

HOW TO MANAGE PICTURES ON THE FAMILY ALBUMS

In an Internet browser navigate to www.WhiteRhinoLLC.com/admin. At the prompts add your email address and your family password. Please send an email to sb@dashone.com to get your password.

Administrator Tools

E-mail Address

Password

[Forgot your password?](#)

Click on Photo Gallery Tools at the bottom of the right column to access the photo tools.

Administrator Tools

[Multimedia tutorial](#) on using the document editor.

[Support Forums](#) Ask questions and share ideas.

Log Out

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 -  [Add Photo](#)
 -  [Edit Photo](#)
 -  [Delete Photo](#)

Please DO NOT USE “ Create Album “ or “ Edit Album “. If you want changes to the available albums, please let Steven know and he will change them.

Select “ Add Photo “ to add a picture to the albums.

Administrator Tools

[Home page](#) [Admin Menu](#)

Add new photo

Select an album

- [Add photo to](#) Bryan Family (352)
- [Add photo to](#) Casper Family (638)
- [Add photo to](#) Don Tschida Family (351)
- [Add photo to](#) Jerry Tschida Family (190)
- [Add photo to](#) Margaret And Martin Tschida (353)
- [Add photo to](#) Paul Tschida Family (61)
- [Add photo to](#) Rademacher Family (346)
- [Add photo to](#) Ron Tschida Family (350)
- [Add photo to](#) Tripp Family (349)

Select the appropriate family album.

In the ' Title ' section add the title of the picture that you are adding.

Click on " Browse " and find the file on your hard drive or on a disk loaded in your computer for the picture that you are adding. Note that the web site only takes .gif or .jpg graphics files. Once you have located the file, then either double left click on the file name or click on "Open" to add the file to the window in the web site.

Add your name as the " Contributor " if you wish.

In the " Summary " section add any comments that you want to pass on to others in the family when they see the picture. This area is not an unlimited field and part of your comments will be dropped if you add more than four or five sentences.

You can add additional comments in the " Description " area. The same limitations apply here as to the length of the comments. These comments will show up when someone clicks on top of the picture to enlarge it after it is in the album.

Once you have entered all of the information, then click on " Add Photo ".

If you have problems and want to start over again, then simply go to the top of the page and select " Admin Menu ". This will navigate you to the opening page where you can select the Photo Gallery Tools again and try again.

Add a new photo

Enter photo information

Title:
(Required)

Image File:
(Required - gif or jpg file types)

Contributor:
(Optional)

Summary:

Description:
(Optional)

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Save, Checkmark.

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After adding the photo, then choose the appropriate next move from the menu that appears. "Add Another Photo to the Same Album " will allow you to add additional pictures to the same album. " Add Another Photo to a Different Album " will allow you to navigate to another album and add photos there. " Return to the Main Menu " takes you back to the entry screen for the administrative tools. You can also go to the public side of the web site and view the pictures you have added by selecting " Home Page " at the top of the page.

Administrator Tools

[Home page](#) [Admin Menu](#)

Add new photo

The photo has been added.

[Add another photo](#) to the same album

[Add another photo](#) to a different album

[Return to main menu](#)

To Edit a picture that was previously added, select “ Edit Photo “ from the basic Photo Gallery Tools area. With the list of albums on your screen, select the album where the picture you want to edit is located. After selecting the album, a list of the pictures in that album will appear, and with that list you can select the picture you want to edit. The display will be the same display as the area where you originally added the photo. When you click on “ Edit Photo “ at the bottom of the page, your changes will be saved.

To Delete a picture that was previously added select “ Delete Photo “ from the basic Photo Gallery Tools area. With the list of albums on your screen, select the album where the picture you want to delete is located. After selecting the album, a list of the pictures in that album will appear, and with that list you can select the picture you want to delete. Then confirm that you want to delete the photo.

Hope this will help you get started in sharing photos within the family. With this method you no longer have to email the files that sometimes take forever to load. Please call Steven or email him at sb@dashone.com for any questions.