

## 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.)

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**Main Body:**

Add Tool to this page:  after

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**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. On the left, a large photo of a lake is displayed. Above the photo, the text "Vacation Photos" is circled in red, and "photo 1 of 3" is shown below it. To the right of the photo is a "Next >" link. Below the photo, the title "Beautiful Blue Lake" is followed by a description: "We had a great time swimming in this lake. The water was cold but extremely clean!!". This entire section is circled in pink, with a callout line pointing to the text "This is the full description for the photo album." below it. On the right side, a sidebar titled "Click Album Titles to View" contains a dropdown menu with "Vacation Photos" selected and circled in red. Below the dropdown, the text "This is the album overview page." is circled in green. Further down, "Album #2" is listed, with callout lines pointing to "Album Title", "Album Overview", and "Full Album Description" labels.

- 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

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**1. Photo Gallery**

[Add Album](#)

Album	Photos	Update	Delete
Vacation Photos	<a href="#">Photos</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Album #2	<a href="#">Photos</a>	<a href="#">Update</a>	<a href="#">Delete</a>

[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

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**1. Photo Gallery**

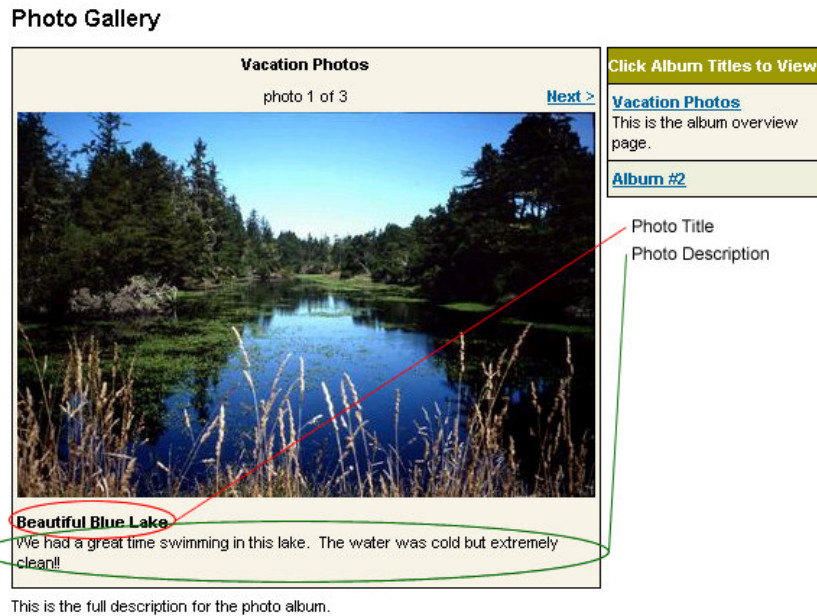
[Add Album](#)

Album	Photos	Update	Delete
Vacation Photos	<a href="#">Photos</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Album #2	<a href="#">Photos</a>	<a href="#">Update</a>	<a href="#">Delete</a>

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

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


- 4) Use the drop down to select the number of photos you wish to add to your photo album at this time and click the GO button.
- 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					
<a href="#">Add Photo</a> <a href="#">&lt; Back to Albums</a>					
Photo	Title	Up	Down	Update	Delete
	Beautiful Blue Lake		<a href="#">Down</a>	<a href="#">Update</a>	<a href="#">Delete</a>
	Our 2 Day Hike	<a href="#">Up</a>	<a href="#">Down</a>	<a href="#">Update</a>	<a href="#">Delete</a>

- 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.