

## The Photo Gallery App

Use this app to display images in a slideshow-like gallery. It is best to upload JPG files to your gallery. You can customize the transition time between images, image descriptions and fade style.

Photo Galleries are an alternative to displaying images as simple page content. By default, a Photo Gallery is saved with a Gallery Type of *JavaScript*, a mobile friendly format. Use Photo Galleries to highlight events and locations.

- Field Trips
- Graduation
- Board Meetings
- Concerts
- Sporting Events
- Course Material
- Virtual Tours

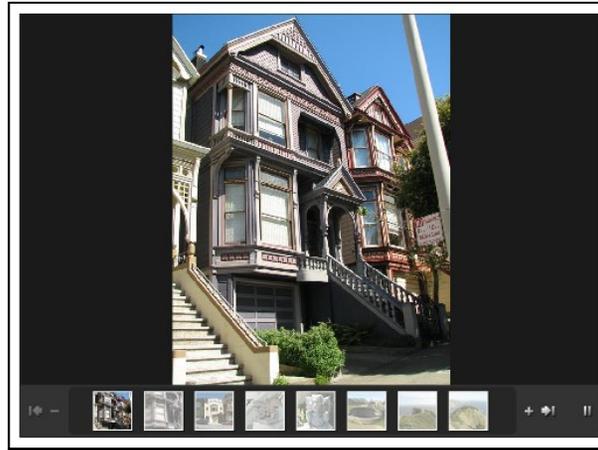


Photo Galleries give you access to tools and features that can enhance your images.

- Add a description to each photo that displays when a visitor hovers over the photo.
- Add an audio file to provide background music, narration or sound effects.
- Choose a fade styles to be used when transitioning between images.
- Make photos hyperlinks to other websites.
- Share your Photo Gallery so that other editors can display it on their pages.
- Remember to **Publish** the gallery after making modifications to it.

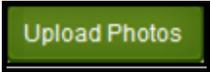
## Add a Photo Gallery Page

1. Navigate to a section workspace.
2. Click **New Page**.
3. Enter a name for the page and select Photo Gallery from the list.
4. Click **Save & Continue**.
5. Edit the app, upload pictures, set options and **Publish** the gallery.

## Add a Photo Gallery App to a Page

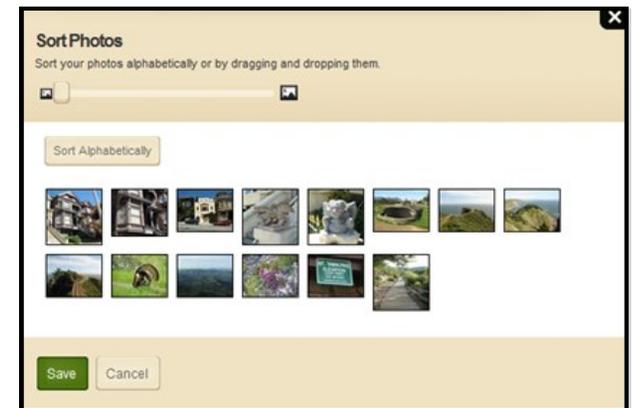
1. Navigate to a workspace in *Site Manager*.
2. Select Edit Page from the **Actions** drop-down to the right of the page you wish to modify. The Page Details window displays.
3. Click **Manage Apps and Layout**.
4. Click **Add App**. The Add App window displays.
5. In the first column, select **Photo Gallery**. In the second column, click **Create New**. In the third column, enter a name for the gallery and click **Create**.
6. Drag the app to position it on the page.
7. Click **I'm Done**.

## Add Images to a Photo Gallery

1. In *Site Manager*, navigate to the page containing the gallery you wish to edit.
2. Click Actions and select Edit Page from the list. The Before We Get Started window opens.
3. If you wish to change the gallery width, enter a number other than the default of 600 pixels.
4. Click **Let's Get Started**. The Photo Gallery App window displays.
5. Click **Upload Photos**.  
The Upload Photos  window opens.
6. Click **Browse**.
7. Browse to the image file you wish to upload.
8. Click **Open**.
9. Continue until all images are selected. Use <CTRL> or <SHIFT> and click to select multiple files.
10. Click **Upload**.
11. Sort or Edit your images if necessary.
12. To add a description, click the image name or **Edit**, enter a description and click **Save**.
13. Click **Publish**.

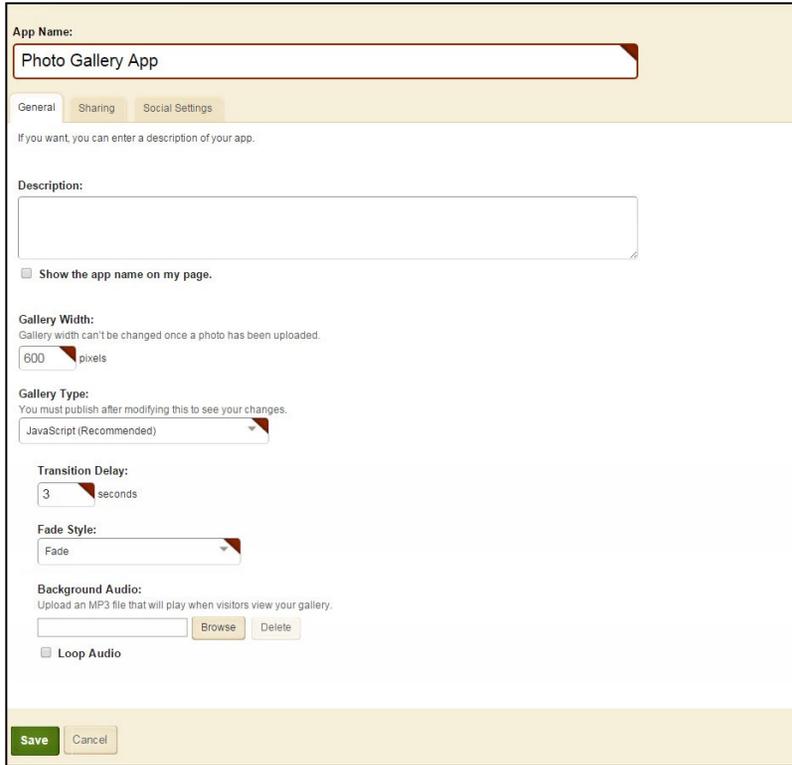
## Sort Photos in a Photo Gallery App

1. Edit the Photo Gallery App.
2. Click **Sort Photos**. The Sort Photos window displays.
3. Drag the images to new locations to sort them. You can enlarge the images by sliding the Zoom bar in the upper left.
4. Click **Save**.
5. Click **Publish**.



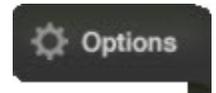
## Photo Gallery Options

The Options dialog includes three tabs: **General**, **Sharing** and **Social Settings**.



App Options allow you to customize your gallery.

In the Photo Gallery App, click **Options**. Options open on the **General** tab.



- Change the Photo Gallery name.
- Add a description for the Photo Gallery.
- Choose to show the App Name.
- Select a Gallery Type. Type *Flash* may not display on a mobile device.
- Change the Transition Delay.
- Change the Fade Style.
- Add an **MP3** file for background audio.

## Share a Photo Gallery

Share your Photo Galleries with other editors. These editors will be able to display, but not edit, your Photo Gallery.

1. Click the **Sharing** tab.
2. Click **Assign Group** or **Assign User** and search for a group or user.
3. Click **Select** and **Add** when finished. Click **Save**.

Here how you add a shared Photo Gallery to a page.

1. In *Site Manager*, edit a page.
2. In Actions, click Manage Apps & Layout.
3. Click **Add App** and select Photo Gallery in the first column. In the second column, select the Photo Gallery you wish to add to the page.
4. Click **I'm Done**.

## Apply a Hyperlink to an Image

1. In the Photo Gallery App, edit a photo.
2. In the Web Address field, enter the full URL of the website to which you wish to link. Use **Browse** to locate the address for a page on your site.
3. Select a Target. (Choose *Open in Same Window* or *Open in New Window*.)
4. Click **Save**.
5. Click **Publish**.



## Share a Photo Gallery

If you have Social Media Framework, you can add Commenting and Rating to the gallery so viewers may comment on and rate it. Click the **Social Settings** tab and check the options you wish to select. Click **Save**.

