

Overview

1. Create a slideshow with custom images.
2. Choose a fade style between images.
3. Insert an audio clip to play with the slideshow.

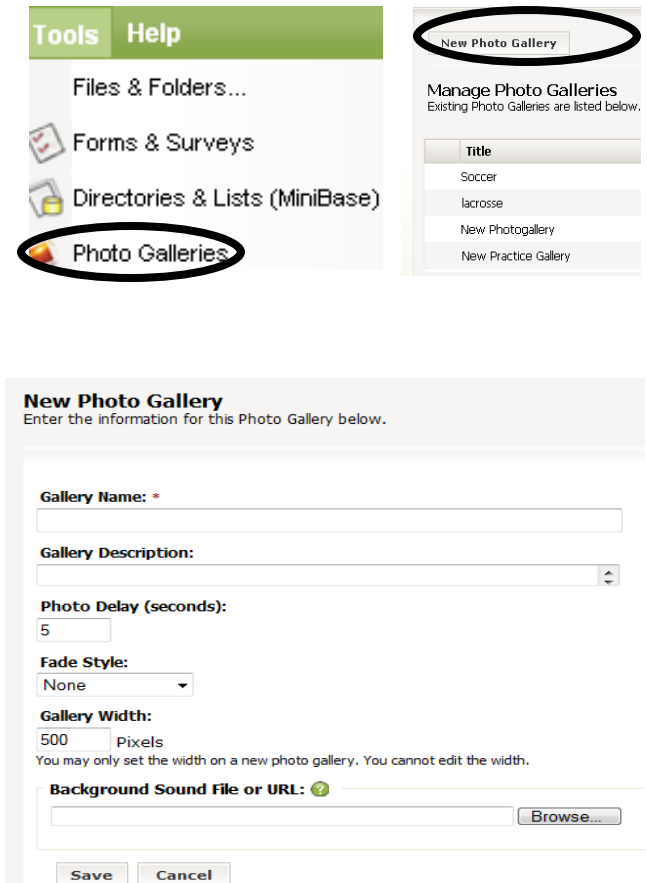


Fade Styles: (display in slideshow format)

- Cross: Photos transition into one another
- Complete: One photo will transition to black prior to the next photo displaying
- Lens: Photos transition as lens shutters
- Photo Flash: Photos transition after a flash
- Wipe Top: Photos transition from the bottom
- Wipe Right: Photos transition from the left
- Wipe Bottom: Photos transition from the top
- Wipe Left: Photos transition from the right

How to create a new Photo Gallery

1. Access **Photo Galleries** under the *Tools* drop-down menu in **Site Manager**.
2. Click on the **New Photo Gallery** button.
3. Name the **Photo Gallery**.
4. Type in a short description of the **Photo Gallery** for future reference.
5. Choose how long you want the photo to show until it fades to another.
6. Select a fade style from the drop-down list.
7. Set the **Photo Gallery** width.*
8. If you choose to have a sound file associated with the **Photo Gallery**, browse for one here.
9. Click on the **Save** button.



The screenshot shows the 'Tools' menu with 'Photo Galleries' highlighted. To the right, the 'New Photo Gallery' button is circled. Below, the 'New Photo Gallery' form is shown with the following fields:

- Gallery Name:** *
- Gallery Description:**
- Photo Delay (seconds):** 5
- Fade Style:** None
- Gallery Width:** 500 Pixels
- Background Sound File or URL:** (with a 'Browse...' button)
- Save** and **Cancel** buttons.

TIPS

- Create a new **Photo Gallery** in the *site*, *subsite*, or *section* where you plan to insert the **Photo Gallery**.
- * Once you set the **Photo Gallery** width, you cannot change it. The only way to change a gallery width once you save it is to delete the gallery and re-create it.
- Be sure to click the "Publish Gallery" button after you make changes to your gallery so that the changes are seen.
- If you have access to it, you may also insert the tag for the **Photo Gallery** into a *page* anywhere on the *site*.

How to add Photos to the Photo Gallery:

1. In the same screen where you created the new **Photo Gallery**, select the *Photos* button to the right of the gallery to which you wish to add photos.
2. Choose to either upload individual photos (up to five at a time) by selecting the *Upload Photos* button or upload several photos at once by choosing the *Batch Upload Photos* button.

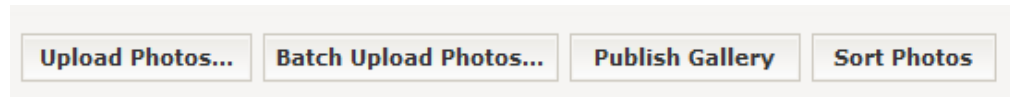
NOTES:

- If photos need to be altered (brightness, contrast, sharpness, color) in any way, click on the *Adjust* button next to the photo.
- To rename the photo or add a description, click the *Edit* button next to the photo.

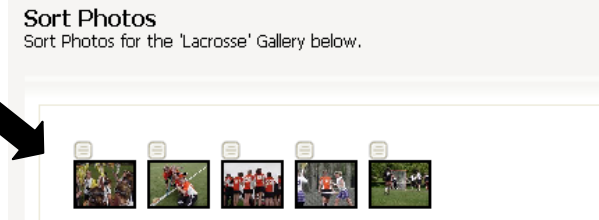
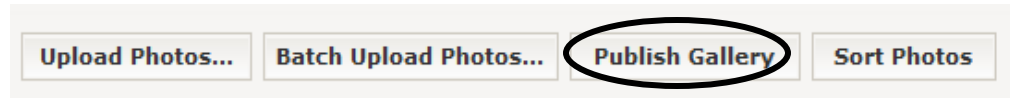
3. You may sort the images if you would like to put them in a certain order, by clicking on the *Sort* button (then click and drag on the photo).
4. Lastly, be sure to publish the Photo Gallery by clicking on the *Publish Gallery* button.

NOTE:

- You **MUST** click *Publish Gallery* every time you make changes to the gallery, otherwise the changes will not be

Click and Drag on the photos to sort.

How to insert a Photo Gallery into a page:

1. Navigate to the *page* where you would like to insert the **Photo Gallery**. This should be a *Flex Page* or an *Overview Page*.
2. Click on the *Insert Photo Gallery* icon: 
3. Select the desired **Photo Gallery** from the drop-down list and insert the **Photo Gallery**.
4. Alternatively, if you have the tag for the **Photo Gallery**, you may copy and paste it onto the *page*.



`[$PHOTOGALLERY ID=2$]`