Document Library and Photo Gallery Guide

Ape Framework - Document Library & Photo Gallery Guide

Introduction

The Ape Framework includes two content management systems: a Document Library for PDF files and a Photo Gallery for images. Both support hierarchical organization with access control.

Document Library

Overview

The Document Library stores PDF files in a hierarchical folder structure. Key features:

- **Nested folders** - Unlimited folder depth
- **Access control** - Member or Admin visibility per folder
- **In-browser viewing** - View PDFs without downloading
- **File management** - Upload, rename, move, delete
- **Sortable** - Custom ordering for folders and files

Folder Structure

```
Documents/
├── Public Documents (Member)
│   ├── Getting Started/
│   │   ├── Welcome.pdf
│   │   └── Quick Start Guide.pdf
│   └── Policies/
│       └── Terms of Service.pdf
└── Admin Documents (Admin)
    ├── Internal Procedures/
    └── Financial Reports/
```

Access Levels

Level	Who Can See	Use For
Member	All logged-in users	Public documentation, guides, policies
Admin	Administrators only	Internal documents, sensitive files

Note: Access level is set per folder. All files in a folder inherit that folder's access level.

For Members (Viewing Documents)

1. Navigate to **Documents** from the menu
2. Browse folders to find documents
3. Click a document to view it in-browser
4. Click **Download** to save a local copy

For Administrators (Managing Documents)

Creating Folders

1. Navigate to the parent location (or root)
2. Click **New Folder**
3. Enter:
    - **Folder Name** - Descriptive name
    - **Access Level** - Member or Admin
4. Click **Create**

Uploading Files

1. Navigate to the target folder
2. Click **Upload**
3. Select one or more PDF files
4. Click **Upload**

Files appear in the folder with upload date and uploader name.

Renaming Items

1. Click the item's menu (⋮ or right-click)
2. Select **Rename**
3. Enter the new name
4. Click **Save**

Moving Items

1. Click the item's menu
2. Select **Move**
3. Choose the destination folder from the tree
4. Click **Move**

Note: You cannot move a folder into itself or its descendants.

Deleting Items

1. Click the item's menu
2. Select **Delete**
3. Confirm the deletion

Warning: Deleting a folder removes all contents (subfolders and files).

Changing Access Level

1. Click the folder's menu
2. Select **Change Access**
3. Select the new level
4. Click **Save**

Reordering

Drag and drop items to change their display order. The order is saved automatically.

File Storage

- **Location:** `/ProtectedFiles/` directory
- **Naming:** Original filenames preserved
- **Deduplication:** If the same file is linked multiple times, physical deletion only occurs when all links are removed
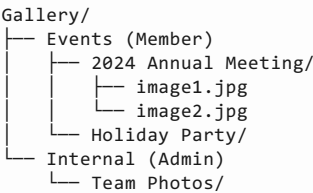

Photo Gallery

Overview

The Photo Gallery stores images in a category-based hierarchy. Key features:

- **Nested categories** - Organize images in subcategories

- **Automatic thumbnails** - Generated on upload for fast browsing
- **Image optimization** - Automatic quality optimization
- **Batch upload** - Upload multiple images at once
- **Descriptions** - Add descriptions to categories and images

Category Structure

```
Gallery/
├── Events (Member)
│   ├── 2024 Annual Meeting/
│   │   ├── image1.jpg
│   │   └── image2.jpg
│   └── Holiday Party/
└── Internal (Admin)
    └── Team Photos/
```

Access Levels

Level	Who Can See	Use For
Member	All logged-in users	Public photos, event galleries
Admin	Administrators only	Internal images, drafts

For Members (Viewing Gallery)

1. Navigate to **Gallery** from the menu
2. Browse categories
3. Click thumbnails to view full-size images
4. Navigate with breadcrumbs

For Administrators (Managing Gallery)

Creating Categories

1. Navigate to the parent category (or root)
2. Click **New Category**
3. Enter:
   - **Category Name**
   - **Description** (optional)
   - **Access Level**
4. Click **Create**

Uploading Images

Single Upload: 1. Navigate to the target category 2. Click **Upload** 3. Select an image file 4. Click **Upload**

Batch Upload: 1. Navigate to the target category 2. Click **Upload** 3. Select multiple image files (Ctrl+click or Shift+click) 4. Click **Upload**

Supported formats: JPG, JPEG, PNG, GIF, WebP, BMP

Image Processing

On upload, the system automatically: 1. Optimizes the image quality 2. Generates a thumbnail (filename_thumb.ext) 3. Records metadata (uploader, date)

Managing Images

Rename: 1. Click the image menu 2. Select **Rename** 3. Enter new name (without extension) 4. Click **Save**

Add/Edit Description: 1. Click the image menu 2. Select **Edit Description** 3. Enter description text 4. Click **Save**

Move: 1. Click the image menu 2. Select **Move** 3. Choose destination category 4. Click **Move**

Delete: 1. Click the image menu 2. Select **Delete** 3. Confirm deletion

Managing Categories

Rename Category: 1. Click category menu 2. Select **Rename** 3. Enter new name 4. Click **Save**

Edit Description: 1. Click category menu 2. Select **Edit Description** 3. Enter description 4. Click **Save**

Move Category: 1. Click category menu 2. Select **Move** 3. Choose destination 4. Click **Move**

Change Access Level: 1. Click category menu 2. Select **Change Access** 3. Select new level 4. Click **Save**

Delete Category: 1. Click category menu 2. Select **Delete** 3. Confirm (removes all contents)

Reordering

Drag and drop categories and images to customize display order.

File Storage

- **Location:** `/wwwroot/Galleries/` directory
- **Thumbnails:** Same location with `_thumb` suffix
- **Public access:** Images served as static files

Links Directory

Overview

The Links Directory provides a simple way to organize and display external links.

Structure

```
Links/
├── Resources (Public)
│   ├── Documentation → https://docs.example.com
│   └── Support → https://support.example.com
└── Admin Tools (Admin Only)
    └── Server Panel → https://admin.example.com
```

For Members

1. Navigate to **More Links**
2. Browse categories
3. Click links to open in new tab

For Administrators

Managing Categories

1. Navigate to **More Links → Manage Categories**
2. **Add Category:**
   - Enter category name
   - Set sort order
   - Check "Admin Only" if needed
   - Click **Add**
3. **Edit/Delete:** Use the action buttons

Managing Links

1. Select a category

2. Click **Manage Links**
3. **Add Link:**
   - Enter link name (display text)
   - Enter full URL (include https://)
   - Set sort order
   - Click **Add**
4. **Edit/Delete:** Use the action buttons

Best Practices

Organization

1. **Plan your structure** - Think about categories before creating
2. **Use descriptive names** - Clear names help users find content
3. **Consistent access levels** - Group similar content together
4. **Don't over-nest** - 2-3 levels deep is usually sufficient

Content Management

1. **Meaningful filenames** - Rename files to be descriptive
2. **Add descriptions** - Help users understand content
3. **Regular cleanup** - Remove outdated content
4. **Backup regularly** - Backup uploaded files

Security

1. **Appropriate access levels** - Don't make sensitive content public
2. **Review before publishing** - Check content before making available
3. **Monitor uploads** - Watch for inappropriate content

Storage Locations Summary

Content Type	Storage Location	Access Method
PDF Documents	`/ProtectedFiles/`	Controller-mediated
Gallery Images	`/wwwroot/Galleries/`	Direct static file
Thumbnails	`/wwwroot/Galleries/`	Direct static file

Backup Recommendations

For full backup, include: 1. Database (all metadata and settings) 2. `/ProtectedFiles/` directory (documents) 3. `/wwwroot/Galleries/` directory (images)

Troubleshooting

Documents

"File not found" error: - Check the file exists in `/ProtectedFiles/` - Verify database entry exists

Can't upload files: - Check folder write permissions - Verify file is a valid PDF - Check file size limits

Can't view PDF in browser: - Ensure browser supports PDF viewing - Try downloading instead

Gallery

Thumbnails not generating: - Check ImageSharp package is installed - Verify write permissions on Galleries folder - Check for errors in logs

Images not displaying: - Verify files exist in `/wwwroot/Galleries/` - Check file permissions - Clear browser cache

Upload fails: - Check file size limits - Verify image format is supported - Check folder permissions

Links

Links not opening: - Verify URL includes protocol (https://) - Check URL is valid - Test URL manually

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