

The Photo Gallery App

The Photo Gallery app will display rotating .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

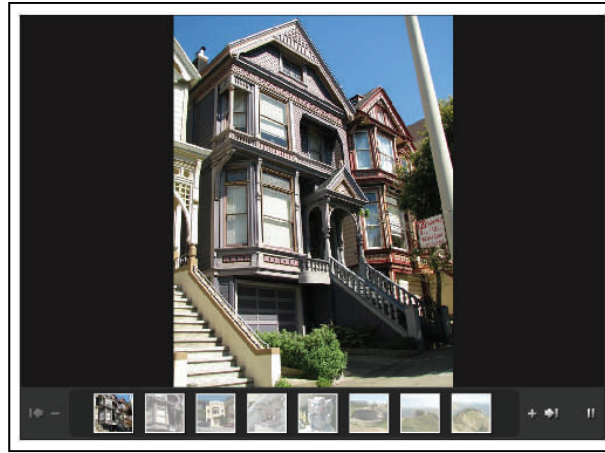


Photo Galleries give you access to tools and features that can take your images to a new level:

- Add a description to each image that appears when the visitor hovers over the gallery
- 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
- Share the Photo Gallery to let other editors display it in their sections.

Creating a new Photo Gallery Page

To add a 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 and click **Save**.

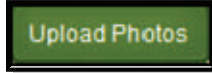
Adding a Photo Gallery App to a Page

In the Section Workspace:

1. Next to the desired page, click **Design**. The Design window opens
2. Click **Add App**.
3. Select the Photo Gallery app. The Add App window displays.
4. Enter a name for the app. This will help you to identify it when sharing (see Sharing a Photo Gallery).
5. Click **Save**.
6. Click **X** in the upper right corner to close the Design window.

Adding Images to the Photo Gallery

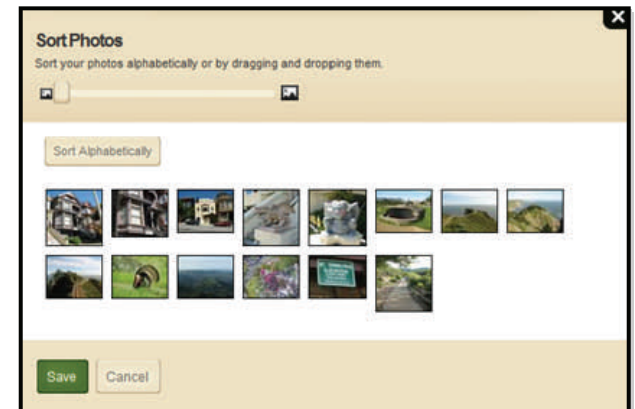
In the Section Workspace:

1. Hover over the Page Name containing the app. 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. 
5. Click **Browse**.
6. Browse to the image files you wish to upload. Use CTRL or SHIFT to select multiple files.
7. Click **Open**.
8. Repeat steps 5-7 to select additional images.
9. Click **Upload**.
10. Sort or Edit your images if desired.
11. To add a description, click the image name, enter the description and click **Save**.
12. Click **Publish**.

Sorting Photos


In the Photo Gallery App window:

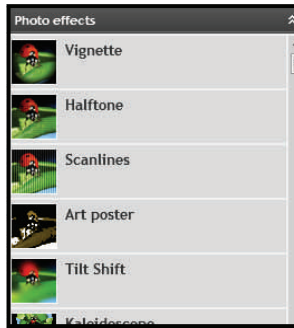
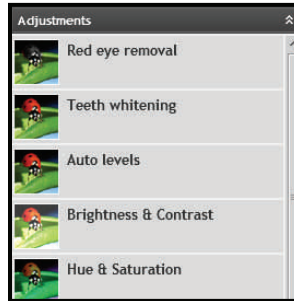
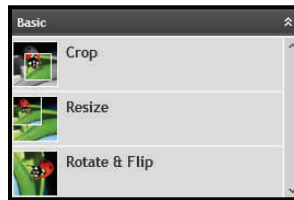
1. Click **Sort Photos**. The Sort Photos window opens.
2. Click and drag the images to sort. You can enlarge the images by sliding the Zoom bar in the upper left.
3. Click **Publish**.



Editing Photo Gallery Images

In the Photo Gallery window:

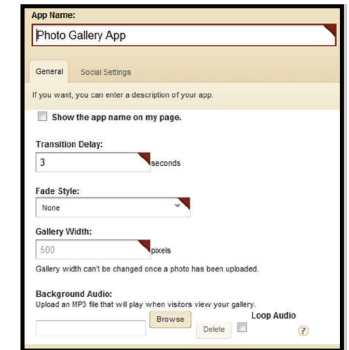
1. Click **Edit Photo** next to the image you would like to edit. The Pixlr Express window opens.
2. Select an option from the left hand menu:
 - Basic tools lets you Crop, Resize, or Rotate and Flip your image.
 - Adjustments allows you to adjust Brightness, Contrast, Hue, and Saturation. You also have access to Pixlr's custom tools like Red Eye Removal and Teeth Whitening.
 - Photo Effects will display your image as a Vignette, transform it into a Kaleidoscope view, and more, all with the click of a button.
3. Click any option to see a preview. If you wish to keep the option, click **Apply**.
4. If you decide you don't want an applied option, just click **Undo** at the top of the left hand menu. 
5. If you want to exit Pixlr without saving, just click **Close** at the bottom of the window.
6. If you would like to keep the changes you've applied, click **Done**. This will permanently change the image in the Photo Gallery.
7. Click **Save**.
8. Click **Publish**.



Editing Photo Gallery Options

The Options will allow you to customize your Photo Gallery:

1. In the Photo Gallery app, click **Advanced Settings**.
2. From the drop down menu, click **App Options**. The App Options window opens. Here you can:
 - Change the Photo Gallery Name.
 - Choose to display the App Name.
 - Change the Fade Style.
 - Change the Transition Delay.
 - 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 Users or Groups 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 **Advanced Settings**.
2. From the drop down menu, click **App Sharing**.
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 **I'm Done**.

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

1. Click **Design** next to the existing page. The Design window opens.
2. Click **Add App**.
3. Click **Select an existing app**.
4. Click the **By Type** tab.
5. Check the box next to the shared Photo Gallery.
6. Click **Save**.

Tips

- Any time you make any change to an image, sort order or change an Option, make sure to click **Publish** as your last action.
- If you want to display the Photo Gallery in several Workspaces, be sure to share it with yourself (see Sharing a Photo Gallery).
- Once you add images to a Photo Gallery, you can no longer adjust the width. Therefore, make sure the Photo Gallery is the appropriate size before adding images.