



## Tutorial – How to upload an image

This document will explain how to upload an image to your RocketNET website and publish it in your gallery. You will need your **username and password**.

For Quicksteps - skip to the **bold font**

### STEP 1

**Login to the “administrator” panel.**

This is often referred to as the ‘back end’ of your website. The back end is simply the place where you can make changes that will be displayed on the pages of your website. This is referred to as the ‘front end’.

**Open a new browser window** and navigate to the home page of your RocketNET website:

[www.YourDomainName.co.uk](http://www.YourDomainName.co.uk) then add /administrator on the end. It should look something like this: **[www.YourDomainName.co.uk/administrator](http://www.YourDomainName.co.uk/administrator)**.

The login page will appear as below.



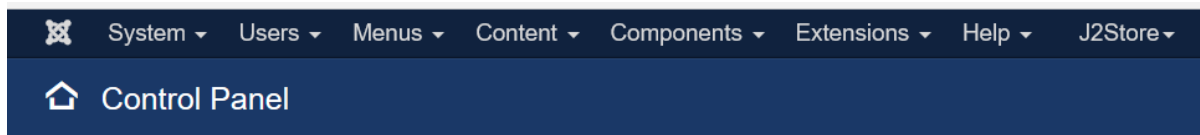
Using your **username** and **password** you can now login to the backend of the website.

### STEP 2

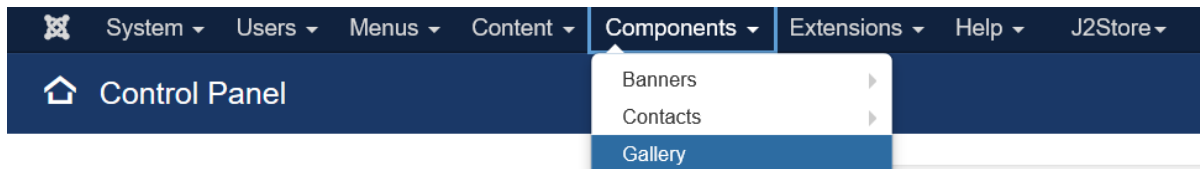
**This is your admin panel Page.** There will be a lot of information on this page BUT don't be alarmed.

*N.B Notifications for core updates for the performance of the site are displayed here. You need not worry about these. Inform RocketNet if you have any concerns.*

At the top left of the screen the navigation menu will look like the image below.



Navigate to **Components** -> **Gallery** (the list in the dropdown can be longer than in the image)



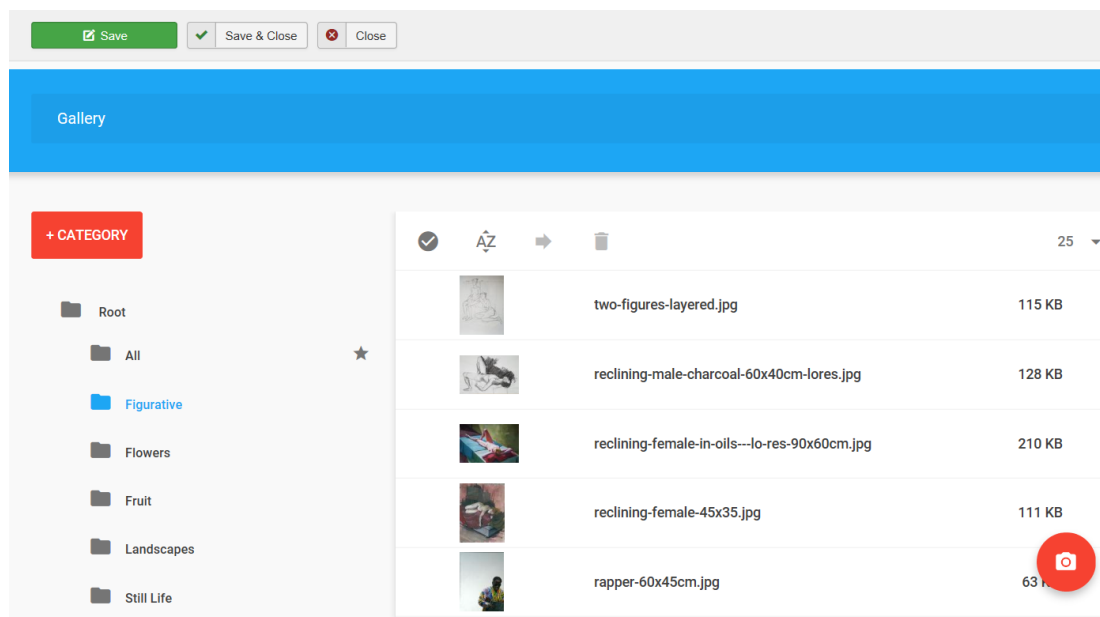
### STEP 3

On the next page **select the gallery** you wish to add an image to.

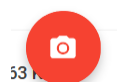


This will take you to the gallery. Its categories will be listed on the left (see image below).

**Select the category** and its content will appear in the window to the right.



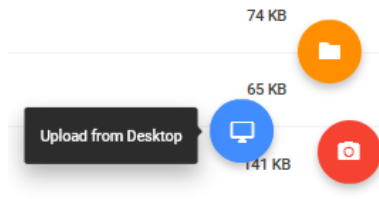
**Click on the camera** icon and an action menu will expand



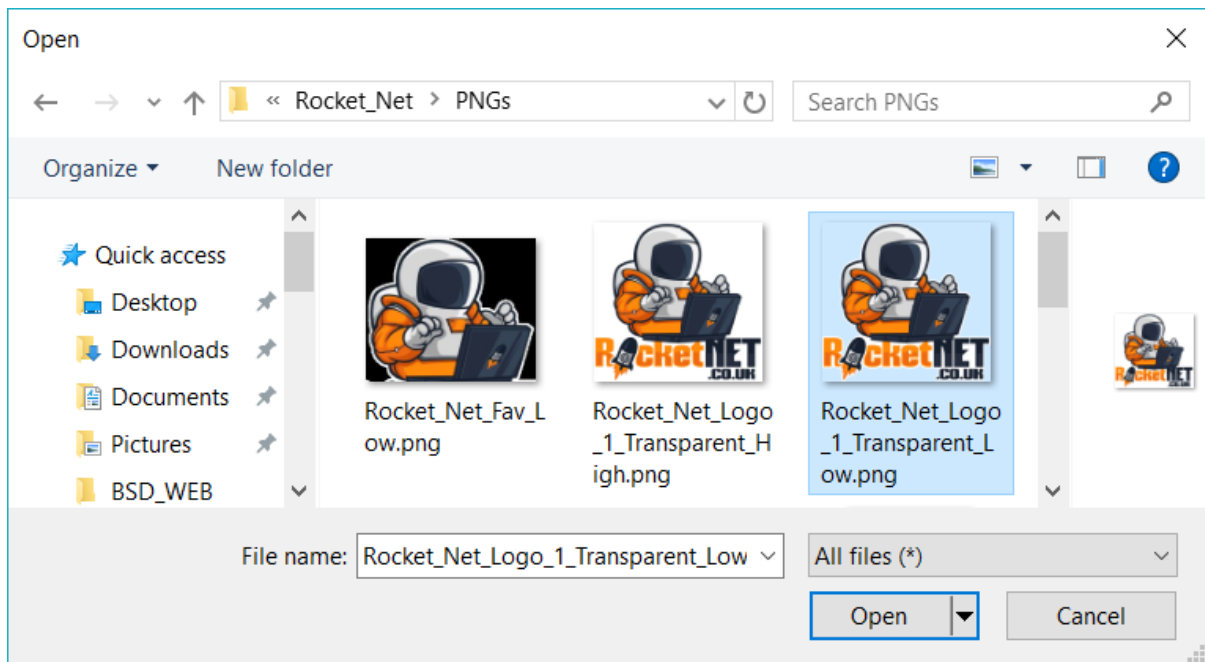
Selecting either of these new icons will allow you to **upload an image** from either **your computer or folders already on the server** into that category of the gallery.



**TO UPLOAD AN IMAGE FROM YOUR COMPUTER – CLICK ON THE BLUE ICON**



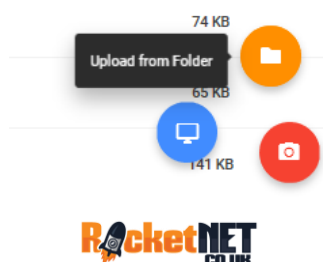
This will allow you to navigate to the image you wish to upload from your computer.



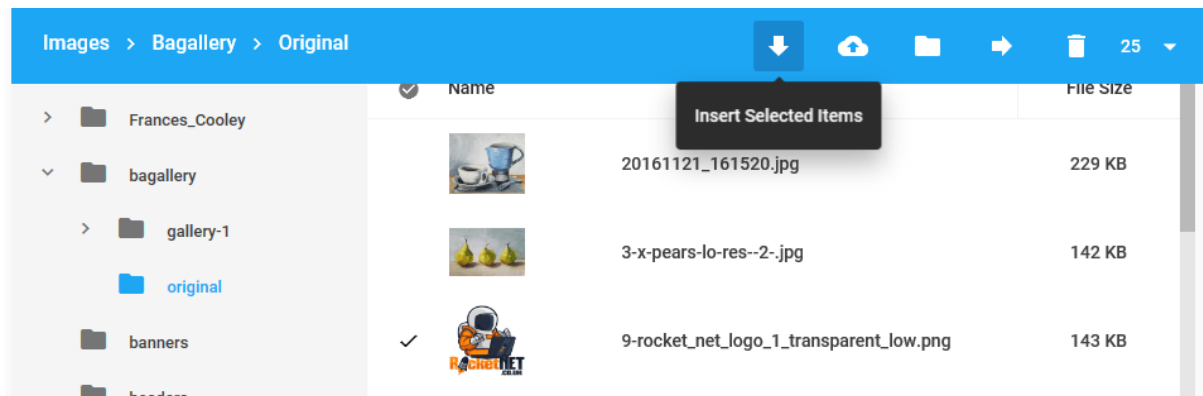
Find the image and **double click** or **select and press open**

The image will now be in your Gallery in the category you have uploaded it to.

**TO UPLOAD AN IMAGE FROM FOLDERS HELD ON THE SERVER (already uploaded to your website) – CLICK ON THE ORANGE ICON**

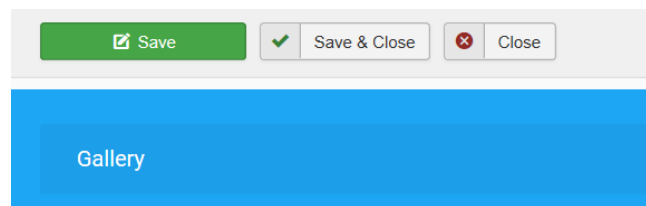


This will allow you to navigate to the image on the server that has been uploaded.



Select the image you want in to add to the gallery and **click the arrow at the top** to insert the selected items into the category

Press the green save button at the top of the page when done (see below).



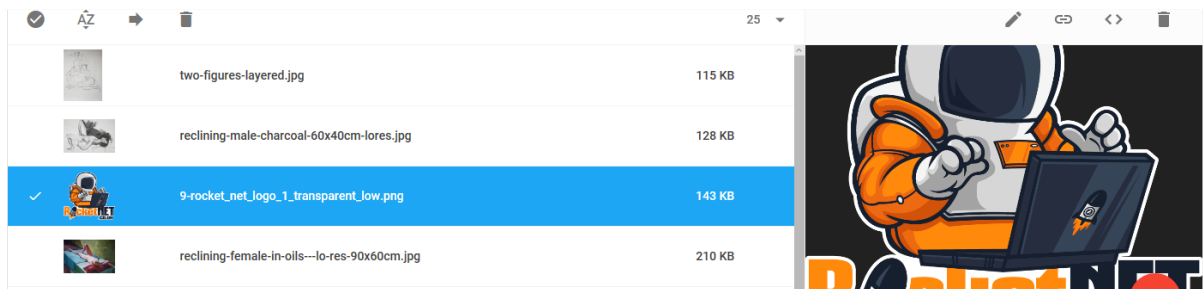
The image will automatically be published in the gallery on the website.

# Tutorial – How to remove an image

Any image can be removed from the gallery.

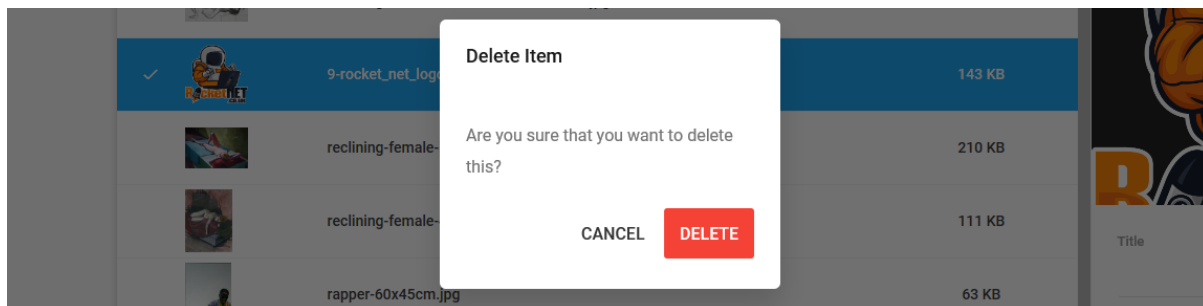
## STEP 1

Select the image you want to remove from the list. A new menu will appear to the right of the page.

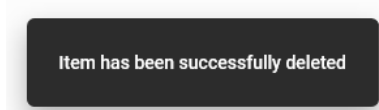


## STEP 2

The image can be deleted using the appropriate icon above the preview image on the right (see image above).



When the image is deleted you will see this pop up in the bottom right hand corner



There are further actions that can be taken from below the right hand preview.