

USER GUIDE Chapter 18 Using Photo Gallery

Schoolwires Academic Portal Version 4.1

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Introduction

Through the FlashTM-powered **Schoolwires**® *Photo Gallery*, you can upload and attractively display photos on your website. This Premium Enhancement Module can be used to display photos for such things as:

- Student art projects
- Athletic events
- Field trips

The **Schoolwires** *Photo Gallery* features:

- A thumbnail display with photo zoom and slideshow format on the end user website.
- **Schoolwires** image optimization technology that automatically resizes photos and reduces resolution to a download-friendly 72 dpi.
- The ability to drag and drop entire folders, which enables easy upload and organization of galleries.
- The ability to add custom background music to provide the right mood for your images.

When end users first navigate to the *page* on which you have deployed your photo gallery, they will see a slideshow of that photo gallery. If you have included a background sound that will play as they view the slideshow.

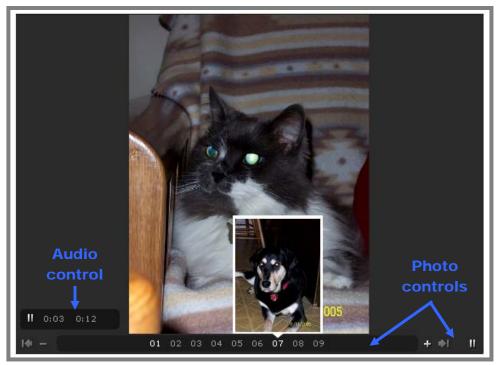


Exhibit 18-1: Photo Gallery as it appears on end user website

As you can see from Exhibit 18-1, end users can view a thumbnail of a photo while viewing another photo or during the slideshow. They do this simply by moving the mouse over the photo numbers. They can also turn the audio on and off using the audio control and move through the photos using the photo controls.

Accessing Photo Gallery

If your organization has purchased *Photo Gallery*, the *Photo Galleries* task will appear on both the *Tools* tab and the *Tools* drop-down menu in the *Site* and all *Subsite Workspaces*. (See Exhibits 18-2 and 18-3.)

For the *Photo Galleries* task to appear on the *Tools* tab or the *Tools* dropdown menu in *Section Workspaces*, your organization must have purchased the *Photo Gallery* Enhancement Module and a Site Director or Subsite Director must have enabled it for those *sections*. See Chapter 6: "Channel Workspace" and Chapter 15: "Section Management" for more information on how this is done.

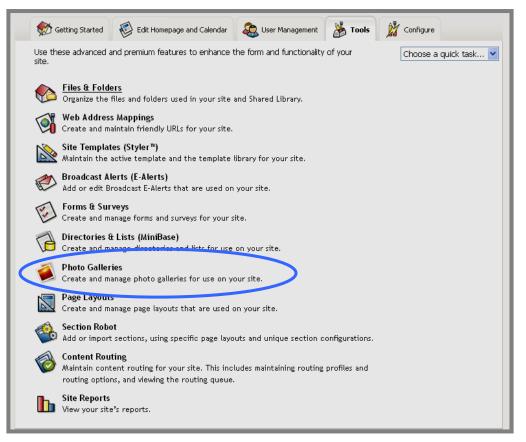


Exhibit 18-2: Tools Tab with Photo Galleries in Site Workspace



Exhibit 18-3: Tools drop-down menu in Site Workspace

Creating a New Photo Gallery

Adding a Photo Gallery

To add a new photo gallery:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* dropdown menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-4 will display.

Home > Photo Galleries					
New Photo Gallery					
Manage Photo Galleries Existing Photo Galleries are listed below.					
Title Description Last Published					
Sorry, no Photo Galleries were found.					

Exhibit 18-4: Manage Photo Galleries window

3. Click on the *New Photo Gallery* button in the upper left of the window. A *New Photo Gallery* window like the one shown in Exhibit 18-5 will display.

Home > Photo Galleries > New Photo Gallery	
New Photo Gallery Enter the information for this Photo Gallery below.	
	All fields marked with an asterisk $(*)$ are required.
Gallery Name: *	
Gallery Description:	
Photo Delay (seconds): 5	
Fade Style: Cross Fade	
Background Sound File or URL: 🔞	Browse for
A You can only upload files that are in the MP3 format.	media file
Loop Audio: ⊙ Yes ○ No	
Save Cancel	

Exhibit 18-5: New Photo Gallery window

- 4. Enter:
 - a. A name for the gallery (required).
 - b. A description of the gallery if desired.
 - c. The desired length of the delay that the end user will experience before the next photo displays in the slideshow format.
- 5. Choose a fade style:
 - a. <u>Cross Fade</u>: Photos seem to fade into one another in slideshow format.
 - b. <u>Complete Fade</u>: One photo will fade to black prior to the next photo displaying in slideshow format.
- 6. If you want to include a background sound in the gallery, you may enter the URL for the media file or browse your computer or network for a media file. To browse your computer:
 - a. Click on the *Browse* button. A *Browsing* window like the one shown in Exhibit 18-6 will display.

Choose file					? 🞽
Look in:	🗀 Files		•	+ 🗈 💣 🎟	
My Recent	06-22-06_dan 1heRainTTech	anddavidshow.mp3 n8228hifi.mp3			
Documents					
Desktop					
My Documents					
My Computer					
My Network Places	File name:			-	Open
Fiaces	Files of type:	All Files (*.*)		-	Cancel

Exhibit 18-6: Browsing window

- b. Browse your computer or network until you locate the desired media file. <u>Note</u>: Only MP3 media files can be used as background sound.
- c. Highlight the file.
- d. Click on the *Open* button. The *New Photo Gallery* window will return as the active window. The file path for the file you selected will display.

7. Click on the *Save* button. The *Manage Photo Galleries* window will return as the active window. The gallery you added will be listed in the window.

Uploading Photos to the Photo Gallery

Once you have added a photo gallery, you will upload photos to that gallery. If you are using a PC, you can upload photos one at a time or use *Batch Upload*. On a Macintosh, you can only upload photos one at a time.

TIP: If you will be uploading multiple photos from the same location, Batch upload will be faster than uploading the photos one at a time.

Note: All photos in a photo gallery MUST be JPG, JPEG or SWF file format.

One at a Time

To upload photos one at a time:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-7 will display.

Home > F	Home > Photo Galleries					
Ne	New Photo Gallery					
Mar Existir	nage Photo Galleries ng Photo Galleries are listed b Title	S elow. Description	Last Published			
	Who Are You?		10/6/2006 3:07:51 PM	Photos dit Tag Delete		

Exhibit 18-7: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the Gallery to which you wish to upload photos. A *Manage Photos* window like the one shown in Exhibit 18-8 will display.

Home > Photo Galleries > Edit 'Who are You'					
Upload Photos Batch Upload Photos Publish Gallery Sort Photos					
upioau Photos Datch t		Joint Priorus			
Manage Photos Existing Photos for the "Who are "	You' Gallerv are listed below.	/			
Title Description					
Sorry, no photos were found for this Photo Gallery.					

Exhibit 18-8: Manage Photos window

4. Click on the *Upload Photos* button on the top left of the *Manage Photos* window. Step 1 of the *Upload* wizard (Exhibit 18-9) will display.

X Step 1 of 2 Browse for the files on your computer or network that you wish to upload.
A You must upload files that are in the JPG or JPEG file format.
1. Browse
2. Browse
3. Browse
4. Browse
5. Browse
Next > Cancel

Exhibit 18-9: Step 1 of Upload wizard

5. Click on the *Browse* button to browse your computer or network for the photo. A *Browsing* window like the one shown in Exhibit 18-10 will display.

Choose file					? 🗙
Look in:	Pictures		•	⇔ 🗈 💣 📰•	
	Name 🔺		Size	Туре	Date 🔼
	💿 100_0009.jpg	I	879 KB	JPEG Image	11/6/:
My Recent Documents	🚺 100_0010.jpg	L	1,011 KB	JPEG Image	11/6/:
Documents	📄 100_0030.JP	3	953 KB	JPEG Image	11/11
	🧕 🔯 100_0036.mo	v	2,364 KB	QuickTime Movie	11/20
Desktop	🚺 100_0054.jpg	l .	632 KB	JPEG Image	11/20
Desktop	📄 🔟 100_0055.jpg	l .	630 KB	JPEG Image	11/20
	🛛 🔟 100_0056.jpg	l .	597 KB	JPEG Image	11/20
	🛛 🔟 100_0064.jpg	l .	939 KB	JPEG Image	11/20
My Documents	🛛 🔟 100_0433.jpg	l i i i i i i i i i i i i i i i i i i i	982 KB	JPEG Image	5/28/:
	🛛 🔟 100_0434.jpg		1,839 KB	JPEG Image	5/28/:
	🛛 🙍 100_0435.jpg	l i i i i i i i i i i i i i i i i i i i	2,190 KB	JPEG Image	5/28/:
	🛛 💆 100_0437.jpg	l	1,556 KB	JPEG Image	5/28/:
My Computer	📘 🔟 100_0438.jpg	I	1,745 KB	JPEG Image	5/28/:
	100_0439.jpc		807 KB	JPEG Image	5/28/:🤜
S	<				3
<u> 3</u>		[
My Network Places	File name:	100_0439.jpg			Open
1 1000%	Files of type:	All Files (*.*)		•	Cancel

Exhibit 18-10: Browsing window

- 6. Browse your computer or network until you locate the desired file.
- 7. Highlight the file.

- 8. Click the *Open* button. Step 1 of the *Upload* wizard will return as the active window. The file path will be populated.
- 9. Repeat Step 5 to Step 8 as required. You may choose up to five files in this manner.
- Click the *Next* button. An upload progress message like the one shown in Exhibit 18-11 will display, followed by Step 2 of the *Upload* wizard (Exhibit 18-12) confirming the upload.



Exhibit 18-11: Upload progress message

Step 2 of 2 File upload complete.	х
File saved and thumbnail created: <i>100_0433.jpg</i>	
Upload more files Finish	

Exhibit 18-12: Step 2 of Upload wizard with confirmation message

- 11. If you wish to upload more files:
 - a. Click on the *Upload more files* button. Step 1 of the *Upload* wizard will display.
 - b. Repeat Step 5 to Step 11(a) until all the photos are uploaded.
- 12. Click the *Finish* button. The *Manage Photos* window will return as the active window. The photos you just uploaded will display as shown in Exhibit 18-13.

Home > Photo Galleries > Edi	ome > Photo Galleries > Edit 'Who are You'				
Upload Photos	Upload Photos Batch Upload Photos Publish Gallery Sort Photos				
Manage Photos Existing Photos for the	'Who are You' Gallery are liste	d below.			
	Title	Description			
·	Adjust 100_0056.jpg			Edit Delete	
	Adjust 100_0008.jpg			Edit Delete	
	Adjust 100_0009.jpg			Edit Delete	

Exhibit 18-13: Manage Photos window

Batch Upload

If you are using a PC, you have the option of uploading photos in large batches. With *Batch Upload*, you can choose the photos to upload in one of two ways. You can use:

- An Add Files function
- A Drag and drop function

Running the Java Applet

The first time you click on the *Batch Upload Photos* button, you will be prompted as shown in Exhibit 18-14 to run a Java applet.

Warning - Se	curity 🔀
	cation's digital signature is invalid. Do you un the application?
Name: Publisher	JUploadPlugin_ProgressMeter : Mike Haller
From:	http://ap4sp1.schoolwires.com
	Run Cancel
	digital signature cannot be verified by a trusted source. Only tinue if you trust the origin of the application. More Information

Exhibit 18-14: Prompt to run applet

If you click in the check box to the left of "Always trust content from this publisher" prior to clicking on the *Run* button, you will not be prompted again (i.e., you will have enabled the applet to run automatically). However, the applet will run before the *Batch Upload* window fully displays every time.

Batch Upload Using the Add Files Function

To batch upload files using the Add Files function:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-15 will display.

Home > F	Home > Photo Galleries					
Ne	New Photo Gallery					
Mar Existi	nage Photo Galleries ng Photo Galleries are listed b Title	S elow. Description	Last Published			
	Who Are You?		10/6/2006 3:07:51 PM	Photos dit Tag Delete		

Exhibit 18-15: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the gallery to which you wish to upload photos. A *Manage Photos* window like the one shown in Exhibit 18-16 will display.

Home > Photo Galleries > Edit 'Who are You'					
Upload Photos Batch Upload Photos Publish Gallery Sort Photos					
Manage Photos Existing Photos for the 'Who are You' Gallery are listed below.					
Title Description					
Sorry, no photos were found for this Photo Gallery.					

Exhibit 18-16: Manage Photos window

- 4. Click on the Batch Upload Photos button.
 - a. If you have not specified that the Java applet may run automatically, you will be prompted to run it as shown in Exhibit 18-14. Click on the *Run* button.
 - b. If you have specified that the Java applet may run automatically or clicked on the *Run* button, a *Batch Upload Photos* window like the one shown in Exhibit 18-17 will display after a brief delay. Notice that this window has three views:
 - i. <u>List View</u>: Displays the file names and extensions only.
 - ii. <u>Details View</u>: Displays the file names, size and date modified.
 - iii. <u>Tree View</u>: Displays the file paths of each file in a tree view based on the location of the file.

TIPS:

- Do not try to add files to the Batch Upload Photos window until the applet has run and the window is fully loaded like the one shown in Exhibit 18-17.
- Schoolwires recommends using the List View when adding files.

TIP: If the Batch Upload Photos window does not load, you may need to download the latest Java plug-in.

X Batch Upload Photos
Browse for the files on your computer or network that you wish to upload.
Add File(s) Remove File(s)
SList Tree International Stree
Upload File(s) Finish
If you are unable to upload, you may not have the needed Java settings. Download the lastest Java plug-in here.
Download Java plug

Exhibit 18-17: Batch Upload Photos window

5. Click on the *Add File(s)* button in the upper left of the *Batch Upload Photos* window. An *Add Files* window like the one shown in Exhibit 18-18 will display.

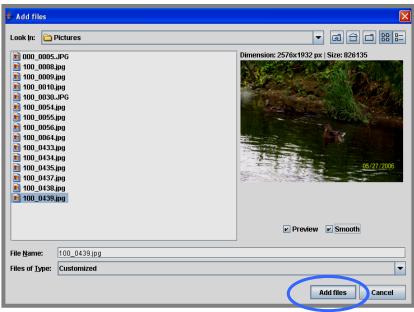


Exhibit 18-18: Add Files window

6. Browse your computer or network for the photos you wish to upload.

- 7. Select a file to upload. You may select multiple files. You can do this by:
 - a. Selecting an entire folder of photos.
 - b. Clicking on the first photo desired and then using SHIFT CLICK on the last photo desired to select a range of photos.
 - c. Using CONTROL CLICK to select random photos (i.e., not a range of photos).

<u>Note</u>: The right-hand panel shows a preview of the selected photo with its dimensions and file size at the top of the panel. If multiple photos are selected, the preview will be of the first photo selected. Selecting *Smooth* will show a preview of the photo that is less grainy, but it will not change the actual photo. No preview is provided for a folder.

- 8. Click on the *Add Files* button when all photos are selected. The *Batch Upload Photos* window will return as the active window with the photos you added displayed.
- 9. You may remove photos from the *Batch Upload Photos* window prior to upload. To remove photos prior to upload:
 - a. Select the photo or photos you wish to remove.
 - b. Click on the *Remove File(s)* button. The photos will no longer appear in the *Batch Upload Photos* window.
- 10. Click the *Upload File*(*s*) button. The progress bar will show the progress of the upload as seen in Exhibit 18-19, followed by confirmation of the upload as seen in Exhibit 18-20.

Batch Upload Photos	х
Browse for the files on your computer or network that you wish to upload.	
Add File(s) Remove File(s)	
C List Details Tree	
000_0005.JPG 100_0008.jpg	
■ 100_0064.jpg	
M	
Progress bar	
10%	1
Upload File(s) Fnish	1
If you are unable to upload, you may not have the needed Java settings. Download the lastest Java plug-in <u>here</u> .	

Exhibit 18-19: Upload Progress

Batch Upload Photos Browse for the files on your computer or network that you wish to upload.	×				
Add File(s) Remove File(s) C List ③ Details ③ Tree					
File saved and thumbnail created: 000_0005.JPG File saved and thumbnail created:					
Upload File(s) Finish If you are unable to upload, you may not have the needed Java settings. Download the lastest Java plug-in <u>here</u> .					

Exhibit 18-20: Confirmation of Upload

11. Click the *Finish* button. The *Manage Photos* window will return as the active window. The photos you just uploaded will display as shown in Exhibit 18-21.

Home > Photo Galleries > Edi	Home > Photo Galleries > Edit 'Animal House'					
Upload Photos	Batch Upload Photos	Publish Gallery Sort Photos				
Manage Photos Existing Photos for the	'Animal House' Gallery are lister	d below.				
	Title	Description				
	Adjust 000_0005.JPG		Edit Delete			
	Adjust 100_0008.jpg		Edit Delete			
	Adjust 100_0064.jpg		Edit Delete			



Batch Upload Using the Drag and Drop Function

You may also drag and drop your photos into the *Batch Upload Photos* window. To do this:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* dropdown menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-22 will display.

Home > Photo Galleries						
Ne	New Photo Gallery					
Mar Existir	nage Photo Galleries ng Photo Galleries are listed b	6 elow.				
	Title	Description	Last Published			
	Who Are You?		10/6/2006 3:07:51 PM	Photos dit Tag Delete		

Exhibit 18-22: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the gallery to which you wish to upload photos. A *Manage Photos* window like the one shown in Exhibit 18-23 will display after a brief delay.

Home > Photo Galleries > Edit 'Who are You'					
Upload Photos Batch Upload Photos Publish Gallery Sort Photos					
Manage Photos Existing Photos for the 'Who are You' Gallery are listed below.					
Title Description					
Sorry, no photos were found for this Photo Gallery.					

Exhibit 18-23: Manage Photos window

- 4. Click on the *Batch Upload Photos* button.
 - a. If you have not specified that the Java applet may run automatically, you will be prompted to run it as seen in Exhibit 18-14. Click on the *Run* button.
 - b. If you have specified that the Java applet may run automatically or clicked on the *Run* button, a *Batch Upload Photos* window like the one shown in Exhibit 18-24 will display.

5. Click on the window just below the view controls. This will activate the drag and drop control. (When you mouse over this, you will see the tool tip: "Click to activate and use this control.")

Batch Upload Photos Browse for the files on your computer or network that you wish to upload.	×
Add File(s) Remove File(s) C List C Details C Tree	
Click here to activate drag and drop controls.	
Upload File(s) Finish If you are unable to upload, you may not have the needed Java settings. Download the lastest Java plug-in <u>here</u> .	

Exhibit 18-24: Batch Upload Photos window

6. Open and minimize the folder containing photos you wish to upload. Position it to the side of the *Batch Upload Photos* window as you see in Exhibit 18-25.

Batch Upload Photos	🗀 Pictures		
Browse for the files on your computer or network that you wish to upload.	File Edit View Favorites	Tools Help	2
Add File(s) Remove File(s)	Back Back C:\Documents and Sec		Folders 💙
🗐 List 🔞 Details 🔞 Tree	Name 🔺	Size	Туре
	1000_0005.JPG	835 KB	JPEG Image
	🖻 100_0008.jpg	857 KB	JPEG Image
	鯂 100_0009.jpg	879 KB	JPEG Image
	👏 100_0010.jpg		JPEG Image
	100_0030.JPG		JPEG Image
	100_0036.mov		QuickTime Movie
	100_0054.jpg		JPEG Image
	100_0055.jpg		JPEG Image
	100_0056.jpg		JPEG Image
	100_0064.jpg		JPEG Image
	100_0433.jpg		JPEG Image
	100_0434.jpg 100_0435.jpg		JPEG Image JPEG Image
	100_0433.jpg	· ·	JPEG Image
	100_0438.jpg		JPEG Image
Upload File(s) Finish	100_0439.jpg		JPEG Image
	100_0409.jpg	007 KB	orea intage
If you are unable to upload, you may not have the needed Java Download the lastest Java plug-in <u>here</u> .			

Exhibit 18-25: Batch Upload Photos window beside folder with photos

- 7. Drag the photo files from the folder and drop them into the *Batch Upload Photos* window. The photo files will display in the *Batch Upload Photos* window.
- 8. You may remove photos from the *Batch Upload Photos* window prior to upload. To remove photos prior to upload:
 - a. Select the photo or photos you wish to remove.
 - b. Click on the *Remove File(s)* button. The photos will no longer appear in the *Batch Upload Photos* window.
- 9. Click the *Upload File(s)* button. The progress bar will show the progress of the upload as seen in Exhibit 18-19, followed by confirmation of the upload as seen in Exhibit 18-20.
- 10. Click the *Finish* button. The *Manage Photos* window will return as the active window. The photos you just uploaded will display as shown in Exhibit 18-21.

Managing Photos

Adjusting Photos

You may make adjustments to each photo after you have uploaded it. These adjustments can be to:

- Brightness
- Contrast
- Sharpness
- Color (i.e., make it a black and white photo)

To adjust a photo:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window will display.
- 3. Click on the *Photos* button to the right of the gallery containing the photo you wish to adjust. A *Manage Photos* window like the one shown in Exhibit 18-26 will display.

Jpload Photos	Batch Upload Photos	Publish Gallery Sort Photos	
anage Photos sting Photos for the	'Animal House' Gallery are listed	t below.	
	Title	Description	
	Adjust 000_0005.JPG		Edit Delete
5	Adjust 100_0009.jpg		Edit Delete
	Adjust 100_0030.JPG		Edit Delete
	Adjust 100_0008.jpg		Edit Delete
	Adjust 100_0064.jpg		Edit Delete

Exhibit 18-26: Manage Photos window

4. Click on the *Adjust* button to the right of the photo you want to adjust. An *Adjust Photo* window like the one shown in Exhibit 18-27 will display.

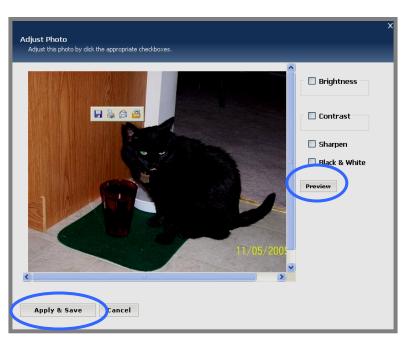


Exhibit 18-27: Adjust Photo window

- 5. Make adjustments as desired.
- 6. Click on the *Preview* button to preview the adjustments before applying them.
- 7. Click on the *Apply & Save* button when you are finished. The *Manage Photos* window will return as the active window.

Editing Photo Information

You can change the name of a photo or add a description to the photo information. To do this:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-28 will display.

Home > Photo Galleries				
New Photo Gallery				
Manage Photo Galleries Existing Photo Galleries are listed below.				
Title	Description			
Who Are You?	Photos Edit Tag Delete			

Exhibit 18-28: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the gallery containing the photo with the information you wish to edit. A *Manage Photos* window like the one shown in Exhibit 18-29 will display.

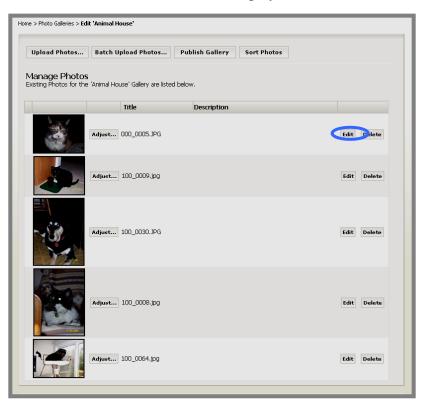


Exhibit 18-29: Manage Photos window

4. Click on the *Edit* button to the right of the photo with the information you wish to edit. An *Edit Photo Information* window like the one shown in Exhibit 18-30 will display.

Home > Photo Galleries > Edit 'Animal House' > Edit Photo	
Edit Photo Information Edit the information for the photo below.	
Photo Name: *	All fields marked with an asterisk (*) are required.
Sprinkles	
Photo Description:	
Save Cancel	

Exhibit 18-30: Edit Photo Information window

- 5. Edit the Photo Name or Description as desired.
- 6. Click on the *Save* button. The *Manage Photos* window will return as the active window. Your changes will display.

Sorting Photos

Your photos will display on the end user website in the order they appear in the *Manage Photos* window. If you wish to change that order, you can sort the photos. To do this:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-31 will display.

Hom	e > Photo Galleries				
	New Photo Gallery				
N E	Manage Photo Galle Existing Photo Galleries are lis	Photo Galleries 10 Galleries are listed below.			
	Title	Description	Last Published		
	Who Are You?		10/6/2006 3:07:51 PM	Photos dit Tag Delete	

Exhibit 18-31: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the gallery containing the photos you wish to sort. A *Manage Photos* window like the one shown in Exhibit 18-32 will display.

Upload Photos	Batch U	oload Photos	Publish Gallery S	ort Photos		
Manage Photos Existing Photos for the	S e 'Animal Hou	ise' Gallery are listed	i below.			
		Title	Description			
	Adjust	000_0005.JPG			Edit	Delete
	Adjust	100_0009.jpg			Edit	Delete
	Adjust	100_0030.JPG			Edit	Delete
	Adjust	100_0008.jpg			Edit	Delete
	Adjust	100_0064.jpg			Edit	Delete

Exhibit 18-32: Manage Photos window

4. Click on the *Sort Photos* button on the top right of the *Manage Photos* window. A *Sort Photos* window like the one shown in Exhibit 18-33 will display.

Home > Photo Galleries > Edit 'Animal House' > Sort Photos
Sort Photos Sort Photos for the 'Animal House' Gallery below.
Zoom: 54% 🕖
Save Cancel

Exhibit 18-33: Sort Photos window

- 5. Drag and drop a photo into the desired location. Continue this until the photos are in the desired order.
- 6. Click on the *Save* button. The *Manage Photos* window will return as the active window with the photos in the new order.

Deleting a Photo

If you wish to delete a photo:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-34 will display.

Home > F	hoto Galleries			
New Photo Gallery				
Mar Existir	nage Photo Galleries ng Photo Galleries are listed b	alleries are listed below.		
	Title	Description	Last Published	
	Who Are You?		10/6/2006 3:07:51 PM	Photos dit Tag Delete

Exhibit 18-34: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the gallery containing the photo you wish to delete. A *Manage Photos* window like the one shown in Exhibit 18-35 will display.

Upload Photos	Batch Upload Photos	Publish Gallery	Sort Photos	
anage Photos isting Photos for the	'Animal House' Gallery are lister	d below.		
	Title	Description		
	Adjust 000_0005.JPG			Edit Delete
5	Adjust 100_0009.jpg			Ed Delete
	Adjust 100_0030.JPG			Edit Delete
	Adjust 100_0008.jpg			Edit Delete
1	Adjust 100_0064.jpg			Edit Delete

Exhibit 18-35: Manage Photos window

4. Click on the *Delete* button to the right of the photo you wish to delete. A dialog box like the one shown in Exhibit 18-36 will display.

2	Are you sure you want to delete this Photo?
	OK Cancel

Exhibit 18-36: Delete photo confirmation message

5. Click the *OK* button. The *Manage Photos* window will return as the active window. The photo you deleted will not display.

Publishing a Photo Gallery

To be viewed on the end user website, XML (Extensible Markup Language) must be added to your photo gallery. This is done by publishing your photo gallery. You MUST publish the photo gallery before deploying it initially. In addition, you MUST publish it if you make any changes to it.

To publish a photo gallery:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* dropdown menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-37 will display.

Home > F	Photo Galleries			
New Photo Gallery				
	ting Photo Galleries are listed below.		ïeld	
	Title	Description	Last Published	
	Who Are You?		10/6/2006 3:07:51 PM	Photos Idit Tag Delete

Exhibit 18-37: Manage Photo Galleries window

3. Click on the *Photos* button to the right of the gallery you wish to publish. A *Manage Photos* window like the one shown in Exhibit 18-38 will display.

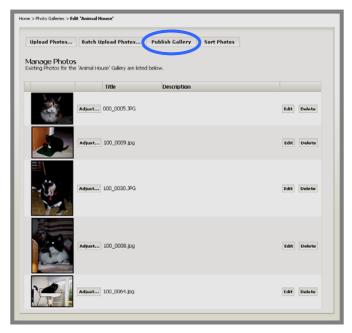


Exhibit 18-38: Manage Photos window

4. Click on the *Publish Gallery* button at the top of the window. A confirmation window like the one shown in Exhibit 18-39 will display. If you navigate to the *Manage Photo Galleries* window, the date and time of publication will display in the Last Published field.

Publish Successful	
The Photo Gallery was successfuly published. You can now continue working.	
This window will close in 5 seconds or you may close it manually.	
Close	

Exhibit 18-39: Confirmation window for publishing

Deploying a Photo Gallery

A photo gallery will not display on the end user website UNTIL you have deployed it on a *page*. After you have published your photo gallery, you are ready to deploy it. **Schoolwires** recommends that you deploy a photo gallery either on an *Overview Page* or a *Flex Page* in a *section*.

There are two ways to deploy a photo gallery. You may:

- Use the *Insert Photo Gallery* icon available within the **Schoolwires Editor** on *Overview Pages* and *Flex Pages*. However you must have created the photo gallery within that *Section Workspace* to use this icon to insert that gallery.
- Insert the tag for the photo gallery into another *page* (e.g., *Article Page* or *Headline*) within a *Section*, *Site* or *Subsite Workspace*.

Using the Icon on an Overview or Flex Page

If you are deploying the photo gallery on an *Overview Page* or *Flex Page* within the *section* in which you created it, the easiest way to deploy that gallery is to use the *Insert Photo Gallery* icon within the **Schoolwires Editor**. To do this:

1. Navigate to the *page* in which you wish to insert the photo gallery. The **Schoolwires Editor** (Exhibit 18-40) will display.

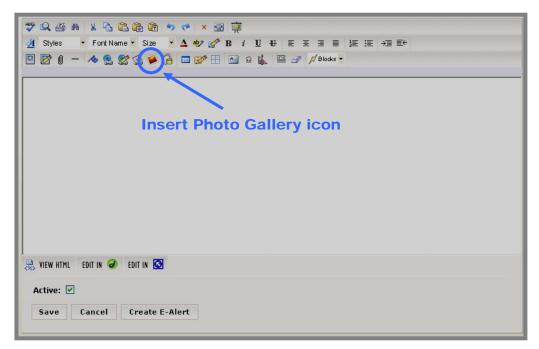


Exhibit 18-40: Schoolwires Editor

2. Click on the *Insert Photo Gallery* icon. An *Insert Photo Gallery* wizard like the one shown in Exhibit 18-41 will display.



Exhibit 18- 41: Insert Photo Gallery wizard

- 3. Select the photo gallery from the drop-down list.
- 4. Click on the *Insert Gallery* button. The **Schoolwires Editor** will return as the active window. The tag for that gallery will display in the **Editor**.
- 5. Click on the *Save* button. Visitors to the website will be able to view that photo gallery when they navigate to that *page*.

Inserting Tag

If you wish to display a photo gallery on another *page* you can deploy it by inserting the tag for that gallery manually.

<u>Note</u>: Since a photo gallery uses files within the workspace in which it was created (i.e., it is using a relative URL), you MUST deploy a photo gallery on a *page* within that workspace. If you do not, the gallery will not display on the end user website. It will appear as you see in Exhibit 18-42 on the end user website.

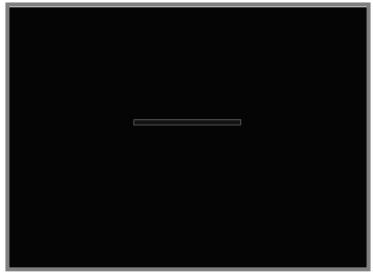


Exhibit 18 42: Non-functioning Photo Gallery as seen on end user

To deploy a photo gallery on a *page* other than an *Overview* or *Flex Page*:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-43 will display.

Home > I	Photo Galleries			
Ne	ew Photo Gallery			
Mar Existi	nage Photo Galleries ing Photo Galleries are listed below.			
	Title	Description	Last Published	
	Who Are You?		10/6/2006 3:07:51 PM	Photos Edit Tag Delete

Exhibit 18-43: Manage Photo Galleries window

3. Click on the *Tag* button to the right of the gallery you want to deploy. A window like the one shown in Exhibit 18-44 will display.



Exhibit 18-44: Window for copying tag

- 4. Copy the tag from the window using keyboard shortcuts.
- 5. Navigate to the *page* in which you want to deploy the gallery. The **Schoolwires Editor** will display.
- 6. Paste the tag into the **Editor**.
- 7. Click on the *Save* button. Visitors to the website will be able to view that photo gallery when they navigate to that *page*.

TIP: If you are deploying a photo gallery within the workspace in which you created it and it looks like the one in Exhibit 18-42 on the end user website, you probably forgot to publish it. Navigate to the Manage Photos window for that gallery and click on the Publish Gallery button. The photo gallery will appear on the website.

Working with Galleries

Editing a Photo Gallery

You will edit a photo gallery to change its:

- Name
- Description
- Photo delay
- Fade style
- Background sound

To edit a photo gallery:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* dropdown menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-45 will display.

٢	lome > P	hoto Galleries			
	Ne	w Photo Gallery			
	Mar Existir	nage Photo Galleries ng Photo Galleries are listed b	ŝ elow.		
Title Description Last Published			\frown		
		Who Are You?		10/6/2006 3:07:51 PM	Photo Edit 7.g Delete

Exhibit 18-45: Manage Photo Galleries window

3. Click on the *Edit* button to the right of the gallery you wish to edit. An *Edit Photo Gallery* window like the one shown in Exhibit 18-46 will display.

ome > Photo Galleries > Edit 'Who Are You?'	
Edit Photo Gallery Edit the information for this Photo Gallery below.	
	All fields marked with an asterisk $(*)$ are required.
Gallery Name: *	
Who Are You?	
Gallery Description:	
Photo Delay (seconds):	
Fade Style: Complete Fade ▼	
Background Sound File: 🕢	
TheRainTTechn8228hifi.mp3	
Select File Delete File	
${ m m m (h)}$ You can only upload files that are in the MP3 format.	
Loop Audio:	
O Yes O No	
Save Cancel	

Exhibit 18-46: Edit Photo Gallery window

- 4. Make the required changes.
 - a. To replace a media file, click on the *Select File* button. Step 1 of the *Upload File Wizard* will display.
 - b. Click on the *Browse button*. Browse your computer or network until you locate the desired media file.
 - c. Highlight the file.
 - d. Click on the *Open* button. Step 1 of the *Upload File Wizard* will return as the active window. The file path for the file you selected will display.
 - e. Click on the *Next* button. Step 2 of the *Upload File Wizard* will display.
 - f. Click on the *Finish* button. A *Confirmation Dialog Box* will display.
 - g. Click on the *OK* button.
- 5. Click on the *Save* button. The *Manage Photo Galleries* window will return as the active window.
- 6. Click on the *Photos* button to the right of the Photo Gallery you just edited.

7. Click on the *Publish Gallery* button. Visitors to the website will be able to view that edited Photo Gallery when they navigate to that *page*.

 $\ensuremath{\text{TIP}}\xspace$: If your changes do not appear on the website, you may need to clear your cache.

Deleting a Photo Gallery

To delete a photo gallery:

- 1. Access your Site, Subsite or Section Workspace.
- 2. Click on the *Photo Galleries* task from the *Tools* tab or *Tools* dropdown menu. A *Manage Photo Galleries* window will display.
- 3. Click on the *Delete* button to the right of the gallery you wish to delete. A *Delete Confirmation* window like the one shown in Exhibit 18-47 will display.

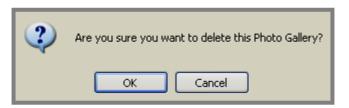


Exhibit 18-47: Delete Confirmation window.

4. Click the *OK* button. *Manage Photo Galleries* window will return as the active window. The gallery you just deleted will not be listed.

<u>Note</u>: When you delete a photo gallery, you must remove the tag or URL from the page on which you deployed it. We also recommend that you delete the *page* or deactivate it until you are ready to use it once more.

Viewing a Photo Gallery on the End User Website

When end users first navigate to the *page* on which you have deployed your photo gallery, they will see a slideshow of that photo gallery. If you have included a background sound, it will play as they view the slideshow.

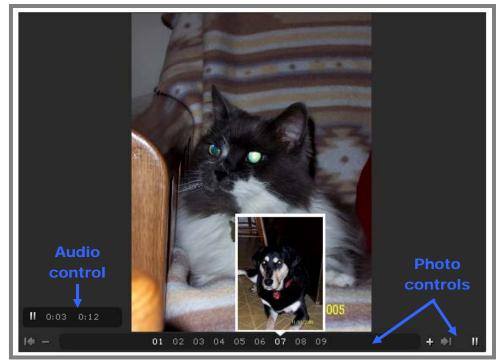


Exhibit 18-48: Photo Gallery as it appears on end user website

As you can see from Exhibit 18-48, end users can view a thumbnail of a photo while viewing another photo or during the slideshow. They do this simply by moving the mouse over the photo numbers. They can also turn the audio on and off using the audio control and move through the photos using the photo controls.