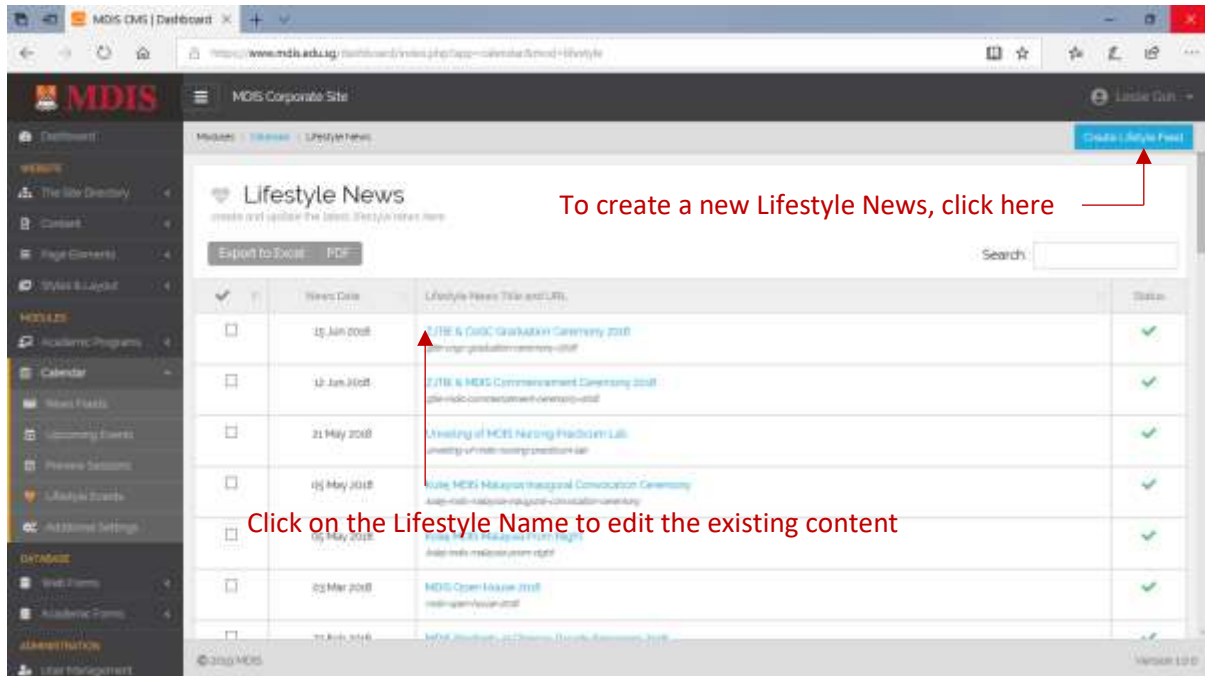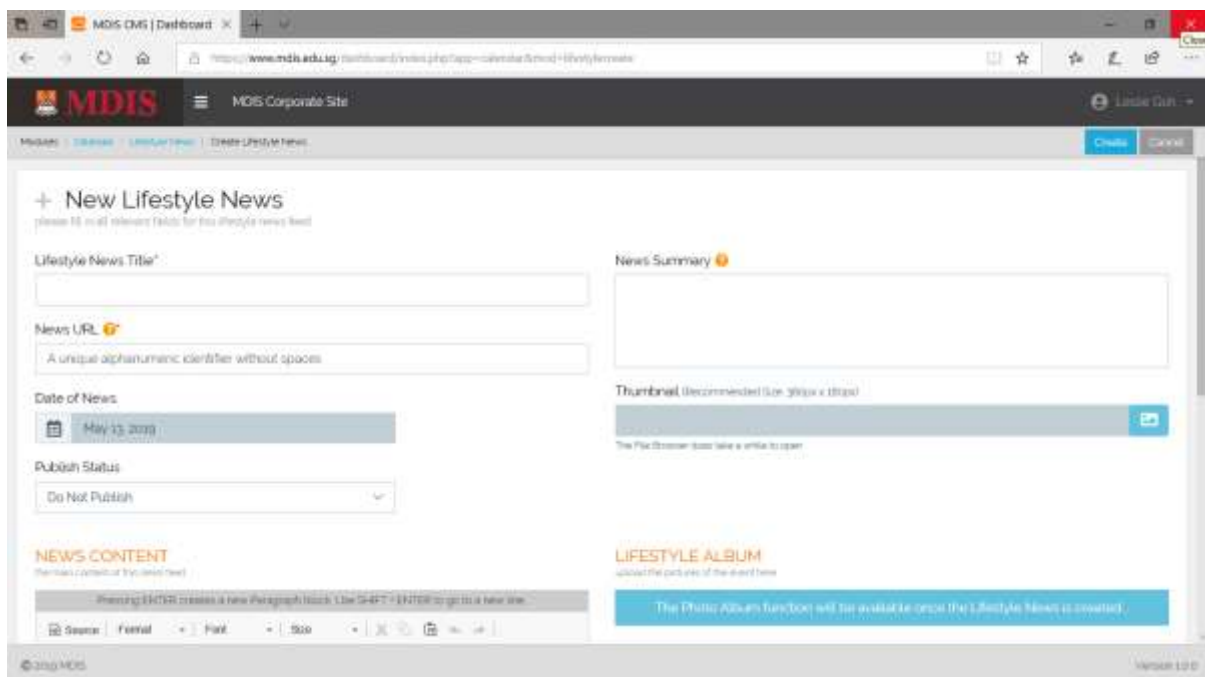# Lifestyle News (or Life@MDIS)

The Lifestyle News submodule is basically a photo gallery showcasing some of the events that have happened in the Institute. To arrive at this page, navigate by

MODULES > CALENDAR > LIFESTYLE EVENTS

Creating a New Lifestyle Gallery

Fill in all required fields and click on *CREATE* to create the new lifestyle gallery. Please note that the lifestyle album will only be available once the basic details of the lifestyle gallery is saved.

Lifestyle Gallery Details

Lifestyle News Title	The title of the lifestyle news/gallery
News URL	A unique URL reference to this lifestyle gallery. This URL will also be automatically used to create the corresponding webpage.
Date of News	The date of this lifestyle event/news
Publish Status	Sets whether to show the lifestyle gallery on the website
Attendance Form	Sets whether to display an RSVP form for this session
Redirect URL	The page the user gets redirected to upon successful submission of the RSVP Form. Usually this is a Thank You page. Please check with your administrator on the exact URL of this page
Date of Session	The date of this preview session
Start/End Time	The start and end time of this session. If the end time is not applicable or if this is a whole day event, simply set the end time to be the same as the start time
Preview Session Summary	A basic summary or outline of the main content of the session. Please note that only plain text should be entered here
Thumbnail	A thumbnail picture of this session. The recommended size of a thumbnail is 360px by 180px and should not be larger than 100KB in size
News Content	The textual content of the lifestyle gallery

The Lifestyle Album will be available once the new lifestyle gallery is created.
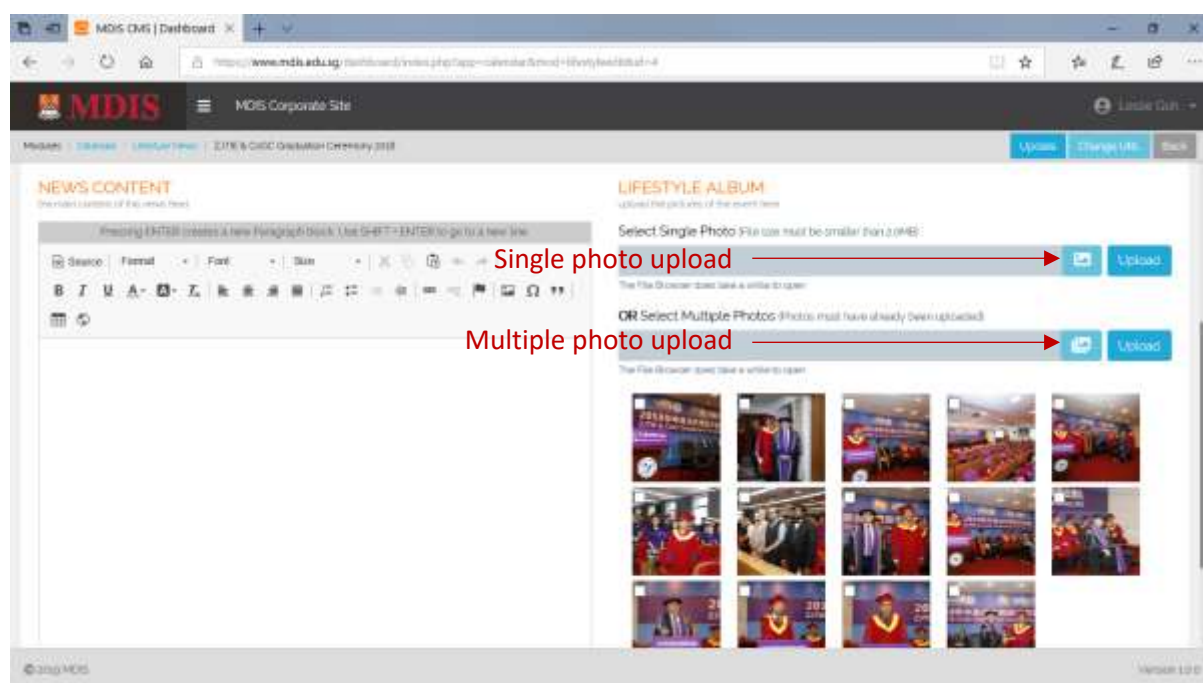
Managing the Lifestyle Album

Inserting New Photos

There are two ways to upload photos to the album:

- Single uploads (Select Single Photo). This option allows you to upload a photo from your computer or to select an existing photo from the File Storage. This might not be the best option if you need to upload many photos at once; which brings us to

- Multiple uploads (Select Multiple Photos). This option allows multiple photo uploads, however you need to have already uploaded the photos into the File Storage. The File Storage allows you to upload multiple photos (up to 20MB at once) to a specific folder. Once this is done, you can use this option here to select multiple photos. Simply hold down CTRL or SHIFT while selecting the photos from the selection box

Once you have selected the photo(s), click on the corresponding UPLOAD button to insert the photos into the Lifestyle Album.

Position the Photos

You can move the photos around by simply clicking and dragging the photos. The sequence of the photos is from left to right. Once you are done, simply click on the SAVE NEW POSITION button.

Deleting Photos

To delete photos, select the required ones by ticking the checkboxes and click the DELETE PHOTO button. Please note that this does not delete the photos themselves from the FILE STORAGE.