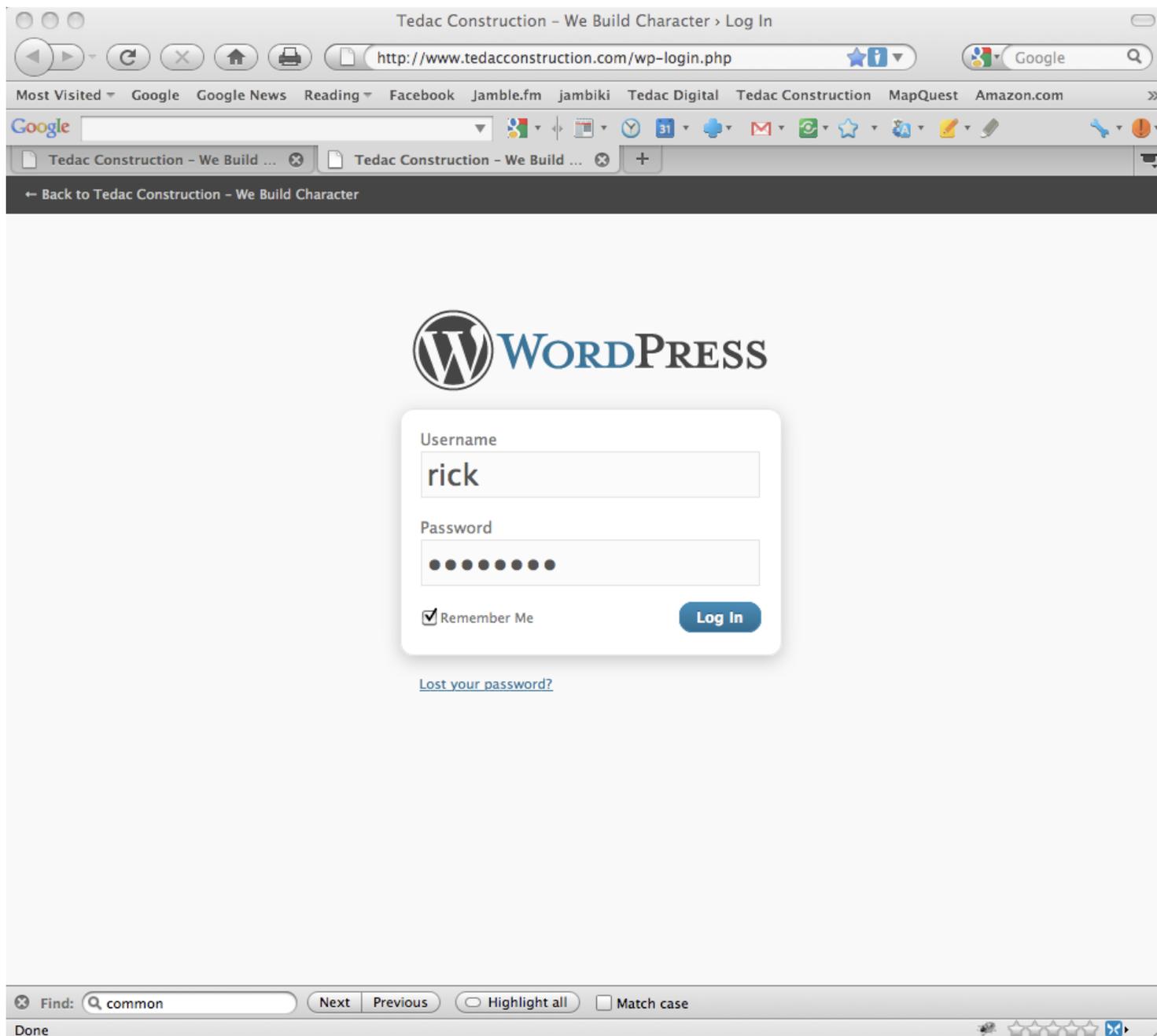
This is where you will make your edits.

1. Be sure that the "Visual" Edit mode is selected.
2. Type your changes into this area.
3. Save your changes by hitting the "Update" button.

Editing Tedac Showcases and Tedac Galleries (Photo Collections)

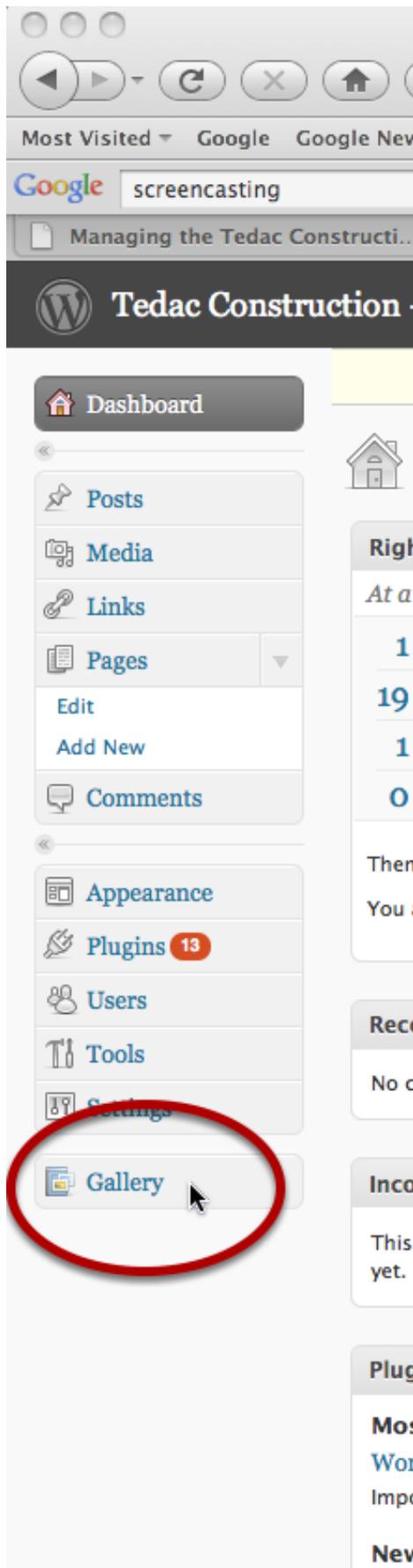
This section describes how to make changes to the individual Showcases (Kitchens Showcase, Bathrooms Showcase, etc) of Photos in the web site.

Log into Word Press Admin Page



Log into www.tedacconstruction.com/wp-login. See section "[Logging into the Word Press Back End](#)" for more info.

Click on the "Gallery" link in the left hand navigation area



Understanding the NEXTGEN Gallery Overview Page (Important)

Overview < Tedac Construction - We Build Character - WordPress

http://www.tedacconstruction.com/wp-admin/admin.php?page=nextgen-gallery

WordPress 3.0.2 is available [Please update now.](#)

NextGEN Gallery Overview

Welcome to NextGEN Gallery !

At a Glance

- 554 Images
- 11 Galleries
- 2 Albums

Here you can control your images, galleries and albums. [Upload pictures](#)

You currently have **Gallery Administrator** rights.

Recent donators

- IT-Consulting
- Julius Grandea
- Benjamin Ogg
- Nathanael Goldman
- Frank Kramer

[View all](#)

Server Settings

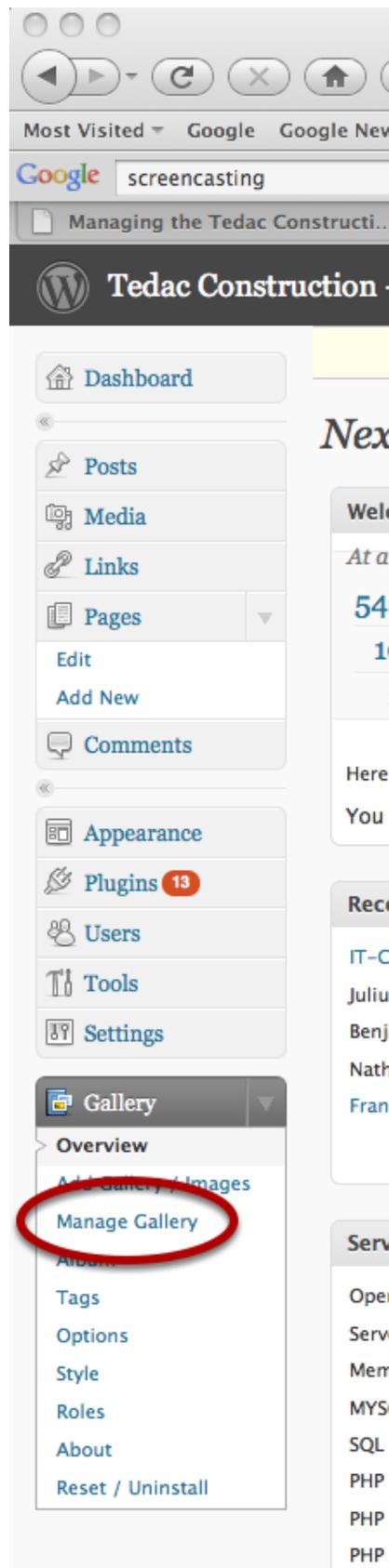
Operating System : **Linux (32 Bit)**
Server : **Apache/2.2.14 (Unix) FrontPage/5.0.2.2635**
Memory usage : **12.64 MByte**
MYSQL Version : **5.0.89**
SQL Mode : **Not set**
PHP Version : **5.2.13**
PHP Safe Mode : **Off**
PHP Allow URL fopen : **Off**
PHP Memory Limit : **32M**
PHP Max Upload Size : **25M**
PHP Max Post Size : **25M**
PCRE Backtracking Limit : **100000**
PHP Max Script Execute Time : **30s**
PHP Exif support : **Yes (V1.4)**

NextGEN is a "plug-in" program that works with the Word Press Back End to efficiently manage collections of photos.

IMPORTANT : In *NextGEN*, ***every*** collection of photos is referred to as a *Gallery*. This means that when you are managing photos on the Tedac Construction Web site, that Tedac Showcases AND Tedac Galleries are stored as different types of "*NextGen Galleries*". When referring to a *NextGEN Gallery*, this manual will italicize the word "*Gallery*" to distinguish it from a Tedac Gallery.

In *NextGEN*, a collection of *Galleries* is called an "*Album*". This means that the Tedac Portfolio (which is a collection of Showcase *Galleries*) is a *NextGEN Album*.

Click to Manage NextGEN Gallery



Click on "Manage Gallery" in the Gallery menu to access Tedac Showcases and Tedac Galleries.

Understanding the NextGEN Gallery Overview Page

WordPress 3.0.2 is available! [Please update now.](#)

Gallery Overview

No action

| ID | Title | Description | Page ID | Quantity | Action | |
|----|---------------------------------|---|---------|----------|--------|--------|
| 2 | Bathrooms | A Showcase of select Tedac Construction Bathrooms | rcadet | 26 | 22 | Delete |
| 8 | Kitchens | A Showcase of select Tedac Construction Kitchens | rcadet | 54 | 33 | Delete |
| 9 | Additions & Renovations | A Showcase of select Tedac Construction Additions & Renovations | rcadet | 121 | 28 | Delete |
| 10 | Interiors | A Showcase of select Tedac Construction Interiors | rcadet | 62 | 32 | Delete |
| 11 | Outdoor Living | A Showcase of select Tedac Construction Outdoor Living Projects | rcadet | 64 | 35 | Delete |
| 13 | Bathrooms Gallery | A Gallery of many Tedac Construction Bathroom Project Photos | rcadet | 81 | 112 | Delete |
| 14 | Additions & Renovations Gallery | A Gallery of many Tedac Construction Addition & Renovation Project Photos | ron | 0 | 65 | Delete |
| 15 | Kitchens Gallery | A Gallery of many Tedac Construction Kitchen Project Photos | ron | 0 | 92 | Delete |
| 16 | Interiors Gallery | A Gallery of many Tedac Construction Interior Project Photos | ron | 0 | 57 | Delete |
| 17 | Outdoor Living Gallery | A Gallery of many Tedac Construction Outdoor Living Project Photos | ron | 0 | 73 | Delete |

Done

Thank you for creating with WordPress. | [Documentation](#) | [Feedback](#) Get Version 3.0.2

After clicking the number next to the word *Galleries* on the Overview Page, you will see a listing of *NextGEN Galleries*.

In this list, you will see two types of *NextGEN Galleries*:

1. Tedac Showcases
2. Tedac Galleries.

Click on a Tedac Showcase or a Tedac Gallery to load it up for editing.

NextGEN Gallery Management Page

Manage Gallery < Tedac Construction - We Build Character — WordPress

http://www.tedacconstruction.com/wp-admin/admin.php?page=nggallery-manage-gallery&mo...

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Google screencasting

Managing the Tedac Constru... Manage Gallery < Tedac Constr... Elfster +

Tedac Construction – We Build Char... Visit Site

New Post > Howdy, ron | Turbo | Log Out

WordPress 3.0.2 is available! [Please update now.](#) Screen Options Help >

Dashboard

Posts

Media

Links

Pages

Edit

Add New

Comments

Appearance

Plugins 13

Users

Tools

Settings

Gallery

Overview

Add Gallery / Images

Manage Gallery

Album

Tags

Options

Style

Roles

About

Reset / Uninstall

Done

Gallery : Bathrooms

Gallery settings (Click here for more settings)

Title: 1 Bathrooms

Description: 2 A Showcase of select Tedac Construction Bathrooms

Path: wp-content/gallery/bathrooms

Page Link to: Bathrooms Showcase

Preview image: 3 206 - master-bath-tub-

Author: rcadet

Create new page: Main page (No parent)

Add page

Scan Folder for new images Save Changes

No action Apply Sort gallery Save Changes

| <input type="checkbox"/> | ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|--------------------------|-----|-----------|--|--------------------------------|-----------------------------|--------------------------|
| <input type="checkbox"/> | 205 | | master-bath-gaviola August 10, 2010 1000 x 668 pixel | master-bath-gaviola | | <input type="checkbox"/> |
| <input type="checkbox"/> | 362 | | remodel-pics-182-original August 26, 2010 1000 x 668 pixel | remodel-pics-182-original | | <input type="checkbox"/> |
| <input type="checkbox"/> | 206 | | master-bath-tub-windows August 10, 2010 1000 x 668 pixel | master-bath-tub-windows | | <input type="checkbox"/> |

Use this page to manage information that pertains to all of the photos in the Showcase or Gallery, including:

- 1. Title.** This is the label that appears underneath the "thumbnail" or Preview image in NextGEN Albums. Since the Tedac Portfolio is a NextGEN Album, this is how you change the label of the "categories" that appear in the Portfolio Sidebar and Portfolio Page.
- 2. Description.** This label will appear in some places when someone mouses over a Portfolio thumbnail. It is mostly used for administrative purposes to identify the collection of photos.
- 3. Preview Image.** To change the image that represents a Tedac Showcase or Tedac Gallery, use this pulldown to select a photo found in the collection.

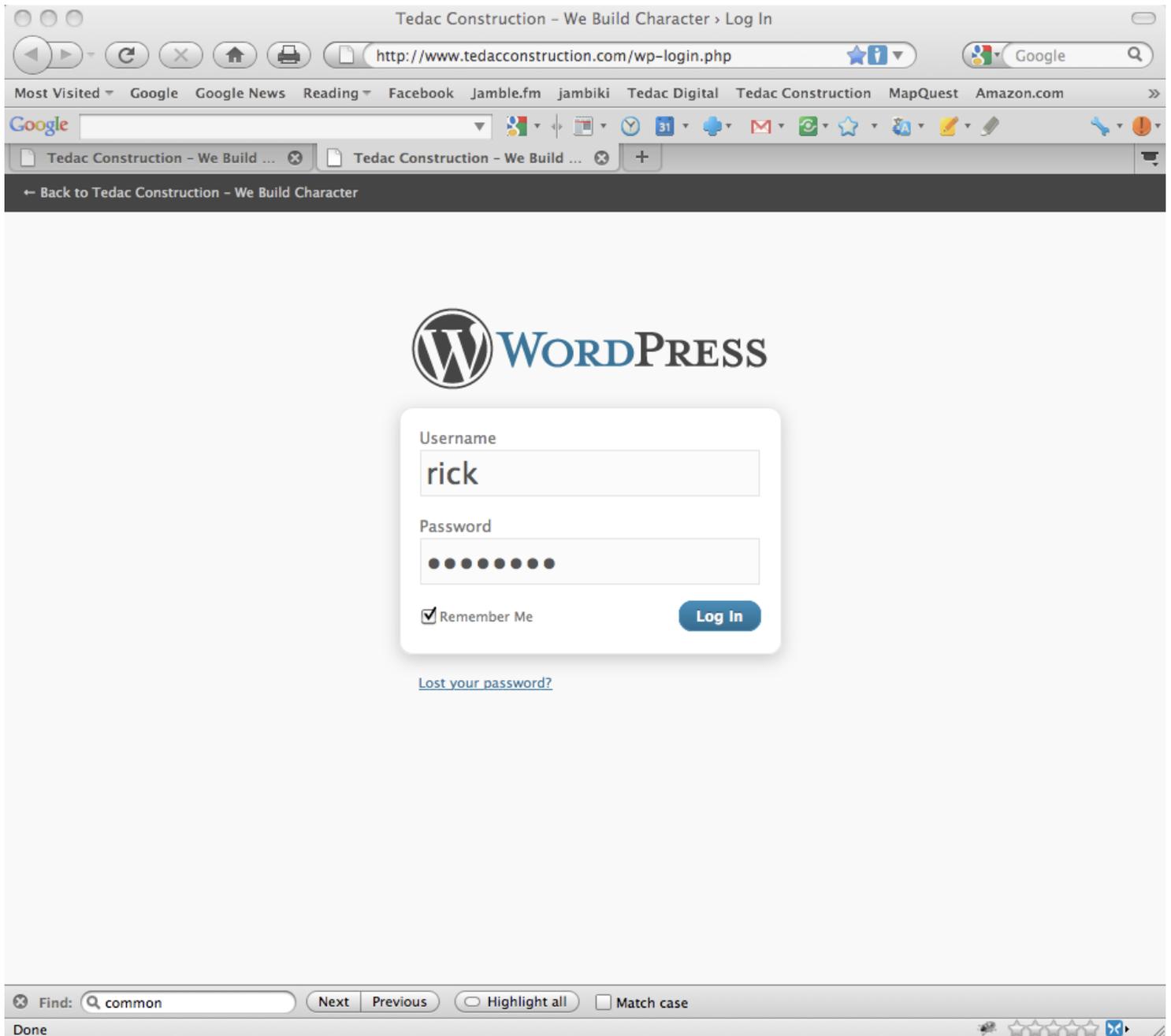
4. **Photo Editing Features.** Refer to the chapter "Editing Photos" for information on these features.

Managing Photos

Adding Photos

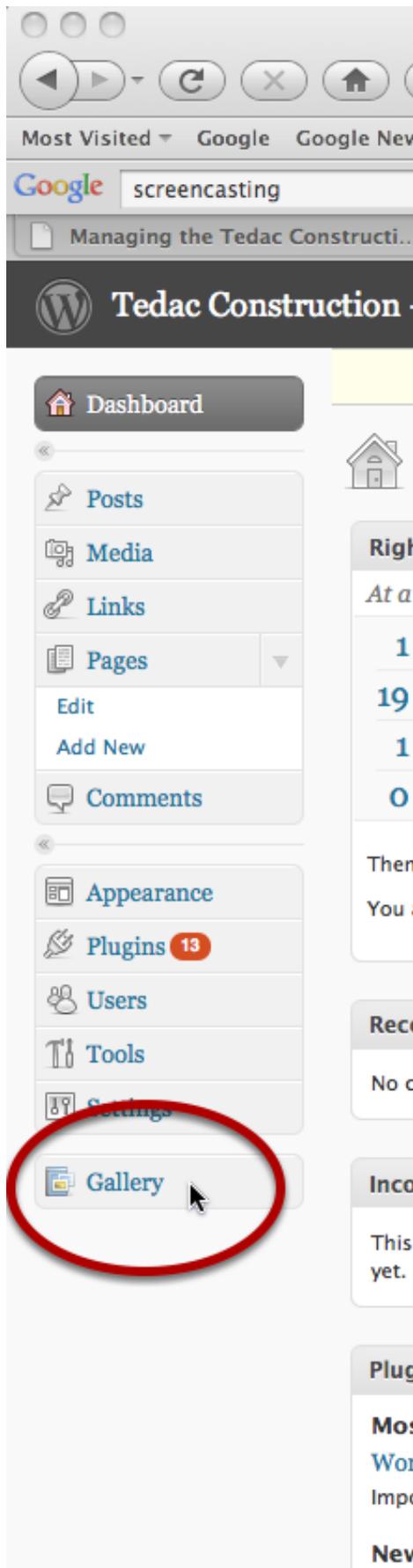
This section describes how to add photos to a Tedac Showcase or Tedac Gallery.

Log into Word Press Admin Page

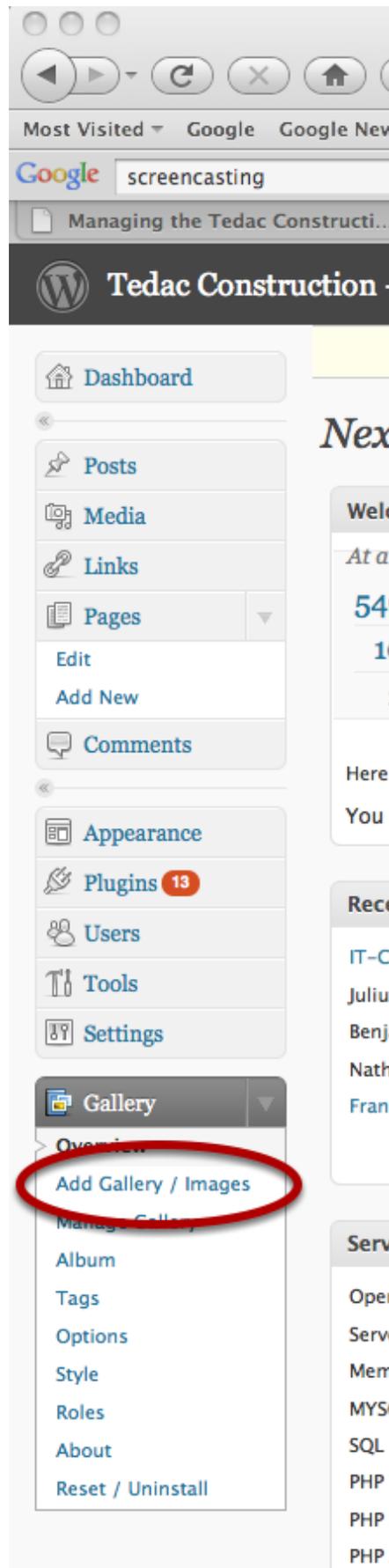


Log into www.tedaconstruction.com/wp-login. See section "[Logging into the Word Press Back End](#)" for more info.

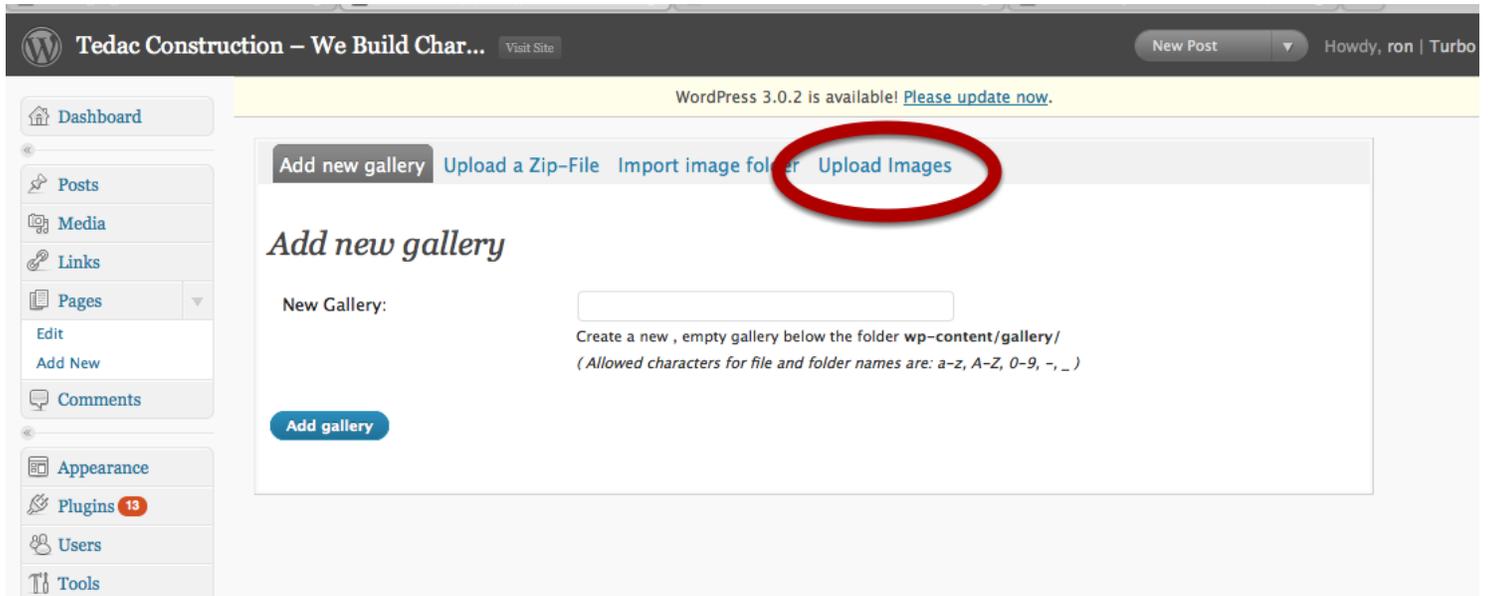
Click on the "Gallery" link in the left hand navigation area



Click to Add Gallery / Images

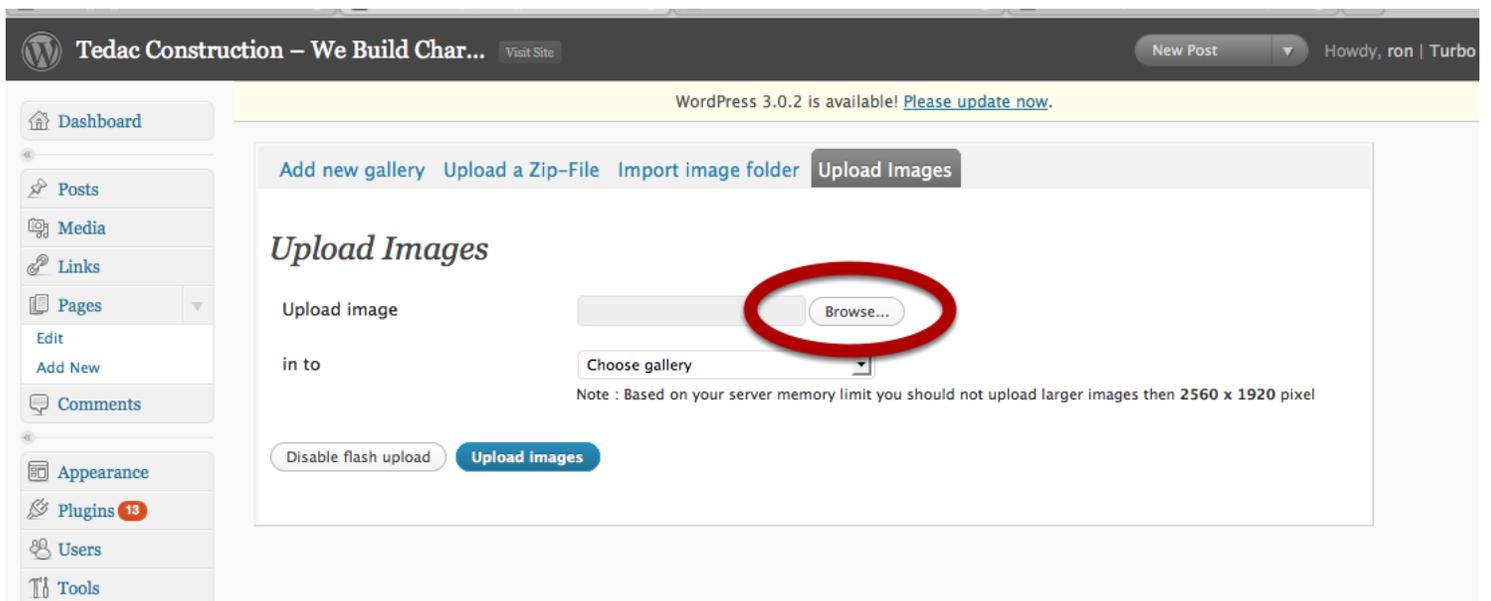


Add New Gallery / Images Screen



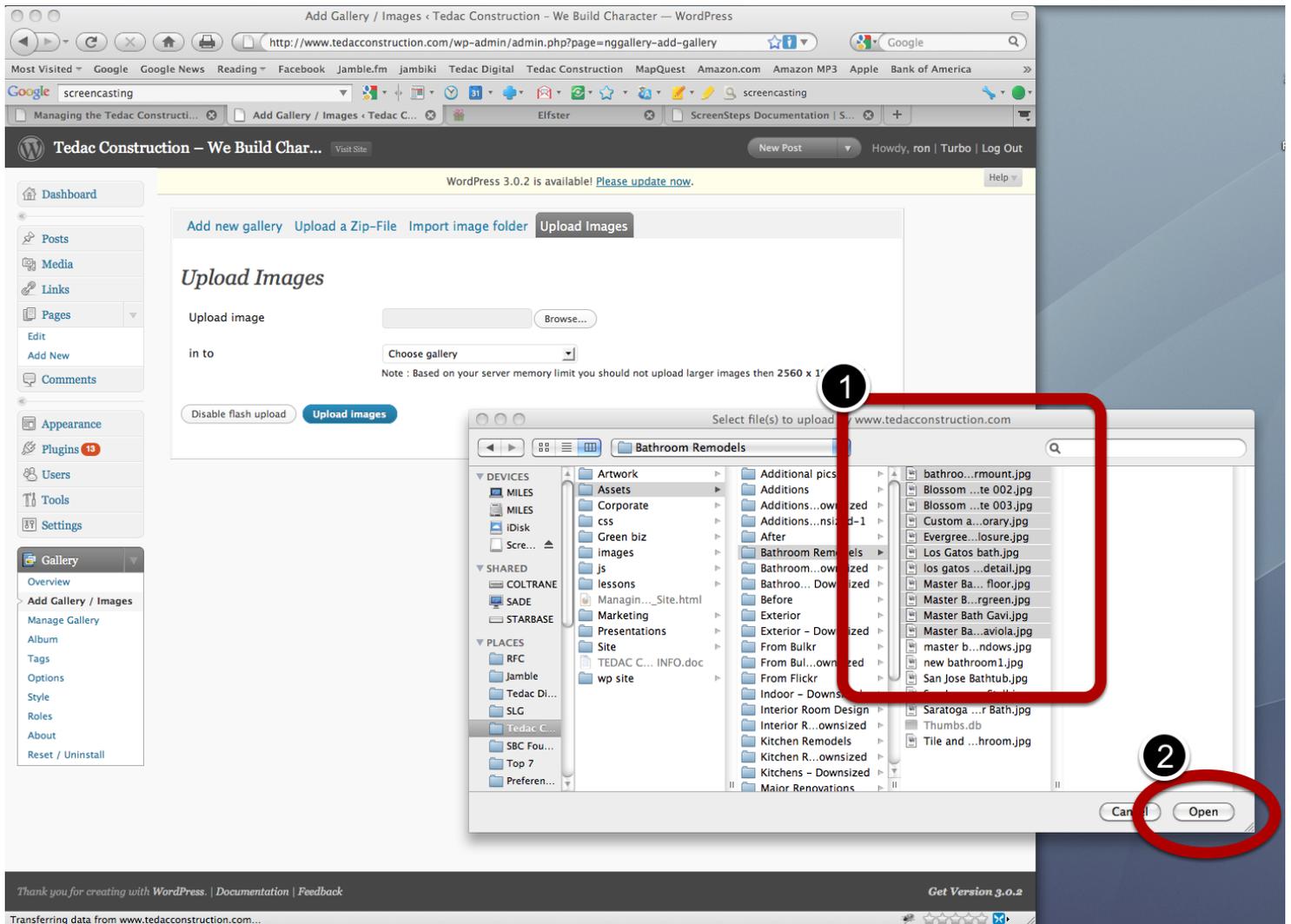
Click the "Upload Images" tab

Upload Images



Click on the "Browse..." button

Browse Your Computer for Photos



The screenshot shows the WordPress 'Upload Images' interface. The browser address bar indicates the URL: <http://www.tedacconstruction.com/wp-admin/admin.php?page=nggallery-add-gallery>. The page title is 'Add Gallery / Images < Tedac Construction - We Build Character - WordPress'. The interface includes a sidebar with navigation options like Dashboard, Posts, Media, Links, Pages, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Upload Images' and features a 'Browse...' button. A file browser window is overlaid on the page, showing a directory structure with a folder named 'Bathroom Remodels' selected. A red circle with the number '1' highlights the file browser window. Another red circle with the number '2' highlights the 'Open' button at the bottom right of the file browser window.

1. Browse your computer for photos you wish to add to a Tedac Showcase or Tedac Gallery. You can select one or more photos from a single folder.
2. Confirm your selection of files to upload.

Images ready for Upload

Add Gallery / Images < Tedac Construction - We Build Character - WordPress

http://www.tedacconstruction.com/wp-admin/admin.php?page=nggallery-add-gallery

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Google screencasting

Managing the Tedac Constructi... Add Gallery / Images < Tedac C... Elfster ScreenSteps Documentation | S... +

Tedac Construction - We Build Char... Visit Site New Post Howdy, ron | Turbo | Log Out

WordPress 3.0.2 is available! [Please update now.](#) Help

Add new gallery Upload a Zip-File Import image folder Upload Images

Upload Images

Upload image

Master Bath gaviola.jpg Browse...

- [\[remove\]](#) bathroom sink undermount.jpg (1947 kB)
- [\[remove\]](#) Blossom Vallet Contempo slate 002.jpg (1349 kB)
- [\[remove\]](#) Blossom Vallet Contempo slate 003.jpg (1372 kB)
- [\[remove\]](#) Custom and Contemporary.jpg (1343 kB)
- [\[remove\]](#) Evergreen tub Enclosure.jpg (1394 kB)
- [\[remove\]](#) Los Gatos bath.jpg (1178 kB)
- [\[remove\]](#) los gatos deco detail.jpg (1415 kB)
- [\[remove\]](#) Master Bath Evergreen floor.jpg (1497 kB)
- [\[remove\]](#) Master Bath Evergreen.jpg (1280 kB)
- [\[remove\]](#) Master Bath Gavi.jpg (521 kB)
- [\[remove\]](#) Master Bath gaviola.jpg (1797 kB)

in to Choose gallery

Note : Based on your server memory limit you should not upload larger images then 2560 x 1920 pixel

Disable flash upload Upload Images

Thank you for creating with WordPress. | [Documentation](#) | [Feedback](#) Get Version 3.0.2

Transferring data from www.tedacconstruction.com...

1. The files you selected should now appear in a queue ready for upload
2. **IMPORTANT:** Choose the *NextGEN Gallery* (your Tedac Showcase or Tedac Gallery) to upload the photos to

Choose Gallery to add photos to and Save

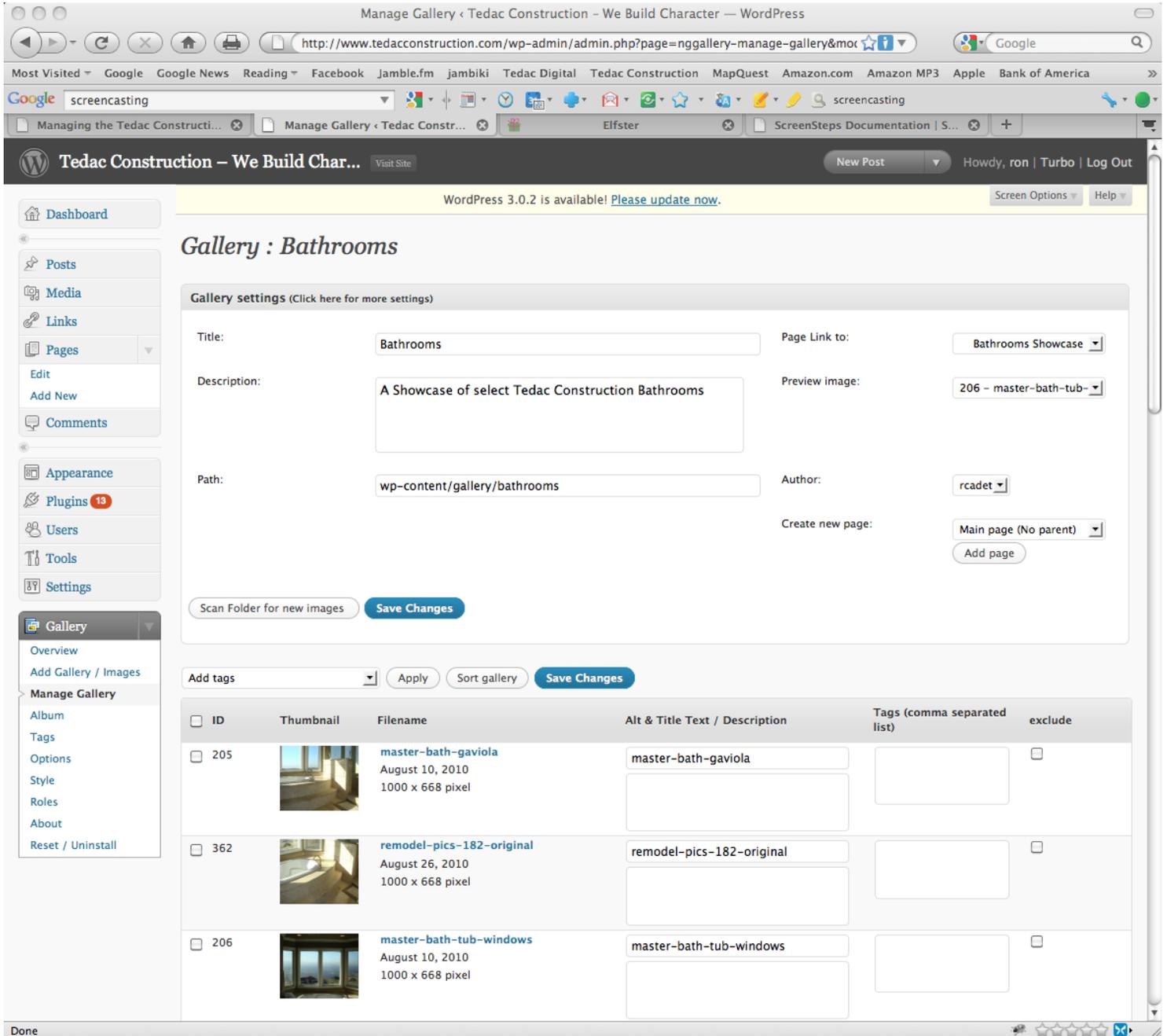
The screenshot shows the WordPress admin interface for 'Tedac Construction - We Build Character'. The page title is 'Add Gallery / Images < Tedac Construction - We Build Character - WordPress'. The URL is 'http://www.tedacconstruction.com/wp-admin/admin.php?page=nggallery-add-gallery'. The page content includes a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main content area is titled 'Upload Images' and features a list of image files with their names and sizes. A red box highlights the 'Choose gallery' dropdown menu, which lists various galleries such as 'Outdoor Living Gallery', 'Interiors Gallery', 'Kitchens Gallery', 'Additions & Renovations Gallery', 'Bathrooms Gallery', 'Outdoor Living', 'Interiors', 'Additions & Renovations', 'Kitchens', and 'Bathrooms'. A red arrow points to the 'Upload Images' button. The page footer includes 'Thank you for creating with WordPress. | Documentation | Feedback' and 'Get Version 3.0.2'.

After choosing the destination Showcase or Gallery, click "Upload Images" to add photos. See "[Editing Tedac Showcases and Tedac Galleries](#)" and any part of the "Editing Photos" chapter to manage your added photos.

Editing Photo Labeling

Describes how to change the labeling of displayed photos and info displayed during mouseovers.

Navigate to Showcase or Gallery containing the photo



Refer to "[Editing Tedac Showcases and Tedac Galleries](#)" for help navigating to your photo.

Scroll down/Page to the photo you wish to manage.

Make Your Changes

| ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|-----|-----------|--|--------------------------------|-----------------------------|--------------------------|
| 205 | | master-bath-gaviola August 10, 2010 1000 x 668 pixel | master-bath-gaviola | | <input type="checkbox"/> |

- 1. Alt and Title Text.** Changing this field will change the name that identifies the picture when a user mouses over the thumbnail or displays the picture. (It is initially set to the file name of the picture during import)
- 2. Photo Description.** This label will appear in some places when someone mouses over a Tedac Showcase or Tedac Gallery thumbnail.
- 3. Tags.** Type phrases like "Tile", "Faucet", "Granite", "Electrical", "Lighting" etc to support future displays of photos across all Showcases and Galleries. For example, someone might search for "Brick" and see photos of Brick Fireplaces, Brick Facades, Brick Foundations, etc... *(Not currently implemented)*
- 4. Exclude.** Check this box to temporarily prevent a photo from displaying (in the current Showcase or Gallery).

Save Your Changes

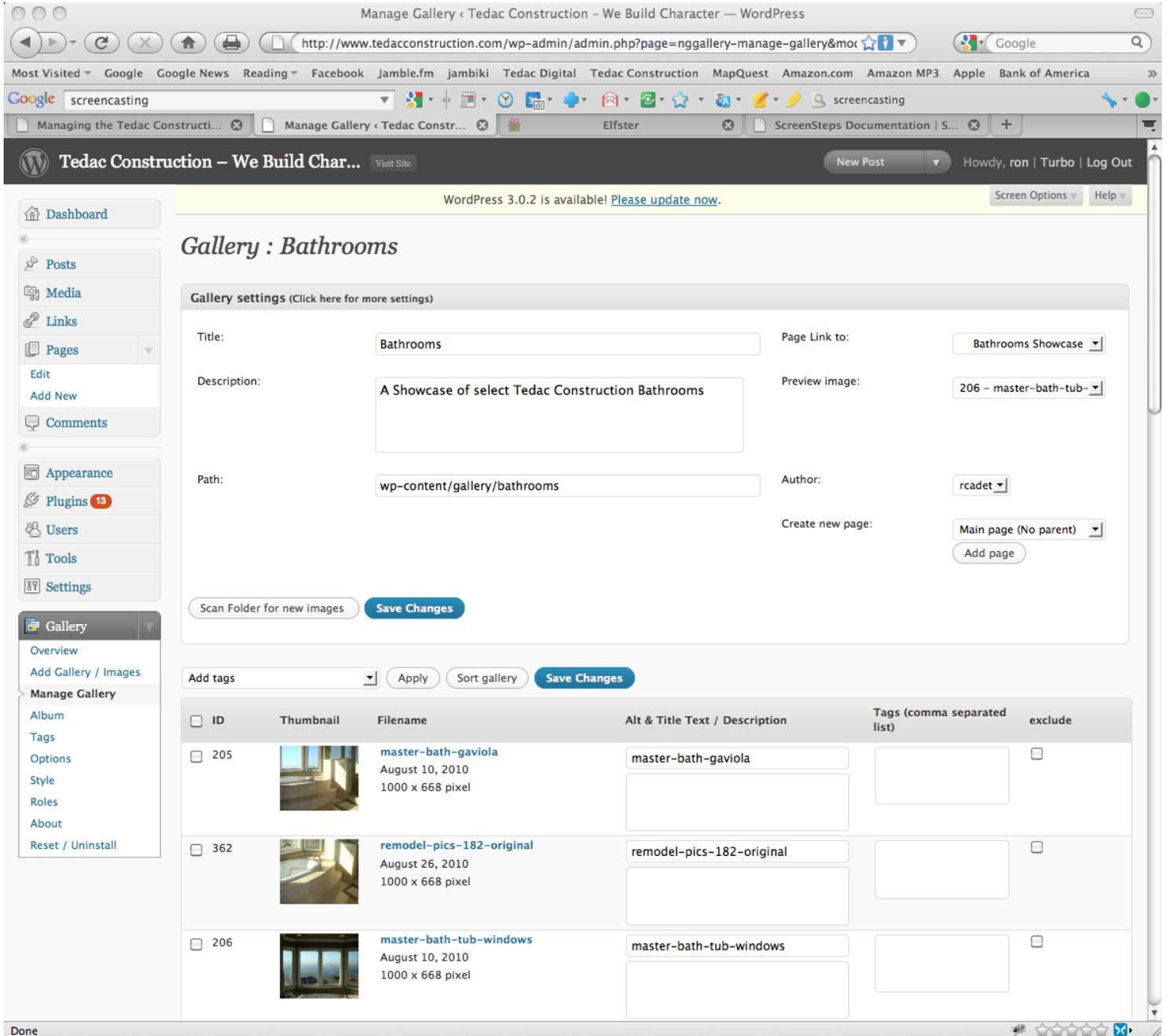
| ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|-----|-----------|--|--------------------------------|-----------------------------|--------------------------|
| 205 | | master-bath-gaviola August 10, 2010 1000 x 668 pixel | master-bath-gaviola | | <input type="checkbox"/> |

Blue "Save Changes" buttons are located at the top and bottom of the listing of Photos.

Editing Photo Thumbnails

Describes how to change the area displayed on the thumbnail of any given photo

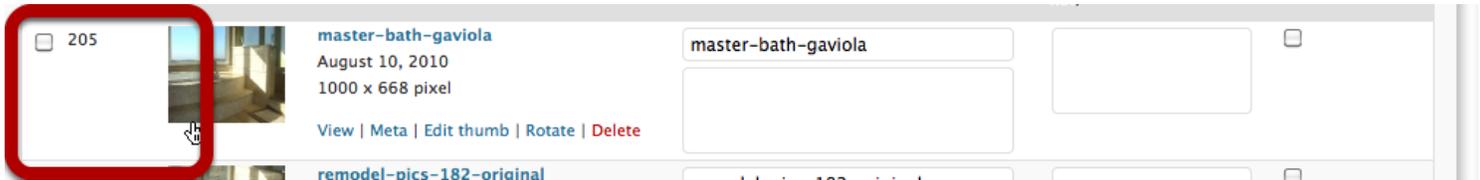
Navigate to Showcase or Gallery containing the photo



Refer to "[Editing Tedac Showcases and Tedac Galleries](#)" for help navigating to your photo.

Scroll down/Page to the photo you wish to manage.

Mouse over the photo to reveal photo menu



Click on Edit Thumb

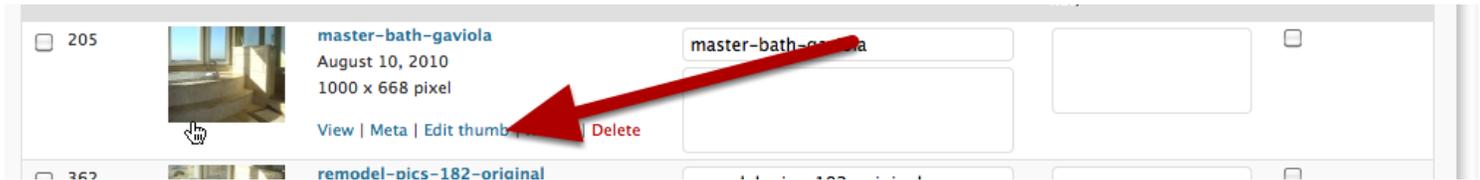
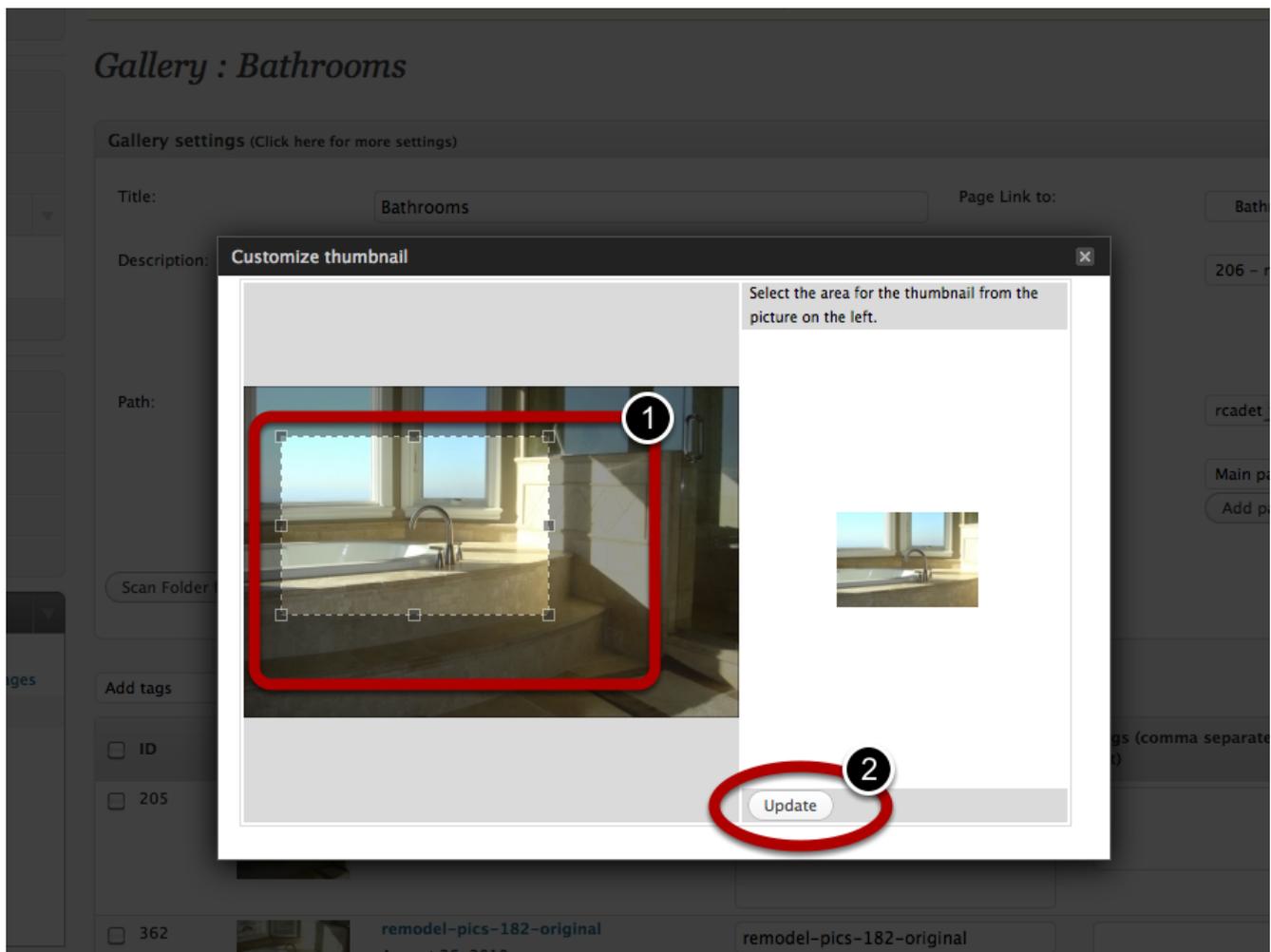


Photo will be displayed in a pop up.

Select the thumbnail display area



1. Drag the cursor over the area to highlight in the thumbnail
2. Click Update to change the thumbnail.

Save Your Changes

es

Add tags

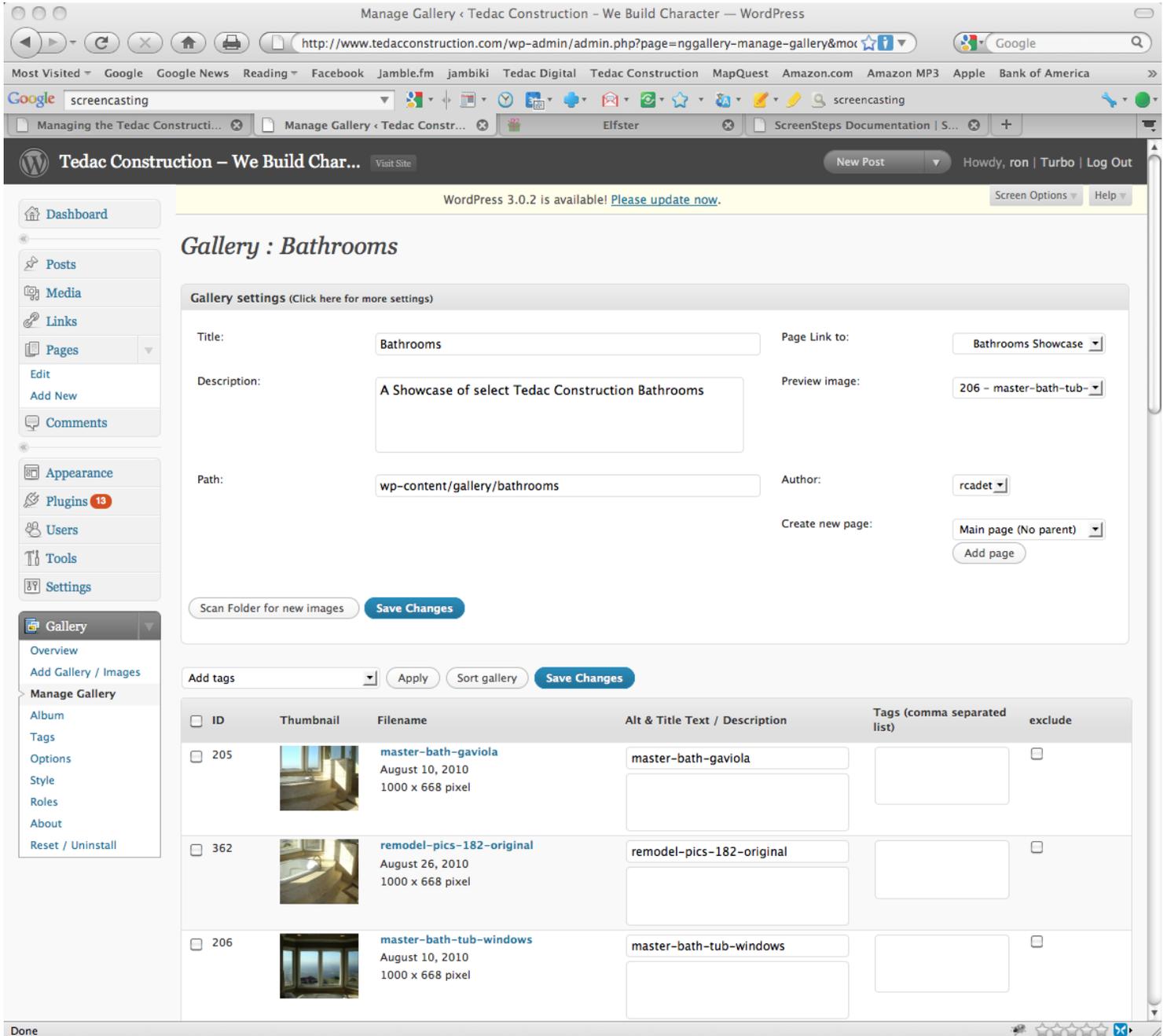
| <input type="checkbox"/> ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|------------------------------|---|--|--|-----------------------------|--------------------------|
| <input type="checkbox"/> 205 |  | master-bath-gaviola August 10, 2010 1000 x 668 pixel | <input type="text" value="master-bath-gaviola"/> <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Blue "Save Changes" buttons are located at the top and bottom of the listing of Photos.

Rotating Photos

Describes how to change the orientation (portrait or landscape) of any given photo

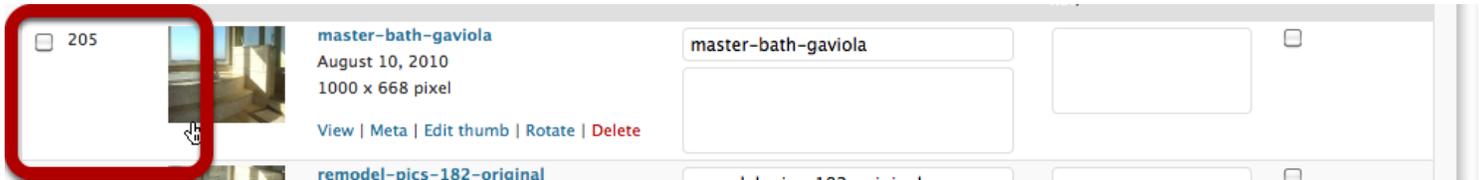
Navigate to Showcase or Gallery containing the photo



Refer to "[Editing Tedac Showcases and Tedac Galleries](#)" for help navigating to your photo.

Scroll down/Page to the photo you wish to manage.

Mouse over the photo to reveal photo menu



Click on Rotate

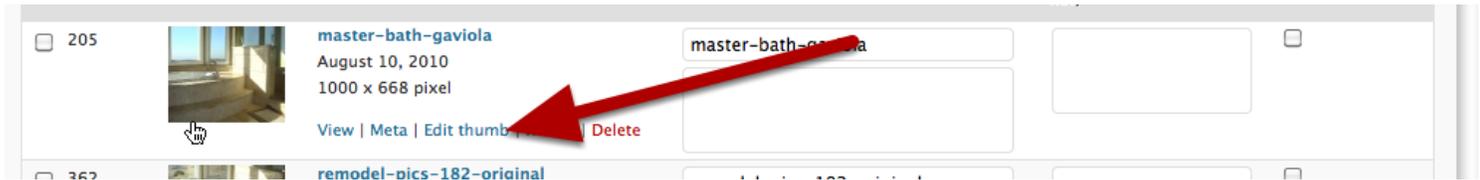
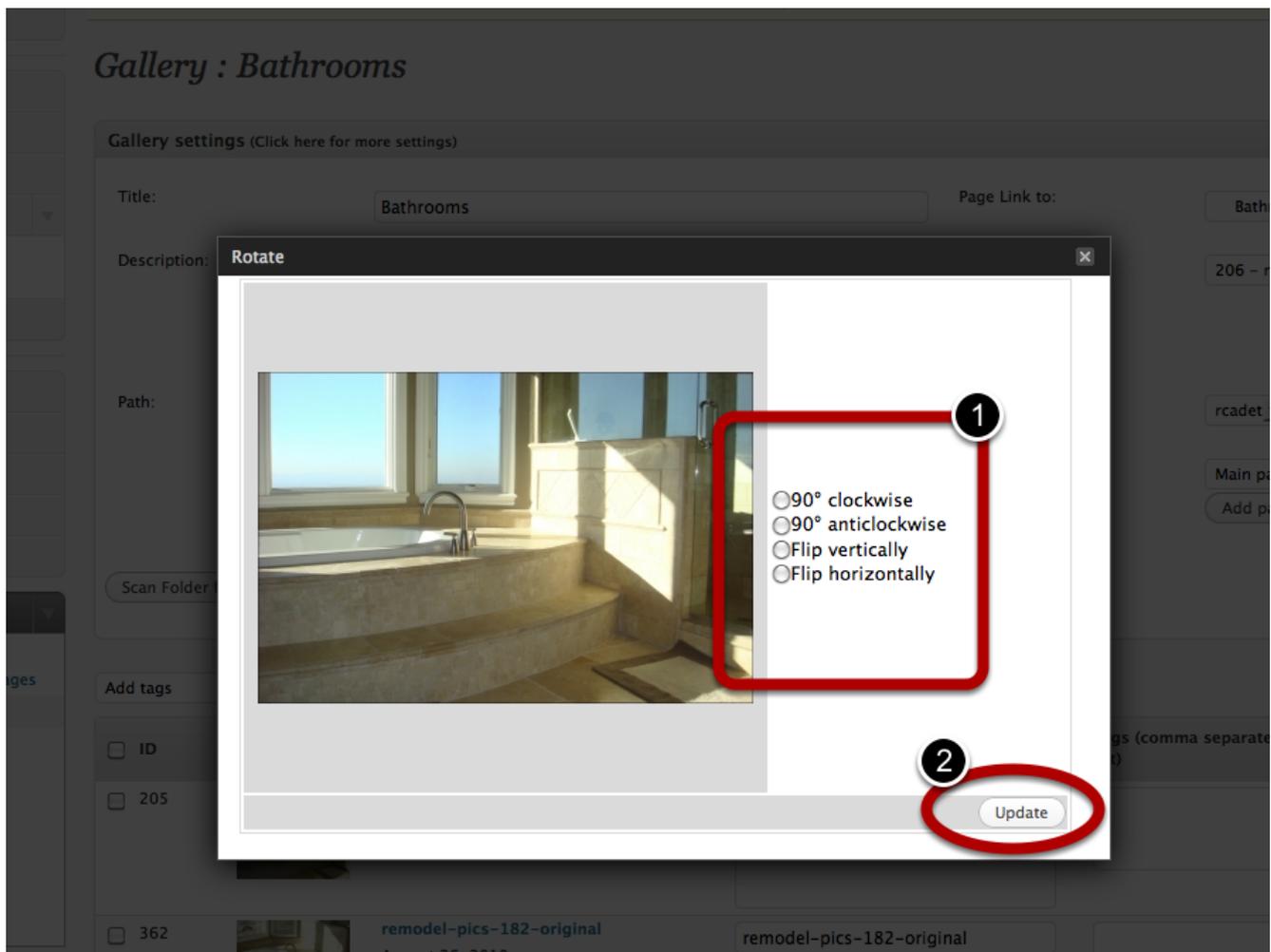


Photo will be displayed in a pop up.

Select the thumbnail display area



1. Select type of rotation to perform
2. Click Update to change the photo.

Save Your Changes

es

Add tags

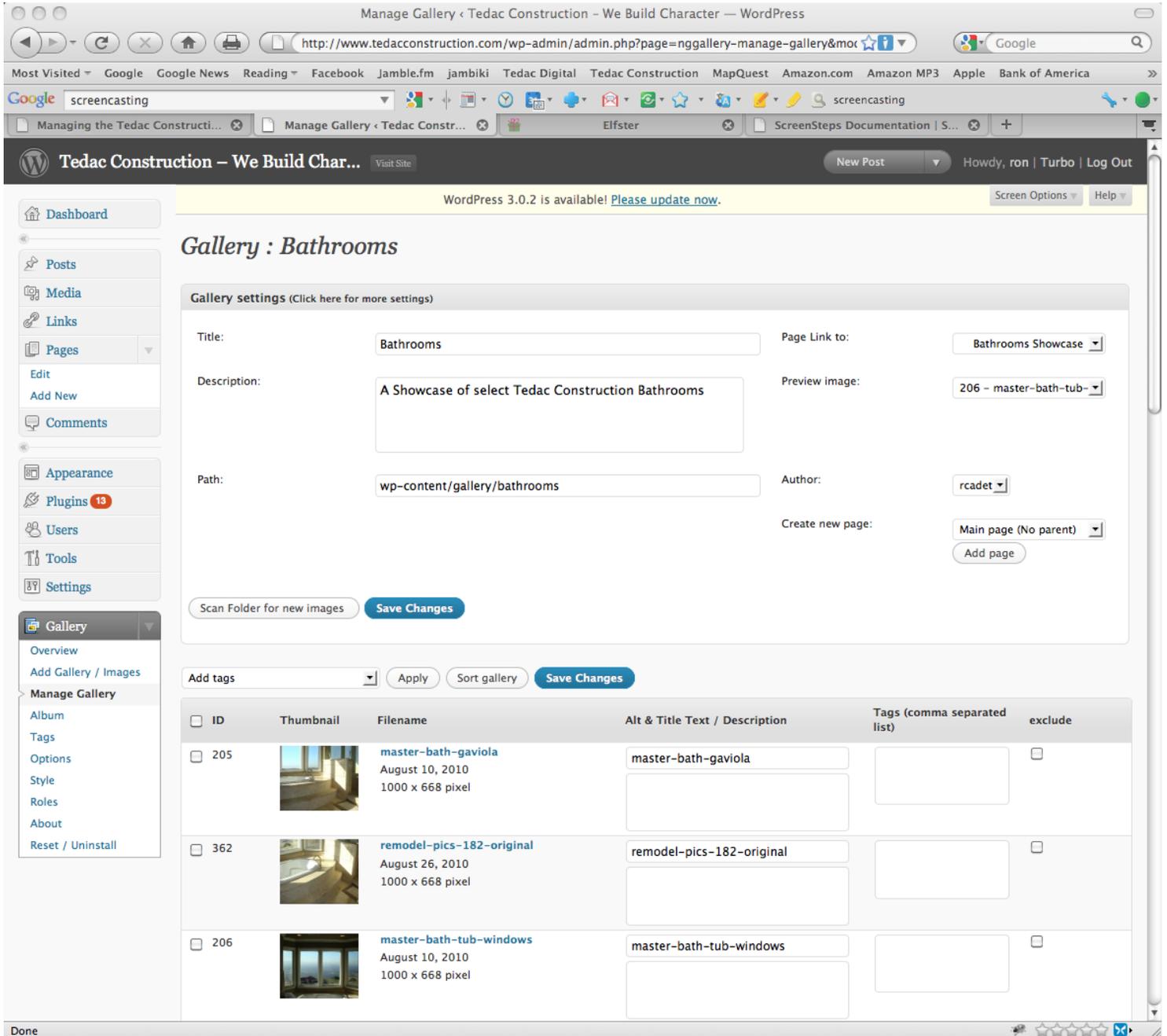
| <input type="checkbox"/> ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|------------------------------|---|--|--|-----------------------------|--------------------------|
| <input type="checkbox"/> 205 |  | master-bath-gaviola August 10, 2010 1000 x 668 pixel | <input type="text" value="master-bath-gaviola"/> <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Blue "Save Changes" buttons are located at the top and bottom of the listing of Photos.

Deleting Photos

Describes how to delete a photo

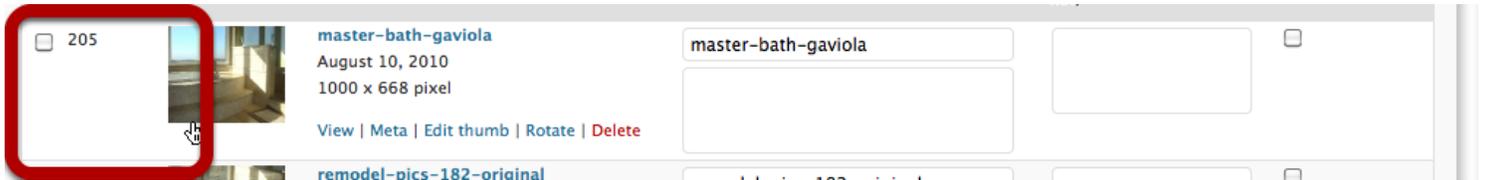
Navigate to Showcase or Gallery containing the photo



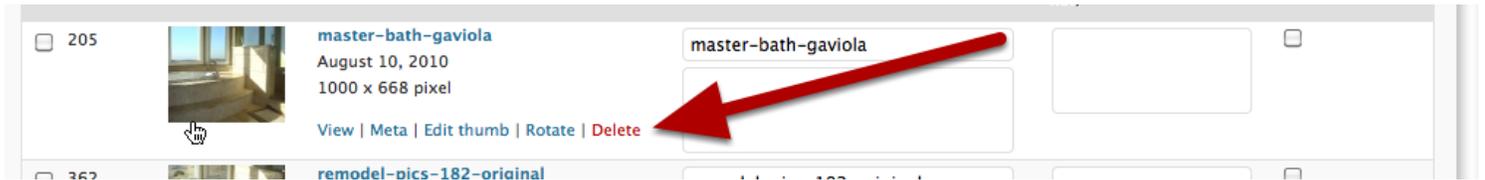
Refer to "[Editing Tedac Showcases and Tedac Galleries](#)" for help navigating to your photo.

Scroll down/Page to the photo you wish to manage.

Mouse over the photo to reveal photo menu



Click on Delete

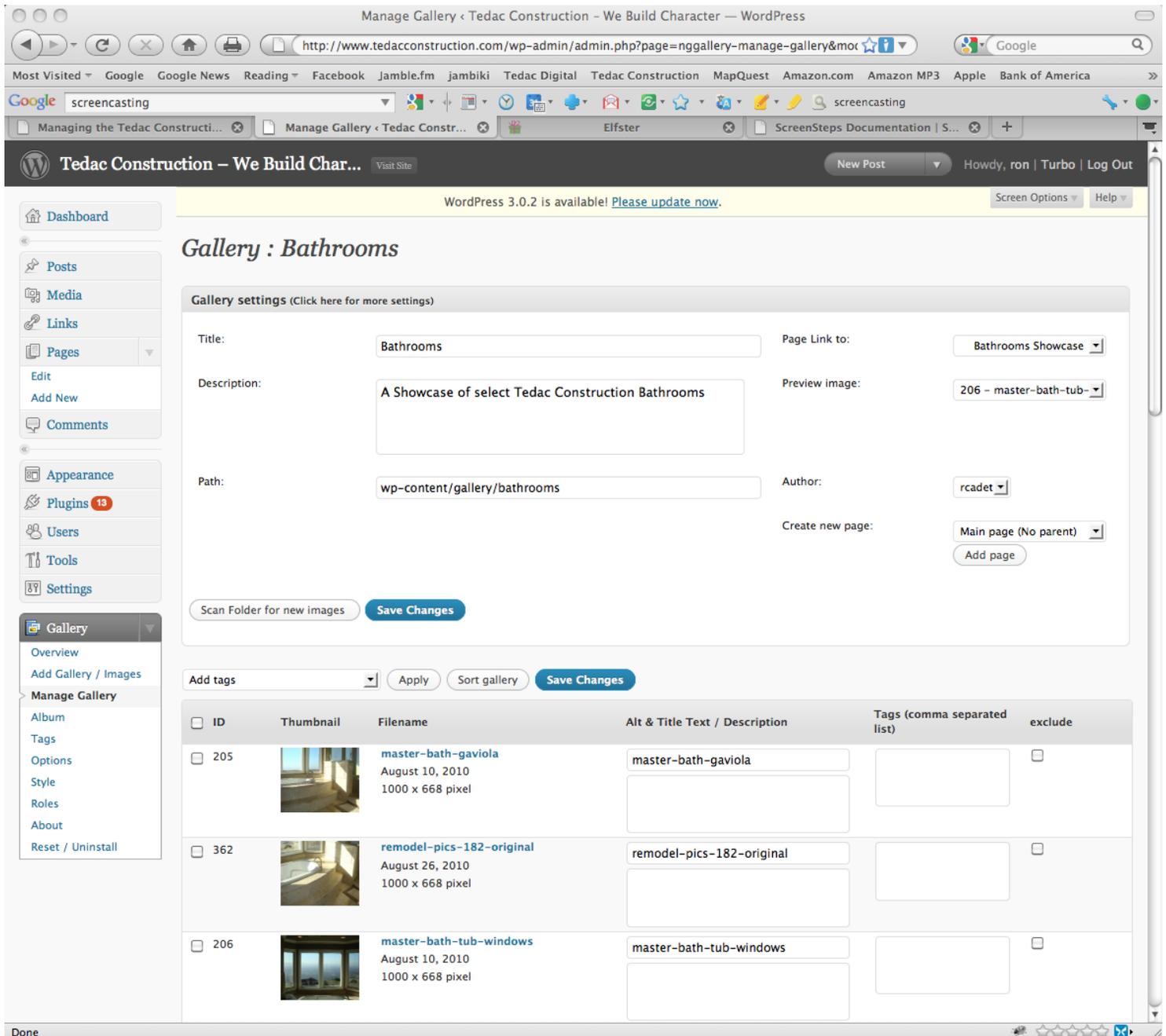


You will be prompted to confirm the deletion. Cancel if you do not want to delete the photo.

Sorting Photos

Describes how to change the labeling of displayed photos and info displayed during mouseovers.

Navigate to Showcase or Gallery containing the photos to sort



The screenshot shows the WordPress admin interface for managing a gallery. The gallery is titled "Bathrooms" and is located at the path "wp-content/gallery/bathrooms". The settings for the gallery are as follows:

- Title: Bathrooms
- Description: A Showcase of select Tedac Construction Bathrooms
- Path: wp-content/gallery/bathrooms
- Page Link to: Bathrooms Showcase
- Preview image: 206 - master-bath-tub-
- Author: rcadet
- Create new page: Main page (No parent)

Below the settings is a table of gallery items:

| ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|------------------------------|---|--|--------------------------------|-----------------------------|--------------------------|
| <input type="checkbox"/> 205 |  | master-bath-gaviola August 10, 2010 1000 x 668 pixel | master-bath-gaviola | | <input type="checkbox"/> |
| <input type="checkbox"/> 362 |  | remodel-pics-182-original August 26, 2010 1000 x 668 pixel | remodel-pics-182-original | | <input type="checkbox"/> |
| <input type="checkbox"/> 206 |  | master-bath-tub-windows August 10, 2010 1000 x 668 pixel | master-bath-tub-windows | | <input type="checkbox"/> |

Refer to "[Editing Tedac Showcases and Tedac Galleries](#)" for help navigating to your photo.

Scroll down/Page to the photo you wish to manage.

Activate Sort Mode

Add tags

| <input type="checkbox"/> ID | Thumbnail | Filename | Alt & Title Text / Description | Tags (comma separated list) | exclude |
|------------------------------|-----------|---|--|-----------------------------|--------------------------|
| <input type="checkbox"/> 205 | | master-bath-gaviola August 10, 2010 1000 x 668 pixel | <input type="text" value="master-bath-gaviola"/> | <input type="text"/> | <input type="checkbox"/> |

Click the Sort Gallery found above the listing of photos.

Sort Gallery Page

Manage Gallery < Tedac Construction - We Build Character - WordPress

WordPress 3.0.2 is available! [Please update now.](#)

Sort Gallery

Presort: **Unsorted** | Image ID | Filename | Alt/Title text | Date/Time | **Ascending** | Descending

chu-kitchen-001

Photos in your Showcase or Gallery are displayed in their current order. The order may be changed in one of two ways:

1. Sort by date, filename, or title text by clicking on the menu above the pictures
2. Drag a picture to any position you want

Save Your Changes

The screenshot shows the WordPress 'Manage Gallery' interface. At the top, there's a navigation bar with 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Edit', 'Add New', and 'Comments'. Below that, there's a 'Sort Gallery' section with a dropdown menu for 'Presort: Unsorted' and buttons for 'Update Sort Order' (circled in red with a '1') and 'Back to gallery' (circled in red with a '2'). The gallery grid displays various kitchen images with captions. The 'chu-kitchen-001' image is highlighted with a blue border. The bottom of the screen shows a 'Done' status bar.

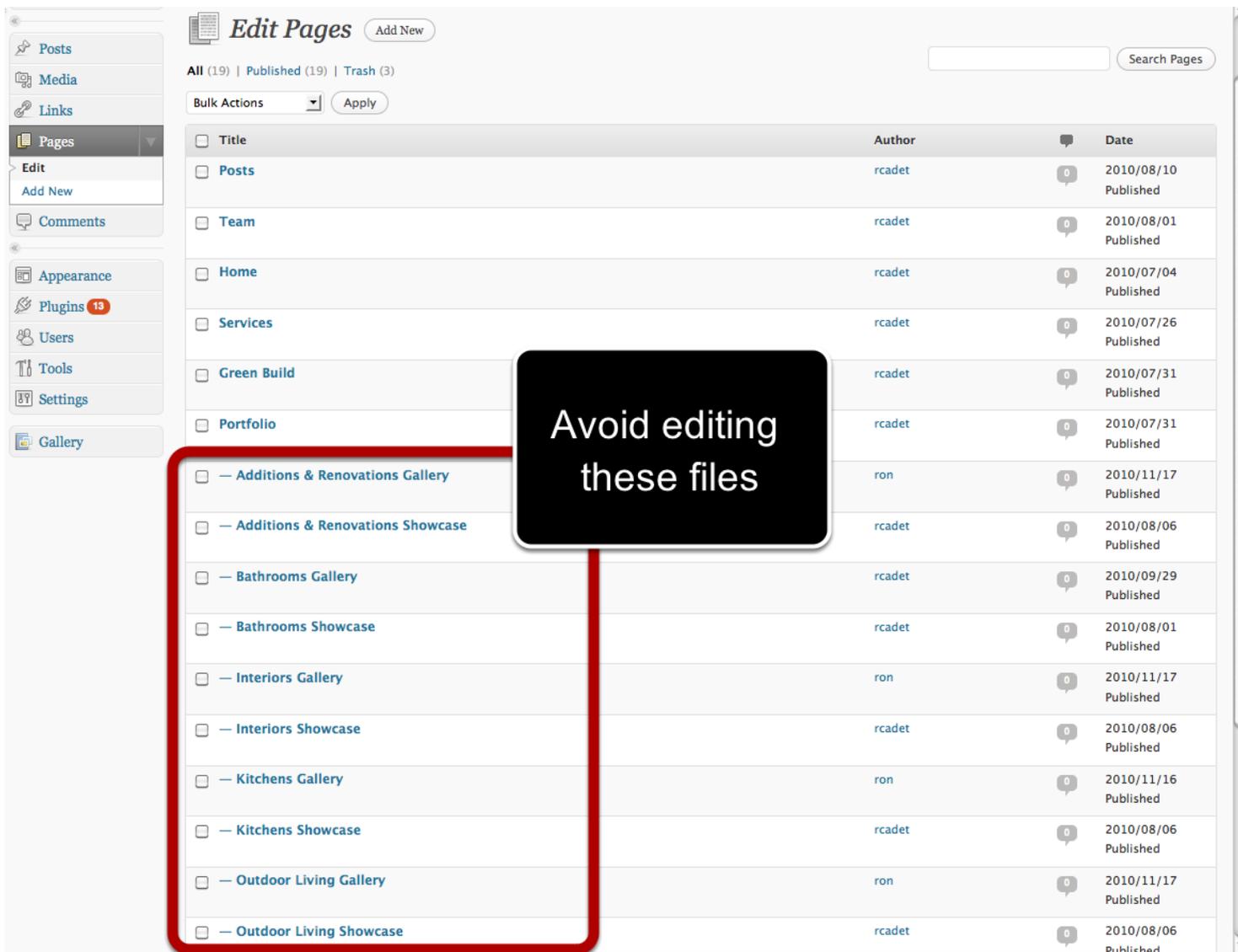
1. Save your changes by clicking the "Update Sort Order" button
2. Return to your Showcase or Gallery by clicking the "Back to Gallery" button

Advanced

About the Pages that display Showcases and Galleries

This section describes how Showcases and Galleries are displayed in the web site.

Location of Showcase and Gallery Pages



The screenshot shows the 'Edit Pages' interface with a list of pages. A red box highlights the 'Additions & Renovations Gallery' and 'Additions & Renovations Showcase' pages. A callout box with the text 'Avoid editing these files' points to these highlighted pages.

| Title | Author | Date |
|------------------------------------|--------|-------------------------|
| Posts | rcadet | 2010/08/10 Published |
| Team | rcadet | 2010/08/01 Published |
| Home | rcadet | 2010/07/04 Published |
| Services | rcadet | 2010/07/26 Published |
| Green Build | rcadet | 2010/07/31 Published |
| Portfolio | rcadet | 2010/07/31 Published |
| — Additions & Renovations Gallery | ron | 2010/11/17 Published |
| — Additions & Renovations Showcase | rcadet | 2010/08/06 Published |
| — Bathrooms Gallery | rcadet | 2010/09/29 Published |
| — Bathrooms Showcase | rcadet | 2010/08/01 Published |
| — Interiors Gallery | ron | 2010/11/17 Published |
| — Interiors Showcase | rcadet | 2010/08/06 Published |
| — Kitchens Gallery | ron | 2010/11/16 Published |
| — Kitchens Showcase | rcadet | 2010/08/06 Published |
| — Outdoor Living Gallery | ron | 2010/11/17 Published |
| — Outdoor Living Showcase | rcadet | 2010/08/06 Published |

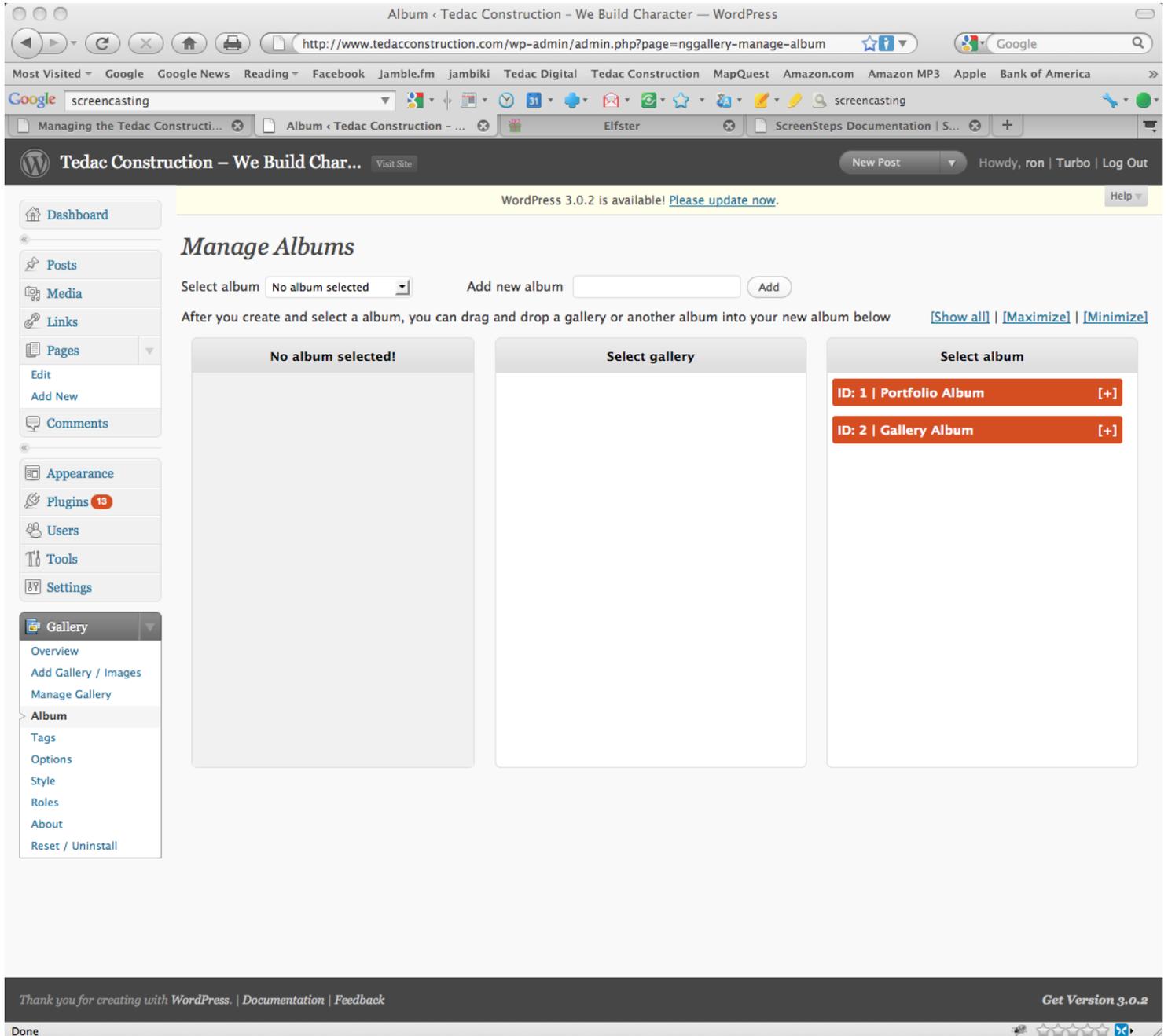
Showcases and Galleries are collections of Photos. In order to be viewed in the Tedac Site, a series of containing Pages have been set up which consist of a short description and code that calls the *NextGEN Galleries* by their sequential IDs. These Pages are configured as sub pages of the Portfolio Page.

CAUTION: It is not advised to edit these files.

Albums

This section describes the two *NextGEN Albums* and how they are used. *NextGEN Albums* are collections of *NextGEN Galleries*.

Albums Listing



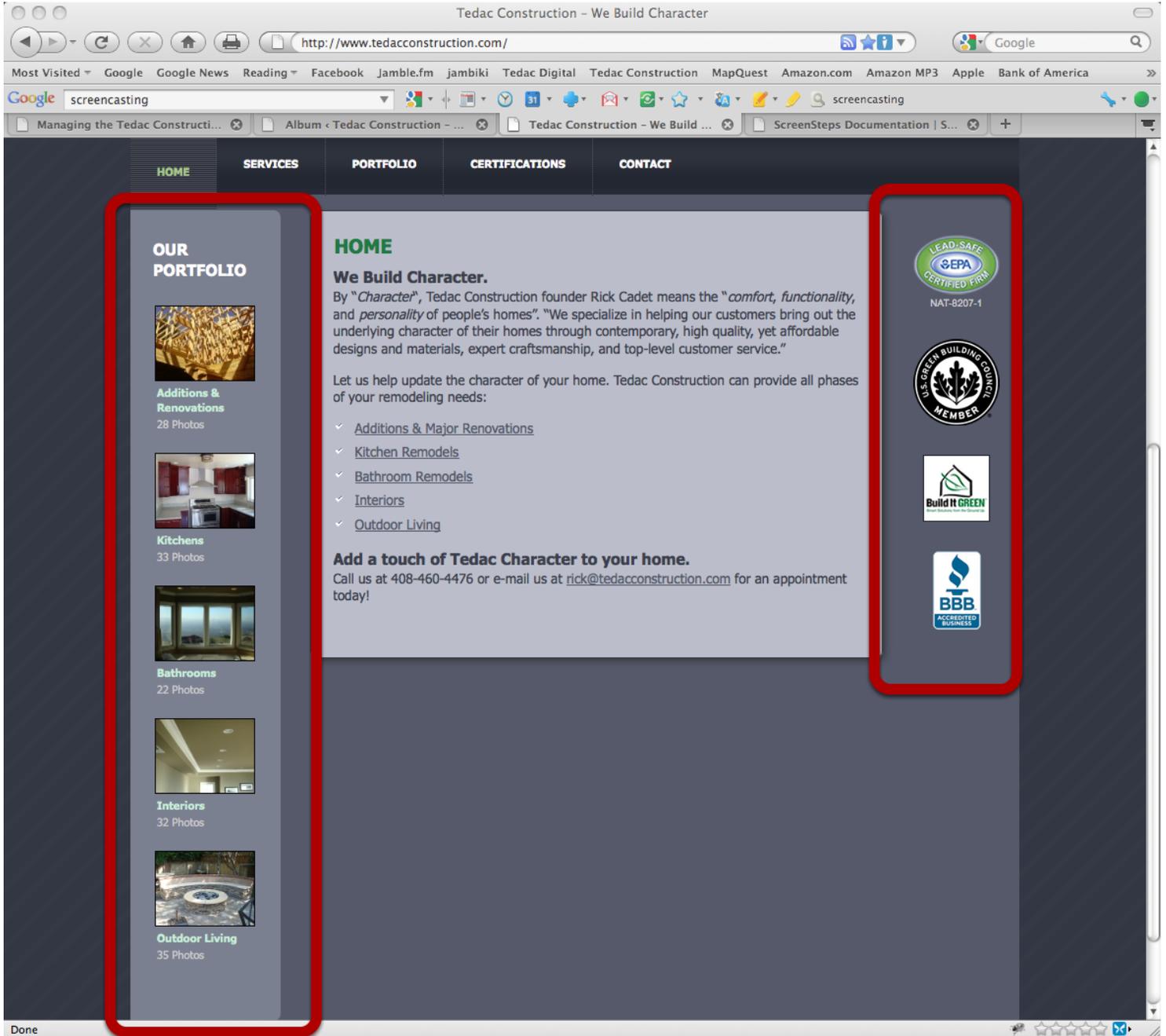
There are two NextGEN Albums in the Tedac Construction Web site: The Portfolio Album, which is a collection of Tedac Showcases, and the Gallery Album, which is a collection of Tedac Galleries. The Portfolio Album is used to drive the display of the "Our Portfolio" Sidebar, which is present on every page. It also drives the display of the "Portfolio" page from the main menu.

If you must need to change the order of, or change the constitution of the albums on the sidebar, use this screen for management of those tasks.

CAUTION: It is advised that you do not alter these Albums.

Sidebars

This section describes how the Site sidebars operate.

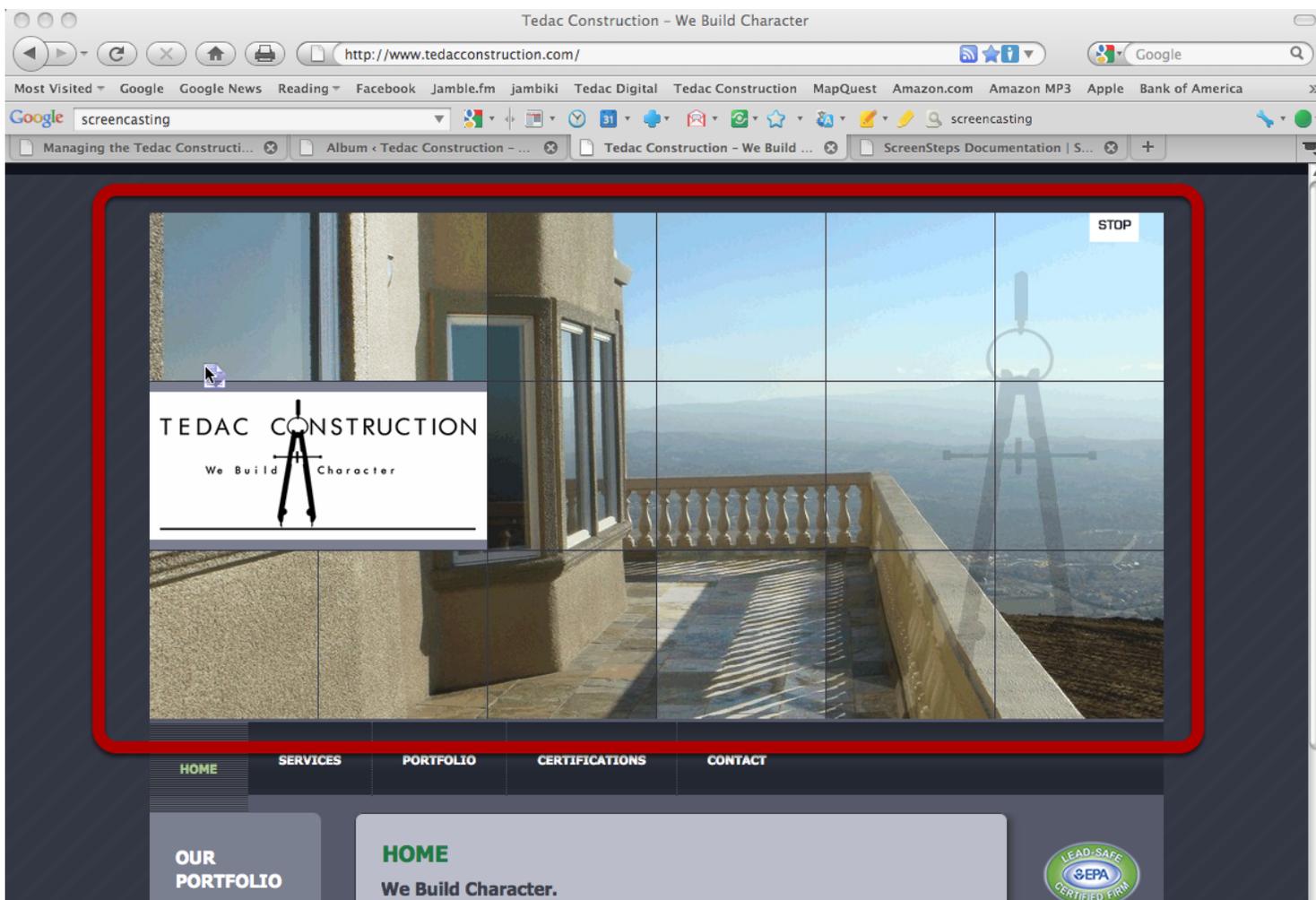


The Sidebars are driven by custom code and can not be changed via the Word Press Backend. However, the constitution of the Showcases appearing in the left sidebar can be changed by manipulating the [Portfolio Album](#) that drives it. However, this is not advised.

The Home Page Flash Movie

About the Flash Animation on the Home Page

About the Flash Movie



The opening animation is performed by a Flash Movie. The images inside are hard coded and must be changed by a designer/developer familiar with Flash and the workings of the Word Press Service. Contact Tedac Digital for help.

NOTE: As an Adobe Flash animation, this movie will not play on any Apple iOS devices, such as the iPhone or iPad. An alternative can be programmed to display substitute content for those device.