

VIMP documentation



Table of contents:

- Creating a new album

Creating a new album

Just like a WebTV playlist, a new album can be created by every registered user of your VIMP portal and can be shared with friends or other users. To create a new album, access the album module from the homepage navigation and click the button "**Create album**". After entering a title, a description and defining the visibility of the album, the basic information for the album can be saved by clicking the "Save" button.

Once you saved the basic information, you can start adding media to the album by selecting the "Manage Media" tab within the album and clicking the "Add media" button:

The screenshot displays the 'Admin Album' interface. At the top, there is a breadcrumb 'Albums > Admin Album' and the title 'Admin Album'. Below this is a large image placeholder with a landscape scene and a block of placeholder text: 'Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.' Below the text are icons for social media and sharing. At the bottom right of the main content area are tabs for 'Profile', 'Manage Media' (which is active), and 'Settings'. A light blue banner below the main content contains an information icon and the text: 'To change the position of the album media, drag album media to the desired position.' Below the banner is a grid of media thumbnails. On the left is a grey button with a plus sign and the text 'Add media'. To its right are four thumbnails: 1. 'Blind text from admin' with a person in a hallway. 2. 'Float from admin' with a grid and blue light effects. 3. 'Argentina from admin' with a landscape image. 4. 'Ocean lorem ipsum dolor sit lorem ipsum dolor sit lorem ipsum dolor sit lorem ipsum dolor sit lorem ipsum from admin' with a blue sky and a bird.

A new window with all available media that has been uploaded from your account will open immediately. You now have two possibilities to add media to your album, appearing by dragging the mouse cursor over the individual medium. The first way is to add a single medium one by one clicking the "+" icon within the thumbnail. The second possibility is to mark several media and add them to the album at one go. Therefore, just check the checkboxes of all desired media thumbnails and add the selection by clicking "Add media". Now, as you added some content to your album, it will be visible to all users that have

access to your album. Of course, you can add new media to your album or remove existing media from it at all times to keep your album up to date.

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