



**aspWebAlbum** version 3.0

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Web Based Digital Asset Manager

## User's Guide

Revision 3.0

Full Revolution, Inc.

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## 1.0 The Product and the Company Behind It

### 1.1 The Product

aspWebAlbum 3.0 has been redesigned from the ground up to provide anyone who wants to create an online digital asset repository a powerful, easy to use, and affordable solution.

With aspWebAlbum 3.0 anyone who has access to a Microsoft Windows based hosting platform can easily create an extensive repository of files that are accessible via web browser from any where in the world. In designing this application we tried to make it easy enough to use that anyone, even someone with absolutely no knowledge of web design, could create and maintain an online photo album but at the same time we wanted to pack it full of features to make it an extremely valuable tool for even the most advanced web designers.

By automating nearly all of the configuration elements we have created a script that just needs to be uploaded to the host machine and doesn't require any code modification what-so-ever to get it up and running.

Through a collaborative relationship with our past customers we always strive to create products that meet and exceed the expectations of event the most advanced users.

### 1.2 About Full Revolution, Inc.

Full Revolution, Inc. was founded in 2001 by a group of Internet and IT professionals that all shared a common vision to provide businesses and internet professionals with quality, affordable, and easy to use browser based applications that did not suffer from the common draw backs of most of the other browser based products on the market.

At Full Revolution we believe that the wide spread acceptance of the Internet and Web Browser technology paints a perfect picture of the IT and Information Management landscape of the future. We aim to create browser based products that look and feel exactly like standard desktop applications. Event though the Internet has been around for several years now there is still a majority of people that are very apprehensive about the usability of web applications. Much of this apprehension is based on the fact that there is such a learning curve in the transition from a standard desktop application that features common components and controls that are commonplace in many thousands of applications available on the market today. We strive to eliminate that learning curve by eliminating the differences in feel and appearance between a desktop application and a browser based application.

Our software is currently in use by several Fortune 500 companies and in several different countries. We have designed and developed custom browser based solutions for clients that use our software with several thousand users. Our staff in comprised of highly experienced and talented programmers and designers with backgrounds ranging from Information Technology Management to Graphic Design and Layout. It is through this diverse background that we are able to create applications that truly blur the line between desktop applications and browser based applications.

## 2.0 Getting Started with aspWebAlbum 3.0

### 2.1 Host / Server Requirements

In order to run aspWebAlbum 3.0 you need to have access to a Windows based host platform running the TCP/IP network protocol. The script has been tested with the following version of Windows:

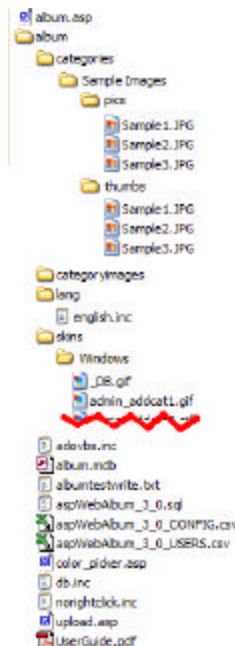
- Windows NT 4.0 Server (with IIS Installed)
- Windows NT 4.0 Workstation (with IIS Installed)
- Windows 2000 Server (with IIS Installed)
- Windows 2000 Professional (with IIS Installed)
- Windows XP Professional (with IIS Installed)
- Windows 98 Second Edition (with PWS Installed)

Although the script does support all of the above operating systems, the newer the software the more reliable aspWebAlbum 3.0 will run. We have found that the script performs better on Windows 2000 Professional or later with out having to update any drivers on the server. (Note: Some installations of Windows NT 4.0 may require MDAC database access components to be updated since the original installations of MDAC on Windows NT 4.0 are quite outdated.)

You must also have the ability to set the permissions on folders on this host platform. In order to upload files via the browser and for Access to make modifications to the database the Default IIS user must have WRITE access to the “album” folder in the distribution. We will discuss permission further in section 2.5.

### 2.2 Contents of the Distribution

When you purchase the script you will receive a .zip file that contains all of the files for aspWebAlbum 3.0. Here is a quick overview of the files and there function:



## 2.3 Database Support

aspWebAlbum 3.0 uses a database to store information about your images and categories. This database is made up of just 4 tables and was designed to support itself with no need for the site administrators to worry about rebuilding indexes constantly. The application is setup to use a Microsoft Access 2000 database by default but we have also written in support for Microsoft SQL Server and you have all the files you need to easily configure the required database on your SQL Server.

By default the script is setup to use a DSN-Less connection to an Access 2000 database but you can easily change the way the script connects to the database by modifying the “db.inc” file located in the “album” folder. In this file you can also tell the script that you wish to use a SQL server rather than an Access database.

### SETTING UP aspWebAlbum 3.0 TO USE AN SQL SERVER

If you do wish to use the script with a SQL Server database you will need to run the “aspWebAlbum\_3\_0.sql” script file on a new SQL database named “album3” in SQL Enterprise Manager. Once you have the database created you need to import the two .csv files that are located in the album folder: “aspWebAlbum\_3\_0\_CONFIG” and “aspWebAlbum\_3\_0\_USERS” These two files get imported into the tables Gal\_Config and Gal\_Users respectively. Once that is done you simply need to edit the “db.inc” file located in the “album” folder and change the “UseSQLServer” variable to “YES” and modify the SQL connection information to reflect your settings (Name of your SQL Server, Name of the newly created database, and the Username / Password for the database).

### SECURING THE DATABASE

When you unzip the files that come in the distribution the “album.asp” file is located in the “album” folder by default... the script is setup to use the database in this location without modification. It is important though to think about securing the database by moving it to a location that is not accessible via URL. Most web hosts will already have a predefined directory that is outside of your public website folder to hold database files... these database folders will also have the correct permissions set to allow the database to be modified. If you want to move the database out of its original location you just need to make one modification to the “db.inc” file located in the “album” folder to reflect the new location of the database.

## 2.4 Uploading the Files

Once you have decided where you are going to store the database and have made any changes required to accommodate that location you are now ready to upload the files from the distribution. Be sure that you maintain the directory structure when you transfer the files to your website... If any of the folder names are changed or not uploaded the script will crash with an error message.

## 2.5 Checking Server Permissions

In order to run aspWebAlbum the script must have certain permissions defined on your server to allow the script to operate correctly. If you are using the script in the default setup and have not moved the database you simply need to make sure that the Default IIS user on your server has WRITE permissions to the “album” folder and all of the sub-folders and files beneath it. If you have moved the database to a secure location you only need to make sure that the “album/categories” folder and sub-folders has these

permissions. The previous is necessary to allow Access to make updates to the database file and the categories directory needs these rights so you can upload files to that directory and its sub-folders via the browser. If you permissions are not correct the script will not function so make sure that you have them setup correctly before you start using aspWebAlbum.

## 2.6 3<sup>rd</sup> Party Component Support

There are several features of the script that are extended through the use of server side components. These components must be installed on your server to use them, but if they are installed, they can greatly increase the usefulness of the script. Rather than create our own components that you have to install on your server we have opted to support several 3<sup>rd</sup> party products that are already available on many hosting servers. Below is a list of the components that aspWebAlbum supports:

### Image Manipulation Components

ASPJpeg	<a href="#">Persits Software, Inc.</a>
aspSmartImage	<a href="#">aspSmart</a>
AspImage	<a href="#">Server Objects</a>
cslImageFile	<a href="#">Chestysoft</a>
ASPThumbnailer	<a href="#">ASPhelp</a>
PicturePreviewer	<a href="#">e-Kov Software</a>
GFLAX	<a href="#">XnView (FREE)</a>
GraphicsProcessor	<a href="#">everything cyber</a>
dImage	<a href="#">Dastrup Web Design</a>
SfImageResize	<a href="#">silberfish</a>
ImgWriter	<a href="#">SoftArtisans</a>
ActiveImage	<a href="#">tonec</a>

### File Uploading Components

AspUpload	<a href="#">Persits Software, Inc.</a>
aspSmartUpload	<a href="#">aspSmart</a>
SAFileUp	<a href="#">SoftArtisans</a>

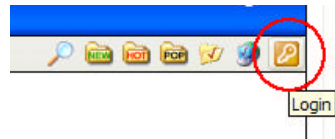
### Email Components

CDONTS	<a href="#">Microsoft</a> (Usually installed by default on IIS)
ASPMail	<a href="#">Server Objects</a>
ASPEmail	<a href="#">Persits Software, Inc.</a>
JMail	<a href="#">Dimac Development</a> (FREE)

## 3.0 Setting Up Your Preferences

### 3.1 Logging Into Admin Mode

To access the Administration Area open “album.asp” in your browser and click the “login” icon on the navigation bar at the top of the scripts output.



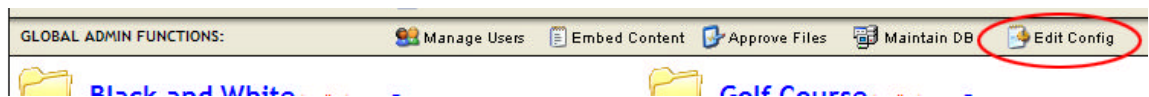
A popup box will appear asking you for a username and password... the default username is: **admin** and the default password is: **password**



Note: It is recommended that you change the admin users password right away so no one will be able to access your admin area with the default login information.

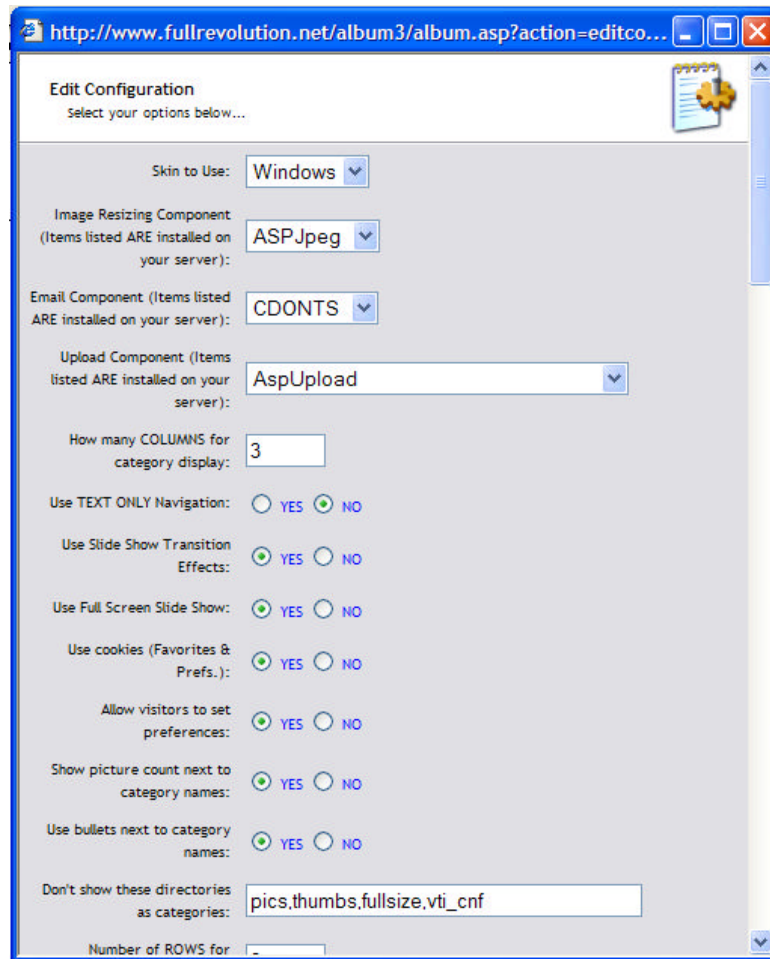
### 3.2 Accessing the Configuration

To access the script configuration you simply click on the “Edit Config” icon on the “GLOBAL ADMIN FUNCTIONS:” bar at the top of the script output.



### 3.3 What can I configure

When designing aspWebAlbum 3.0 we tried to include as many features as we could to make the script satisfy even the most complicated of site requirements... we have also made it possible to strip out almost every feature to make the script fit even the simplest of sites. Below you will find a description of all the items that you can configure in aspWebAlbum 3.0. You should login and setup your preferences before you start adding files to your album. If you do there are several things that you can save yourself so time by doing before hand, such as having the script create thumbnails for you or having some default information saved to each image when the script creates the database record.



**Skin to Use:** This option will present a drop down list of all the skins that are installed on your server. Skins are freely available from our website and can also be made by anyone who owns a copy of aspWebAlbum 3.0. A skin will change the look of your entire album, replacing graphics, background colors, and font characteristics.

**Image Resizing Component:** This will list all of the 3<sup>rd</sup> party image resizing components that are installed on your server. The main function of an image resizing component is to create thumbnails for you automatically. The script doesn't require the use of an image resizing component but it will make managing you album a lot easier.

**Email Component:** This will list all of the 3<sup>rd</sup> party email components that are installed on your server. The only function in the script that requires an email component is the "Send Postcard" feature. If you don't have any email components installed on your server we recommend that you simply disable the "Postcard" feature.

**Upload Component:** This will list all of the 3<sup>rd</sup> party file uploading components installed on your server. The script also contains a "script only" upload feature that will allow you to use all of the upload features of the album if your server doesn't have any file upload components installed.

**Category Columns:** The variable lets you set the number of columns that will be used to display the category listings.

**Use Text Only Navigation:** Selecting “YES” to this option will allow you to replace all the graphic navigation buttons on the script with simple text. This may be helpful when integrating the script into your current site.

**Use Slide Show Transition Effects:** If set to “YES” when in full screen slide show mode the script will randomly use 23 different transition effects between images. This feature requires IE 5.0 or higher on the client side but will not effect users who have a browser that doesn’t support transitions.

**Use Full Screen Slide Show:** Setting this to “YES” makes the slide show feature open in a new browser window in full screen mode. There will be a “CLOSE” button at the top of the page to stop the slide show and close the window.

**Use Cookies:** Setting this to “YES” will store the selected “favorite” images so when a user comes back to your site they will still have favorites that they selected from before. This will also store the visitors browsing preferences if you have that option selected.

**Allow Visitors to Set Preferences:** Used in conjunction with the cookies this will allow the visitor to set the number of rows and columns to use when displaying thumbnails and also set the skin of their choice.

**Show Picture Count:** This option will show a count of the images and sub-categories next to each category label.

**Use Bullets:** If set to “YES” this will display a graphic bullet from the current skin next to each of the category labels.

**Don’t Show These Directories:** This variable should contain a comma (,) separated list of directories that should not be displayed as “categories”... many times there are some hidden directories that you will not want to show as “categories” in you album like “vti\_cnf” a hidden directory that is part of Microsoft Front Page.

**Thumbnail Rows:** This sets the number of ROWS to use when displaying thumbnails.

**Thumbnail Columns:** This sets the number of COLUMNS to use when displaying thumbnails.

**Border Width for the Main Thumbnail Table:** This should be a integer that defines the width in pixels of the border that separates each thumbnail cell.

**Border Color for the Main Thumbnail Table:** This defines the color of the border between each thumbnail cell. This value can be a HEX value (#EEEEEE) or a color name (blue).

**Show Picture Info Under Thumbnail:** Set this to “YES” if you would like to see file information displayed under each thumbnail. You can also optionally select individual information to show, or not show. (File Name, File Size, Date Added, Views, Rating, and the File Extension.)

**Limit Thumbnail Display Length:** Set this to an integer if you have longer file names that tend to wrap around in the thumbnail information display area. It will cut the

filename off after the specified number of characters and add a “...” to the end of the name.

**Standard Thumbnail Width:** This number will be used by the script if a thumbnail doesn't exist and there are no image components installed on your server. The script will automatically scale down the full sized image and display the same picture using these specified dimensions as the “thumbnail”.

**Standard Thumbnail Height:** This value will also be used to scale down a full sized picture if a thumbnail doesn't exist. It is also used by the image resizing component to create thumbnails for your images. Any thumbnails that are created will have this specified height and it will calculate the correct width maintaining the images aspect ratio.

**Use Graphic Border Around Thumbnails:** Set this value to “YES” if you would like to use the graphic thumbnail borders included in the current skin. These borders will also show next to each image whether or not the image is “NEW, HOT, or POPULAR”.

**Show Picture Info Under Pictures:** This will allow you to optionally display the standard file information under each image on the “picture view” mode. You can also optionally select or unselect each item (File Name, File Size, Date Added, Views, and Rating).

**Show Extended Picture Info Under Pictures:** This will allow you to optionally display the extended set of information under each image on the “picture view” mode. You can also optionally select or unselect each item (Photographer, Source, Camera Used, and Copyright).

**Show USER DATA FIELDS Under Pictures:** Set this value to “YES” if you would like to display the “user definable” fields underneath each image in the “picture view” mode. Note: This will only display user fields that are currently defined.

**Disable Right-Click on the Picture View:** Set this option to “YES” to disable the right-click menu and display a note telling the user that the image is copy protected. This will also disable the IE Image Toolbar that is included in IE 6.0.

**Slide Show Delay:** This is the number of seconds to show each image of the slide show for.

**Post Card Image Width:** This is the width that will be used when sending an image via the “Send Postcard” feature. The default values show the postcard fairly well in most resolutions.

**Post Card Image Height:** This is the height that will be used when sending an image via the “Send Postcard” feature. The default values show the postcard fairly well in most resolutions.

**Post Card Tag Line:** This is the “plug” that will be displayed under each postcard that is sent using your album. This makes it so whoever receives that postcard will know that the image was sent from you website.

**How Many Days is Considered New:** This is the number of days an image is to be considered as “NEW”.

**What Rating Makes and Image Popular:** This should be a number from 1 to 5 and determines what images are part of the “POPULAR” feature.

**How Many Hits is Considered Hot:** This is how many times an image is viewed before it is considered a “HOT” image.

**Type of Search:** This allows you to choose between two different search options, “DETAILED” which allows you visitors to search for images based on almost any criteria. The “SIMPLE” option will include a “search bar” on every page that only searches in the keywords field of the image information.

**Require Login to View Files:** Set this to “YES” if you want anyone who access your album to have to login first.

**Use Favorites Feature:** Set this to “YES” if you would like visitors to be able to select images to save as “favorites”. If you have the “Use Cookies” option set to “YES” these “favorites” will be retained each time they come back to your site.

**Use NEW Feature:** If set to “YES” this will show a “NEW” tag next to each image that is considered “NEW”. This will also show a button on the navigation bar that shows a thumbnail listing of all the “NEW” images in the album.

**Use HOT Feature:** If set to “YES” this will show a “HOT” tag next to each image that is considered “HOT”. This will also show a button on the navigation bar that shows a thumbnail listing of all the “HOT” images in the album.

**Use POPULAR Feature:** If set to “YES” this will show a “POP” tag next to each image that is considered “POPULAR”. This will also show a button on the navigation bar that shows a thumbnail listing of all the “POPULAR” images in the album.

**Use Postcard Feature:** Setting this to “YES” will allow your users to send images in a postcard type format to anyone’s email address.

**Use Rating Feature:** Setting this to “YES” will allow you visitors to rate images on a scale from 1 to 10... this feature works in conjunction with the “POPULAR” feature.

**Email Host:** This variable is required by some email components. This should be the server address of your SMTP server (usually something like “mail.YOURSERVER.com”).

**User Data Field 1 - 5:** These are the Titles for the user definable fields to make a field inactive simply don’t give it a title.

**Page Header:** This is a variable that will store any code that you would like to display before the script output. This will allow you to, in conjunction with the page footer, include a “template” of your site around the script output... you can enter any HTML code in this box.

**Page Footer:** Used in conjunction with the Page header to allow you to add HTML after the script output.

## 4.0 Managing User Accounts

### 4.1 Definition of aspWebAlbum Users

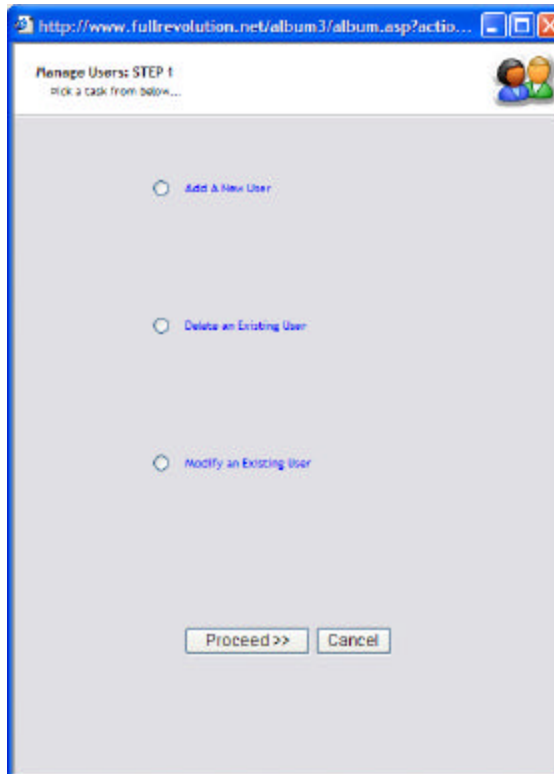
aspWebAlbum 3.0 doesn't require that your visitors login to the album, although that is an option that you can set through the administration area... if you do want people to "login" before they can browse your images than they will need to have a user account. If you are using the "users" to simply control access to your album it might be easiest to simply create a "guest" user that simply has viewing access to the album. You can also however create user accounts and give those users administration rights in your album so you can have other people help you administer you content.

### 4.2 Managing Users

When you are logged into aspWebAlbum with sufficient rights you will see a "Manage Users" icon on the "GLOBAL ADMIN FUNCTIONS" bar at the top of the script output.



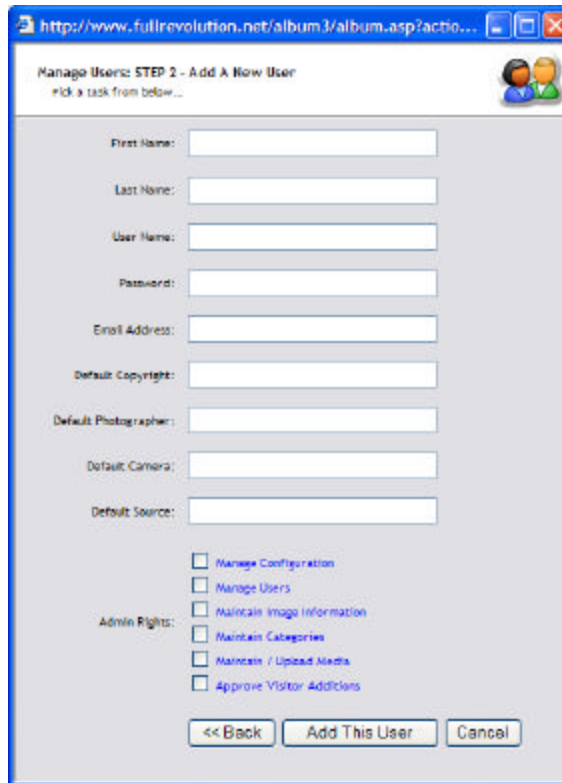
Selecting this option will open the "Manage Users Wizard" and allow you to add, modify or delete a user account. Just select the function that you wish to perform and select "Next ->" to proceed.



Depending on the option that you select you will be prompted with either a form to enter the information about the new user (Add A New User) or a selection box to select the user that you would like to either edit or delete.

## ADD A NEW USER

When selecting the option to add a new user you will be prompted with a screen that will allow you to input all the new users details... below is a description of those fields:



The screenshot shows a web browser window with the URL <http://www.fullrevolution.net/album3/album.asp?actio...>. The page title is "Manage Users: STEP 2 - Add A New User" and it includes a sub-header "pick a task from below...". The form contains the following fields and options:

- First Name:
- Last Name:
- User Name:
- Password:
- Email Address:
- Default Copyright:
- Default Photographer:
- Default Camera:
- Default Source:
- Admin Rights (checkboxes):
  - Manage Configuration
  - Manage Users
  - Maintain Image Information
  - Maintain Categories
  - Maintain / Upload Media
  - Approve Visitor Additions

At the bottom of the form are three buttons: "<< Back", "Add This User", and "Cancel".

**First Name:** The users actual first name.

**Last Name:** The users actual last name.

**User Name:** This is the username that the user will use to login to the script. This field IS REQUIRED.

**Password:** The password that the user will use to gain access to the administration function of the script. This field is REQUIRED.

**Email Address:** This is the users email address.

**Default Copyright:** Enter a value to use for the default copyright information to be added to any image that is upload by this user through the online media upload feature.

**Default Photographer:** Enter a value to use for the default photographer field. This information will be automatically added to any image uploaded by this user account.

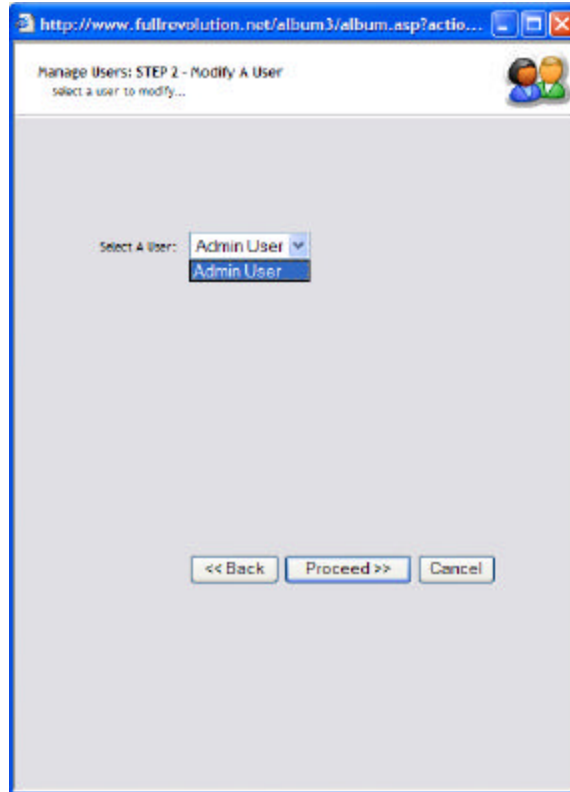
**Default Camera:** Enter a value to use for the default camera this user uses. This information will be automatically added to any image uploaded by this user account.

**Default Source:** Enter a value to use for the default source field. This information will be automatically added to any image uploaded by this user account.

**Admin Rights:** These next several options allow you to delegate administrative access to this user for various functions in the script: (Manage Configuration, Manage Users, Manage Image Information, Manage Categories, Manage / Upload Media, and Approve Visitors Additions).

### MODIFY AN EXISTING USER

When selecting the option to “Modify and Existing User” you will be prompted with a screen to select the user that you would like to modify... select the a user from the list and click “Proceed ->”.



The next screen will fill in a form with the current users information and allow you to modify that information and save the changes.

http://www.fullrevolution.net/album3/album.asp?actio...

Manage Users: STEP 3 - Modify A User  
Make your changes to the information below...

First Name: Admin

Last Name: User

User Name: admin

Password: password

Email Address:

Default Copyright:

Default Photographer:

Default Camera:

Default Source:

Admin Rights:

- Manage Configuration
- Manage Users
- Maintain Image Information
- Maintain Categories
- Maintain / Upload Media
- Approve Visitor Submissions

<< Back   Save Changes   Cancel

### DELETE AN EXISTING USER

When you select the option to “Delete an Existing User” you will also be prompted with a screen to select the user you wish to delete. Select a user from the list and click “Proceed >>”. This will then ask you for confirmation of the user deletion. Simply click “YES’ to proceed with the user deletion.

## 5.0 Managing Your Content

### 5.1 Managing Categories - Adding Categories

There are two ways to add a new category to aspWebAlbum 3.0. The best, and easiest way to add a new category is to do so through the online administration function built into aspWebAlbum. You can also use any standard FTP application to create a new category in your album.

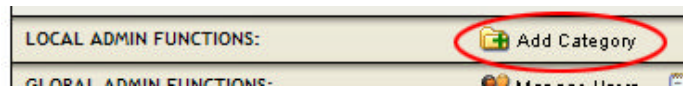
#### ADDING A CATEGORY USING THE ONLINE ADMINISTRATION FUNCTIONS

When you add a new category using the online administration functions there are several advantages:

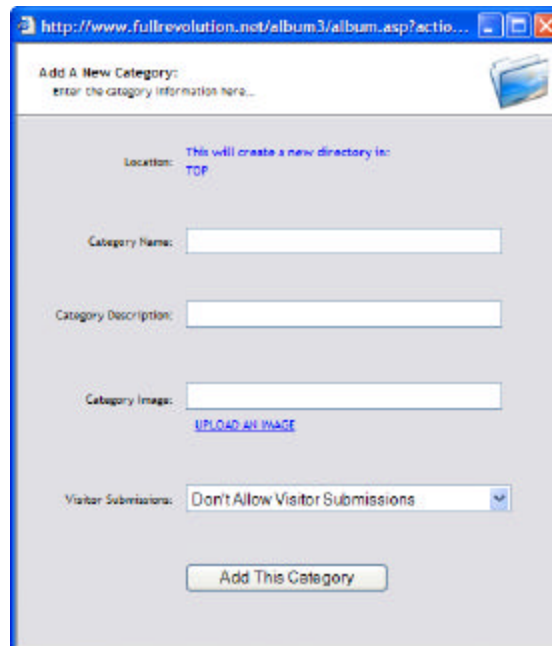
- 1.) You have the option to enter the detail about the category.
- 2.) All the necessary sub-folders that will contain the images and thumbnails will be created for you.
- 3.) The database record will be created right away with the information that you enter.

None of the above items are completed when you add a category through FTP... We will get into the benefits of that later on in the chapter.

In order to add a new category just make sure you are logged in and browser to the area in which you wish to add the category. Click on the “Add Category” icon in the “LOCAL ADMIN FUNCTIONS” toolbar at the top of the screen.



You will be presented with a screen that allows you to enter the details of this category.

A screenshot of a web browser window showing a form titled "Add A New Category:". The form has a subtitle "enter the category information here...". It contains the following fields:

- Location:** A text field with the value "TOP". Above the field is the text "This will create a new directory in:".
- Category Name:** An empty text input field.
- Category Description:** An empty text input field.
- Category Image:** An empty text input field with a blue link "UPLOAD AN IMAGE" below it.
- Visitor Submissions:** A dropdown menu with the selected option "Don't Allow Visitor Submissions".

At the bottom of the form is a button labeled "Add This Category".

Here is a quick run down on what the fields for a category are and what they mean:

**Location:** This is a read-only value, it shows you where in you album that the new category will be added... review this location and verify that it is where you want the new category to be located.

**Category Name:** This will be the name of the category. It is also used as the name of the folder on your server that will hold this categories images.

**Category Description:** This is any description you would like to have display beneath the category heading on the “category listing” section.

**Category Image:** You can also associate an image with any of your categories. If you do add an image you can use the “UPLOAD AN IMAGE” function to do so.

**Visitor Submissions:** This will set how this category will handle submissions from visitors. There are a couple of different options:

- 1.) **Don't allow visitor submissions**  
This will make it so no one can submit images to this category.
- 2.) **Allow submissions but require approval**  
This will allow visitors to submit files but they must be approved before they are actually added to the album.
- 3.) **Allow live submissions**  
This allows your visitors to submit images that will be included in your album immediately with no approval from an administrator

#### ADDING A NEW CATEGORY USING AN FTP APPLICATION

You can also add new categories using any FTP application. To do so you simply navigate to the “album/categories” folder on your website using you FTP application and perform the following step:

- 1.) Create a folder with the name you would like to use for this category.
- 2.) Go into the folder you just created and create a “pics” folder and a “thumbs” folder. NOTE: The names of these two folders must be in lower case or the album will mistake them for actual sub-categories of the current category.

This will create the necessary folders for the new category, however, it will not create any database entries for the new category nor will you have the opportunity to enter a description for the category or specify any other information about the category. By default a category create via FTP will be set to NOT allow visitor submissions.

## 5.2 Managing Categories - Modifying / Deleting Categories

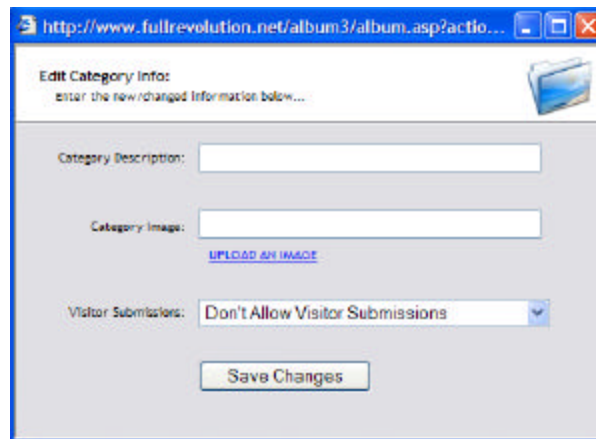
Just like the “add category” function there are several ways to modify and delete categories. Again the best way to perform these functions is to do so using the online administration interface but you can also use any FTP application to modify or delete categories.

#### MODIFYING A CATEGORY USING THE ONLINE ADMINISTRATION INTERFACE

To modify a category using the online administration interface you can simply navigate to the category you wish to modify and click the “edit category” button on the “LOCAL ADMINISTRATION FUNCTIONS” bar at the top of the script output.

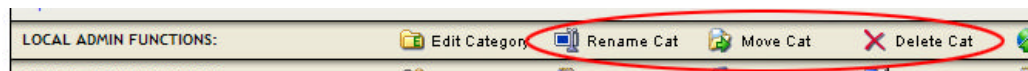


This will bring up a box that will allow you to change the information about that category that is stored in the database.



Make any changes that you need to and click the “Save Changes” button. Remember there is no way to change this information using an FTP application.

To perform “file system” operations on a category there are several functions that are built into the online administration interface. You can rename, move and delete categories using these functions:

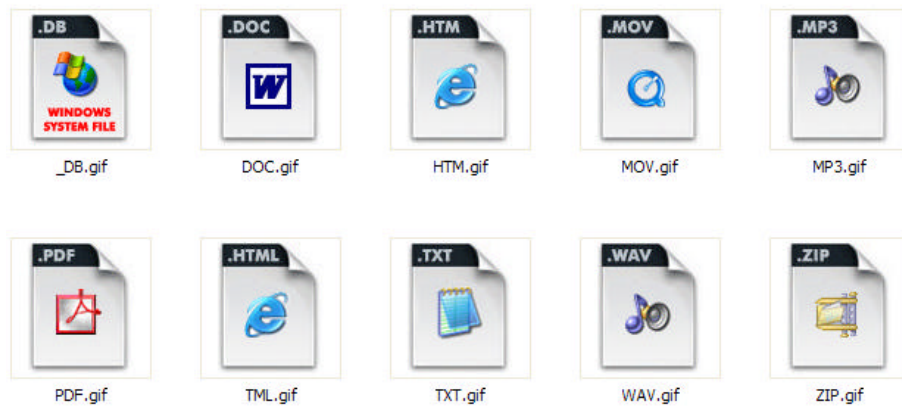


You can also perform these functions using any FTP application but doing so will break the association that the database has between the category and its current database record that contains the information about the category. **It is also important to remember that moving and renaming categories using an FTP application will also cause all the information for the pictures that are in the category and its sub categories to be lost. If you need to move or rename a category try to do so using the online administration interface.**

### 5.3 Managing Files - Supported File Types

aspWebAlbum 3.0 was designed to mainly be a photo album or gallery management application but we have also made it possible to store any file type in you album. If the file type is not an valid internet image format (.jpg, .gif, or .png) the script will try to use a default thumbnail image for the picture. We have included several default thumbnails for common image types but there is a possibility that you will have a file that we have not created a default thumbnail for. Take a look in the “skins/Windows” folder, there are several image files that are name with three (3) uppercase letters. These are default thumbnail images. To add a default thumbnail image simply create a picture and save it with a name that is the same as the 3 character extension of the file type, for example to make a default thumbnail for a Microsoft Word Document

(.doc) you would make a file named DOC.gif and save it to the current skin folder. Here are the default thumbnails that are included with the default “Windows” skin that comes with aspWebAlbum 3.0:



For file types that only have a two digit extension you can use a “\_” in front of the extension in the image name like the “\_DB.gif” extension for the very common “Thumbs.db” files that are created by Windows.

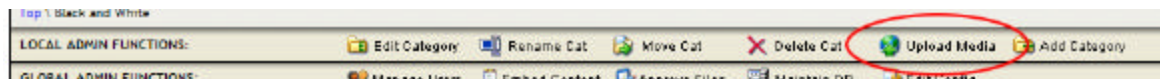
## 5.4 Managing Files - Adding New Files

You can add files to your album in one of two ways:

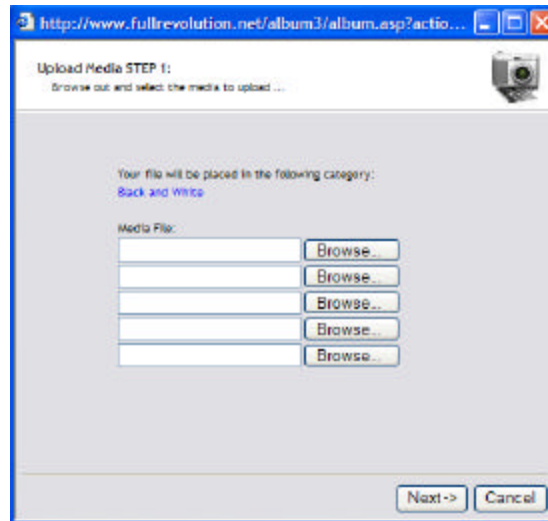
- 1.) Upload them via the online administration interface
- 2.) Upload them in bulk via FTP

### UPLOADING FILES VIA THE ONLINE ADMINISTRATION INTERFACE

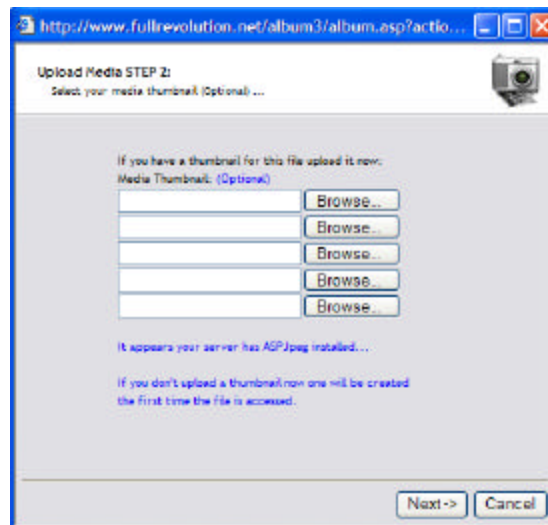
To upload files using the online administration interface you just need to browse through your gallery to the category that you would like to add the files to and select the “Upload Media” option from the “LOCAL ADMINISTRATION FUNCTIONS” bar at the top of the screen.



Selecting this option will present you with a screen to browse out to your computer and select the files to upload. Using the online administration interface you can upload up to five (5) files at the same time. If you work with very large files it is recommended that you online upload one or two files at a time, there is a possibility that during a long upload that the script can timeout and the files will not be transferred correctly. Upload times can be greatly decreased by using a support 3<sup>rd</sup> party upload component. When you are setting up your preferences we suggest that you select an upload component if one is available on your server. The upload screen will also show the current category that the files you upload will be added to.



Select the files from your computer that you wish to upload and click the “Next ->” button... the script will show a message that it is uploading the selected images and to please wait... Once the files have been transferred you will be prompted with a screen that is very similar to the previous one that will allow you to upload thumbnails if you have already created them. This step is optional, the page will also let you know if the script is setup to use an image component, if it is you don't need to worry about uploading thumbnails, it will create them for you.



If you don't have an image component on your server and you don't have a thumbnail created, or this is a file type that doesn't require a thumbnail you can just click the “Next ->” button and skip this step. If the file(s) you upload were standard internet image formats and you did not upload a thumbnail the script will just dynamically resize the full-sized image and use that as a thumbnail representation. This will however make the thumbnails load much slower since it is actually loading the entire image and just shrinking it down in the browser.

Once you click “Next ->” you will be asked if you are finished uploading images or if you would like to upload more images to this category... Click “DONE” if you are finished, and “Next ->” if you would like to continue uploading images.

## UPLOADING IMAGES IN BULK VIA FTP APPLICATION

If you have a lot of images to upload you can also do so with any FTP application. Just browse into the “album/categories” directory and locate the directory for the category that you wish to add the images to. Once you are in that category there should be a “pics” directory... simply upload your regular sized images to that directory. There is also a “thumbs” directory, if you have already created thumbnails for your images you can upload them to the “thumbs” directory. Image thumbnails should have the same filename as the regular sized images.

### 5.5 Managing Files - Moving / Deleting Files

Again the same thing applies for moving and deleting files... you can do so using the online administration interface or you can use an FTP application. We do recommend however that you move and delete your files using the online administration interface. This will insure that any information that is stored in the database for the file is carried with it when it is moved to a different location. You can access the move / rename /delete functions directly underneath the thumbnail in the thumbnail viewing mode or on the “LOCAL ADMINISTRATION FUNCTION” bar at the top of the page in picture view mode.

### 5.6 Managing Files - File Information

In aspWebAlbum 3.0 we have made it possible for you to store a great deal of information about each of your files. When you add an image the script automatically records the basic information about the file:

- File Name
- File Size
- File Date

But there are also several other items that you can add to the image as well:

**Caption:** Just a brief description of the image for your viewers.

**Keywords:** These are used by the search engine so visitors can quickly locate files. When you add an image using the online administration the script will automatically use the file name minus the extension as a keyword.

**Photographer:** Easily give credit to the photographer of the image.

**Camera Used:** You can enter the type of camera that you used to take the picture.

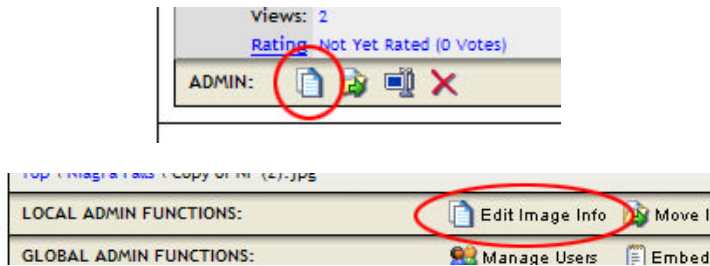
**Source:** Was this image obtained from an outside source? If so you can give that source the credit here.

**Copyright:** Any pertinent copyright information for the image.

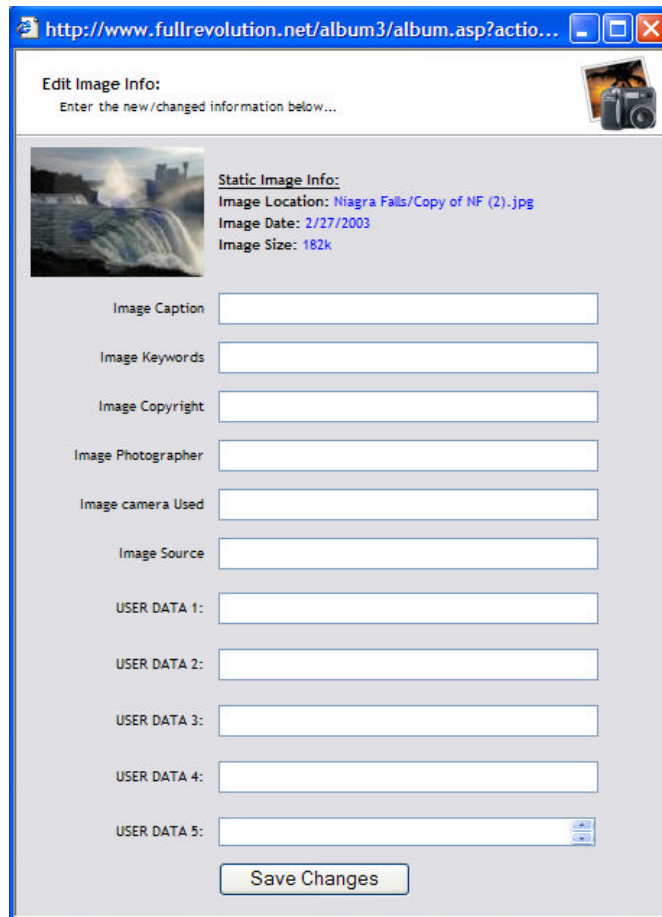
**User Definable Fields 1-5:** You can setup these fields as discussed in the “Setting Up Your Preferences” section of this manual.

When you add images you can do so by adding several images at once... we have opted to not even prompt you to enter this information when you upload the files, you just need to browse to the files once they are uploaded to add the image information to them. You can open the image information dialog by clicking on the “Edit Image

Information” below the thumbnail in thumbnail mode or you clicking the “Edit Image Information” button in the “LOCAL ADMIN FUNCTIONS” toolbar at the top of the picture view mode.



This will open a dialog box that allows you to enter the information for all of the fields. Simply fill in the desired information and click “Save Changes”



None of the information is required so you can fill in only the items that you wish.

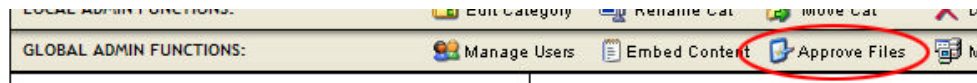
## 5.7 Managing Files - File Status Options

When an image record is written to the database it is written with a flag that tells the script whether or not to display the image. This “status” flag will always be set to LIVE (pictures will be visible to the public) when uploaded by someone that is logged into

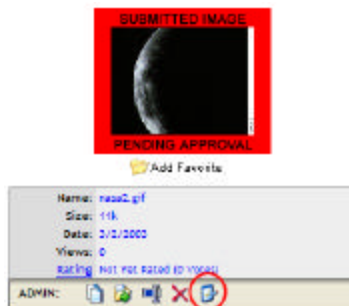
the online administration area. This will also be set to LIVE if the image is uploaded via FTP, however, when a visitor submits content it is possible to have that submitted content be set to PENDING (image requires approval before posting live). You can set this option “per/category” and it is described further in the Category Management section of this guide. When an image is submitted and has a PENDING status the administrator will see that it is in a PENDING mode by the red border displayed around the image thumbnail:



There are two ways to approve submitted content, both of which require you to be logged into online administration mode with a user account that has the rights to approve submitted content. You can approve submitted content by clicking on the “Approve Files” link on the “GLOBAL ADMINISTRATION FUNCTIONS” toolbar at the top of the page:



Clicking this option will bring up a thumbnail display of all the images that are awaiting approval... simply approve each file that you would like to approve or delete the files if you find they don't belong in your album. As you browse you album when you are logged into the script you will see the images in the submitted locations but they will have the red border around them and there will be another option in the admin panel below the thumbnail to approve the image:



## 5.8 Thumbnail Creation Options

When creating aspWebAlbum 3.0 we wanted to make the script pretty much handle thumbnails by itself. There are enough options in the script that you shouldn't need to think much about them. Here is the order and process that the script uses to determine what to do about the thumbnail for an image:

- 1.) aspWebAlbum looks in “pics” folder and runs through all the images in the folder... for each image it looks in the “thumbs” folder to determine if the file has a thumbnail already.
- 2.) If the file doesn't have a thumbnail yet the script will do one of the following:
  - a.) If there is an image resizing component installed on your server the script will

create a thumbnail on the fly and save it in the “thumbs” folder.

b.) If there is no component the script will just load the full size image and scale it down in the <IMG> tag in the HTML code to be the size of your thumbnails.

This way if you like to create your own thumbnails and upload them when you upload the full size image you still can, but if you don't have the time to create thumbnails but would like to put up some new images you can do so by just uploading the images and the script will worry about presenting a “thumbnail” representation to the visitors using the best means available.

## 6.0 Adding Content to Other Pages of Your Site

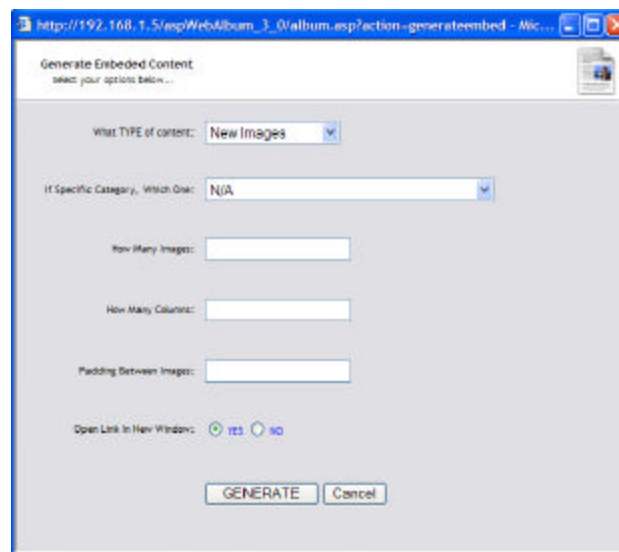
### 6.1 Content Embedding Options

We realize that many of our users are using aspWebAlbum on a current website and the album just makes up one piece of the site. We have added a new option to the script that will allow you to take some content from aspWebAlbum and embed that content on a different page of your site, that page doesn't even need to be a .ASP document. One good example of the usefulness of this feature would be to include the 5 newest images in you album on the homepage of your website... this embedded content would keep itself updated so you just include the code once and the page the code is included in will always be up-to-date.

To access the content embedding options you need to be signed into the online administration mode. Once logged in simply click on the "Embed Content" link on the "GLOBAL ADMINISTRATION FUNCTIONS" toolbar at the top of the script output:



Clicking on this button will bring up a dialog box with several options:



Here is a run down on the options and their functions:

**What Type of Content:** This option will allow you to select the type of content you would like to embed. Your options are:

- 1.) New Images: Displays the newest files added to your album.
- 2.) Hot Images: Displays images with the most hits according to the value set in the configuration for the "Number of Hits = Hot" variable.
- 3.) Popular Images: Displays images that have the highest rating from you visitors.
- 4.) Specific Category: Displays images from a specific category.

**Category:** Set this option if you selected "Specific Category" from the previous options... this box simply lists all the categories in your album.

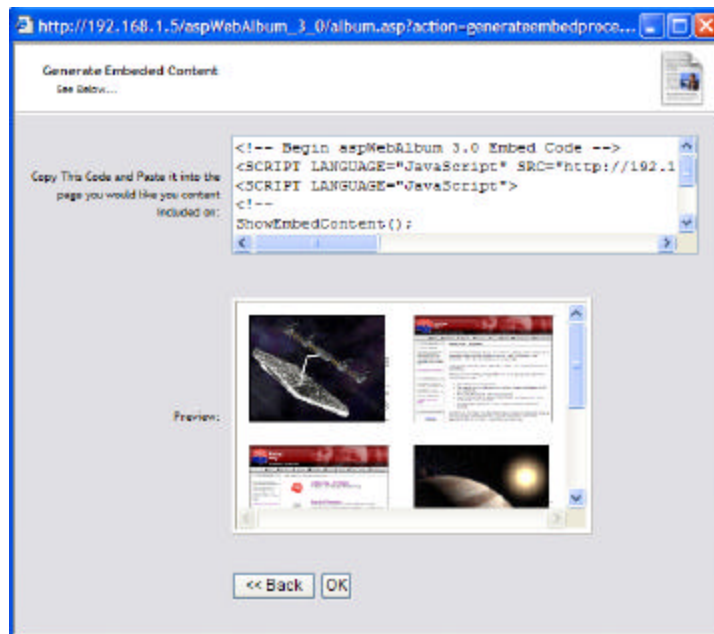
**How Many Images:** Set to an integer of the number of images the script should show in your embedded content code.

**How Many Columns:** Set to an integer for the number of columns that the images should be laid out in.

**Padding Between Images:** This should be an integer that represents the “CELLPADDING” for the table that the images are drawn into.

**Open Link in a New Window:** Select whether or not the hyperlinks on the images should open in a new window or the current window.

Once you have your options set you click the “GENERATE” button and the script will generate the code that you need to copy and paste into the page that you want to include the content on. The scrip will also show you a preview of the code in IFRAME in the dialog box... if you see someone you want to change just click the “Back” button and change the settings and generate the code again.



Now you just need to highlight the generated code, copy it, and paste it into your page exactly the way that it appears. NOTE: If you are using Microsoft Front Page make sure that it doesn't alter this code or it may cause the code to generate javascript errors.

## 7.0 Miscellaneous Feature Definitions

### 7.1 Slide Show Feature

One of the exciting new features of aspWebAlbum 3.0 is the new Slide Show feature. There are a couple of options in the configuration section that will affect the way the slide show feature functions and can help make this a great addition to your photo album. When you go into a category and select an image in that category you will see a button in the navigation bar to start a slide show of the images in this category:



Depending on what options you have set in the configuration area you will see one of two things when you click on the “Start Slide Show” button:

- 1.) A Full Screen Slide Show
- 2.) An “In-Album” Slide Show

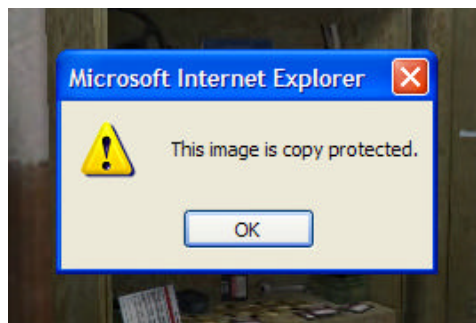
The “Full Screen Slide” show is just like a slide show in any standard windows based application. It will open a new window that is maximized without any title bars and display the image in the current category for the duration specified in the configuration section. If you have slide show transitions enabled in the configuration section the script will also use a random dynamic html transition effect (23 in all) between images.

The “In-Album Slide Show” will simply automatically press the “next” button and load the next image in the current category in the album picture view and repeat this every number of seconds as specified in the configuration section.

Once in slide show mode the “Start Slide Show” button will change to a “Stop Slide Show” button, just click the “Stop Slide Show” button to end the slide show.

### 7.2 Image Copy Protection Feature

In the script configuration you have the option to “disable the right click menu”. This will make the script display a message box when someone tries to right click on one of your images in picture view mode.

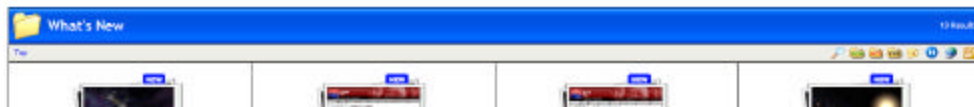


This function will also disable the “Image Toolbar” that is new in Microsoft’s Internet Explorer 6.0. Although anyone could still take a “screen shot” of the page and cut out

the image this should keep the novice users from “stealing” your images. Basically there is no real way to keep someone from getting a copy of the image on the screen without defacing the image by adding a watermark to it using an image processing application.

### 7.3 NEW Image Feature

Since we added support for a database in version 3.0 of aspWebAlbum we now run queries on that database to get subsets of images and distinguish images from each other using some of the database fields that we store. One of those fields is the date the image was added. Using that data we have added a “what’s New” feature to the script that will draw a thumbnail page of images that are within X number of days from the current date. You set the number of days in the admin section. This is a great new feature that will let people who come to your site fairly often see what images are relatively new without browsing around through your entire album.



We also use this date in the script to determine if there are new images in a category. If we find any new images in a category we write out the word “NEW” after the category name to designate that there are “new” images in that category.



In addition to the two features above we also label each thumbnail with a “NEW” tag if they are “new” images. This allows your visitors to see new images in a category at a glance.



### 7.4 HOT Image Feature

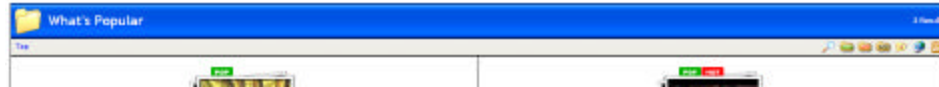
This feature is very similar to the “What’s New” feature but it includes images that meet your “how many hits how” criteria in the configuration section. This will allow your visitors to easily see images that many people have viewed, which usually means that they are the better images on your site.



This feature also displays a “HOT” tag next to each image thumbnail if the image is considered “hot”.

## 7.5 POPULAR Image Feature

Again, this feature is very similar to the “What’s New” feature but it displays images that match your criteria in the configuration section. This will allow you visitors to see a subset of thumbnails for images that have the best ratings from the visitors of your site.



This feature also displays a “POP” tag next to each image thumbnail if the image is considered “popular”.

## 7.6 Postcard Feature

The postcard feature will allow you visitors to select any image from you album and send it to any email address in a “postcard” format. They can select several different options to adjust the look of the postcard and can also type in their own greeting, and message. Below is a screen shot of the options page for the postcard feature:



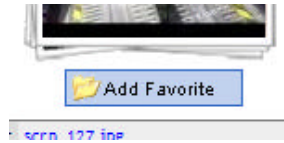
Here is a sample of the output that is generated using this feature:



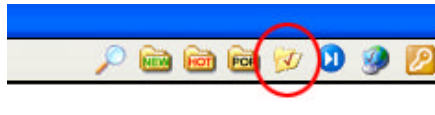
NOTE: You must have at least one email component installed on your server if you wish to use the postcard feature on your album.

## 7.7 Favorites Feature

If you have cookie support turned on in the configuration section the favorites feature can be very useful to your visitors. This feature allows you visitors to select images that they see while browsing through your album and make them as “favorites” there is then a “My Favorites” section that will display all the files that they currently have selected as “favorites”. To mark an image as a favorite you simply click the “Add to Favorites” link that is underneath the thumbnail or underneath the full size image:



To see a list of the currently selected favorites you can click on the “My Favorites” button on the navigation bar at the top of the screen:



To remove an image from you favorites you simply click the “Remove from Favorites” button below the thumbnail of a marked image.

