

# Photo Gallery Guide



**Fox**bright

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## Introduction to the photo gallery

The photo gallery provides an easy way to handle large numbers of photos on your website. The galleries can be presented in two basic formats: slideshows or thumbnails. The website visitor can interact with the gallery by clicking on the photo to open a larger version of a photo or by advancing through the slideshow manually.

## Placing a photo gallery on a page

1. Log in to the CMS Control panel by navigating to the following page:  
**http://[your home page]/admin**
2. Click on the **Web Pages** tab
3. Create a new page by clicking on the **Add page** link. It is also possible to add a photo gallery to an existing page by clicking on the **Settings** link and following the directions below.
4. If creating a new page, enter a **Page/Menu Name**.
5. Scroll down to the **Section Processors** area and change the center column of your page from HTML Content to **Photo Gallery**.

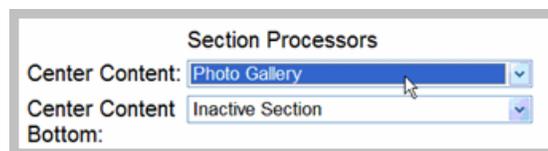


Figure PG - 1: Select photo gallery section

6. Click on **Save**.

## Adding photos to the photo gallery

1. Click on the **Edit** link for the page created above.
2. Select the type of photo gallery that you would like to appear on the page: **Thumbnail** or **Slideshow**. This can be changed at any time, even after your gallery has been created.



Figure PG - 2: Select the type of photo gallery

3. The default slideshow settings are generally appropriate for most photo galleries, but you may choose to modify the slideshow settings.
  - a. Thumbnail Settings

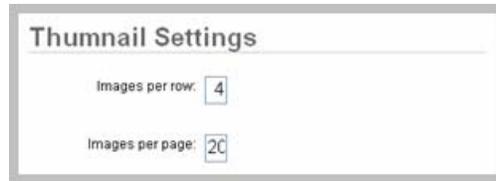


Figure PG - 3: Thumbnail settings

**Images per row** determines how many thumbnails will be displayed across the screen, the default is 4 images per row.

**Images per page** determines how many images will be displayed on a single page, the default is 20 images per page (5 rows with 4 images in each row). If the slideshow exceeds the number of images per page, the slideshow will be displayed as a series of pages with paging controls to navigate between pages (next page, previous page, and so on).

- b. Slideshow Settings

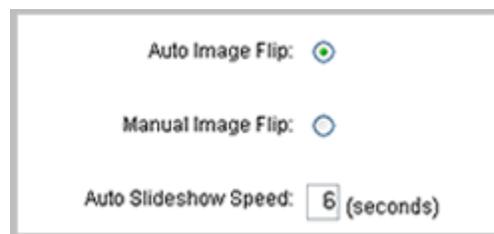


Figure PG - 4: Slideshow settings

**Auto image flip** or **Manual image flip** determines if the slideshow will advance automatically, or if the website visitor will have to click next to advance the slideshow. The default is **Auto Image Flip**.

If the slideshow is set to automatically flip the images, then you set the **Auto Slideshow Speed** to change how fast or slow the images change. The default is set to flip the image every 6 seconds.

4. Click on the **Edit Gallery Pictures** link at the bottom of the page. The page will grey slightly and the edit window will appear.
5. Click on **Add a Photo** to add your first photo.



Figure PG - 5: Add the first photo to gallery

6. **Browse** for the file on your PC that you would like to add to the gallery, enter a **Title** and a **Description** for the photo.



Figure PG - 6: Saving the photo to the gallery

7. Click on **Save**.
8. Click on **Add a Photo** to upload any additional pictures.



Figure PG - 7: Adding a second photo

9. When all your photos have been added, click on **Done**. Clicking done will close the photo gallery editor and take you back to the CMS page edit screen.

*Note: Adding many pictures to a “slideshow” type gallery can make the webpage slow to load for the web visitor. If the page becomes too slow, consider switching to the “thumbnail” type gallery, reducing the number of photos, or reducing the size of the photos to around 600 to 800 pixels wide.*



Figure PG - 8: Exiting the gallery edit window

10. Click on **Finished** to save the page and then publish the page in order to make it visible on the website.

## Editing the photo gallery

1. On the **Web Pages** tab, find the page with the photo gallery you would like to edit.
2. Click on the **Edit** link for that page.



Figure PG - 9: Editing an existing photo gallery

3. Click on **Edit Gallery Pictures** toward the bottom of the page



Figure PG - 10: Opening the gallery edit window

## Deleting a photo

1. Click on the **Edit** link of the photo you would like to delete



Figure PG - 11: Editing an existing photo

2. Click on the Delete link.



Figure PG - 12: Deleting the photo

3. Click on the OK button to confirm the deletion.



Figure PG - 13: Confirming deletion

### ***Swapping one photo for another***

1. Click on the **Edit** link of the photo you would like to swap.



Figure PG - 14: Editing a photo

2. Click on the **Browse** button to locate the new photo on your PC. A dialog box will open, allowing you to browse through your PC to find the photo.

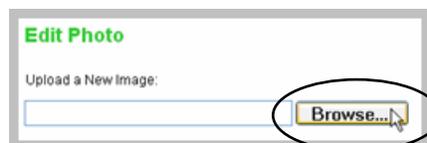


Figure PG - 15: Browsing for a new photo

3. Locate the photo on your PC and click on the **Open** button.
4. Make any necessary adjustments to the **Title** and **Description** of the photo.
5. Click on **Save**.

*Note: Occasionally, the preview images of the photo that are displayed on the gallery edit screen will be cached on your local computer in such a way that the old photo will still display, even though you have successfully swapped it out for another. **This should not cause concern**, the correct photo will display in the publicly viewed gallery and the edit screen will display correctly on your PC after a brief time.*

### **Reordering the photos**

1. Click and drag over the word **Move** for the page that you would like to relocate.
2. Release the mouse button once your photo is in the order that you would like it to appear in.

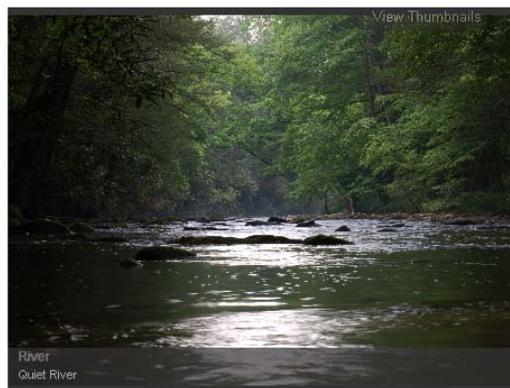


**Figure PG - 16: Reordering the photos**

## **Viewing the photos**

### **Viewing a slideshow**

1. Navigate to the photo gallery page on the website.
2. The slides will begin to play automatically once they have loaded.



**Figure PG - 17: The gallery slideshow**

3. Click on the photo to open a larger version of the photo (if available)



**Figure PG - 18: Open the larger view**

4. To close the larger photo, click on **Close** in the bottom right corner.



**Figure PG - 19: Close the larger view**

5. Click on **View Thumbnails** to navigate directly to a specific photo of the slideshow.



**Figure PG - 20: Navigate manually through the slideshow**

6. Click on **View Thumbnails** again to close the navigation bar



**Figure PG - 21: Closing the navigation bar**

### ***Viewing a thumbnail gallery***

1. Click on the photo to open a larger view of the photo.



**Figure PG - 22: The thumbnail gallery**

2. Click on **Next** in the upper right of the photo to be taken directly to the next photo (also shown in larger viewing mode). You can also use the scroll arrows on your keyboard (→ ←) to advance through the photos.



**Figure PG - 23: Navigating to the next image (large viewing mode)**

3. Click on close in the bottom right corner to close the image.



**Figure PG - 24: Closing the large viewing mode**