

PAGE DETAIL – PHOTO GALLERY

Once a page has been created, a Photo Gallery tool can be added to the page. This tool makes it simple to add, organize and maintain all your Web site photos.

ADD A PHOTO GALLERY TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Photo Gallery. Click the Detail link for this page. The Page Detail page will appear.

Main Body:

Add Tool to this page: after

- Calendar of Events
- Interactive Forms
- Links
- Photo Gallery**
- Profiles
- Resources/News
- Slide Show
- Text/Graphic Editor

- 3) Choose Photo Gallery from the tools drop-down box and click the Go button. A Photo Gallery detail item will appear. (Note: This Photo Gallery detail item can be added to a page that already contains content.)

Main Body:

Add Tool to this page: after

1. Photo Gallery

[Add Album](#)

Currently, there are no Albums on record for this detail item.

[Preview](#) [Delete](#)

ADD ALBUMS:

- 1) Click the “Add Album” link at the top of the page. The Add Album page will appear. An album is a collection of similar photos. Albums are a way of categorizing and organizing your photos.
- 2) Enter the desired information in the supplied fields.

Photo Gallery

The screenshot shows a photo gallery interface. At the top, there is a header "Vacation Photos" and "photo 1 of 3". Below this is a large photo of a lake. To the right of the photo is a "Next >" button. Below the photo is the title "Beautiful Blue Lake" and a description: "We had a great time swimming in this lake. The water was cold but extremely clean!!". To the right of the photo is a sidebar with the heading "Click Album Titles to View". Below this heading are two album entries: "Vacation Photos" and "Album #2". Under "Album #2" are three options: "Album Title", "Album Overview", and "Full Album Description". Annotations include a red circle around "Vacation Photos" in the header, a red circle around "Vacation Photos" in the sidebar, a green circle around "This is the album overview page." in the sidebar, a pink circle around "This is the full description for the photo album." at the bottom, and a pink line connecting the "Full Album Description" option to the photo's description.

Vacation Photos
photo 1 of 3

Beautiful Blue Lake
We had a great time swimming in this lake. The water was cold but extremely clean!!

Click Album Titles to View

Vacation Photos
This is the album overview page.

Album #2
Album Title
Album Overview
Full Album Description

This is the full description for the photo album.

- a. Position After: Using the drop-down box, you can dictate the order in which your albums are listed.
 - b. Album Title: This is a descriptive name that you give to this album. This is a required field.
 - c. Full Album Description: This is a long description that describes this album in detail. This description will appear below the photo for all photos in a gallery.
- 3) Click on the Add button at the bottom of the page.
 - 4) To add more albums, repeat steps 1-3.

UPDATE PHOTO GALLERY ITEMS:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to edit the Photo Gallery. Click the Detail link for this page.
- 3) Locate the Photo Gallery's Detail item.

Main Body:

Add Tool to this page: after

1. Photo Gallery

[Add Album](#)

Album	Photos	Update	Delete
Vacation Photos	Photos	Update	Delete
Album #2	Photos	Update	Delete

[Preview](#) [Delete](#)

- 4) Links within the table include:
 - a. Photo: Click on this link to add/update/delete photos for this album.
 - b. Update: Click on this link to change the album's name, order of albums, album overview and/or full album description.
 - c. Delete: Click on this link to delete the album from the list.
- 5) Links related to the entire Photo Gallery tool include: (below the table)
 - a. Preview: Click on this link to open the user side of this page. This is helpful for verifying your work.
 - b. Delete: Click on this link to delete **the entire Photo Gallery tool, not just an individual album or photo**. Do not click this link unless you are trying to clean off the page.

ADDING PHOTOS TO AN ALBUM:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page with the Photo Gallery that you want to administrate. Click the Detail link for this page. The Page Detail page will appear.

Main Body:

Add Tool to this page: after

1. Photo Gallery

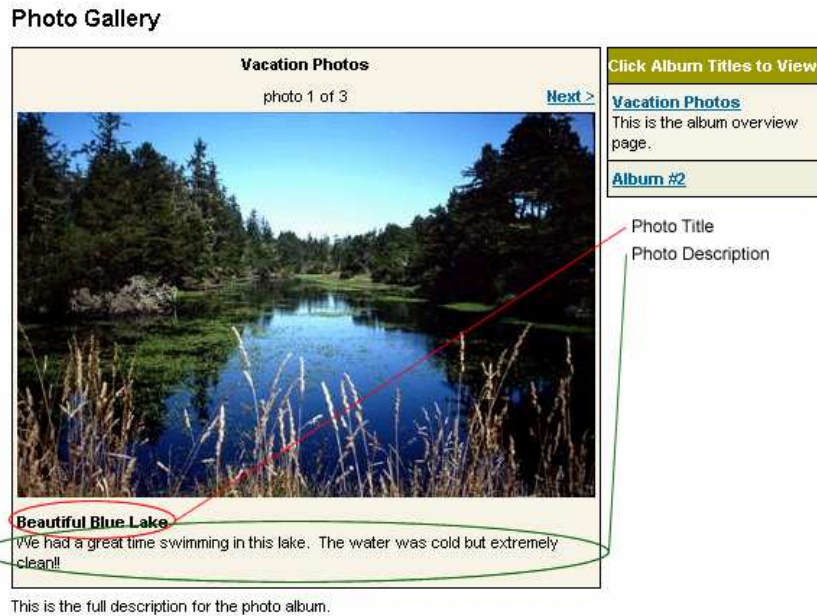
[Add Album](#)

Album	Photos	Update	Delete
Vacation Photos	Photos	Update	Delete
Album #2	Photos	Update	Delete

[Preview](#) [Delete](#)

- 3) Click the Photos link next to the album that you wish to work with. The Photo administrative page will appear.

- 4) Click the Add Photo link at the top of the page. The Add Photo page will appear.
- 5) Enter the desired information in the supplied fields.



- a. Photo Title: This is the name given to this individual photo.
 - b. Photo: Click on the browse button and locate the desired photo on your local computer. When uploading a photo, the system will automatically resize and optimize the photo.
 - c. Description: This is the caption or description that is related to this individual photo. This is optional at the top of the page.
- 5) Click on the Add button at the bottom of the page.
 - 6) To add more albums, repeat steps 4-5.

UPDATING PHOTOS:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to edit the Photo Gallery. Click the Detail link for this page.
- 3) Locate the Photo Gallery's Detail item.
- 4) Click on the Photos link next to desired Photo Album. The Photo Administration page will appear.

Add Photo					
Add Photo < Back to Albums					
Photo	Title	Up	Down	Update	Delete
	Beautiful Blue Lake		Down	Update	Delete
	Our 2 Day Hike	Up	Down	Update	Delete

- 6) Links within the table include:
- Up: Click on this to reorder this photo. By clicking the Up link, this photo will move up in list of links.
 - Down: Click on this to reorder this photo. By clicking the Down link, this photo will move down in list of links.
 - Update: Click on this link to change the photo's title, graphic file and/or photo description.
 - Delete: Click on this link to delete the photo from the list.