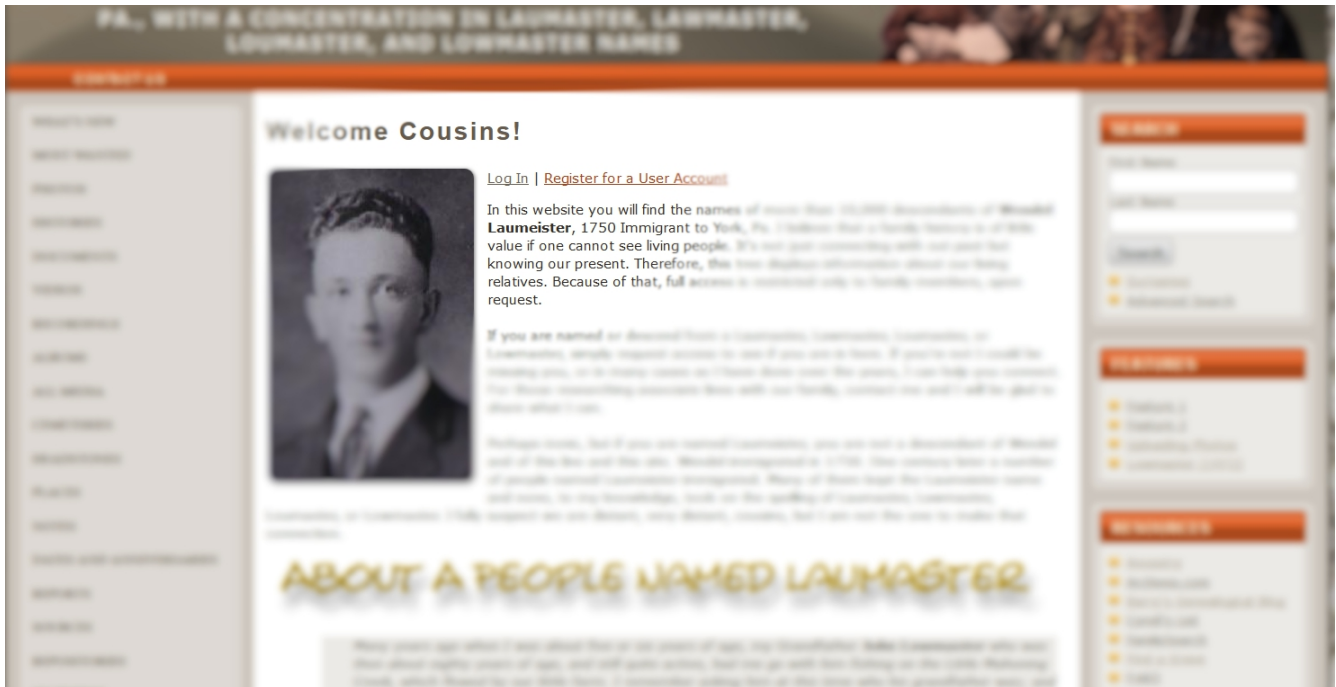


## GUIDE TO UPLOADING PHOTOS

Please note: The screen shots shown here may differ slightly that what the user sees.



Step 1 – Click the Log In link at the top of the page



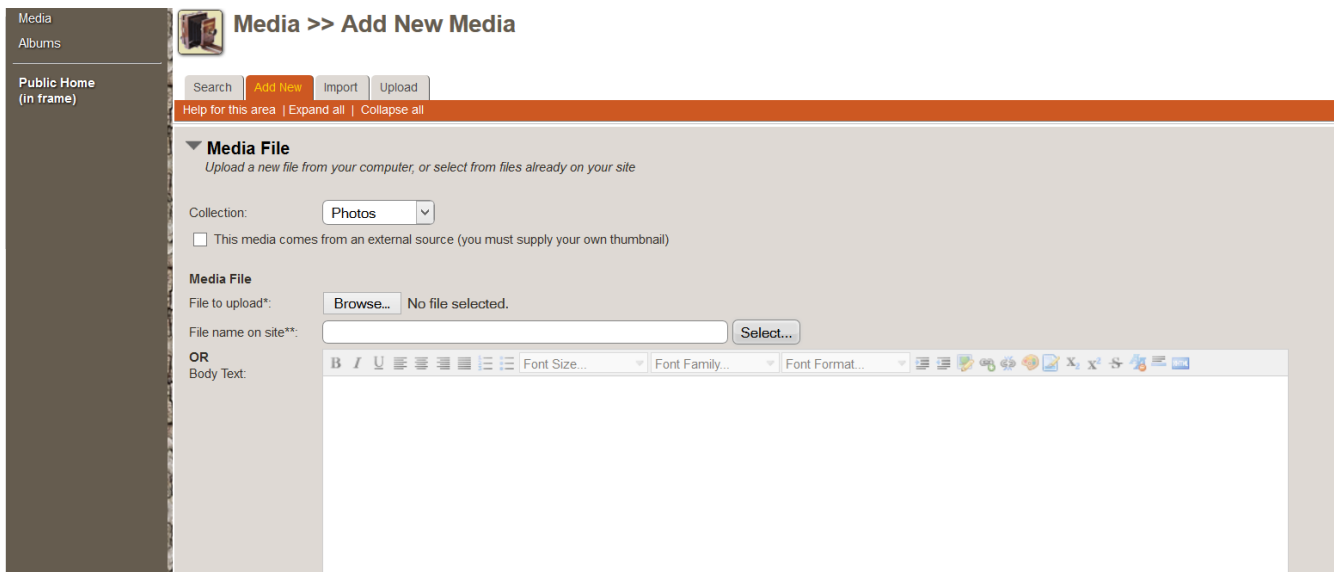
Step 2 - Enter username and password then click the Login button

- RECORDINGS
- ALBUMS
- ALL MEDIA
- CEMETERIES
- HEADSTONES
- PLACES
- NOTES
- DATES AND ANNIVERSARIES
- REPORTS
- SOURCES
- REPOSITORIES
- STATISTICS
- ACCESS LOG
- ADMINISTRATION
- BOOKMARKS

*Step 3: Click on the ADMINISTRATION link in the left panel of the page*

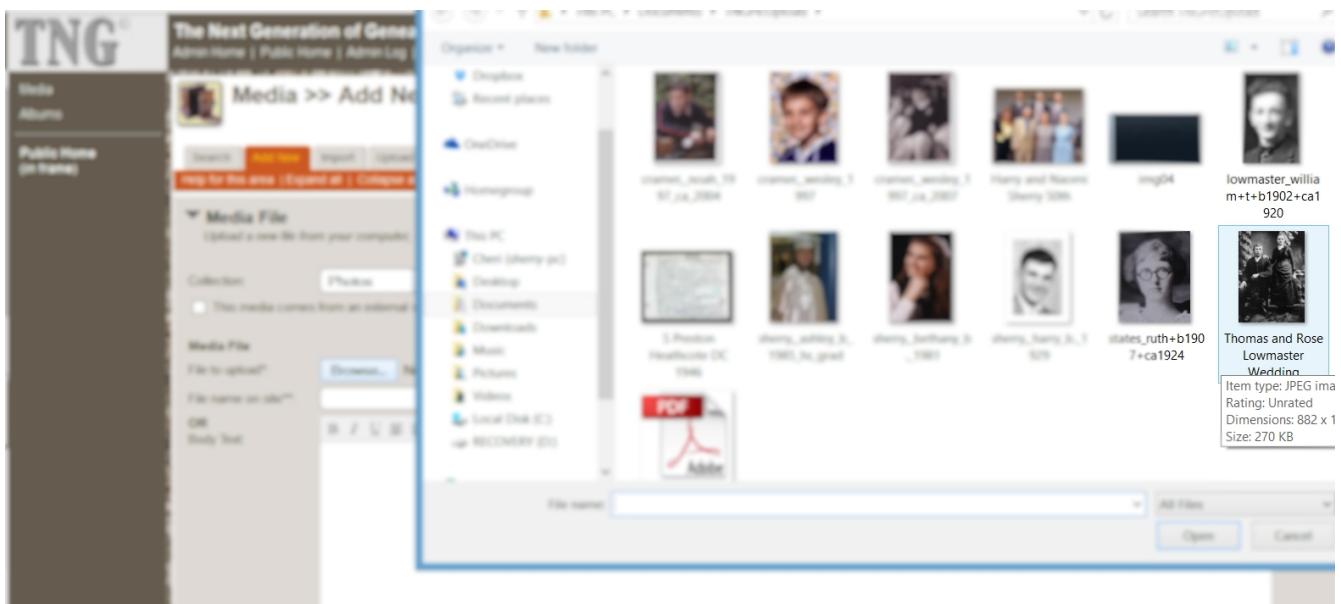
The screenshot shows the top navigation bar of the TNG website. The logo 'TNG' is on the left, followed by the title 'The Next Generation of Genealogy Sitebuilding, v.10.1'. To the right of the title are links for 'Admin Home', 'Public Home', 'Admin Log', 'Getting Started', 'TNG Wiki', 'TNG Forum', and 'Logout (Guest2)'. Below the navigation bar is a left sidebar with 'Media' and 'Albums' links. The main content area features two boxes: an orange 'Media' box with an 'Add | Sort |' link and a dark grey 'Albums' box with an 'Add | Sort |' link. The background of the main content area is a wood-grain texture.

*Step 4: Click on the Media box*



Step 5: Click on the **Add New** tab

- The Collection should be Photos. If not, select Photos from the drop down list
- Next to *File to upload* click on the Browse button
- The Browse button will bring up a Windows Explorer dialogue window



Step 6: Select photo to be added

For this example we are going to upload a wedding photo from Thomas and Rose Lowmaster's 1891 wedding (Barry's great-grandparents).

**TNG**<sup>®</sup> The Next Generation of Genealogy Sitebuilding, v.10.1  
Admin Home | Public Home | Admin Log | Getting Started | TNG Wiki | TNG Forum | Logout (Guest2)

Media  
Albums

Public Home  
(in frame)

**Media File**

File to upload\*:  Thomas and Rose Lowmaster Wedding.jpg

File name on site\*\*:

OR

Body Text:

B / U / / / / / / / / / / / / / / / / / / / / / / /

**Thumbnail Image File**  Specify image  Create from original

File to upload\*:

File name on site\*\*:

**Store files in**  Multimedia Folder  Collection Folder (e.g., "photos")

\*Leave this field blank if the file has already been uploaded.  
\*\*Required. This should correspond to the name and location of your file *within the collection folder* once the file is uploaded. For example, suppose you are uploading a photo and your photos folder is called *photos*. If you want your file to be called *myphoto.jpg* and go in a subfolder of photos called *newphotos*, you would enter *newphotos/myphoto.jpg* in this field.

▼ **Media Information**

### Step 7: Create Thumbnail

- Notice the file name from the image file on the computer was automatically added to the field *File name on site*
- The Body Text field can be left blank although a lengthy narrative or story can be added here
- For Thumbnail Image File move the radio button to *Create from original*
- The File name on site field will be filled in automatically
- For Store files in location move the radio button to *Collection Folder*

\*\*Required. This should correspond to the name and location of your file *within the collection folder* once the file is uploaded. For example, suppose you are uploading photos. If you want your file to be called *myphoto.jpg* and go in a subfolder of photos called *newphotos*, you would enter *newphotos/myphoto.jpg* in this field.

### ▼ Media Information

*Edit media title, description and other basic details*

Title:

Description:

Owner/Source:

Date Taken/Created:

Tree:

Cemetery:

Always viewable

Open in new window

Note: More information may be added, and the item linked to individuals or families, on the next screen.

### Step 8: Adding Media Information

- Title should be short, often just the name a person. This will show up in the alphabetical list of all photos. It can be left blank, i.e., the site will allow you to skip this, but please don't.
- Description can be left blank or it can be a sentence or two describing the picture
- Owner/Source should include the name of the owner and a source if they did not take or own the photo. In the above example, Barry added the photo but the source was an old box of photos in the family homestead found years ago. There wasn't a good way to capture that in this field.
- Date Taken/Created can include two dates if they are widely different. In the above example the photo was taken in 1891 but added in 2015
- Tree should be all trees
- Cemetery field should be skipped
- Click on Save and continue



## Media >> Existing Media Information

Search Add New Import Upload

Help for this area | Expand all | Collapse all | Test



### Thomas and Rose Wedding Photo

Wedding photo of Thomas A. and Rose (Emerick) Lowmaster

Last Modified: 15 Mar 2015 23:30:06 (Guest2)

#### Media File

Upload a new file from your computer, or select from files already on your site

#### Media Information

Edit media title, description and other basic details

#### Media Links (0)

Link this album to People, Families, Sources, Repositories or Places

Tree Type ID  
Laumaster Person  Add OR

Existing Links: Browse or Delete

Find...

Action	Type	Name, ID	Tree	Event	Alt Title/Desc	Default Photo	Show
--------	------	----------	------	-------	----------------	---------------	------

No links exist yet

### Step 9: Linking Photo to People

Notice the name of the file (*Thomas and Rose Wedding Photo*) and the description (*Wedding photo of Thomas A. and Rose (Emerick) Lowmaster*) are now part of the photo.

At the bottom of this screen is a table with no info because “No links exist yet.”

Since it would be extremely rare to know a person's ID to add to the ID field, one must search for it.


- Click on the magnifying glass

Admin Home | Public Home | Admin Log | Getting Started | TNG Wiki | TNG Forum | Logout (Guest2)

Media >> Existing

Search Add New Import Upload

Help for this area | Expand all | Collapse all

 **Thomas and Rosella Emerick**  
Wedding photo of Thomas A. and Rosella Emerick  
Last Modified: 15 Mar 2015 23:30:06 (UTC)

► **Media File**  
Upload a new file from your computer, or

► **Media Information**  
Edit media title, description and other basic information

▼ **Media Links (0)**  
Link this album to People, Families, Sources, or other media

Tree Type ID  
Laumaster Person

Existing Links: Browse or Delete

Action	Type	Name, ID	Tree	Event
No links exist yet				

**Find Person ID**  
(enter part of first and/or last name)

Last Name First Name Person ID

starts with  contains

**Search Results** (click to select)

Select	Person ID	Name	Birth Date	Death Date
<a href="#">Add</a>	I330	<a href="#">Henry Emerick</a>	b. 22 Jan 1822	d. 8 Mar 1894
<a href="#">Add</a>	I176	<a href="#">Rosella Emerick</a>	b. 3 Jun 1870	d. 23 Feb 1948

*Step 10: Selecting a person to link*

The magnifying glass brings up a dialogue box.

- Enter Last Name, First Name, or Person ID (doubtful one knows this)

In this example, we entered the last name *Emerick* which brought up two search results

Admin Home | Public Home | Admin Log | Getting Started | TNG Wiki | TNG Forum | Logout (Guest)

## Media >> Existing

Search Add New Import Upload

Help for this area | Expand all | Collapse all

**Thomas and Ros**  
Wedding photo of Thomas A. and  
Last Modified: 15 Mar 2015 23:30:06

**Media File**  
Upload a new file from your computer, or

**Media Information**  
Edit media title, description and other ba

**Media Links (1)**  
Link this album to People, Families, Sou

Tree Type ID  
Laumaster Person

Existing Links: Browse or Delete

Action	Type	Name, ID
	Person	Rosella Emerick (I176)

### Find Person ID

(enter part of first and/or last name)

Last Name First Name Person ID

Emerick    Search Finish

starts with  contains

**Search Results** (click to select)

Select	Person ID	Name	Birth Date	Death Date
Add	I330	<a href="#">Henry Emerick</a>	b. 22 Jan 1822	d. 8 Mar 1894
<input checked="" type="checkbox"/> Make Default	I176	<a href="#">Rosella Emerick</a>	b. 3 Jun 1870	d. 23 Feb 1948

*Step 11: Adding the link to the person*

- In the select column, click the Add button

After you click the Add button you have the choice to make this the default picture for this person, i.e., the photo which will be displayed in the family tree view. All linked photos can be viewed on the page regardless of whether one was checked as the default photo.



Upload a new file from your computer, or select from files already on your site

▶ **Media Information**  
 Edit media title, description and other basic details

▼ **Media Links (2)**  
 Link this album to People, Families, Sources, Repositories or Places

Tree      Type      ID

Laumaster    Person        Add    OR   

Existing Links: Browse or Delete

Action	Type	Name, ID	Tree	Event	Alt Title/Desc	Default Photo	Show
	Person	Thomas Allison Lowmaster (I175) <a href="#">(Sort)</a>	Laumaster			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Person	Rosella Emerick (I176) <a href="#">(Sort)</a>	Laumaster			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

▶ **Place Taken/Created**

▶ **Image Map**  
 Link regions of your image to different people or other pages (optional)

On save:

Return to this page

Return to menu

Step 12: Linking additional people

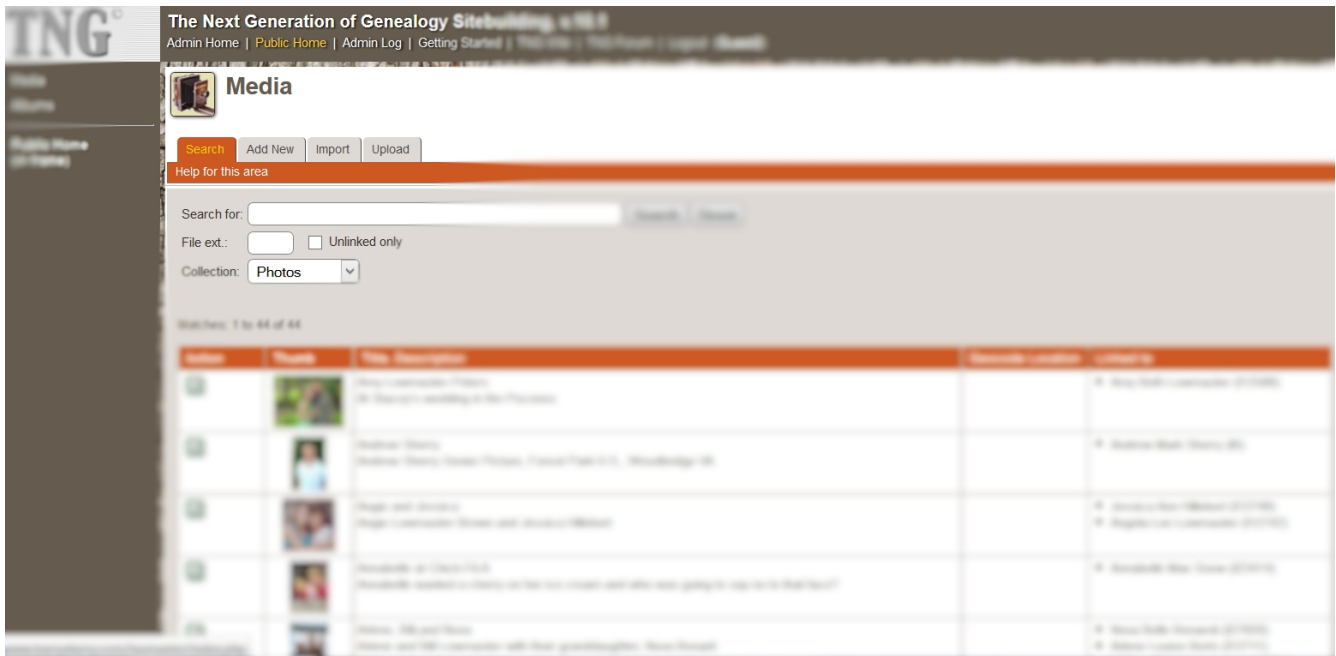
- Repeat selection process for additional people

In this example, the wedding photo of Thomas and Rose Lowmaster, we first linked Rosella Emerick. After linking Rose, we used the same process as in Step 11, i.e., did a new search, this time for Thomas Lowmaster (not shown). We selected and added Thomas, but did not select this photo as the default photo for him.

If not making the photo the default photo was an error, the user has the option of checking the Default Photo box here. Likewise, one could uncheck the box for Rosella if we decided not to use this as her default photo.

One can repeat this process for as many people in the photo who should be linked.

- **Users should only link the photo to people in the picture**



Step 13: Navigate home

- Click on Public Home



Step 14: Checking the link

- At home page, enter the name of the person in the search field then click Search

# A People Named Laumaster

DESCENDANTS OF WENDEL LAUMEISTER, 1750 IMMIGRANT TO YORK PA., WITH A CONCENTRATION IN LAUMASTER, LAWMASTER, LOUMASTER, AND LOWMASTER NAMES



CONTACT US

[Home](#) [Search](#) [Logout](#) (Edit Profile: Guest2)

Find

Media

Info

## Thomas Allison Lowmaster

♂ 1870 - 1959 (88 years)

[Print](#) [Bookmark](#)

[Individual](#) [Ancestors](#) [Descendants](#) [Relationship](#) [Timeline](#) [GEDCOM](#) [Suggest](#)

[Personal Information](#) | [Media](#) | [All](#) | [PDF](#)

Name Thomas Allison Lowmaster

*No Thumbnail attached to profile*

2. [LeRoy Lowmaster](#), b. 2 Jan 1891, Indiana Co., Pennsylvania, P. ; d. 5 Apr 1988, Indiana, Indiana Co., Pennsylvania, P. (Age 97 years)
3. [Walter Glen Lowmaster](#), b. 2 Sep 1887, Indiana Co., Pennsylvania, P. ; d. 11 Jan 1948, Rural Valley, Armstrong Co., Pennsylvania, P. (Age 60 years)
4. [Jessie Mae Lowmaster](#), b. 4 Apr 1892, Banks Twp., Indiana Co., Pennsylvania, P. ; d. 22 Aug 1928 (Age 36 years)
5. [William Thomas Lowmaster](#), b. 4 Oct 1892, Banks Twp., Indiana Co., Pennsylvania, P. ; d. 8 Jan 1992, Somerset, Somerset Co., Pennsylvania, P. (Age 99 years)
6. [Charles Boyd Lowmaster](#), b. 14 Mar 1902, Banks Twp., Indiana Co., Pennsylvania, P. ; d. 24 Sep 1982, New Kensington, Westmoreland Co., Pennsylvania, P. (Age 77 years)
7. [Mary Edna Lowmaster](#), b. 5 Dec 1907, Banks Twp., Indiana Co., Pennsylvania, P. ; d. 25 Jan 1985, Indiana, Indiana Co., Pennsylvania, P. (Age 77 years)
8. [Leola Grace Lowmaster](#), b. 29 Sep 1910, Banks Twp., Indiana Co., Pennsylvania, P. ; d. 1 May 1988, Young Twp., Jefferson Co., Pennsylvania, P. (Age 77 years)

Family ID F63 [Group Sheet](#)

Photos




Thomas and Rose Wedding Photo  
Wedding photo of Thomas A. and Rose (Emmie) Lowmaster

*But photo is visible in the photo section at the bottom of the page*

**A People Named Laumaster**  
 DESCENDANTS OF WENDEL LAUMEISTER, 1750 IMMIGRANT TO YORK PA., WITH A CONCENTRATION IN LAUMASTER, LAUMASTER, LOUMASTER, AND LOWMASTER NAMES

CONTACT US

Home Search Logout (Edit Profile: Guest2)

 **Rosella Emerick**  
 1870 - 1948 (77 years)

Individual Ancestors Descendants Relationship Timeline

Personal Information Media All PDF

Name	Rosella Emerick	
Born	3 Jun 1870	Carroll Twp., Indiana Co., Pennsylvania, PA
Gender	Female	
Spouse	[Name] 1890 - [Name] 1900 Carroll Twp., Indiana Co., Pennsylvania, PA	
Parents	[Name] 1840 - [Name] 1880 Carroll Twp., Indiana Co., Pennsylvania, PA	
Children	[Name] 1870 - [Name] 1900 Carroll Twp., Indiana Co., Pennsylvania, PA	

*Illustration of thumbnail attached to profile by using the selection for default photo*

In case of Errors: Contact this administrator (Barry)

Users have the ability to add photos but not to delete. Mistakes happen. People age. Maybe 16 of those 17 baby photos should be deleted and replaced by one of that toddler.

For any issues regarding uploading or removing photos, do not hesitate to ask.

Last updated: 15 Mar 2015