

10. To Add a Category for Photos

If you want to show your photos on the website, you need to create a category for photos. These can be photos of your family members, photos from a travel trip, or photos of your business.

Your photo category may contain many albums of photos; each album is a slide show. The photos in an album can be viewed as a slide show and as single photos.

Before adding a slide show, you must first add a category for this content type.

In this example, you will add a category named “**Photos**” to the English section and place it below “**Writings**” in the Left Menu. Here is how to do it.

- H. Login the **Control Panel** as usual.
- I. Click “**Website Manager**” on the top menu. Then, select “**Categories**” in the drop down list. You may, instead, click on the **Categories icon** in the center area.



- J. Select which language site to manage.

You are adding category “**Photos**” to the English site, so you will click on the box near the upper left corner and select “**English Site**”.

You will see a list of existing categories.

ID	Title	Parent	Active
53	Policy	40	<input checked="" type="checkbox"/>
47	Register	40	<input checked="" type="checkbox"/>
48	Member Page	40	<input checked="" type="checkbox"/>
49	Search	40	<input checked="" type="checkbox"/>
52	TopMenu	40	<input checked="" type="checkbox"/>
67	-- Contact	52	<input checked="" type="checkbox"/>
61	-- Homepage	52	<input checked="" type="checkbox"/>
63	-- Writings	52	<input checked="" type="checkbox"/>
65	-- About Us	52	<input checked="" type="checkbox"/>
50	LeftMenu	40	<input checked="" type="checkbox"/>

You will find out that that the parent category "Left Menu" is at the bottom of this page. Since this list contains 2 pages, the "child" categories of "Left Menu" will be on page 2.

To view more categories, you may click on the small square with the number 2. Or, you can select the number in the box marked as "Records/Page" to a larger number to view more per page. Click on the arrow and select 15. The list will look like this.

ID	Title	Parent	Active
53	Policy	40	<input checked="" type="checkbox"/>
47	Register	40	<input checked="" type="checkbox"/>
48	Member Page	40	<input checked="" type="checkbox"/>
49	Search	40	<input checked="" type="checkbox"/>
52	TopMenu	40	<input checked="" type="checkbox"/>
67	-- Contact	52	<input checked="" type="checkbox"/>
61	-- Homepage	52	<input checked="" type="checkbox"/>
63	-- Writings	52	<input checked="" type="checkbox"/>
65	-- About Us	52	<input checked="" type="checkbox"/>
50	LeftMenu	40	<input checked="" type="checkbox"/>
55	-- Homepage	50	<input checked="" type="checkbox"/>
56	-- Writings	50	<input checked="" type="checkbox"/>
64	-- About Us	50	<input checked="" type="checkbox"/>

You will place the “Photos” category under "**Writings**" and above "About Us".

- K.** Click the "**Record Edit**" button near the upper right corner. A blank record will appear
- L.** Click the "**New**" button if the record is not blank. Otherwise, go on to the next step.
- M.** Please focus on the 3 essential data: **Parent**, **Title** and **Content Type**.

The screenshot shows a web administration form with two main sections: 'Information' and 'Content Type'. The 'Information' section contains a 'Parent' dropdown menu (highlighted with a red box and circled number 1), a 'Title' text input field (highlighted with a red box and circled number 2), a 'Menu link' text input field, a 'Set As Homepage' checkbox, and an 'Active' checkbox. The 'Content Type' section contains a grid of radio button options: No Style, News (selected), Video, PDF Books, Menu Link, One Page, Audio List, Calendar, Homepage, Parent News, Tree Book, Link List Page, Contact, and SlideShow (highlighted with a red box and circled number 3).

1. **Parent.** Select "Left Menu" here.
2. **Title.** Fill in "Photos" here.
3. **Content Type.** Select "Slide Show" here.

You do not need to concern about other data at this moment.

The record would look like this after those boxes are filled in.

This screenshot shows the same form as above, but with the following changes: the 'Parent' dropdown is now set to 'LeftMenu' (highlighted with a red box and circled number 1), the 'Title' field is filled with 'Photos' (highlighted with a red box and circled number 2), and the 'SlideShow' radio button is now selected (highlighted with a red box and circled number 3).

- N.** Click the "Add" button at the top or bottom of this screen. The message "**Data Added Successfully!**" will appear near the upper left corner.
- O.** Next, change the order of this category so that it will come after "Writings". Find the **Order** box in the **Properties** group. Click on the arrow at the end of the box; then select "**After : Writings**" in the drop down list. The new category will come after "Writings".
- P.** Click the "Update" button at the top or bottom of the screen. The message "**Update Successful!**" will appear near upper left corner.
- Q.** Go to your website and check if the item "Photos" has been added to the Left Menu and it comes after "Writings". You must **refresh** the web page. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

You have finished adding the "Photos" category. Next, you will add a slide show to the website.