



The BEST Locations to Take Photos...

The PhotoSpotz website is based around the WordPress Content Management System – the world’s most popular web development platforms.

We have chosen to use WordPress because :

- **Ease of Use** – most people find it is intuitive and relatively easy to use
- **Flexibility** – we don’t want to dictate too much what a PhotoSpotz listing looks like. WordPress offers a great deal of flexibility in the structure, layout and content of your Spotz
- **Functionality** – WordPress offers a great deal of extra features and functionality – and we want PhotoSpotz to evolve and improve over time.

One downside is that users unfamiliar with WordPress will need to learn a little before you can add and update your Spotz.

This User Guide is intended to provide the basics that you will need to create and manage your Spotz.

An Introduction to Spotz

Each PhotoSpot that you create (and we would love you to list multiple spotz) should provide a short, informative (and hopefully entertaining) outline of the location and could include some of the following :

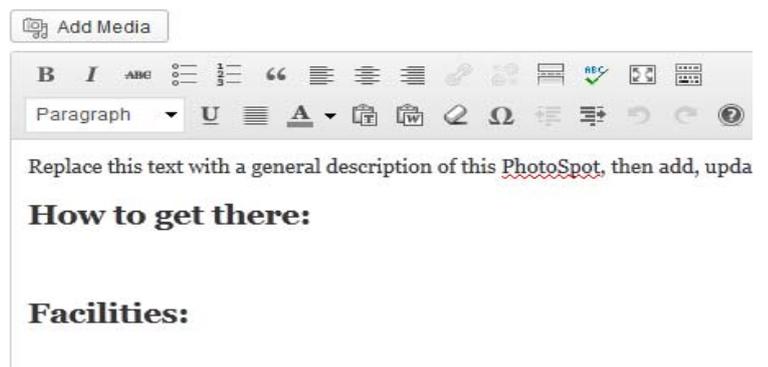
- Why this is a good spot for taking photos
- What you like about it
- What type/s of photos this spot is good for
- What times of day/week/year are best
- How to get there
- Any special hints or tips
- And MOST IMPORTANTLY photos that have been taken at this spot.

How to Create a New Spot

1. [Register](#) and [Login](#)
2. From the Dashboard, go to **Spotz >> Ad New**
3. **Enter a Title** for the Spot
This should be a short descriptive name for the location (and if it is part of a larger location (e.g. a city) put that in brackets afterwards – e.g. “Kangaroo Point Cliffs (Brisbane)”

4. **Enter a Description**

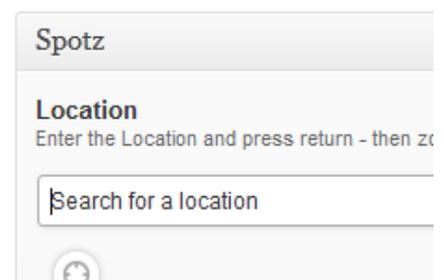
In the main description area, we provide a basic template to “inspire” you. This is intended as a guide only. You can use it if you wish, extend it, or put in content of your own. The aim of this description is to provide useful information for anyone who may be interested in taking a photo from this spot.



There are some basic editing tools here (which you can find out about in the **Manual >> Videos >> Editor** section).

See Below for instructions on how to include a photo within the description or to add a Photo Gallery

5. **Enter a Location** in the “search for a location” field and press the Enter key. A pointer should appear on the map... zoom into the map and if necessary, click and drag to relocate the marker so it is as close as possible to the location)



6. Select the most relevant **Genres** (you can select more than one if you wish)

7. Select the **Best Time of Day**

8. Scroll back up to the top and in the right hand column “Publish” box, click **“Save Draft”** to save your Spot for future editing...
or if you are satisfied that your Spot is complete and ready for publishing, click the **“Submit for Review”** button and we will review and publish it.



How to Add a Photo

WordPress has fairly sophisticated media management facilities -including images - but it can take a little effort to understand how it works.

Note: BEFORE you attempt to add an image into a Page or Post you should :

- Decide what image you want to use, and where you want it to appear
- Ensure that you have a local copy of the image (on your PC / USB Drive / CD)
- Ensure that the image is sensibly named (ideally including keywords)
 - IMG_2467.jpg is NOT a sensible name*
 - yellow-flowers-in-desert.jpg IS a sensible name*
- Ensure that the image is a reasonable size – and if it isn't RESIZE it before you add it to your site
 - A “reasonable” size for an image to be embedded is probably less than 400 pixels (either high or wide)
 - A “reasonable” size for image to be used in a Gallery is 1200 pixels

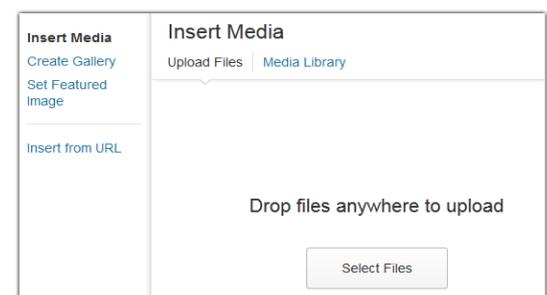
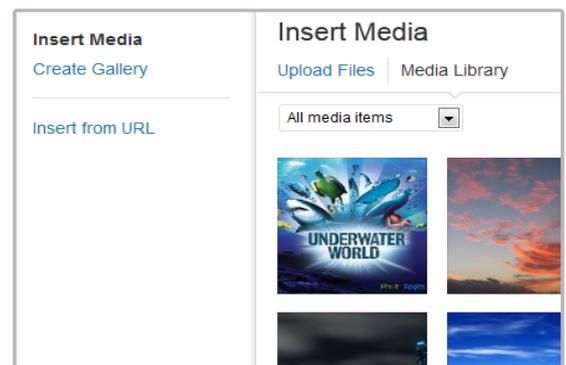
To add/manage an image in your post use the following steps:

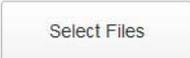
1. Edit your Spot and place your cursor in the location you would like the image to appear.

2. Click the “Add Media” button : 

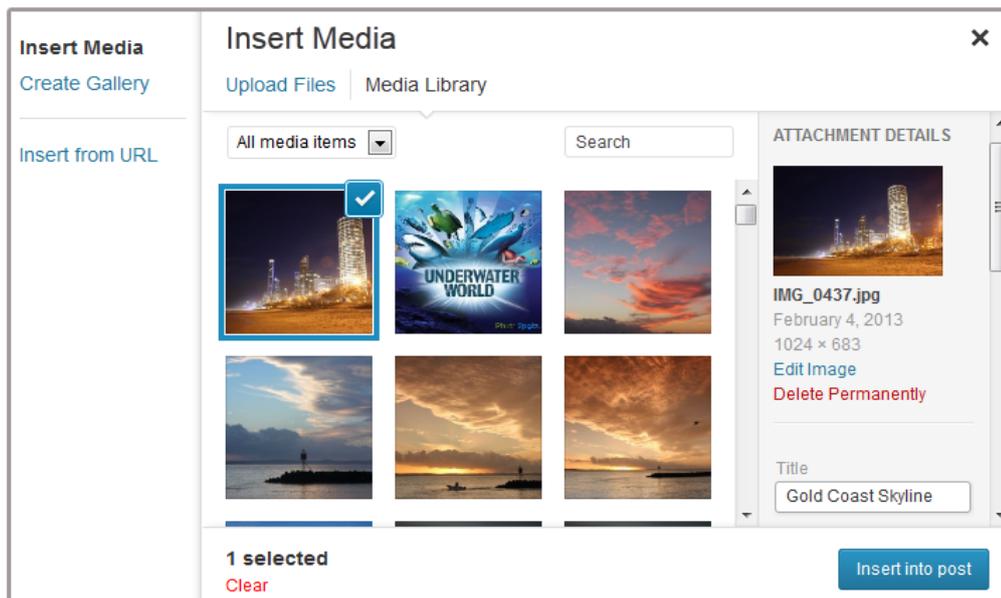
3. The “Insert Image” window will be displayed which allows you to choose where the image is to come from :
 - by default you will see the “Media Library” view, which contains all other photos loaded to the site. If you've already uploaded photos you can navigate/search for the relevant image and select it.
 - If you have a copy of the photo stored on your PC, click the “Upload Files” Link

We will assume that you are uploading an image from your computer.

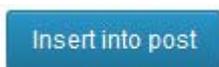
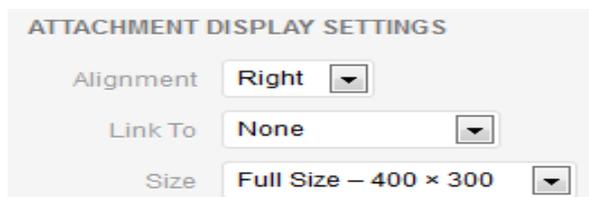
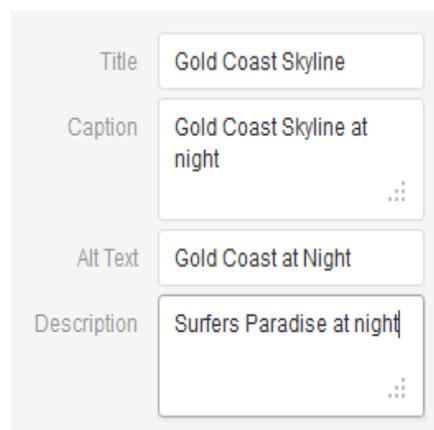


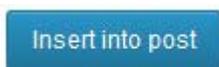
4. Click the  button and navigate through your local file system to select the image that you want to upload and then click the “Open” button to initiate the upload. (you can select multiple images by <Ctrl> Clicking them)

- Once the file has been uploaded, you will be presented with a variety of information about the image and by default the image/s you have just uploaded will be selected.



- Update the Title if necessary (try to include keywords). You can also add a Caption and /or Alt text if you wish
- Adjust the Display settings as required. We suggest linking to “None” and selecting a Size less than 400 pixels



- Click the  button to add the image to your spot.
- Your image will be added to the spot.

You can then :

- move the image - by clicking and dragging it
- resize it - by clicking on the image and then dragging the corner handles
- change the alignment – by clicking the “edit image” icon
- Delete the image – by clicking the Delete Image icon



Note: any photos you upload will automatically be resized to a maximum size – and watermarked (in the bottom right corner) with the PhotoSpotz logo.

Creating a Photo Gallery

A Photo Gallery should be an important feature of most Spotz as it highlights the types of photos which can be taken from this location.

To create an Photo Gallery :

- Edit a Spot and place your cursor in the location you would like the gallery to appear (we suggest at the bottom).

- Click the “Add Media” button : 

- Click the “Create Gallery” Link in the top left corner

- Click the Upload Files” link if you wish to use images that you have on your PC, and select one or more images that you wish to include in the gallery from your media library.

- Click the  button

- You will be presented with the “Edit Gallery” screen and can add captions to selected images (if you wish)

- Modify the Gallery Settings as desired :
 - We recommend that you link to the *Media File* (NOT the *Attachment Page*)

GALLERY SETTINGS

Link To

Columns

Random Order

- Click the  button to insert the gallery into your Spot

- Your gallery will be added to the spot. You can then :
 - move the gallery - by clicking and dragging it
 - change the settings (and add or remove photos) – by clicking the “edit gallery” icon
 - Delete it – by clicking the Delete Gallery icon



Note: any photos you upload will automatically be resized to a maximum size – and watermarked (in the bottom right corner) with the PhotoSpotz logo.