schoolwires®

Centricity ™ 4.3 Photo Gallery Help Card

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.
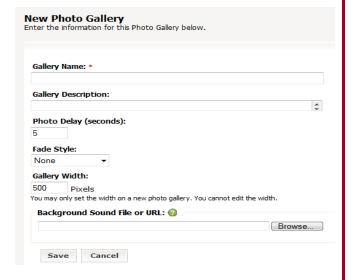

Fade Styles: (display in slideshow format)

- 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.

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*.

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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).

Click and Drag on the photos to sort.

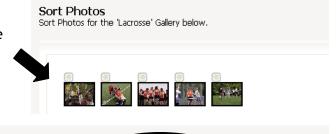4. Lastly, be sure to publish the Photo Gallery by clicking on the *Publish Gallery* button.
   NOTE:
   - You MUST click *Publish Gallery* every time you make changes to the gallery, otherwise the changes will not be

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*.

[$PHOTOGALLERY ID=2$]