Centricity2™ Photo Gallery Help Card

The Photo Gallery App

Use this app to display mages in a rotating gallery. It is a best practice to upload .jpg images to your gallery. You can customize the transition between images , image descriptions and fade style.

Photo Galleries are an alternative to displaying images as simple page content. By default, a Photo Gallery is saved with a Gallery Type of *JavaScript*, a mobile friendly format. Use Photo Galleries to highlight events and locations.

- Field Trips
- Graduation
- Board Meetings
- Concerts
- Sporting Events
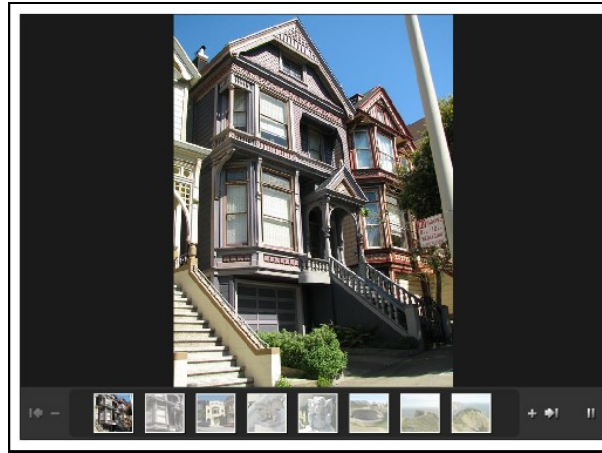- Course Material
- Virtual Tours

Photo Galleries give you access to tools and features that can enhance your images.

- Add a description to each photo that displays when the visitor hovers over the photo.
- Add an audio file to provide background music, narration or sound effects.
- Choose a fade styles to be used when transition between images.
- Edit the photos using Pixlr® Express
- Turn your photos into hyperlinks to other websites.
- Share your Photo Gallery so that other editors can display it on their pages.

Add a Photo Gallery Page

1. Navigate to a section workspace.
2. Click **New Page**. The Available Page Types window displays.
3. Scroll down and click **Photo Gallery**. The Add Photo Gallery Page window displays.
4. Enter a Page Name.
5. Click **Save**.
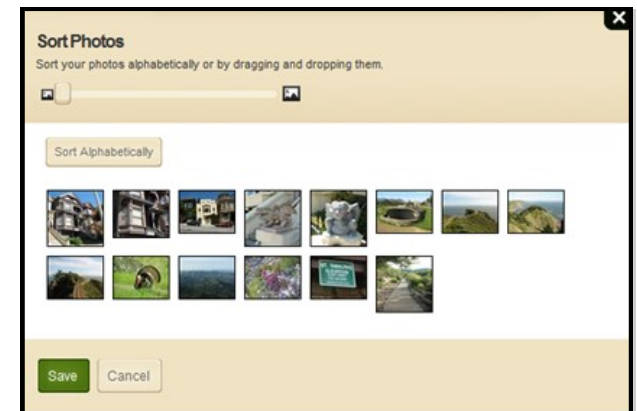
Add a Photo Gallery App to a Page

1. Navigate to a workspace in *Site Manager*.
2. Select Edit Page from the **Actions** drop-down to the right of the page you wish to modify. The Page Details screen displays.
3. Click **Manage Apps and Layout**.
4. Click **Add App**. The Add App window displays.
5. Scroll down and click **Photo Gallery**.
6. Enter a name for the app. A name other than the default helps you to find it in *App Manager*.
7. Click **Save**.
8. Click **I'm Done.**

Add Images to a Photo Gallery

1. Navigate to a workspace in *Site Manager*.
2. Click on the Page Name containing the app. (If necessary, then click on the Photo Gallery app.) The Before We Get Started window opens.
3. If you want to change the Photo Gallery width, enter a number other than the default 600 pixels.
4. Click **Let's Get Started**. The Photo Gallery App window displays.
5. Click **Upload Photos**. The Upload Photos window opens.
6. Click **Browse**.
7. Browse to the image file you wish to upload.
8. Click **Open**.
9. Continue until all images are selected. Use CTRL or SHIFT and click to select multiple files.
10. Click **Upload**.
11. Sort or Edit your images if desired.
12. To add a description, click the image name or **Edit**, enter the description and click **Save**.
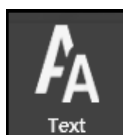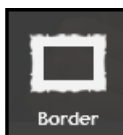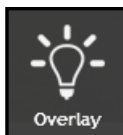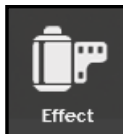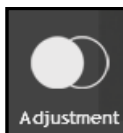13. Click **Publish**.

Sort Photos in a Photo Gallery App

1. Edit the Photo Gallery app.
2. Click **Sort Photos**. The Sort Photos window displays.
3. Click and drag the images to new locations to sort them. You can enlarge the images by sliding the Zoom bar in the upper left.
4. Click **Save**.
5. Click **Publish**.

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Edit Photo Gallery Images

1. Edit a Photo Gallery app.
2. Click **Adjust Photo** next to the image you would like to edit. An edit window opens.
3. Select an option from the menu at the bottom of the image.

   - Adjustment lets you crop, resize, rotate, flip and apply other options to your image.
   - Effect allows you to apply custom Pixlr effects to your image.
   - Overlay lets you overlay visual effects such as *Vignette* and *Retro Poster*.
   - Border lets you choose from a selection of border styles.
   - Text lets you add custom text to your images

3. Click any option to see a preview. If you wish to keep the option, click **Apply**. If not, click **Cancel.**
4. If you decide you don't want an applied option, just click the **Undo** arrow in the upper right corner.
5. If you want to exit Pixlr without saving, just click **Close** located in the upper left corner of the window.
6. If you would like to keep the changes you've applied, click **Save**. This will permanently change the image in the Photo Gallery.
7. Click **Save** again. The Pixlr Express window closes.
8. Click **Publish**.

Apply a Hyperlink to an Image

1. In the Photo Gallery app, click the Photo Name or **Edit.** The Edit Photo window opens.
2. In the Web Address field, enter the full URL of the website to which you wish to link. Use can use **Browse** to locate the address for a page on your site.
3. Select a Target. (Choose *Open in New Window* for third-party websites.)
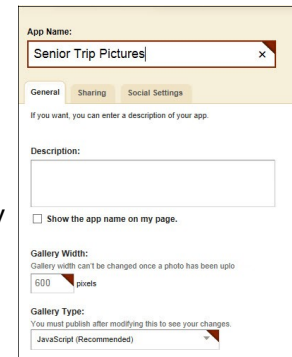4. Click **Save**.
5. Click **Publish**.

Edit Photo Gallery Options

App Options allow you to customize your gallery.

In the Photo Gallery app, click **Options**.
- Change the Photo Gallery name.
- Add a description for the Photo Gallery.
- Choose to show the App Name.
- Select a Gallery Type. *JavaScript* is the default. Gallery Type *Flash* may not display on a mobile device.
- Change the Transition Delay.
- Change the Fade Style.
- Add an MP3 file for background audio.
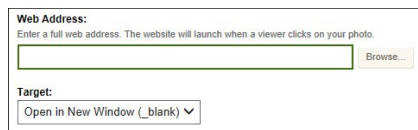- If no images are added, you can change the gallery width.

Share a Photo Gallery

Share your Photo Galleries with other editors . These editors will then be able to display, but not edit, your Photo Gallery. Here's how you share a Photo Gallery.

1. In the Photo Gallery app, click **Options**.
2. Click the **Sharing** tab.
3. Click **Assign Group** or **Assign User**.
4. Enter a search text in the Search field and click **Search**.
5. To select a User or Group, click **Select**.
6. When finished, click **Add**.
7. Click **Save.**

Here how you add a shared Photo Gallery to a page.

1. In *Site Manager*, edit a page.
2. In Actions, click Manage Apps & Layout.
3. Click **Add App**. The Available Apps dialog displays.
4. Click **Select an Existing App**.
5. Select the app using the **By Page** or **By Type** tab.
6. Click **Save**. The app is flagged *Shared*. Remember, you cannot edit a shared app.
7. Click **I'm Done**.