

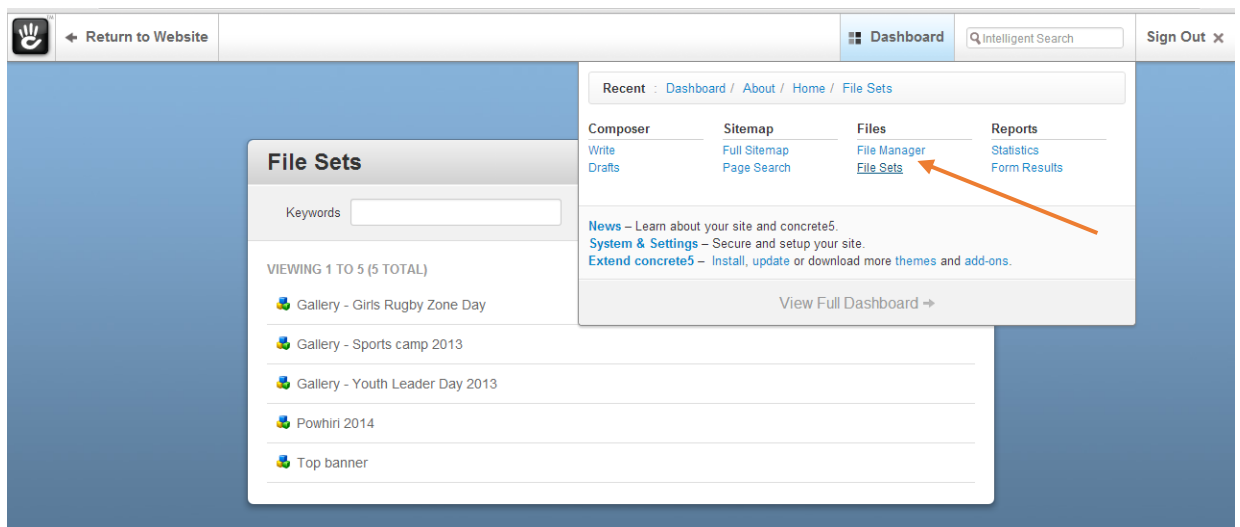
Filesets – Adding and deleting images

What is a fileset?

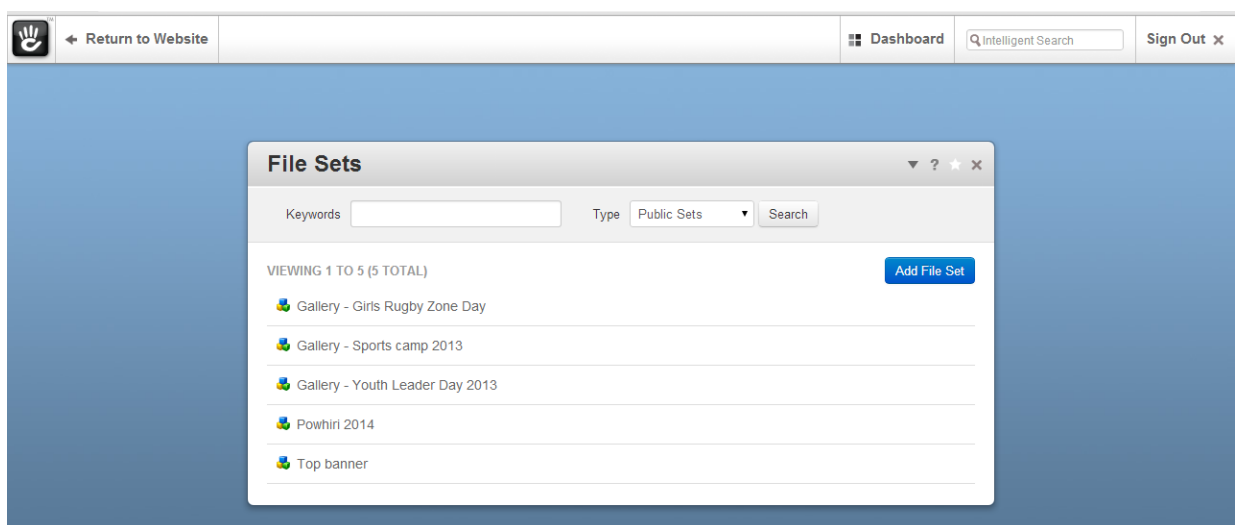
Answer: A grouping of images to be used in a bootstrap gallery.

Add images to file set

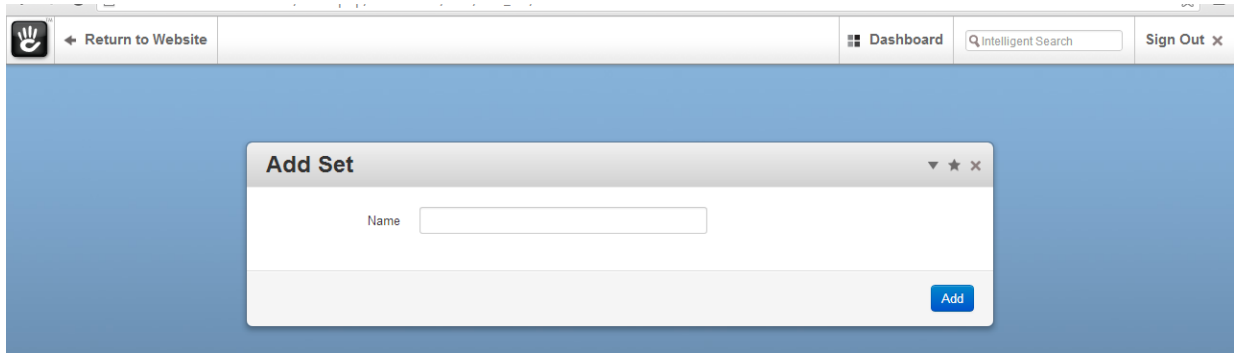
1. Go to Dashboard
2. Go to File Sets



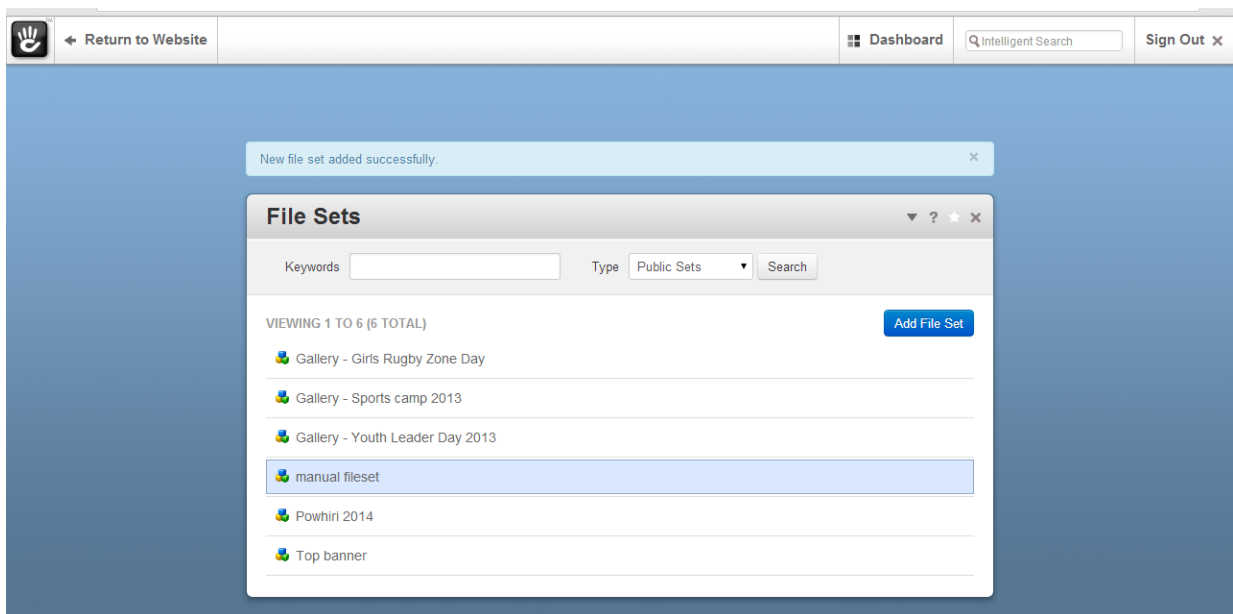
3. Click on Add new fileset



4. Type in name of new fileset

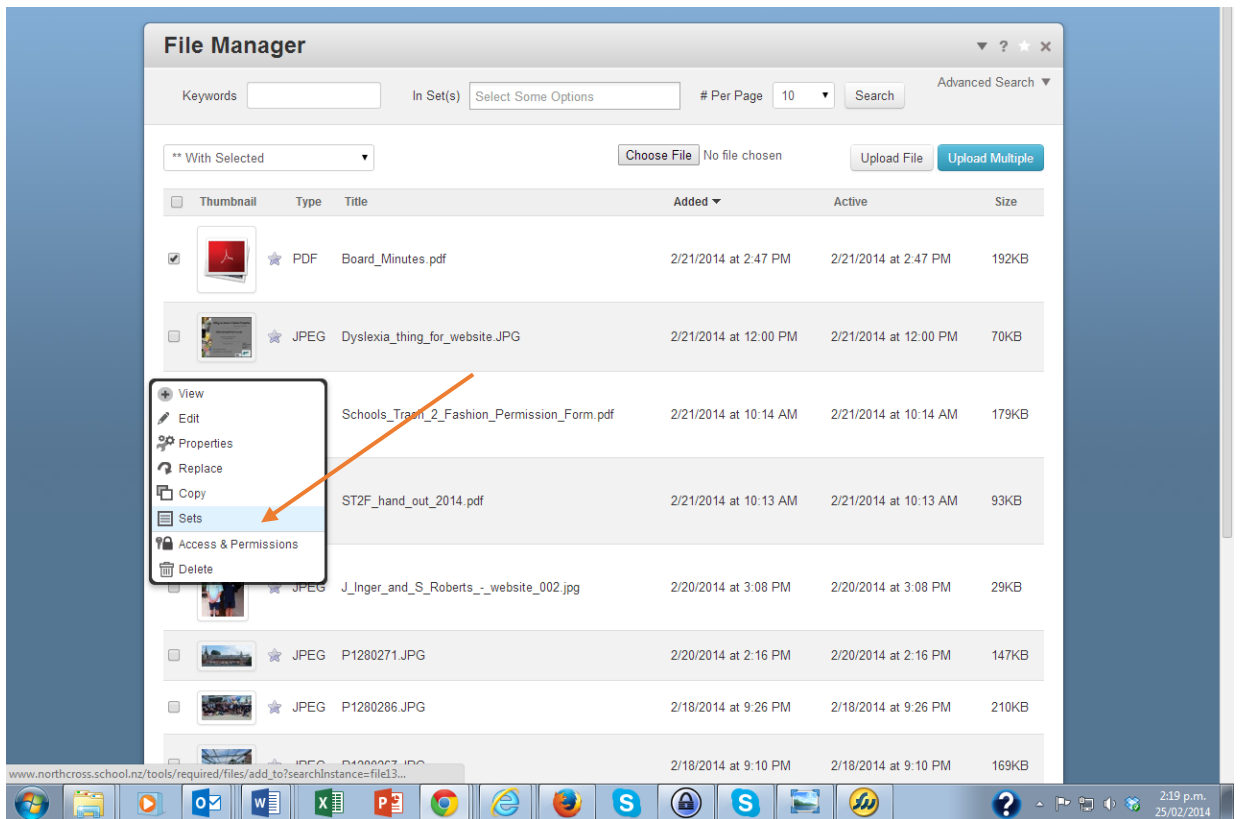


5. You will now see your fileset name in the list of filesets.

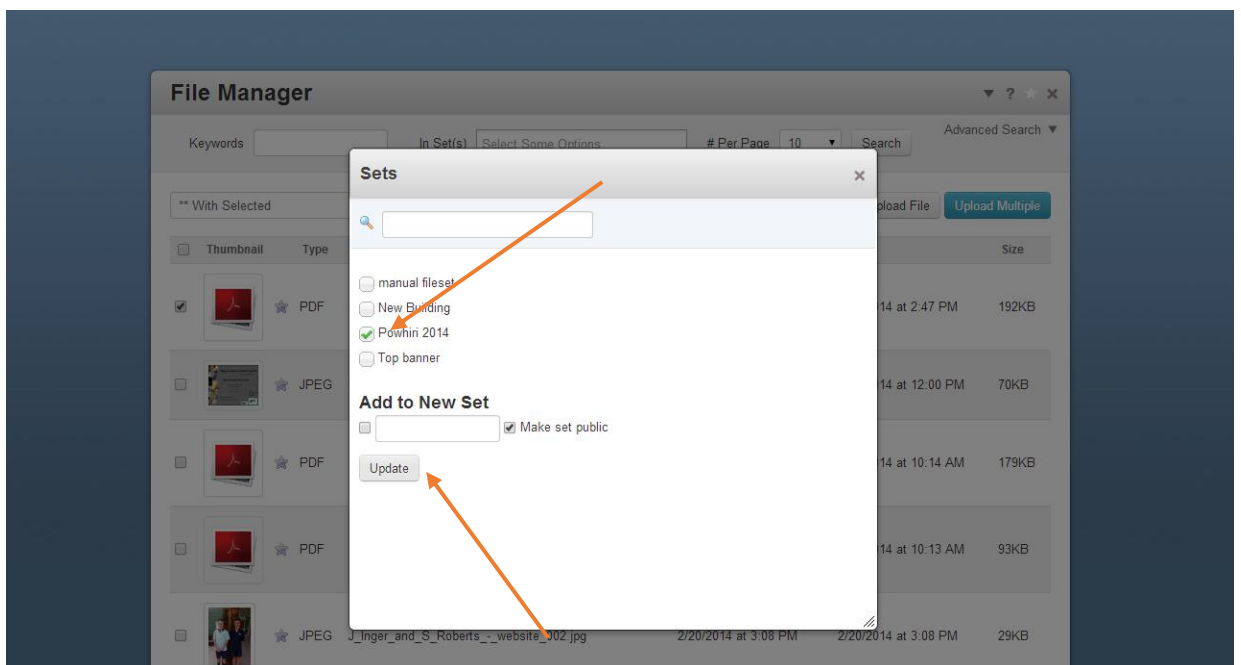


To add images to this fileset, go to file manager.

1. Click on image in file manager
2. Select 'sets' from pop up menu

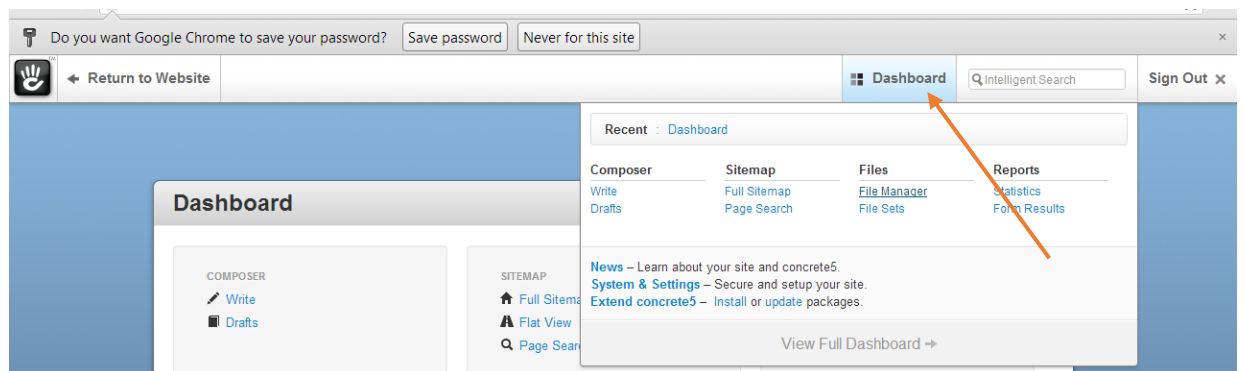


3. Tick box next to the fileset name
4. Select 'Update'

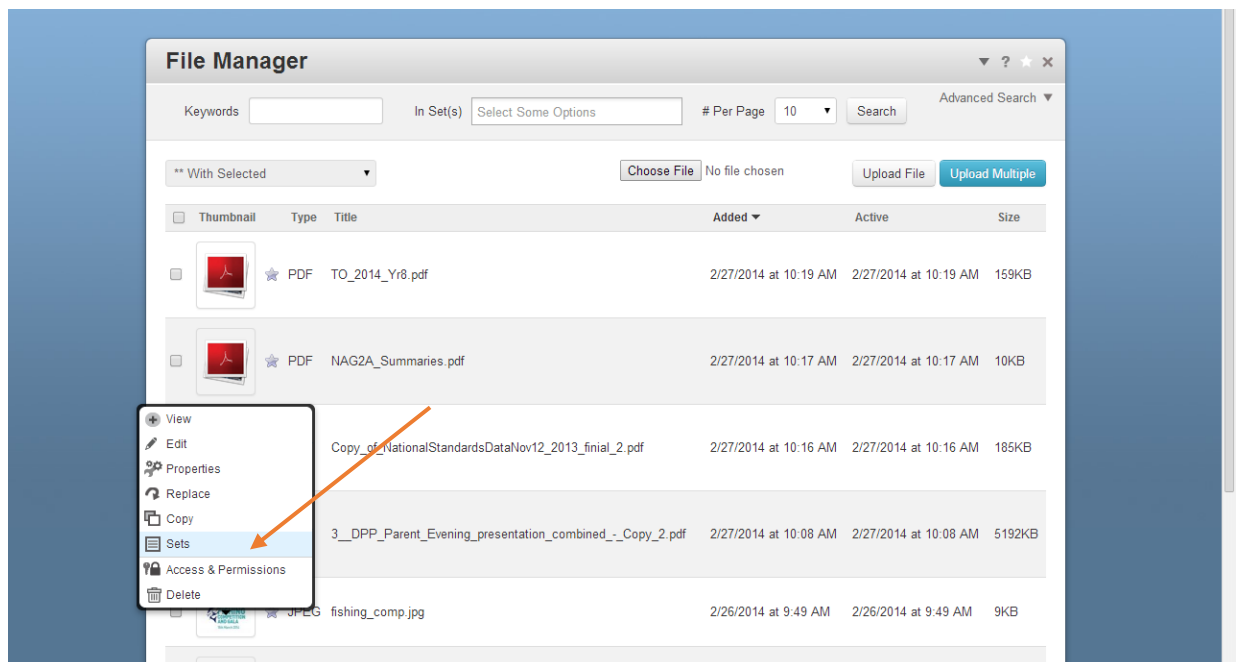


Delete images from fileset

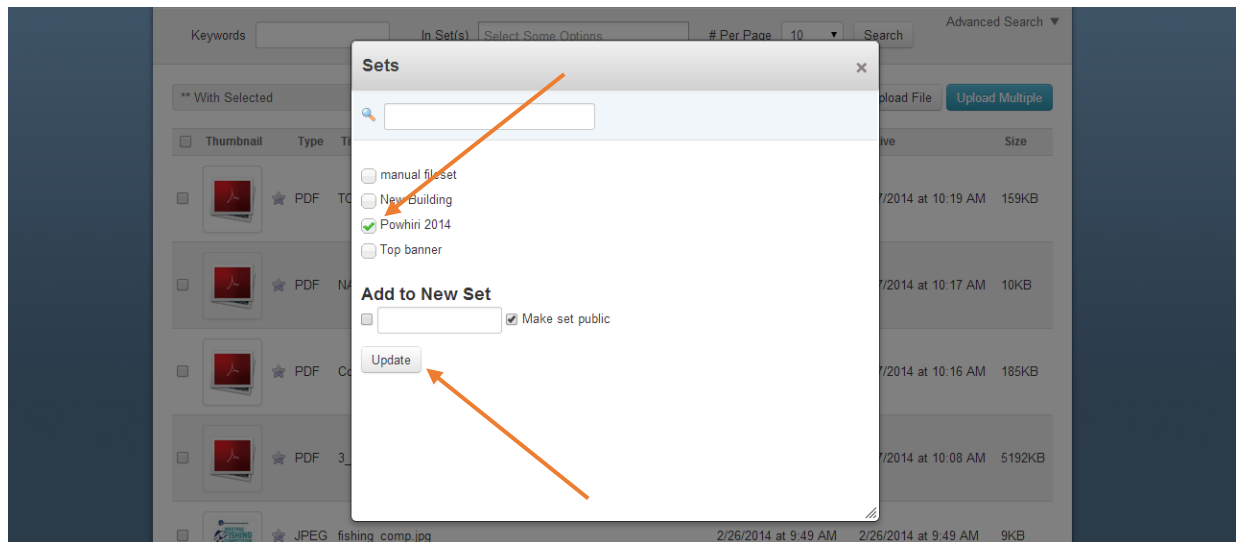
1. Go to Dashboard
2. Go to File Manager



3. Click on image once
4. Select 'sets' from pop up menu



5. Untick box next to fileset name
6. Select 'update'

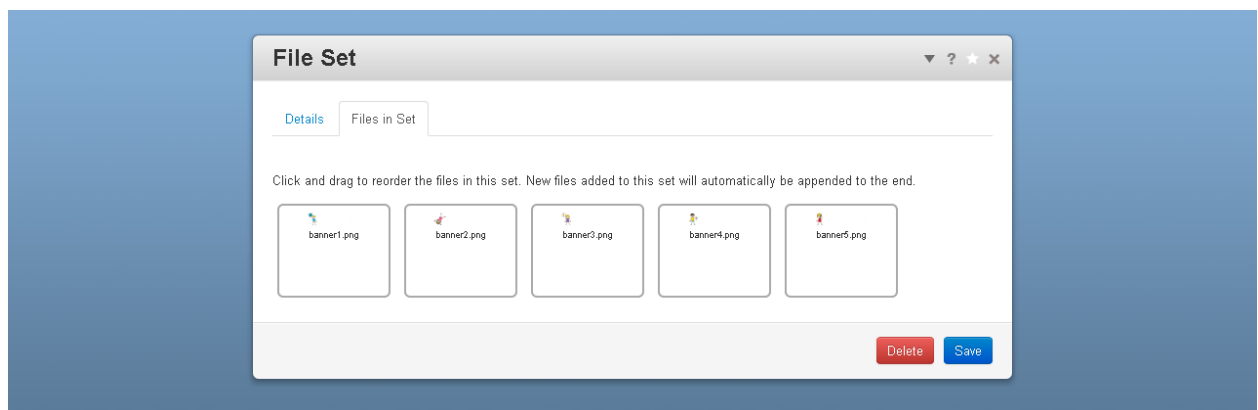


The image will now no longer display on your fileset gallery, but will still be in your file database.

Change the order of photos

=Go to Dashboard

- go to filesets
- select the fileset you wish to rearrange
- select 'files in set'
- roll the cursor over an image, it will appear as four arrows
- click and drag the order



Add multiple images to a single set

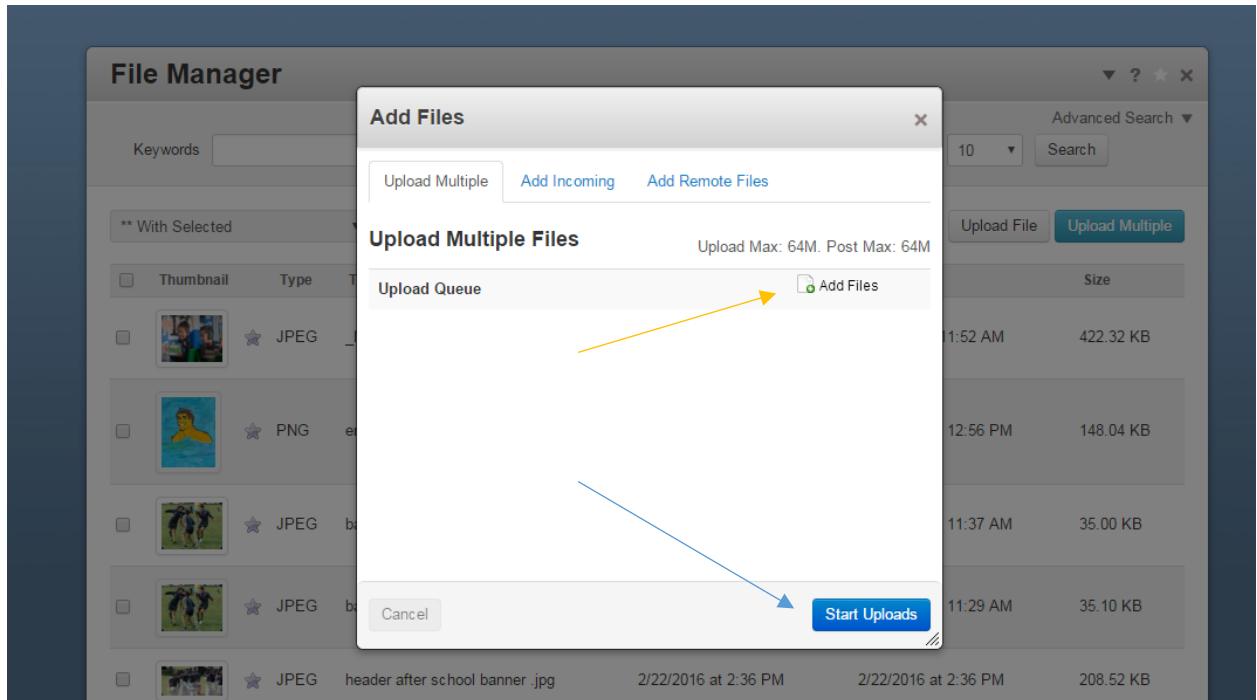
1. Select Dashboard
2. Select File Manager
3. Tick box next to images on that page you want to add to fileset
4. Go to drop down box at top of pop up window with “**” at the beginning
5. Select ‘sets’
6. Select set you want to add the images into
7. Select ‘Update’
8. All images will be added at once to that fileset

The screenshot shows a web-based File Manager interface. At the top, there is a navigation bar with 'Return to Website', 'Dashboard', and 'Sign Out' options. Below this is a search bar and a 'Per Page' dropdown set to 10. The main area is titled 'File Manager' and contains a table of files. A context menu is open over the first file, with 'Sets' highlighted. Orange arrows point to the 'Sets' option and the checkboxes of the image list.

	Keywords	In Set(s)	# Per Page	Search	Advanced Search
<input type="checkbox"/>		Select Some Options	10	Search	Advanced Search
<input type="checkbox"/>				Choose File	No file chosen
<input type="checkbox"/>				Upload File	Upload Multiple
			Added	Active	Size
<input type="checkbox"/>	er_and_S_Roberts_-_website_002.jpg		2/20/2014 at 3:08 PM	2/20/2014 at 3:08 PM	29KB
<input checked="" type="checkbox"/>	JPEG P1280271.JPG		2/20/2014 at 2:16 PM	2/20/2014 at 2:16 PM	147KB
<input checked="" type="checkbox"/>	JPEG P1280286.JPG		2/18/2014 at 9:26 PM	2/18/2014 at 9:26 PM	210KB
<input checked="" type="checkbox"/>	JPEG P1280267.JPG		2/18/2014 at 9:10 PM	2/18/2014 at 9:10 PM	169KB
<input checked="" type="checkbox"/>	JPEG P1280260.JPG		2/18/2014 at 9:10 PM	2/18/2014 at 9:10 PM	157KB
<input checked="" type="checkbox"/>	JPEG P1280258.JPG		2/18/2014 at 9:10 PM	2/18/2014 at 9:10 PM	154KB
<input checked="" type="checkbox"/>	JPEG P1280200.JPG		2/18/2014 at 9:10 PM	2/18/2014 at 9:10 PM	228KB
<input checked="" type="checkbox"/>	JPEG P1270710.JPG		2/18/2014 at 9:10 PM	2/18/2014 at 9:10 PM	303KB
<input checked="" type="checkbox"/>	JPEG BusStop.jpg		2/17/2014 at 12:19 AM	2/17/2014 at 12:19 AM	56KB

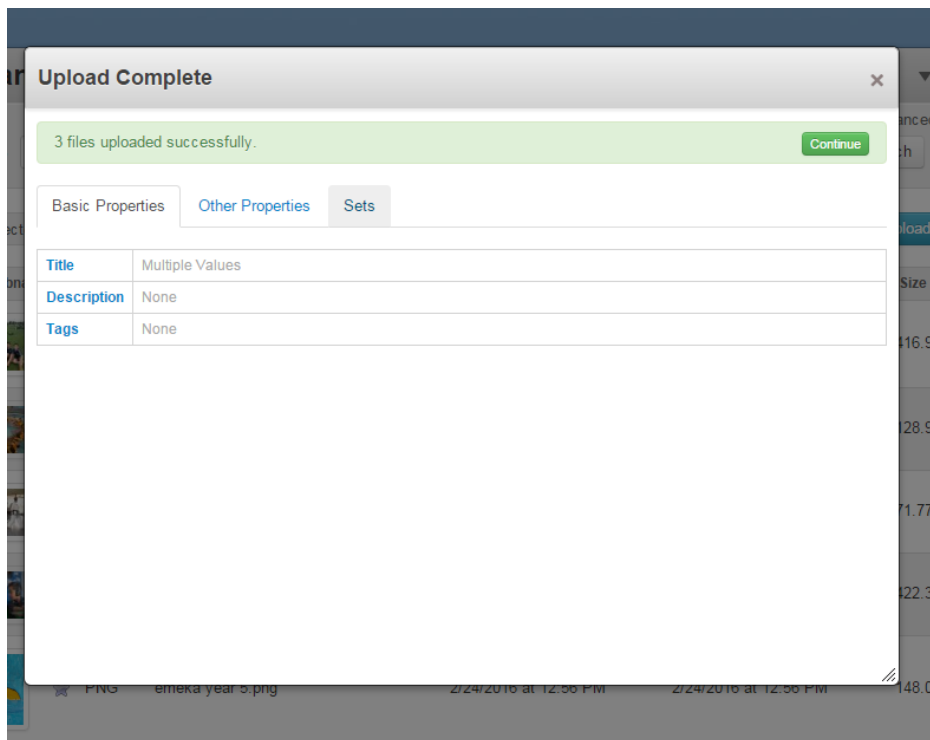
Add multiple images to a single set ON UPLOAD

1. To upload multiple files, go to dashboard / file manager
2. Click on 'upload multiple'
3. Click on 'add files' to select the files from your computer



Click on 'start uploads' to upload the files

Once they are uploaded, click on the 'sets' tab



Select the file set you want them to join

Click on 'update' at the bottom of the window