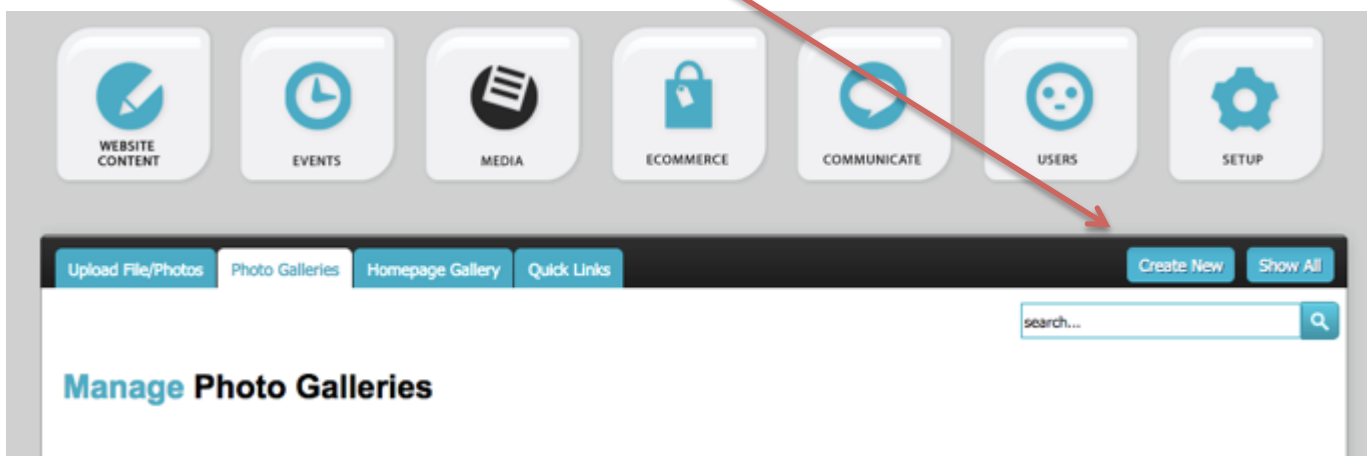


# Creating a photo gallery

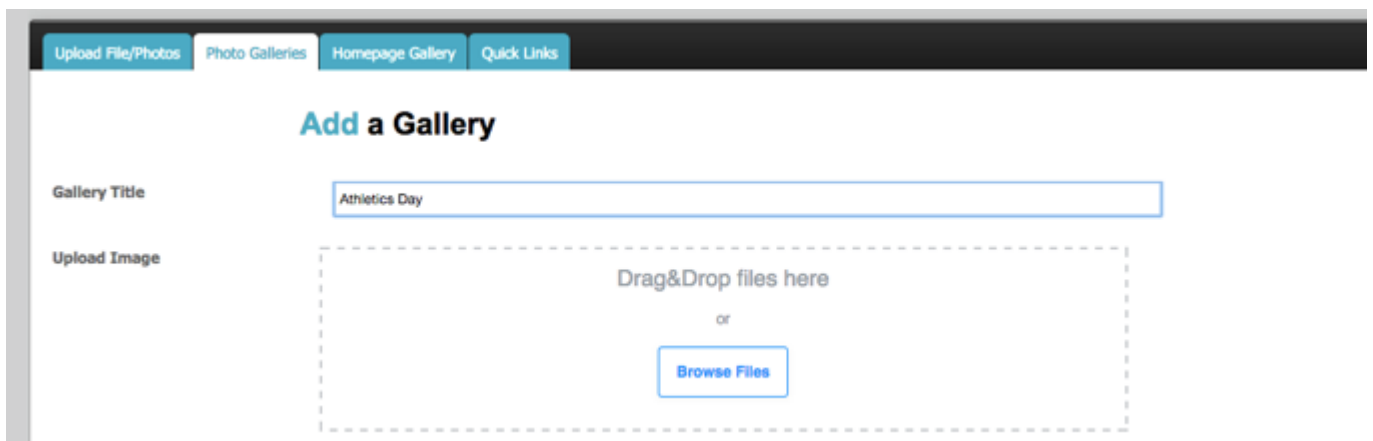
1 / 5

Photo galleries have never been easier to create with our new drag and drop option for creating galleries.

1. Have a folder of images for your gallery ready on your computer. They can be any size and any orientation (landscape or portrait).
2. MEDIA – Photo Galleries - Create New.

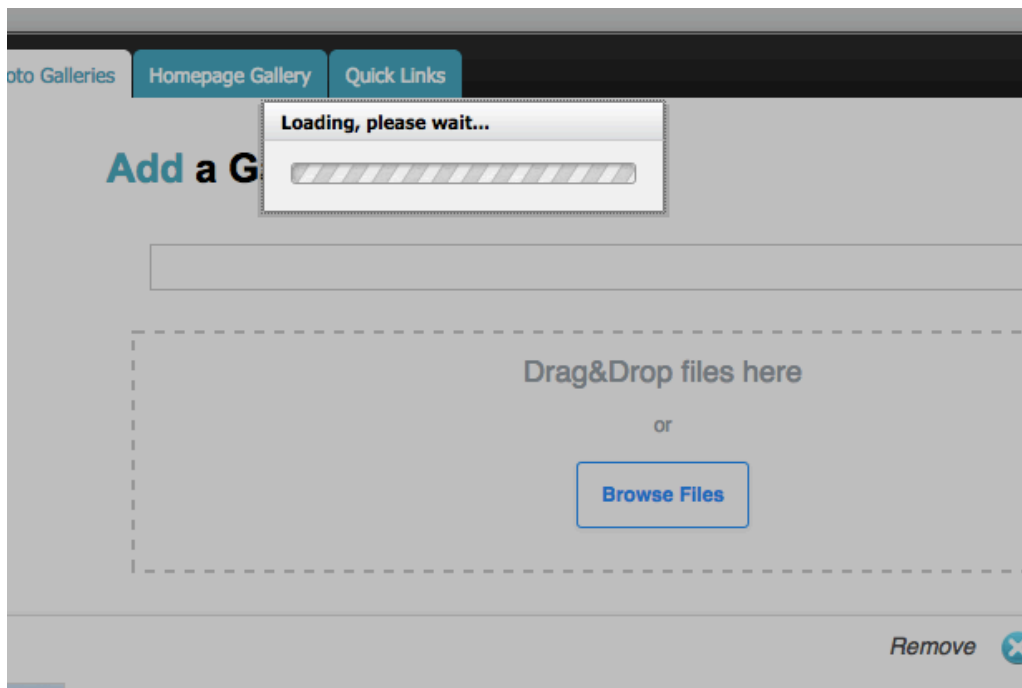
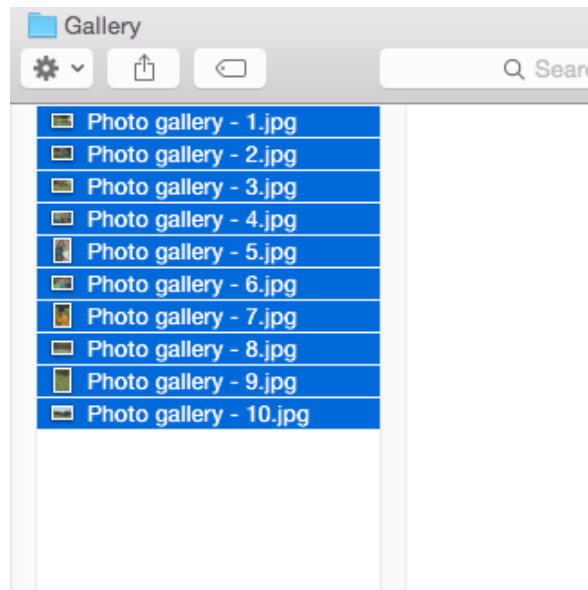


3. You can choose to either drag and drop images into your gallery – or browse your computer for the images.



# Creating a photo gallery

4. Select the images in the folder for your gallery and drop them into your create gallery page.



5. It may take a minute or two to load.

# Creating a photo gallery

The screenshot shows a vertical list of three items for a photo gallery. Each item consists of a thumbnail image on the left and a form on the right. The first item has a thumbnail of a sports field with colorful tents and a 'Remove' button with a blue 'x' icon. The second item has a thumbnail of a group of boys running, a 'Promo Image' checkbox, a 'Title' input field containing '800m boys', and a 'Remove' button. The third item has a thumbnail of a person running on a track, a 'Promo Image' checkbox, an empty 'Title' input field, and a 'Remove' button. At the bottom of the list are two buttons: 'Add Gallery' and 'Cancel'.

6. Once loaded, you can choose a promo image if you like (this will be the first image in your gallery) and you can choose to add titles to some or all of the images. Then click on ADD Gallery at the bottom of the page.

# Creating a photo gallery

7. Go to WEBSITE CONTENT – Pages, and find the page you wish to house the new gallery (or create a new page for the gallery). In the options at the bottom of the page, you will see INSERT PHOTO GALLERY, choose your new gallery from the menu.

**Publish Page?**  *Tick this box to publish this page, that is to be viewed publicly o*

**Insert Photo Gallery**  *Insert a photo gallery with the*

**Section**  *Choose the sections you would like to appear i*

**Access Type**  *Choose public or private and select the group that can*

**Administrative Access**

**Insert Photo Gallery**  *Insert a pho*

**Section** *ctions you wa*

**Access Type** *ate and select*

**Administrative Access** *s page beside*

**Group**

- Multiple google images in Safari
- Safari album 2
- Chrome Gallery
- Safari Browser
- Test By Rakesh on 8th sep
- Final test on 8th sep
- 12 Sep FIREFOX
- SAFARI Sep 12
- CHROME 12 Sept
- Drag n Drop
- New
- mixing formats
- 10MB 3
- all png
- Test PNG image upload
- png2
- new uploader
- Gallery test on 5th October
- Large number pic upload
- Athletics Day**
- Year 5

8. Scroll to the bottom and hit SUBMIT – then visit your site to see your new gallery!

# Creating a photo gallery

## Adding a gallery to a page

### Athletics Day



#### PLEASE NOTE:

Photos these days are taken at extremely high quality on cameras and phones. These can take some time to upload. You may wish to reduce them to 50% of their original size to load them quicker into your site. To the naked eye – they look the same, but the upload of them takes a fraction of the time! A good, cheap place to do this is: <http://www.picsize.com>