SchoolMessenger®

Photo Gallery Guide
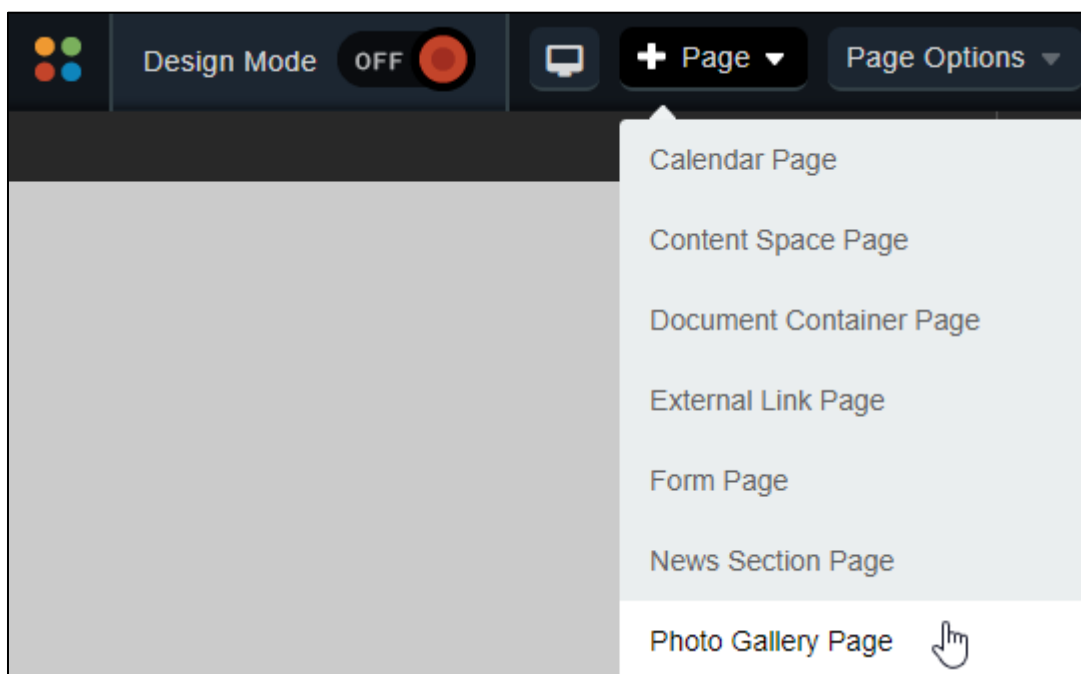
Contents

Introduction

The Photo Gallery is a great tool for administrators and users. This tool allows you to create multiple albums with dynamic features. The online Photo Gallery can be used to:

- **Showcase Sporting Events**: Create team specific albums to showcase highlights of games.

- **Present Festivals**: Create albums of yearly festivals.

- **Highlight Parks**: Create albums showing off local parks.

Adding a Photo Gallery Page

Navigate to the page you would like the gallery to be published under.

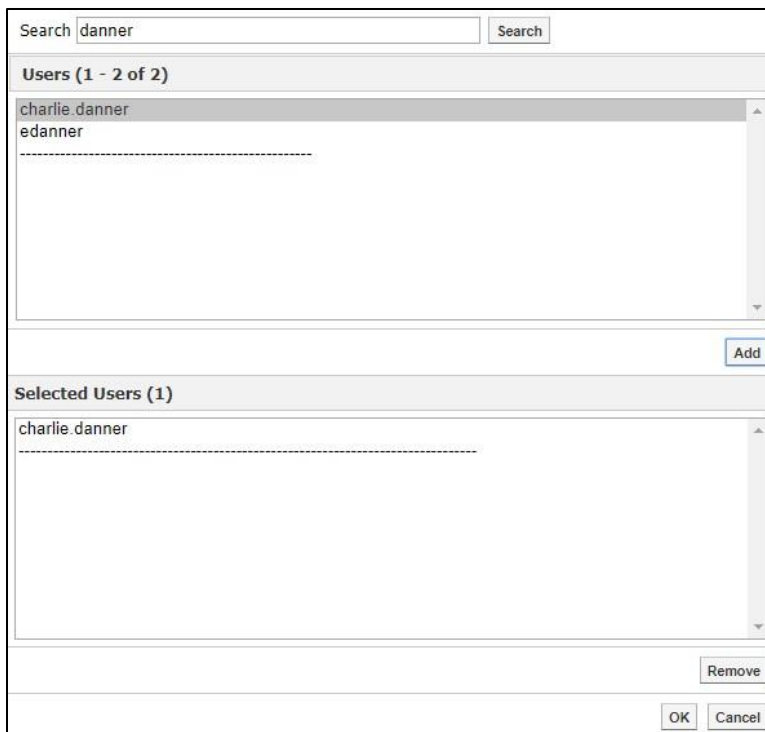Go to **Page** and select **Photo Gallery Page**.

Fill in the **Page Name** field for your new page.

The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.
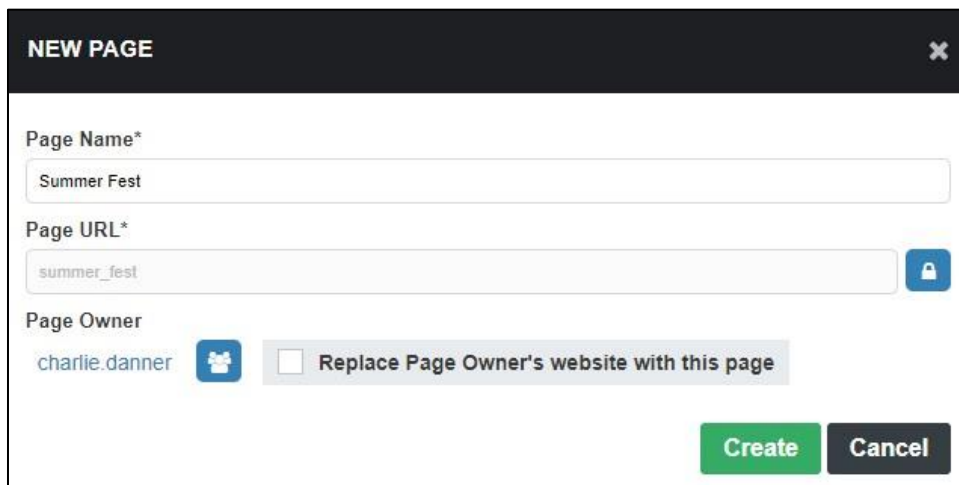
By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.

If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.
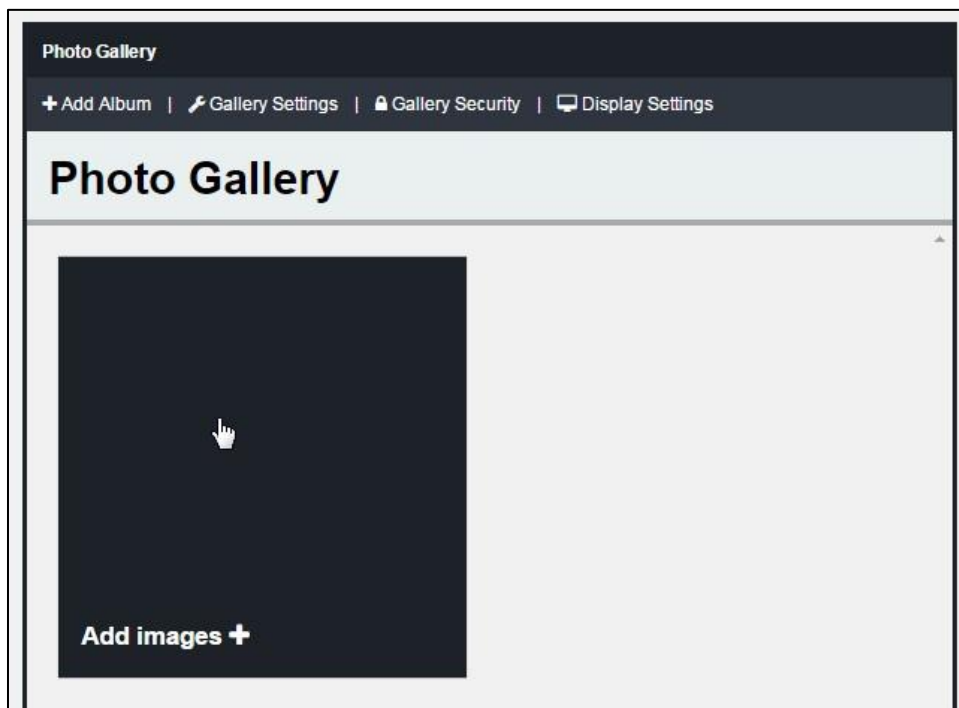
💡 *Note: On some sites, you may also have a **Category** drop-down that you can use to select a category for the page.*

To finish creating a Photo Gallery page, click **Create**.
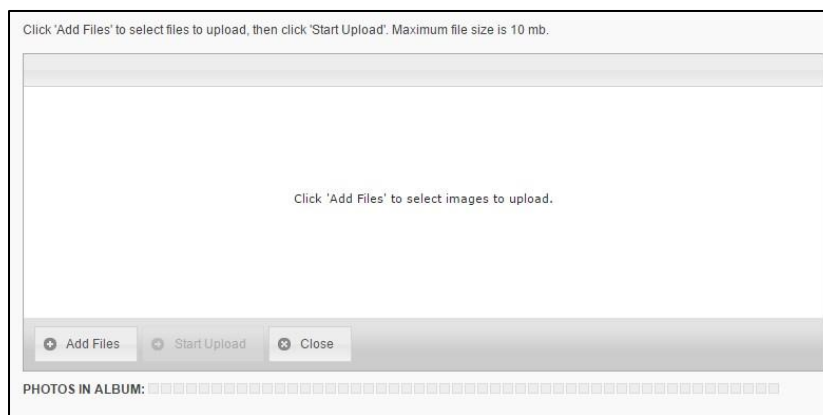
![SchoolMessenger® logo]

Adding a Photo Album

If there are no existing photo albums in the Photo Gallery portlet, you can create a gallery by clicking **Add Images**.
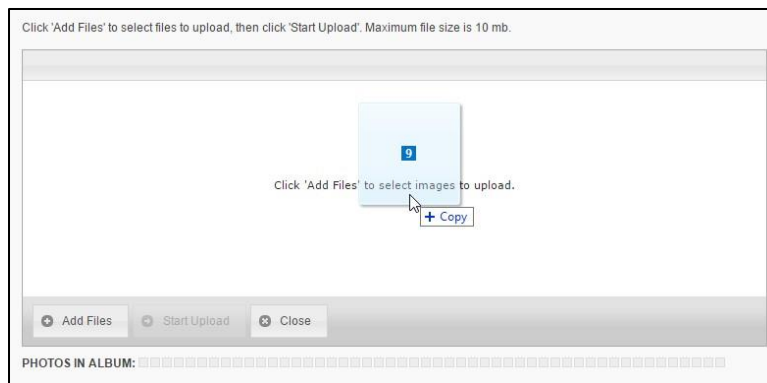

 If there are already one or more albums in your portlet, you can click **Add Album** to create a new album.

The **Add Files** interface will open.

You can use **Add Files** to select the files you wish to upload or you can drag and drop your images in to the Add Files window.

Once you have added all the files you wish to upload, click **Start Upload** to begin uploading the images to your site.
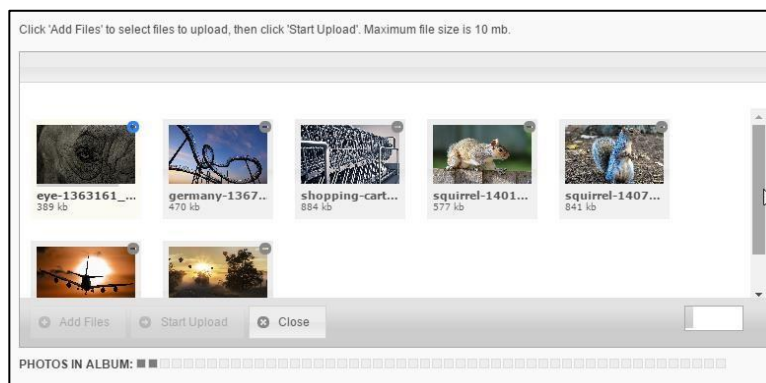
As each image is uploaded, it will be removed from the Add Files interface until all the images have been uploaded.

When the upload is complete, you will be brought to the Album Management interface.

Note: *Each album supports a maximum of 50 images.*

Managing a Photo Album

To manage a photo album, click on the album within your Photo Gallery portlet.

Note: *When you finish creating a new album, you will be taken directly to the management interface for that album.*

If you hover over an album you will see a number of options that are available.
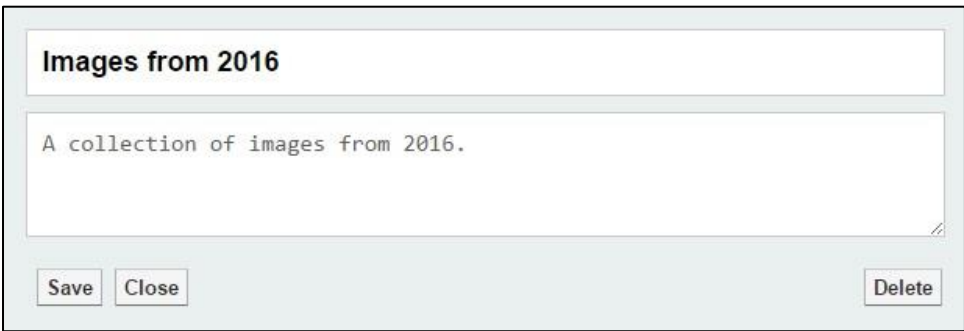
If you click on the album cover or click on the icon to bring up the Image Properties interface. For more information on working with a specific image, see the *Managing Individual Images* section.

To change the order of your albums, you can click on the icon. You can use drag and drop to rearrange the images into whatever order you prefer.

You can use the icon to delete any albums you wish to remove.

![SchoolMessenger® logo]

Setting Title and Description

At the top of the album management interface, you will see fields for the **Title** and **Description** of your album.
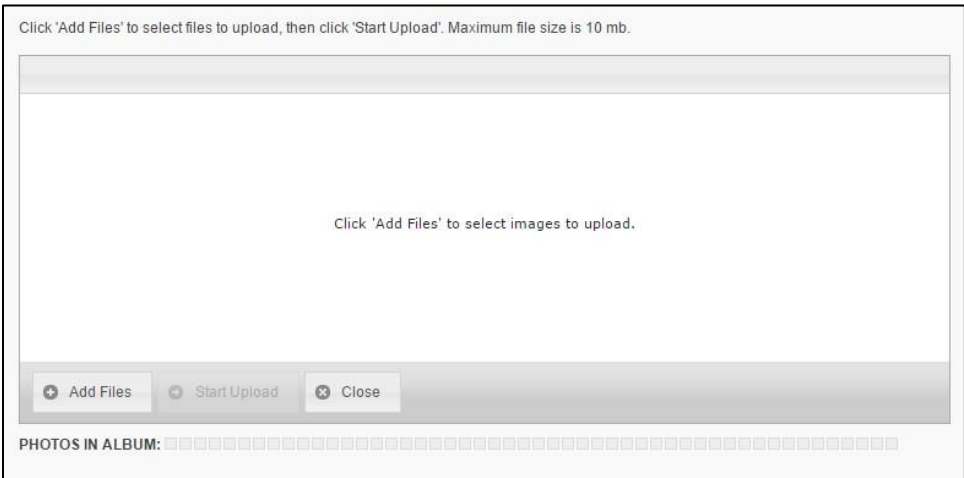

Enter the text you wish in these fields and click **Save** to confirm your changes.

Adding More Images

If you want to add more images to an album, click **Add images**. This will bring you back to the Add Files interface. For more information on adding files, see the *Adding a Photo Gallery* section.

Image Management

From within an album, you can access the properties for each image, change the order of images and remove any images you no longer wish to use.

If you hover over an image you will see a number of options that are available.

If you click on the image or click on the ✏ icon to bring up the Image Properties interface. For more information on working with a specific image, see the *Managing Individual Images* section.

To change the order of your images, you can click on the ✥ icon. You can use drag and drop to rearrange the images into whatever order you prefer.
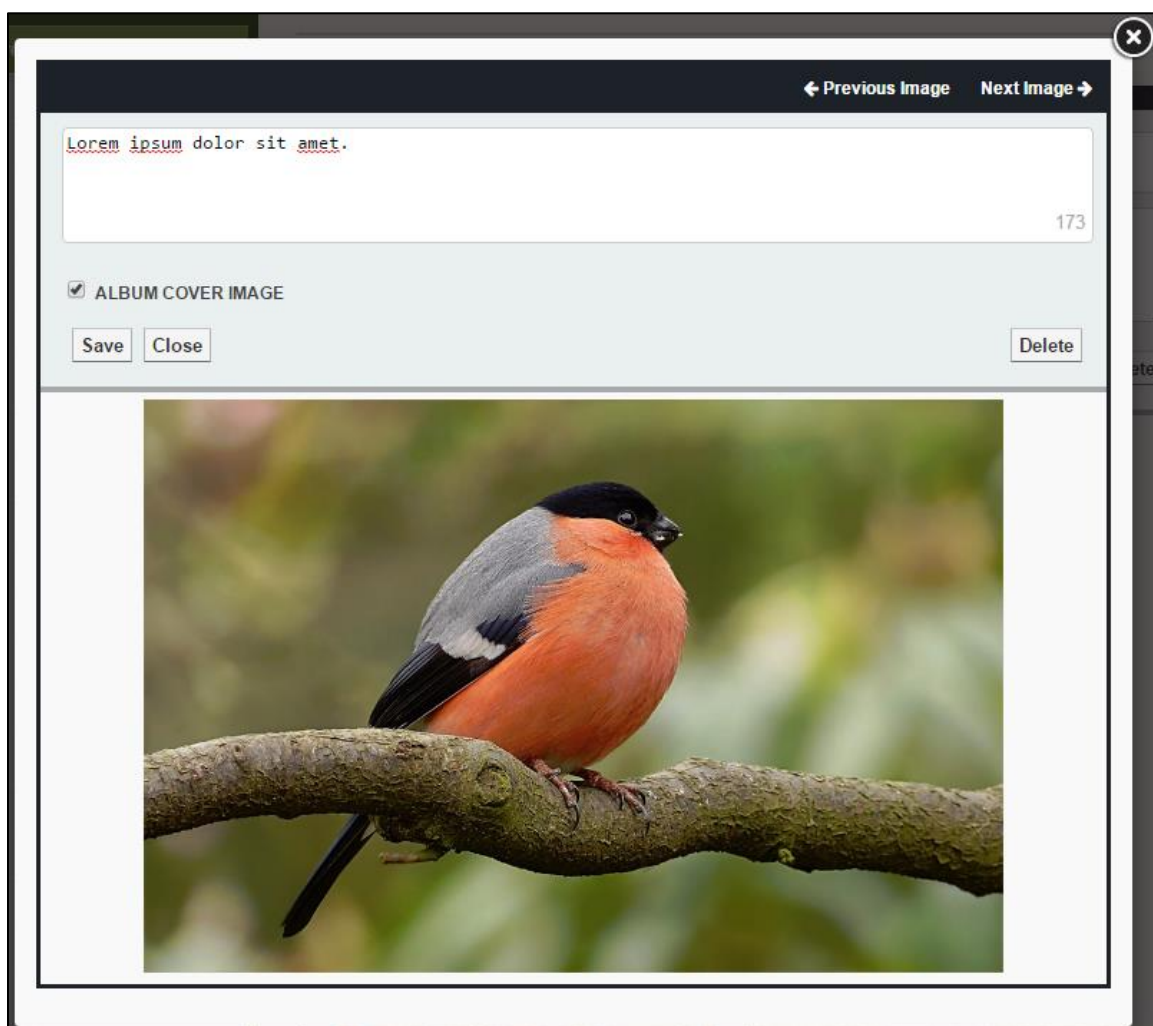
You can use the ✖ icon to remove any images from your album.

Managing Individual Images

To manage individual images, click on the image within the album. You can also click on the ⊕ icon. This will bring up the Image Properties interface.

You can fill out a caption for your image.

If you wish, you can designate an **Album Cover Image** by checking the option. This image will then show on the photo gallery portlet when viewing your albums. If no cover image has been specified, each time the portlet is loaded a random image from within the album will be displayed.

Click **Save** to confirm your changes.

If you wish to remove an image, you can click **Delete** to remove the image.
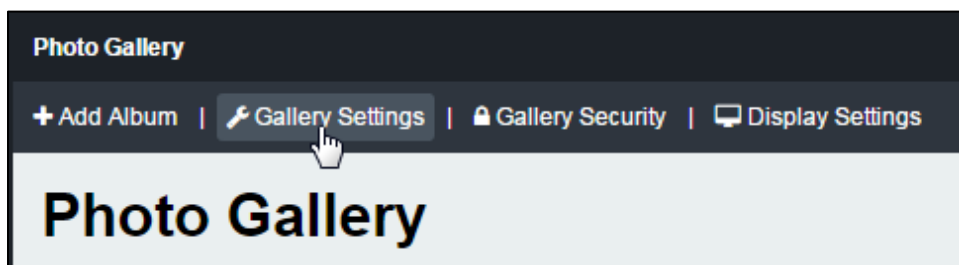
You will be prompted to confirm your deletion.

Click **Close** or the ⊗ icon in the top right corner of the interface to close the management interface.
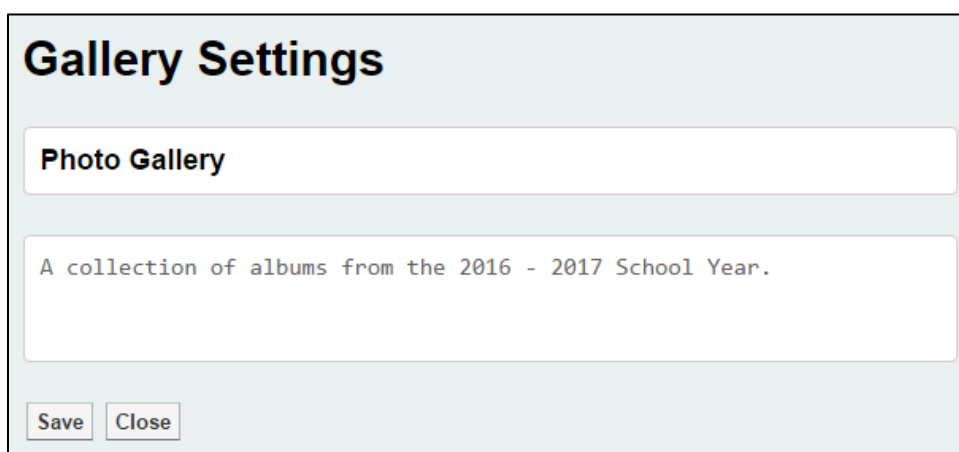
Gallery Settings

To change the gallery settings, click on **Gallery Settings**.

You can specify a title and a description for the photo gallery.

To confirm your changes, click **Save**.

If you do not wish to make any changes, click **Close**.

Gallery Security

To configure the security settings for the gallery, click on **Gallery Security**.

Setting Administrators

To give a user the ability to create, delete and manage albums, click on the **Roles** tab and click the **+** beside **Photo Gallery Administrators**.

Click the **Add** button to open the user picker interface.

A window containing system groups and users will appear. Select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**.
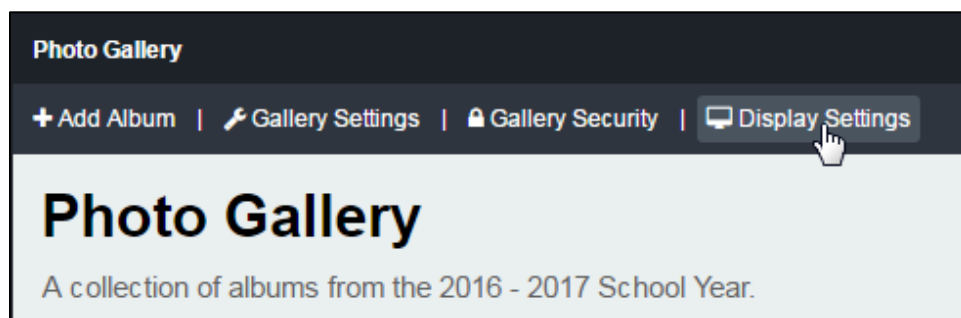

Click **OK** when you have selected your users.

Display Settings

To configure the display settings for when users view your gallery, click on **Display Settings**.

For the Album View, choose whether to display your images in a **Slideshow Display** or **Grid Display**. If you choose the **Slideshow Display**, you can configure the following options:

- **Transition Style**: Choose between the **Slide** or **Fade** transition style for each time a new image is displayed.

- **Autoplay**: Choose to have the slideshow images rotate automatically and specify the **Transition Speed**.

- **Show Controls**: Show arrows that allow users to manually transition between images.