

## The Photo Gallery App

The Photo Gallery app will display .jpg or .png images in a rotating gallery. You can customize the display time, the transition between images and image descriptions. Photo Galleries are an interesting and space-saving alternative to displaying images as simple page content.

You can use Photo Galleries to highlight events and locations, such as:

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

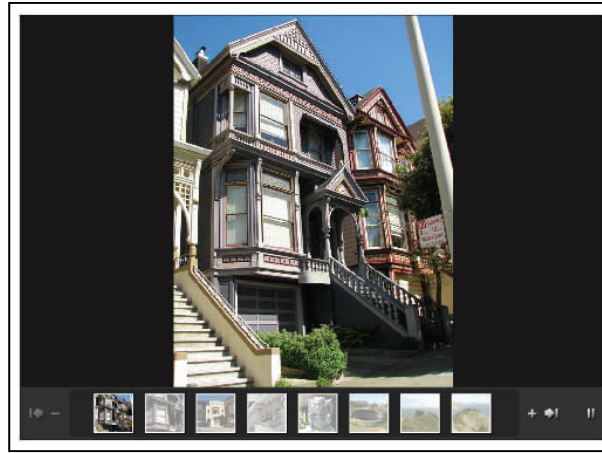


Photo Galleries give you access to tools and features that can take your images to a new level:

- Add a description to each photo that displays when the visitor hovers over the photo.
- Add an audio file to provide background music, narration or sound effects.
- Choose from seven different Fade styles that transition one image to the next.
- Edit the photos using Pixlr Express
- Turn your photos into hyperlinks to other websites.
- Share the Photo Gallery to let other editors display it in their sections.

## Creating a new Photo Gallery Page

In the Section Workspace:

1. Click **New Page**. The Available Page Types window opens.
2. Scroll down and click **Photo Gallery**. The Add Photo Gallery Page window displays.
3. Enter a Page Name.
4. Click **Save**.


## Adding a Photo Gallery App to a Page

In the Section Workspace:

1. Next to the desired page, select 'Edit Page' from the **Actions** dropdown. The Page Details screen displays.
2. Click **Manage Apps and Layout**.
3. Click **Add App**. The Add App window displays.
4. Scroll down and select the Photo Gallery app.
5. Enter a name for the app. This will help you to identify it when you want to share it with other editors. (See "Sharing a Photo Gallery".)
6. Click **Save**.
7. Click **I'm Done**.

## Adding Images to the Photo Gallery

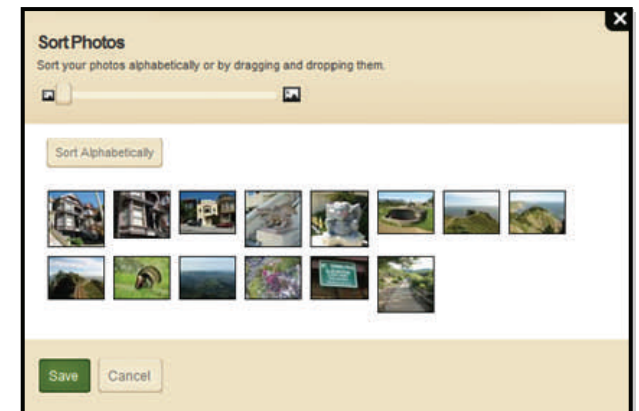
In the Section Workspace:

1. Click on the Page Name containing the app. (If necessary, then click on the Photo Gallery app.) The Before We Get Started window opens.
  2. If you want to change the Photo Gallery width, enter a number other than the default 500 pixels.
  3. Click **Let's Get Started**. The Photo Gallery App window displays.
  4. Click **Upload Photos**. The Upload Photos window opens.
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5. Click **Browse**.
  6. Browse to the image file you wish to upload.
  7. Click **Open**.
  8. Repeat steps 5-7 to select additional images. You can use CTRL or SHIFT to select multiple files.
  9. Click **Upload**.
  10. Sort or Edit your images if desired.
  11. To add a description, click the image name or **Edit**, enter the description and click **Save**.
  12. Click **Publish**.

## Sorting Photos


In the Photo Gallery App window:

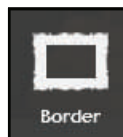
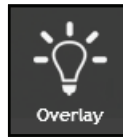
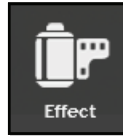
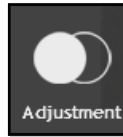
1. Click **Sort Photos**. The Sort Photos window opens.
2. Click and drag the images to sort. You can enlarge the images by sliding the Zoom bar in the upper left.
3. Click **Save**.
4. Click **Publish**.



## Editing Photo Gallery Images

In the Photo Gallery window:

1. Click **Adjust Photo** next to the image you would like to edit. The Pixlr Express window opens.
2. Select an option from the menu at the bottom of the image:
  - Adjustment lets you Crop, Resize, Rotate and Flip, and adjust color options of your image.
  - Effect allows you to apply custom Pixlr effects to your image.
  - Overlay lets you overlay visual effects such as Vignette and Glitter.
  - Border lets you choose from a selection of border styles.
  - Text lets you add custom text to your images
3. Click any option to see a preview. If you wish to keep the option, click **Apply**. If not, click **Cancel**.
4. If you decide you don't want an applied option, just click the **Undo** arrow in the upper right corner. 
5. If you want to exit Pixlr without saving, just click **Close** in the upper right corner of the window.
6. If you would like to keep the changes you've applied, click **Save**. This will permanently change the image in the Photo Gallery.
7. Click **Save** again. The Pixlr Express window closes.
8. Click **Publish**.

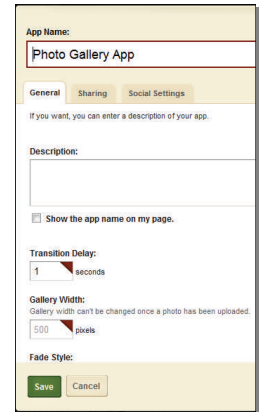


## Editing Photo Gallery Options

The App Options will allow you to customize your Photo Gallery:

In the Photo Gallery app, click **Options**. The App Options window opens. Here you can:

- Change the Photo Gallery Name.
- Add a description of the Photo Gallery.
- Choose to show the App Name.
- Change the Transition Delay.
- Change the Fade Style.
- Add an MP3 file for background audio.
- You may change the width of the Photo Gallery if no images have been added.



## Sharing a Photo Gallery

You can share your Photo Galleries with other editors on your website. They will be able to display, but not edit, your Photo Gallery. Any changes you publish will be pushed out wherever the Photo Gallery is displayed.

1. In the Photo Gallery app, click **Options**.
2. Click the **Sharing** tab.
3. Click **Assign Group** or **Assign User**.
4. Enter a search term in the Search field and click **Search**.
5. To select a User or Group, click **Select**.
6. Repeat steps 5 and 6, if necessary.
7. When finished, click **Add**.
8. Click **Save**.

## Turn a Photo into a Hyperlink

1. In the Photo Gallery app, click the Photo Name or **Edit**. The Edit Photo window opens.
2. In the Web Address field, paste or type the full URL of the website you wish to link to. Use **Browse** to find the web address for a page on your site.
3. Select a Target. (Choose, "Open in New Window" for third party websites.)
4. Click **Save**.
5. Click **Publish**.



To add a Photo Gallery that has been shared with you to an existing page:

1. Complete steps 1—3 of "Add a Photo Gallery App to a Page".
2. Click **Select an Existing App**.
3. Select the app using the **By Page** or **By Type** tab.
4. Click **Save**. The app will display on your Page Layout as a white box, indicating it is a Shared App and cannot be edited from that location. It will be marked as Shared.
5. Click **I'm Done**. The app will display on your page, as will any changes made to the source app.