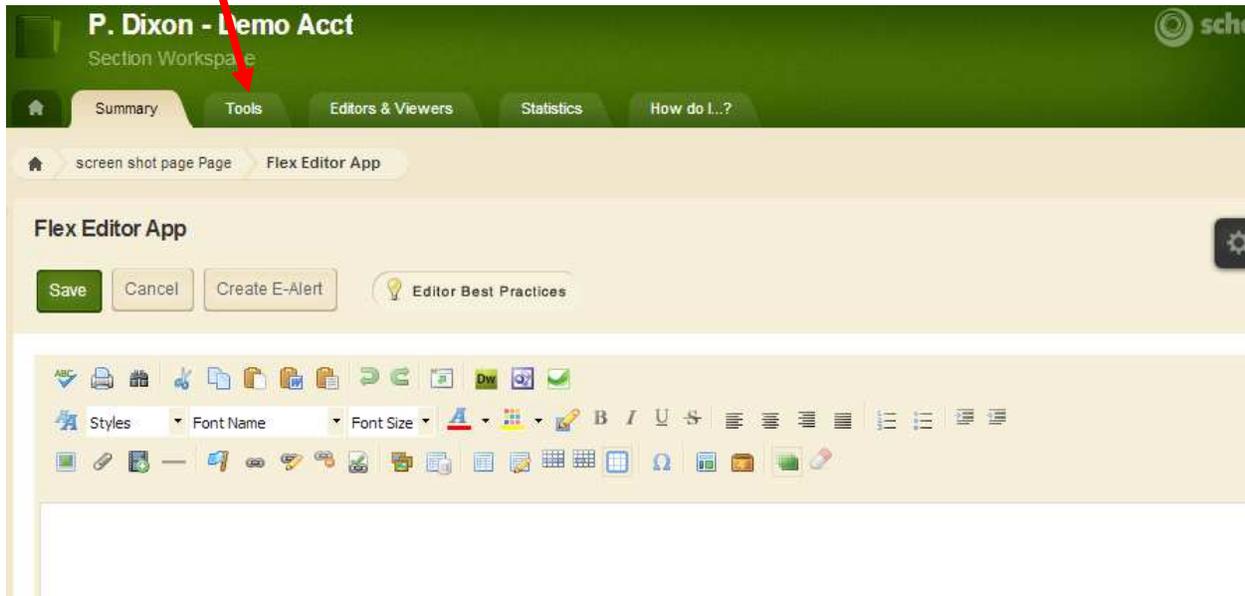
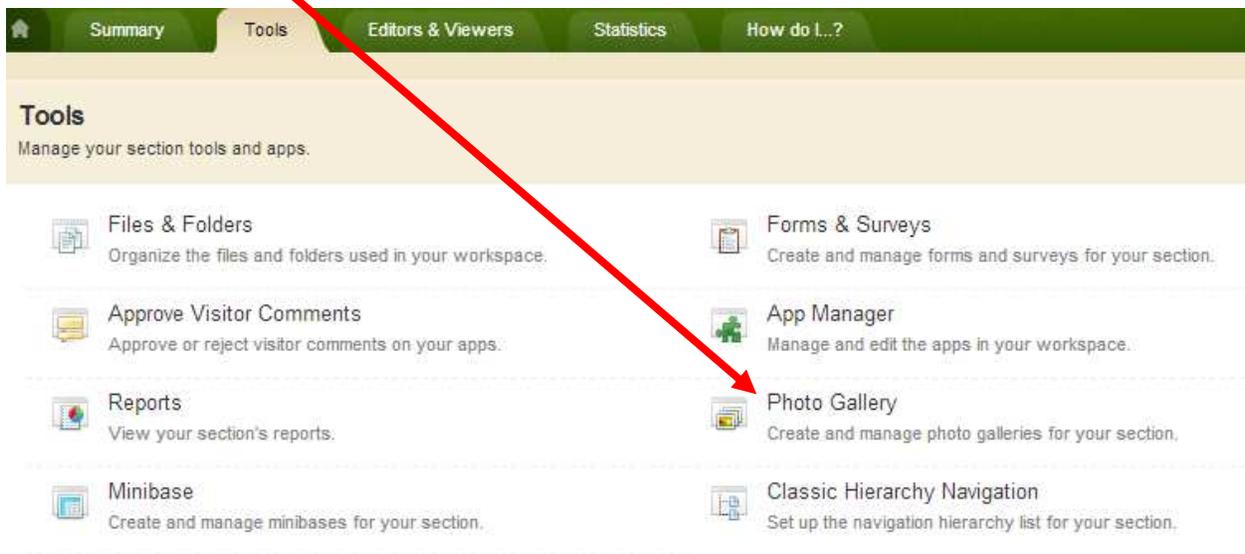


Creating and Inserting a Photo Gallery

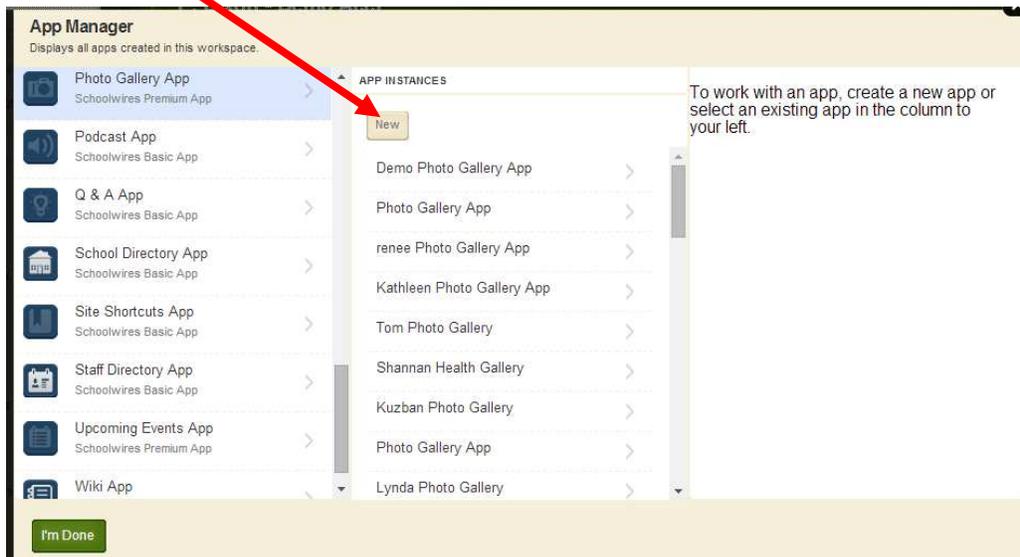
1. Click on the Tools tab



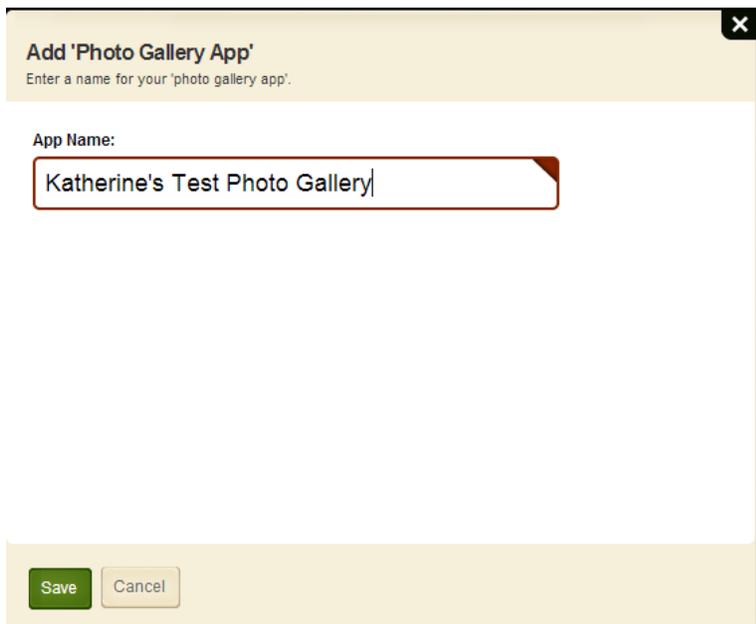
2. Select Photo Gallery



3. Click New



4. Name your gallery (something specific is always a good idea- i.e. Dixon May Field Trip), click Save.



5. Click Edit

The screenshot shows a user interface with two main panels: 'APP INSTANCES' on the left and 'DETAILS' on the right. The 'APP INSTANCES' panel contains a 'New' button and a list of app instances, including 'Mary Photo', 'Kurt Photo Gallery App', 'Eli Photo Gallery App', 'Photo Gallery App', 'Photo Gallery App' (with a sub-note 'On Page or SmartPhone: 'Page Type: Photo Gallery''), 'Test photo gallery', and 'Katherine's Test Photo Gallery' (highlighted in blue). The 'DETAILS' panel is titled 'Katherine's Test Photo Gallery' and features an 'Edit' button and a 'More' dropdown menu. Below these buttons, it says 'Below are pages that use this App.' and 'No one is using this app on a page.' A red arrow points from the text '5. Click Edit' to the 'Edit' button in the 'DETAILS' panel.

6. Click Let's Get Started

The screenshot shows a setup screen titled 'Before we get started...'. It instructs the user to 'Select a gallery width.' Under the heading 'Gallery Width:', there is a note: 'You'll be able to adjust this in App Options until you upload your first photo.' Below this is a text input field containing the number '600'. At the bottom of the screen is a green button labeled 'Let's get started'.

7. Click Upload Photos

The screenshot shows the edit interface for 'Katherine's Test Photo Gallery'. At the top, there is a breadcrumb trail with a home icon and the text 'Katherine's Test Photo Gallery'. Below this is the title 'Katherine's Test Photo Gallery' and a sub-header: 'Upload, sort and edit your photos. Publish your gallery when you are finished making changes.' There are four buttons: 'Upload Photos' (highlighted in green), 'Sort Photos', 'Publish', and 'Create E-Alert'. Below the buttons is a table with two columns: 'PHOTO' and 'ACTIONS'. The first row of the table contains the text: 'We noticed that you don't have any photos. Click Upload Photos to get started'.

8. Click Browse

Upload Photos
Browse to find the photos you'd like to upload.

9. Select the pictures you'd like to add and then click Upload

Upload Photos
Browse to find the photos you'd like to upload.

butterflies 017.jpg (923.75 Kb) Click here to enter description. <input type="text"/>	<input type="button" value="Remove"/>
butterflies 019.jpg (1.61 Mb) Click here to enter description. <input type="text"/>	<input type="button" value="Remove"/>
butterflies 020.jpg (1.51 Mb) Click here to enter description. <input type="text"/>	<input type="button" value="Remove"/>
butterflies 023.jpg (937.63 Kb) Click here to enter description. <input type="text"/>	<input type="button" value="Remove"/>
butterflies 024.jpg (1.05 Mb) Click here to enter description. <input type="text"/>	<input type="button" value="Remove"/>
butterflies 026.jpg (1.11 Mb) Click here to enter description. <input type="text"/>	<input type="button" value="Remove"/>

Total files size 14.21 Mb

10. Once your pictures have uploaded you have several options on this page:

The screenshot shows the 'Katherine's Test Photo Gallery' interface. At the top, there are buttons for 'Upload Photos', 'Sort Photos', 'Publish', and 'Create E-Alert'. Below this is a list of photos under the heading 'PHOTO', with three items: 'butterflies 017', 'butterflies 019', and 'butterflies 020'. Each item has a small thumbnail and a file name. To the right of the photo list is an 'OPTIONS' section with three rows of buttons: 'Edit', 'Adjust Photo...', and 'Delete'. A dark 'Options' button with a gear icon is in the top right corner. Three callout boxes with red arrows point to these buttons: one to 'Sort Photos' explaining it changes the order, one to 'Adjust Photo...' explaining it adds borders and effects, and one to the 'Options' button explaining it allows adjusting transition time and style or adding background music.

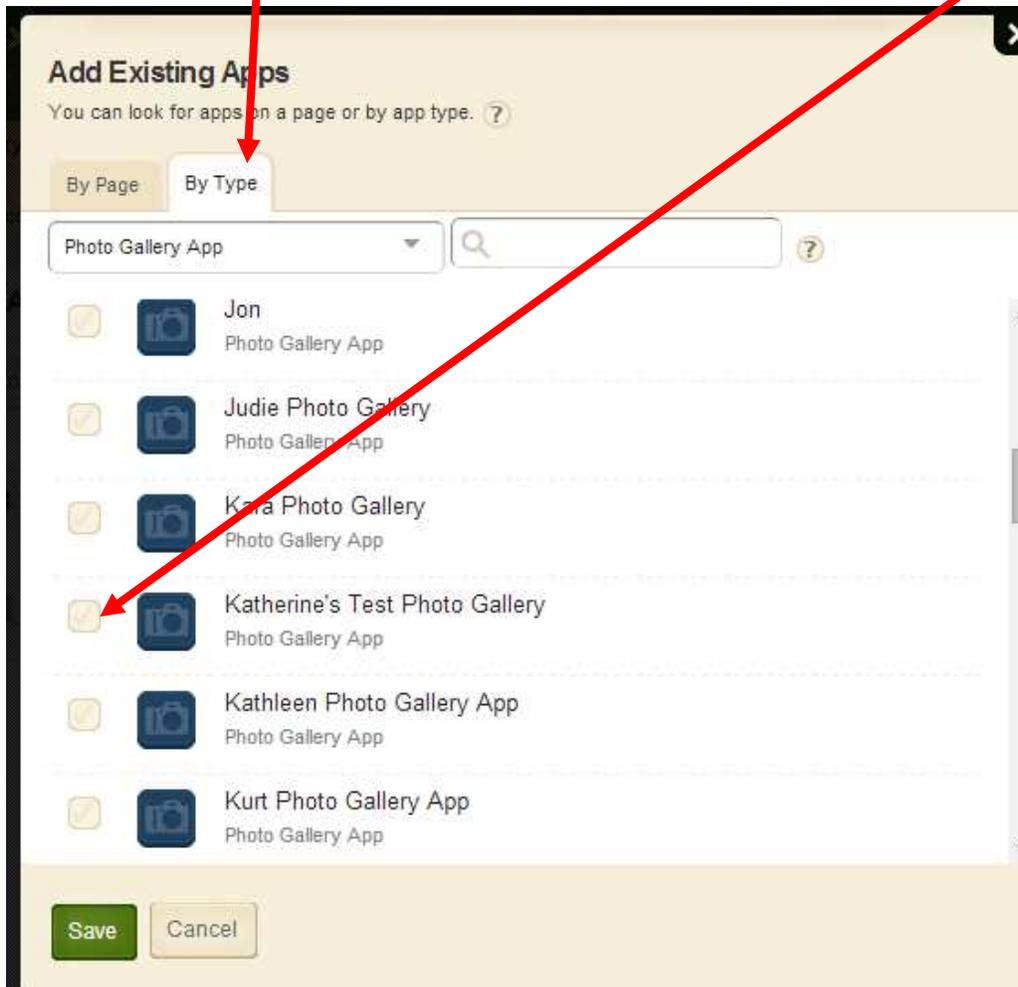
11. When you've finished editing your photos click Publish (this does NOT post the gallery to your webpage).

12. Return to your list of pages and navigate to the page where you'd like to insert the gallery.

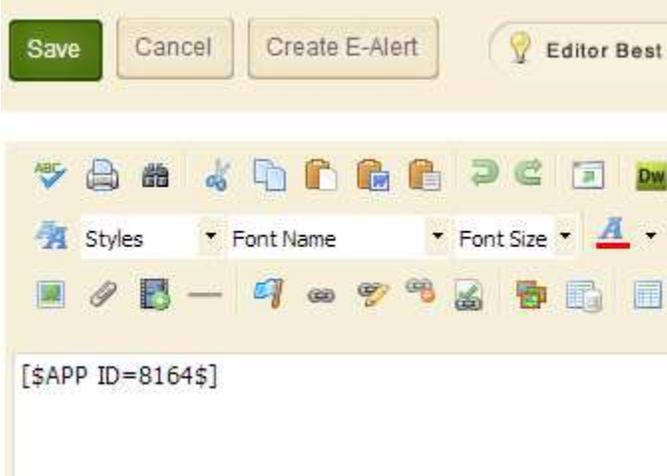
13. Click the photo gallery icon

The screenshot shows a rich text editor toolbar with various icons for text formatting and insertion. A red arrow points to a specific icon in the toolbar, which is the photo gallery icon. The toolbar includes icons for text alignment, font color, background color, bold, italic, underline, link, unlink, list, and table. The photo gallery icon is located in the bottom row of the toolbar, between the link and unlink icons.

14. Choose the By Type tab and scroll down to the Gallery you just created. Click the check box and then Save.



15. This is how your Gallery will appear in Site Manager:



But don't worry! On your webpage, it will look like this:

