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Image Wizard Added to Photo Gallery and Spotlights

A new feature (Image Wizard) has been added to photo galleries and spotlight groups that allows you to easily resize and crop your photos. To use this new feature, a size category must be assigned to the photo gallery or spotlight group. This ensures that photos in a gallery or spotlight group are the same width and height for optimal display and performance. Additionally, this feature allows a user to quickly crop a photo so only the best part of the picture is displayed. This will make it easy for you to update your district or school page photo rotators to keep your website looking professional.

Note: Photo galleries and spotlight groups without a size restriction will still be available.

Adding Size Category Presets

Size Categories must be set up for the website to make use of the image resize/crop feature. A district web administrator will have permission to create a size category.

1. Once logged into the CMS, click the **configuration** dropdown and choose **size categories**.
2. Click the **Add Size Category** button.

Name	Width	Height	System Defined	Sort Order
Profile 150 3:4	150	200	Yes	1
Profile Photo	150	200	Yes	1
Spotlight 114 x 84	114	84		1

3. Fill out the provided fields as follows:

Name (required): Give the size category a name such as “District Home Photo Rotator”, “School Home Photo Rotator” or ‘spotlights’. Adding the actual pixel proportion to the title can be a helpful reminder.

Description: Optional Description

Width: Width of the photo in pixels

Height: Height of the photos in pixels

SortOrder: This will determine the order the list of image size presets will be displayed. The lower the number.

4. **Save** the Size Category.

Using Size Categories for Photo Galleries

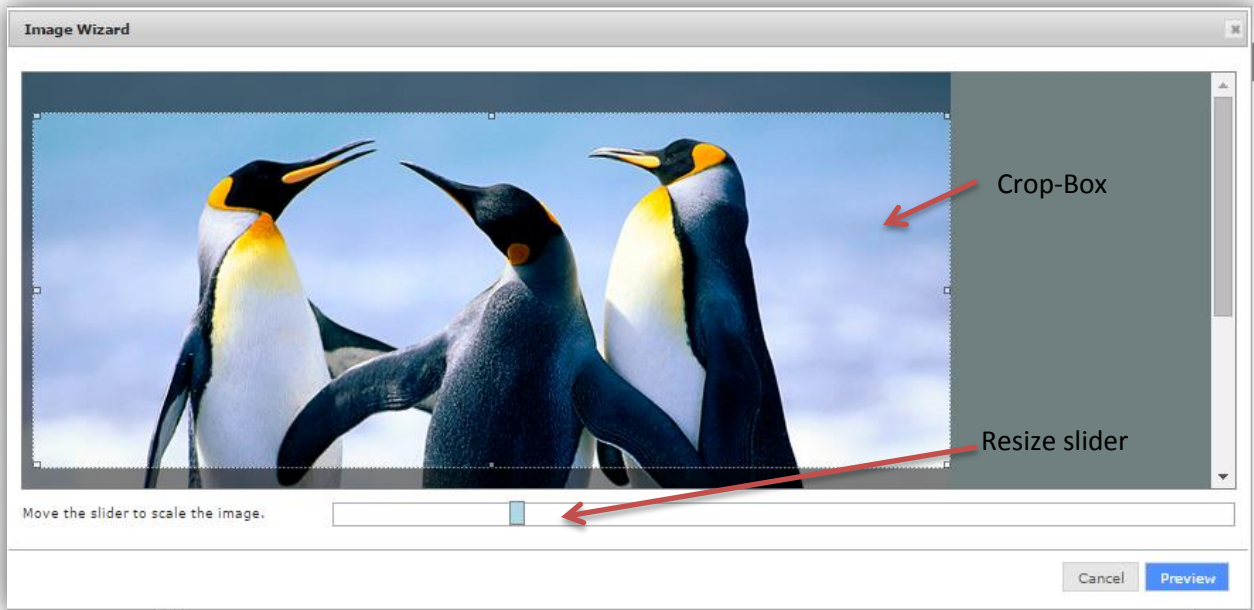
Note: Photo galleries can still be created without any size restriction. Simply don't select a preset for the dropdown when setting up the gallery. When no preset is selected, the image cropping tool will not be available.

Creating/Editing a Photo Gallery with a Size Category

1. Click the **Photo Gallery** option on the left of the admin panel and choose **Add Photo Gallery**.
Note: You can "edit" an existing photo gallery and add a size category to it. This will not change the photos in that are already in the gallery.
2. **Name** the photo gallery and choose **Next**.
3. Select the desired **Size Category** for the gallery. If the desired size isn't listed, contact the web administrator to add a new size category.
4. Additional editors for the photo gallery can be added by clicking their name in the **Available Editors** list.
5. **Save** the gallery to have it added to the CMS, or begin adding photos by clicking **Add a Photo**.

Using the Image Wizard in Photo Galleries

1. Under Photo Galleries, edit the photo gallery from the Photo Gallery List.
2. Click **Add a Photo**.
3. Click **Select New Image to Upload** to open the computer's browser to search for the image.
4. The photo is loaded into the **Image Wizard**. The Image Wizard will allow you to resize and crop the photo to the correct size.
Note: If the Photo Gallery does not have a Size Category associated with it, the Image Wizard will not be used by the system.
5. A slider under the photo is provided to make the photo larger or smaller.
6. A transparent crop-box on top of your photo. You can move this to pick a different portion of the photo.
7. By resizing the photo and moving the crop-box, you can select the portion of the photo you want to use.
8. Once you have the portion of your photo in the crop-box, click the **Preview** button to see the cropped and resized photo.
9. Click **Undo Crop** to return to the crop selection window, or **Save** to add the photo to the gallery.



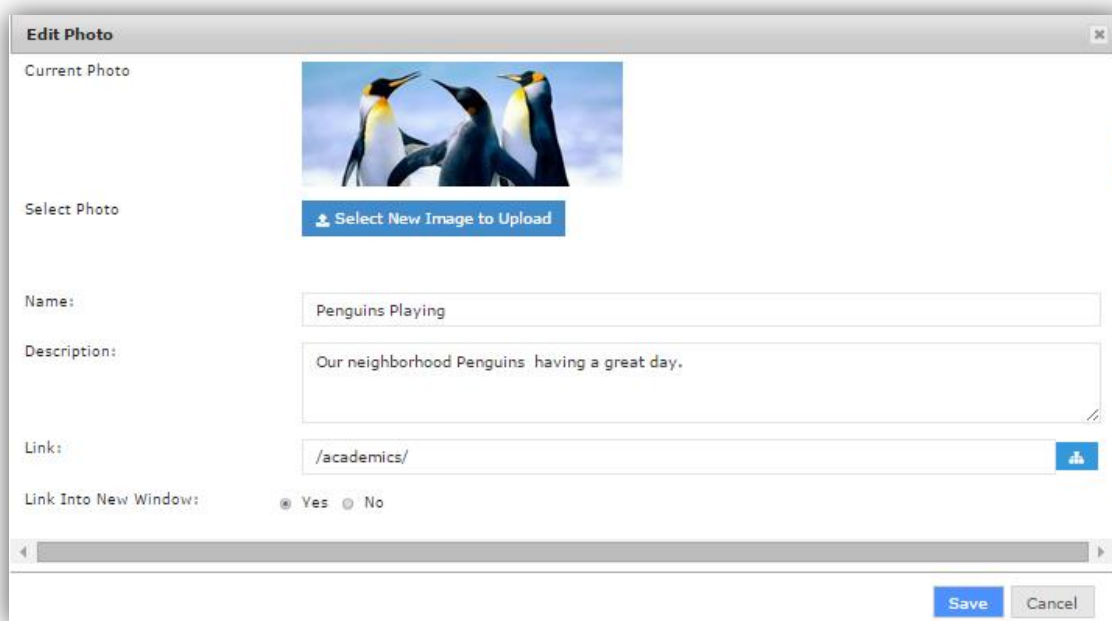
Additional optional photo settings include:

Name: This will show when a visitor hovers over the photo in the gallery.

Description: Some website templates show the image description in a gallery overlay.

Link: Use this to link the photo to another website, a page in your website or a file.

Link Into New Window: This is typically set to **Yes** if linking to an external website or a document. Set to **No** if linking to a page in you website.

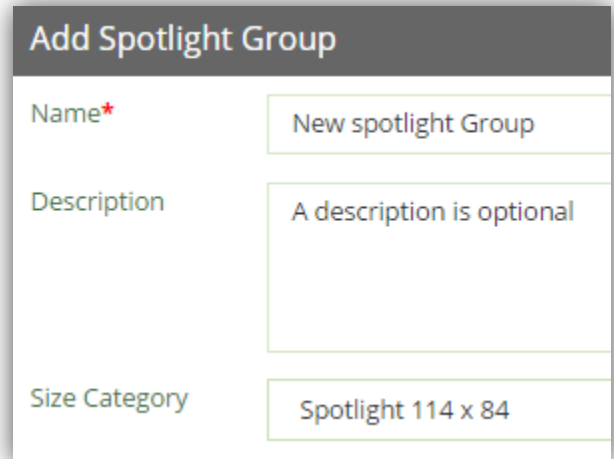


Using Size Categories with Spotlights

Spotlights are an attractive way to highlight important information on a website. By adding the Image Wizard feature to spotlights, a user can ensure the image for each spotlight is the same size for optimal display and performance.

Creating/Editing a Spotlight Group with a Size Category

1. Click **Add Spotlight Group** under the **Spotlights** option in the left of the admin panel.
Note: You can "edit" an existing spotlight group and add a size category to it. This will not change the photos in that are already in the spotlights.
2. Give the spotlight group a **Name**, often the name of the building the group belongs to.
3. The **Description** is an optional field for additional information on the group. This description is not visible to site visitors.
4. Choose the **Size Category** that the spotlight image should be set to from the dropdown list.
5. **Save** the new spotlight group.



Add Spotlight Group	
Name*	New spotlight Group
Description	A description is optional
Size Category	Spotlight 114 x 84

Using the Image Wizard with Spotlights

1. Click **Add Spotlight** in the left of the admin panel.
2. Select the **Primary Group** from the dropdown list. This tells the image wizard what size the spotlight image should be.
3. Click **Select New Image to Upload** to browse the computer for an image. Selecting an image will open the image wizard.
*Note: If a **Size Category** has not been assigned to the Spotlight Group, the Image Wizard will be used by the system.*
4. A slider under the photo is provided to make the image larger or smaller.
5. A transparent crop-box on top of your photo will be shown. You can move this to pick a different portion of the image.
6. By resizing the image and moving the crop-box, you can select the portion of the image you want to use.
7. Once you have the portion of your image in the crop-box, click the **Preview** button to see the cropped and resized image.
8. Click **Undo Crop** to return to the crop selection window, or **Save** to add the image to the spotlight.
9. After completing the other Spotlight fields, select **Save**.

See the [spotlight video tutorial](#) for more information on spotlights.