

Inserting a Photo Gallery

Using a photo gallery on your webpage is a good way to share visuals, with your students and parents, of happenings in your classroom. The following directions will assist you in creating a photo gallery. Select window 1 or window 2 and click +add page component. **If your photo gallery is not working properly, please contact the I.T. Department to update your Internet Explorer web browser.**

- 1.) Select Photo Gallery as the type of component and set the internal name as (class name) Photo Gallery. (Ex. Fine Art Gallery or General Art Abstract Paintings)
- 2.) Click "Edit This Component" to begin creating your Photo Gallery.
- 3.) Click "Component Title and Spacing". Check the box next to "Show Component Title/Spacing?". In the box labeled Component Title Text, give Photo Gallery a name. Ex. Fine Art Sculptures or Mr. Smith's Art Picture Gallery. Make sure that your gallery has some type of name that distinguishes it from other galleries you may enter in the future.
- 4.) Click save under where it says internal name, you will see **changes saved** appear.
- 5.) Now click "Component Title and Spacing" again so that the area becomes hidden allowing you to set up your photo gallery and begin inserting images.
- 6.) To insert your images, you will follow the steps on the screen. You can either drag and drop your images to the orange bar or you may click browse and select numerous images at one time.
- 7.) Once you have selected what images you wish to appear in your photo gallery, you need to resize your images. The size of a webpage with one window is 750, if you are inserting your images on a page with one window, we would recommend that you resize your pictures to 725. If you are inserting pictures onto a page with two windows, resize images in window one to 450 and window two to 275.
- 8.) After uploading and resizing your images, you need to select what type of gallery you are going to be using. You can either use a Fotorama Gallery, which is similar to the older previous/next gallery or you can select a Lightbox Thumbnail gallery which is similar to the older thumbnail gallery. If you select Fotorama gallery, you do have options to change the way your gallery appears and function. Select those before clicking save. Once you have clicked save at the bottom of your screen, your photo gallery should be up and running.