schoolwires®

USER GUIDE
Chapter 18
Using Photo Gallery

Schoolwires Academic Portal
Version 4.1

TABLE OF CONTENTS

Introduction

Through the Flash™-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.
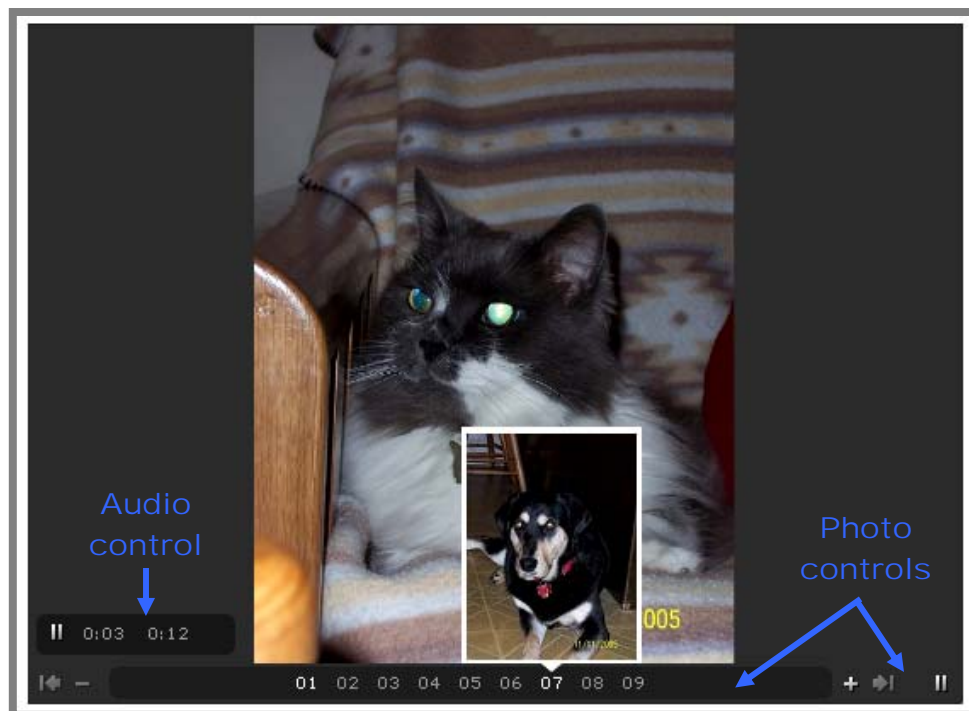

Exhibit 18-1: Photo Gallery as it appears on end user website

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* drop-down 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.
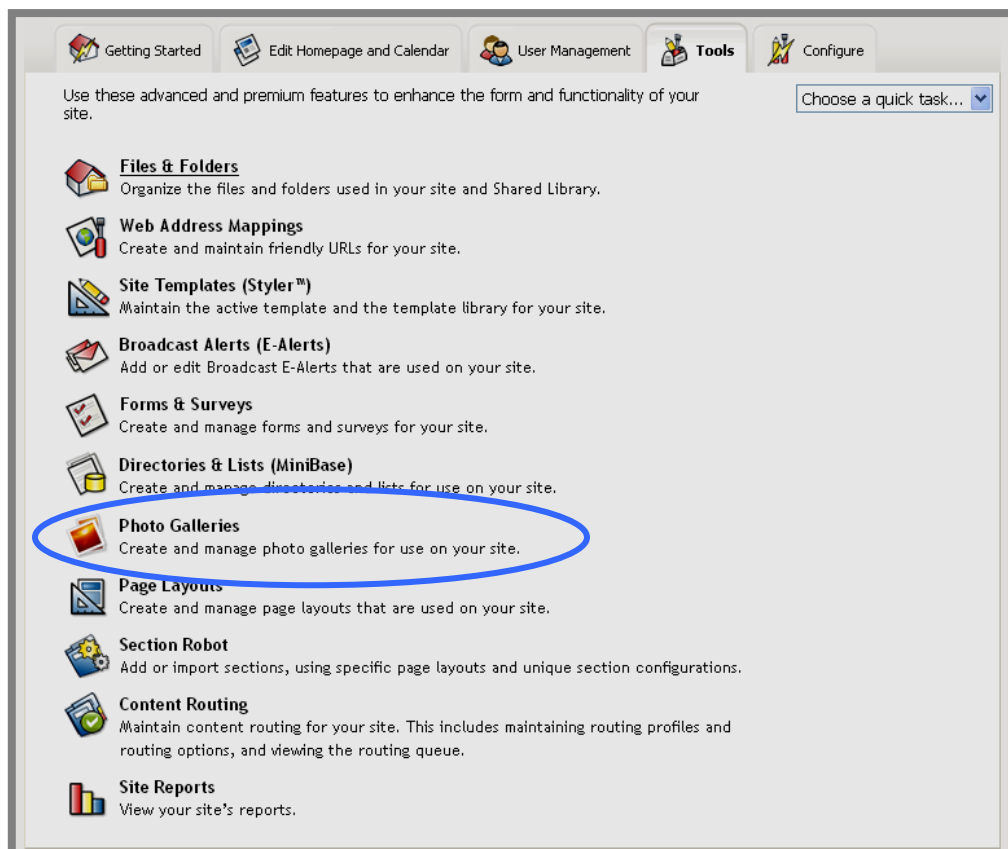

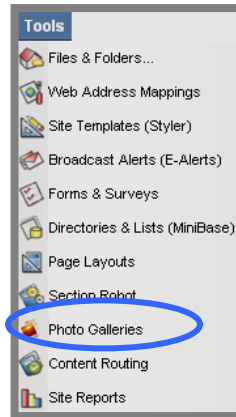**Exhibit 18-2: Tools Tab with Photo Galleries in Site Workspace**

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* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-4 will display.
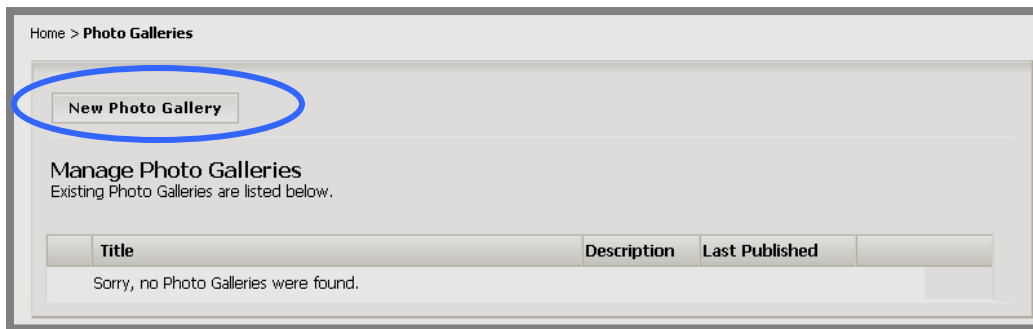
Exhibit 18-4: Manage Photo Galleries window

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.

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.
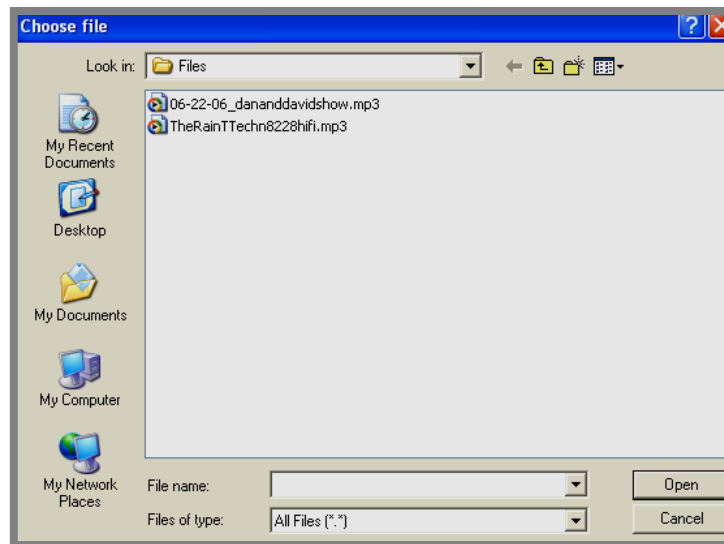

Exhibit 18-6: Browsing window

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
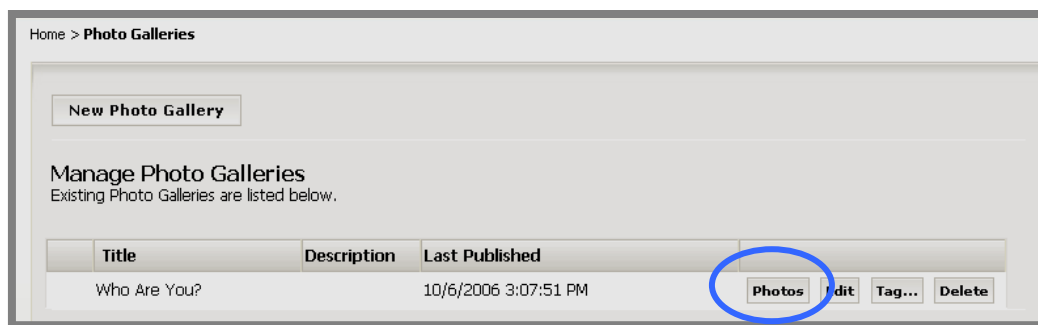   18-7 will display.

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.
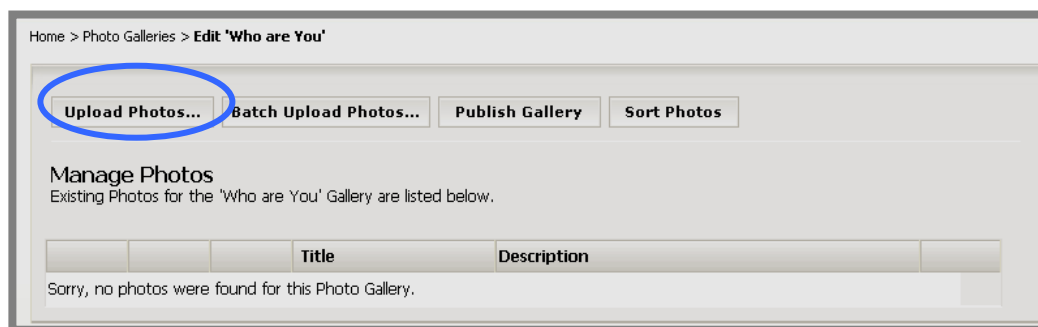
Exhibit 18-8: Manage Photos window

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.

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.
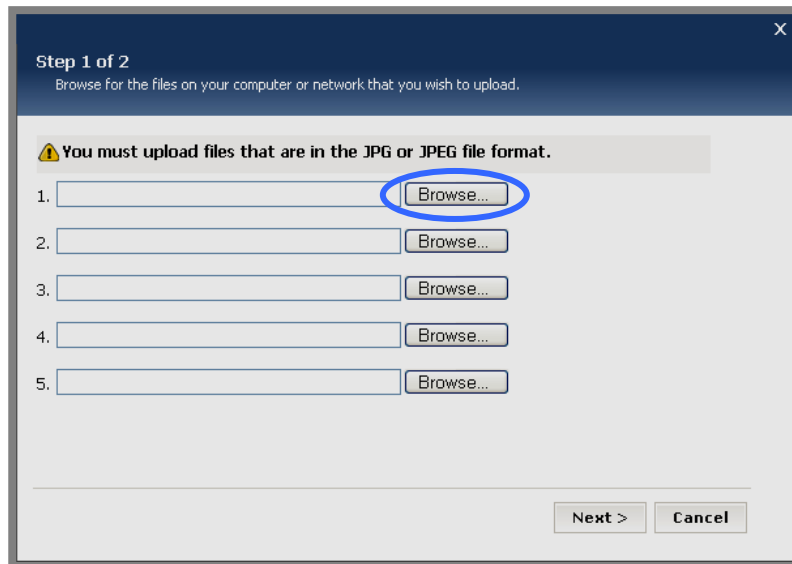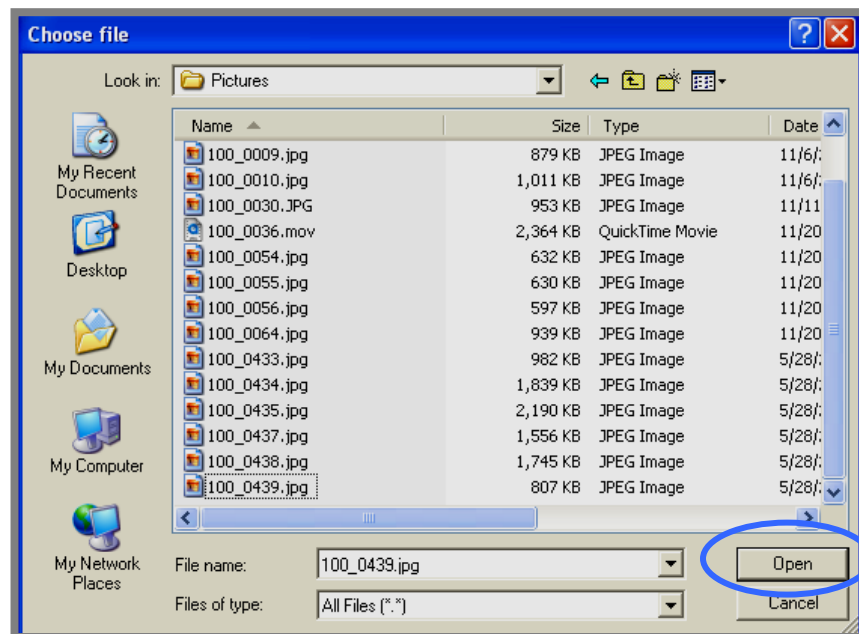

Exhibit 18-10: Browsing window

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.

10. 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.
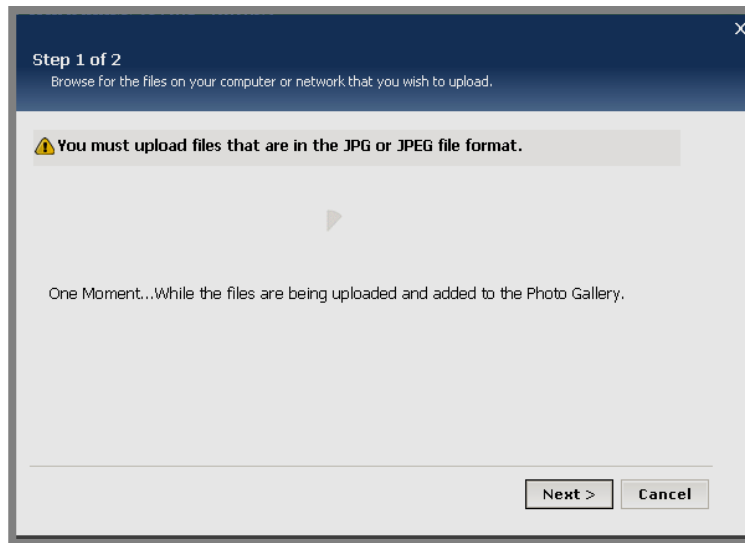
Exhibit 18-11: Upload progress message
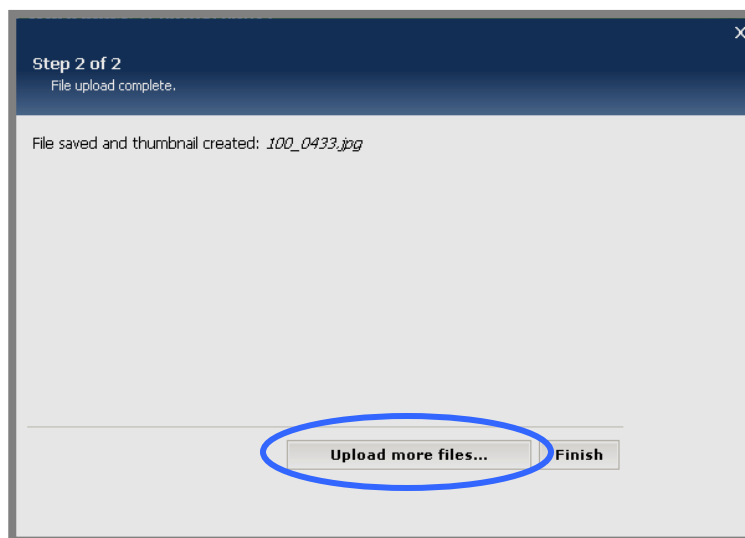
Exhibit 18-12: Step 2 of Upload wizard with confirmation message

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.

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

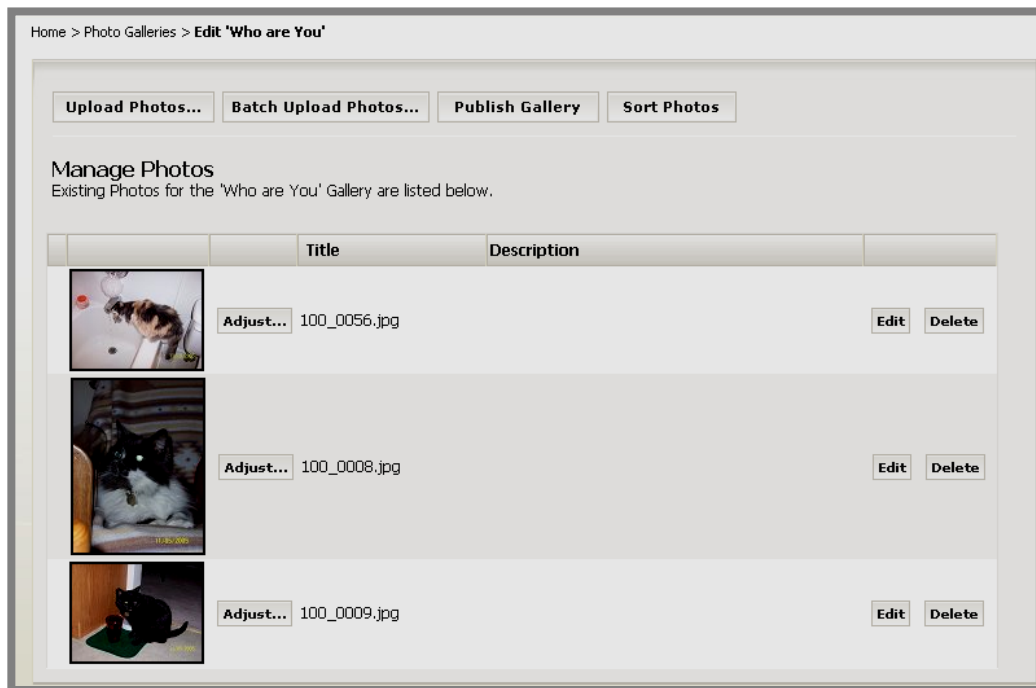The first time you click on the *Batch Upload Photos* button, you will be prompted as shown in Exhibit 18-14 to run a Java applet.
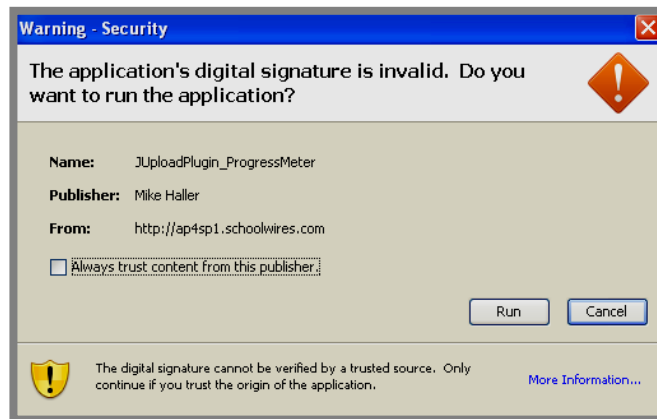
Exhibit 18-14: Prompt to run applet

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.

Exhibit 18-15: Manage Photo Galleries window

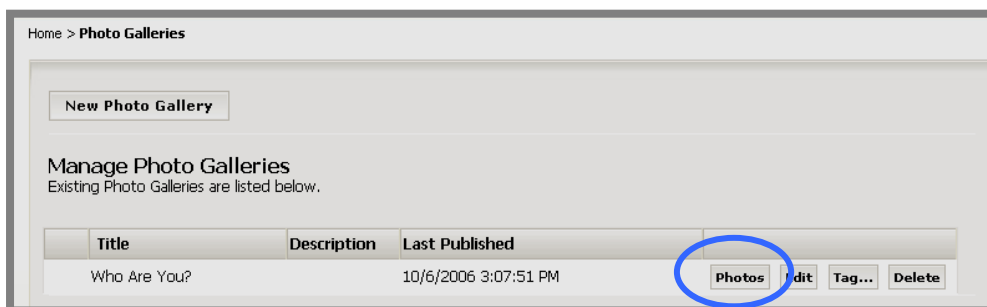3. Click on the *Photos* button to the right of the gallery to which you wish to upload photos. A *Manage Photos* window like the one shown in Exhibit 18-16 will display.

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.
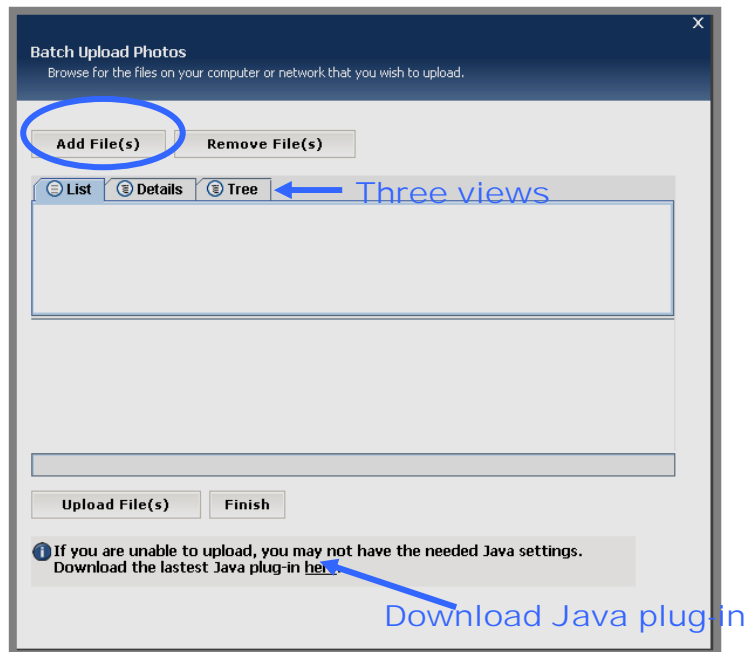

Exhibit 18-17: Batch Upload Photos window

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.
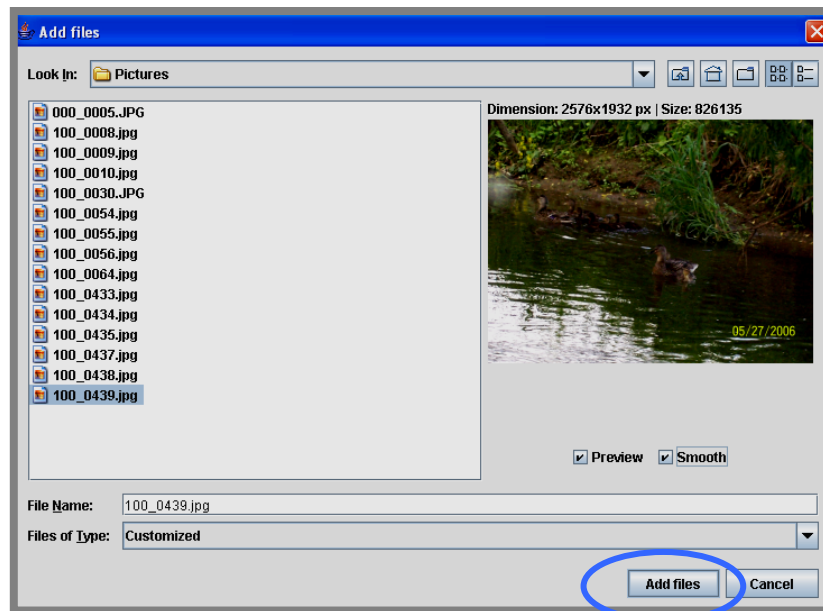

Exhibit 18-18: Add Files window

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).

    Note: 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.
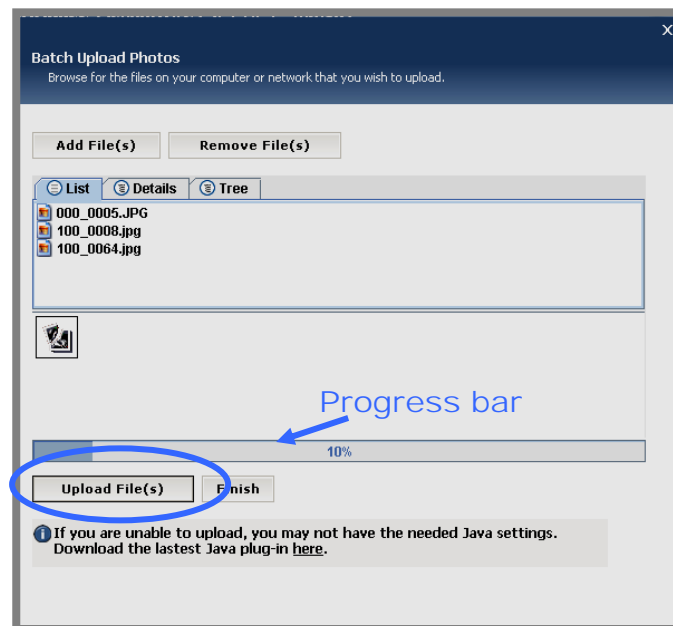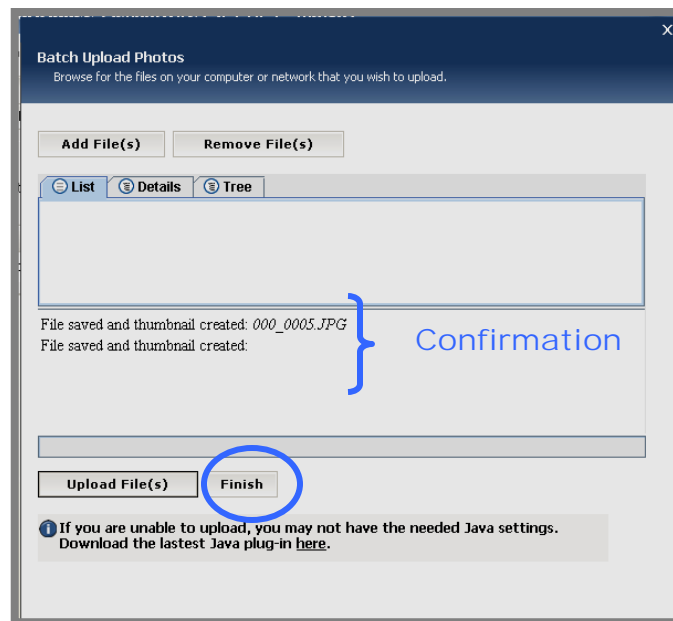

Exhibit 18-19: Upload Progress

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.
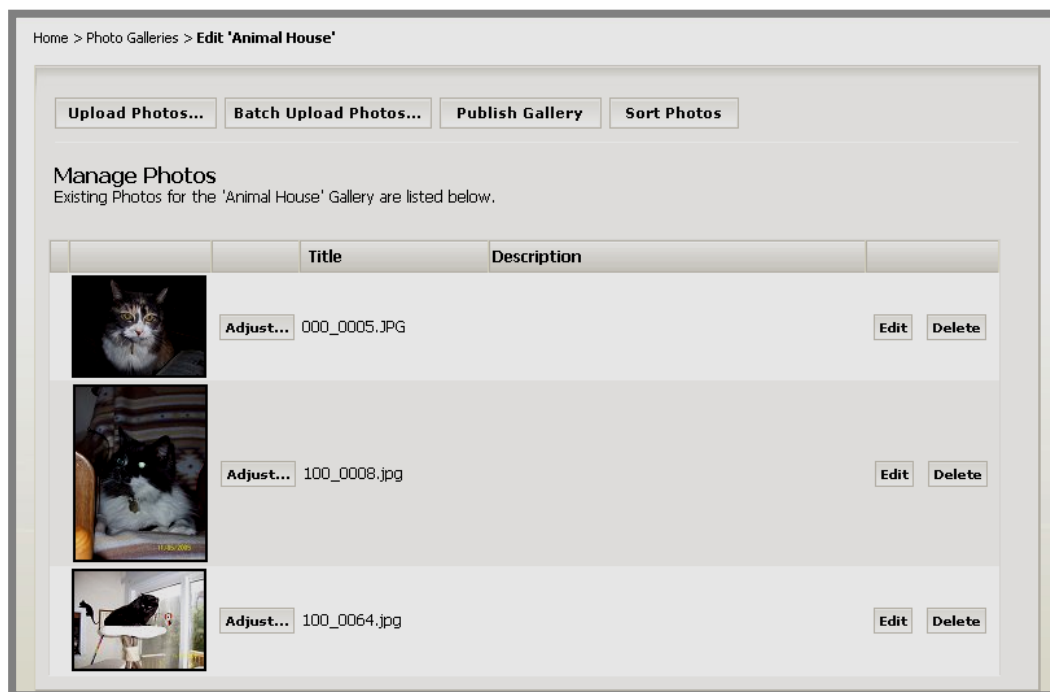

Exhibit 18-21: Photos in Manage Photos window

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* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-22 will display.
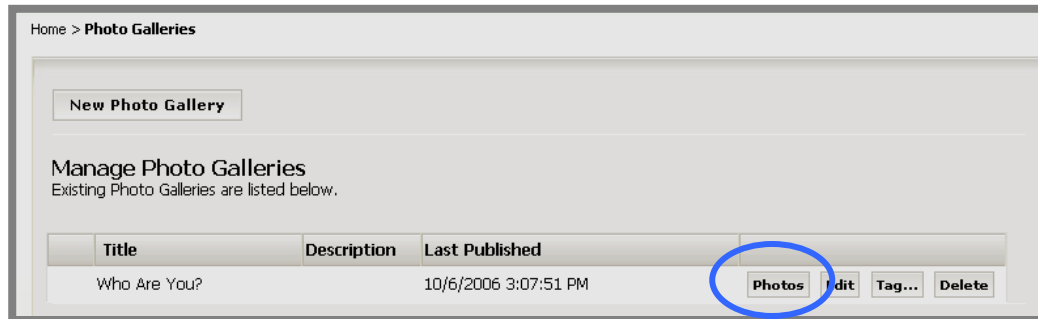

Exhibit 18-22: Manage Photo Galleries window

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.

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.")
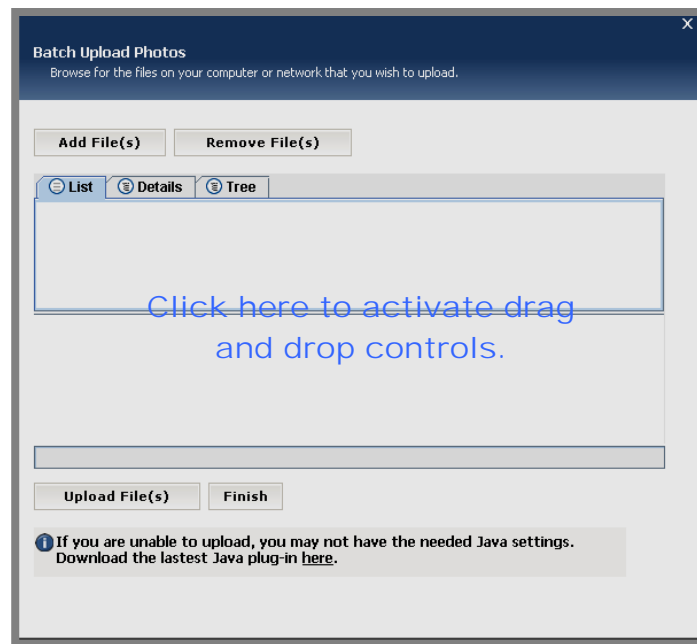

Exhibit 18-24: Batch Upload Photos window

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.
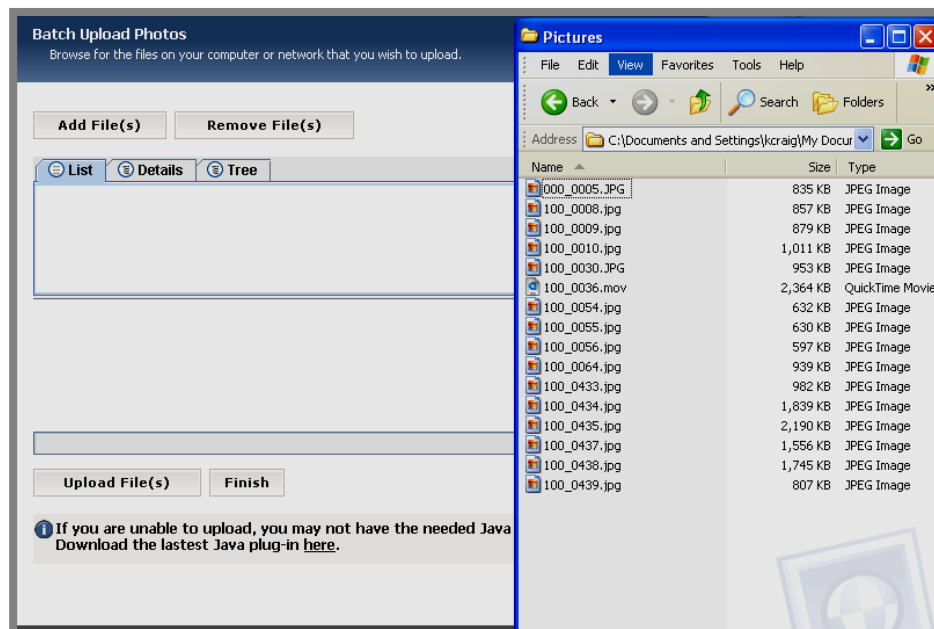

Exhibit 18-25: Batch Upload Photos window beside folder with photos

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.
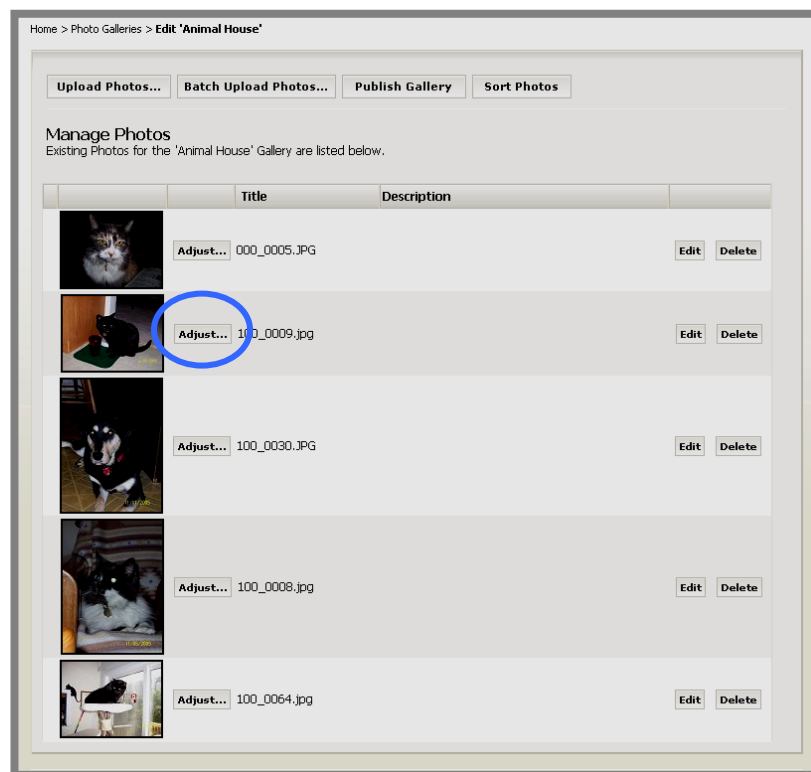

Exhibit 18-26: Manage Photos window

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.
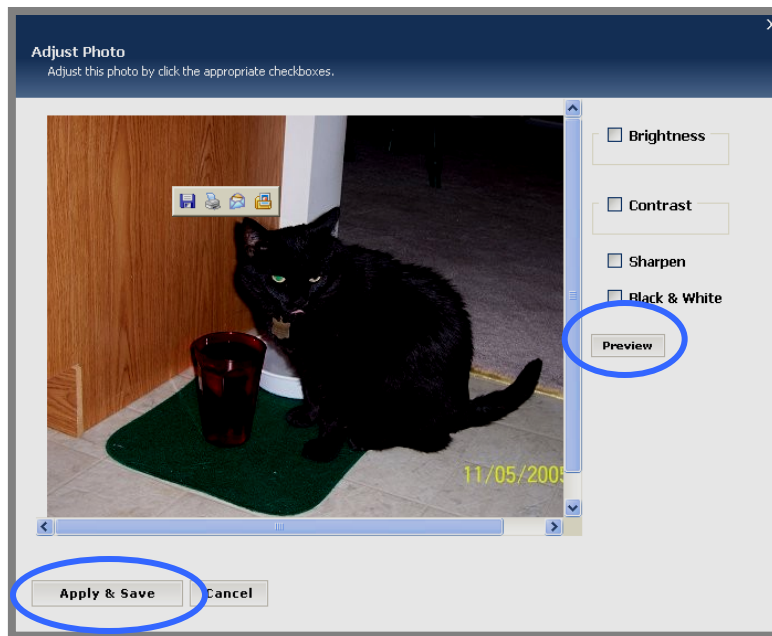
Exhibit 18-27: Adjust Photo window

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.
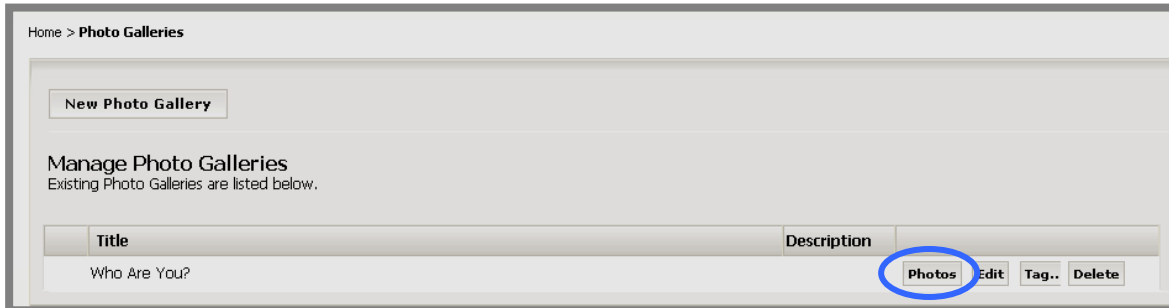

Exhibit 18-28: Manage Photo Galleries window

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.
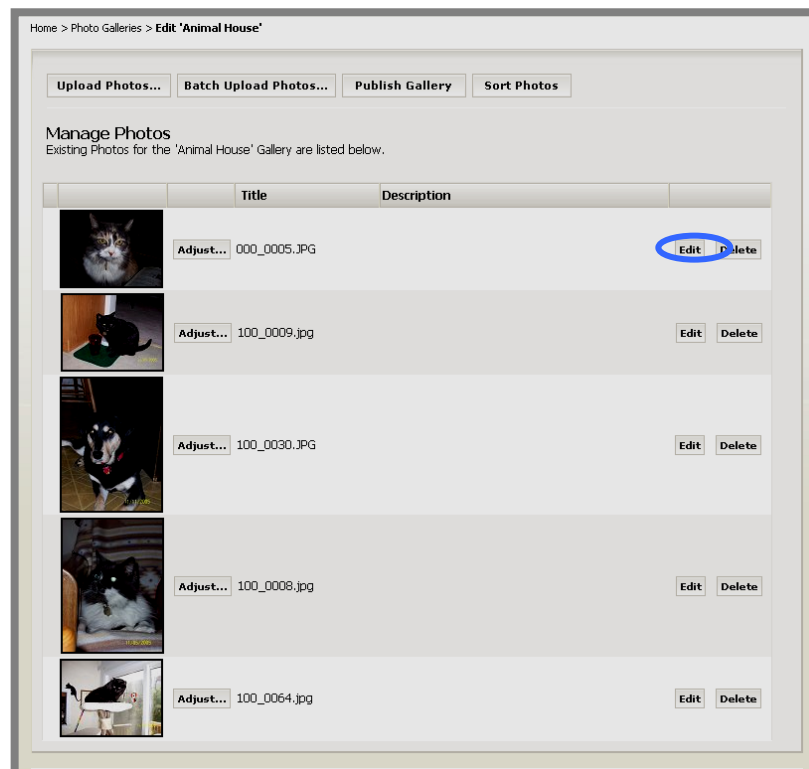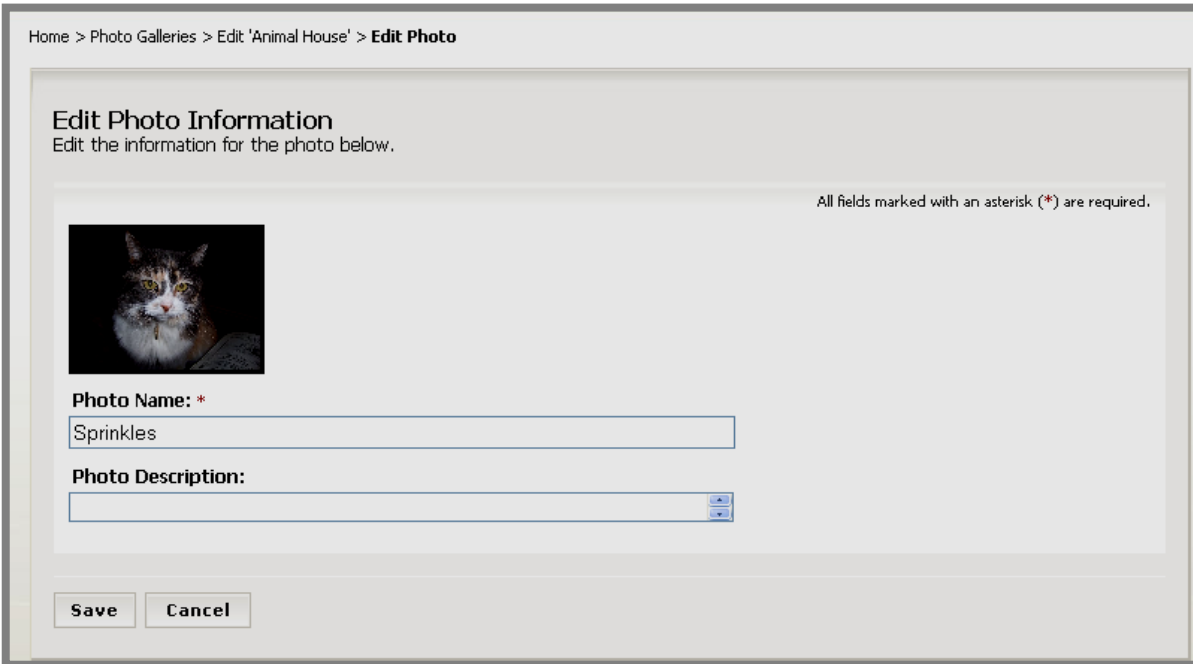

Exhibit 18-29: Manage Photos window

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.

All fields marked with an asterisk (*) are required.

Photo Name: *
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 Workspac*e.

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.
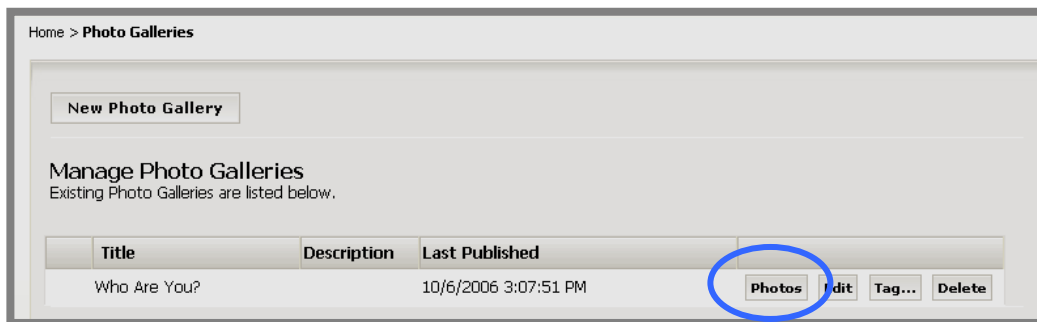

Exhibit 18-31: Manage Photo Galleries window

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.
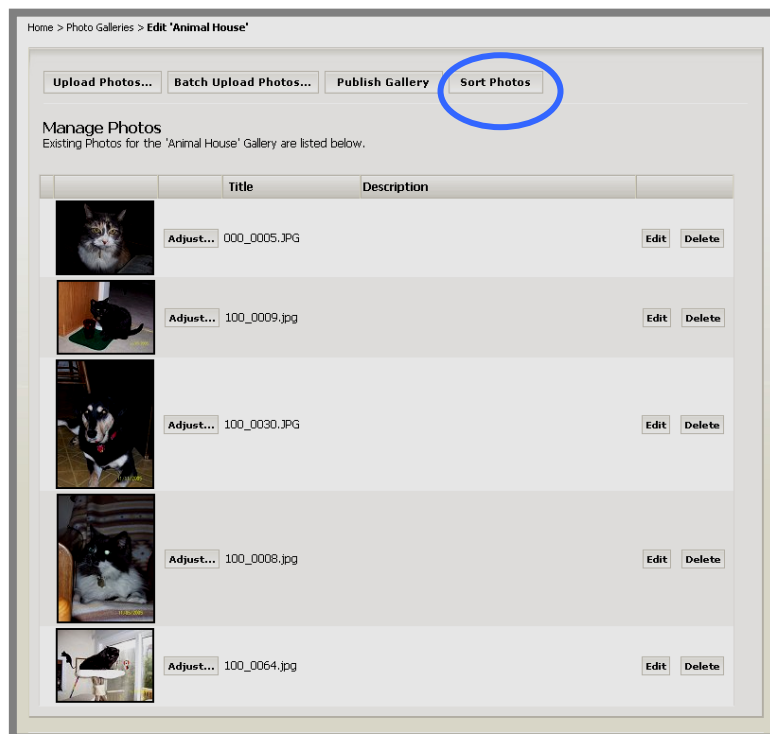

Exhibit 18-32: Manage Photos window

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.
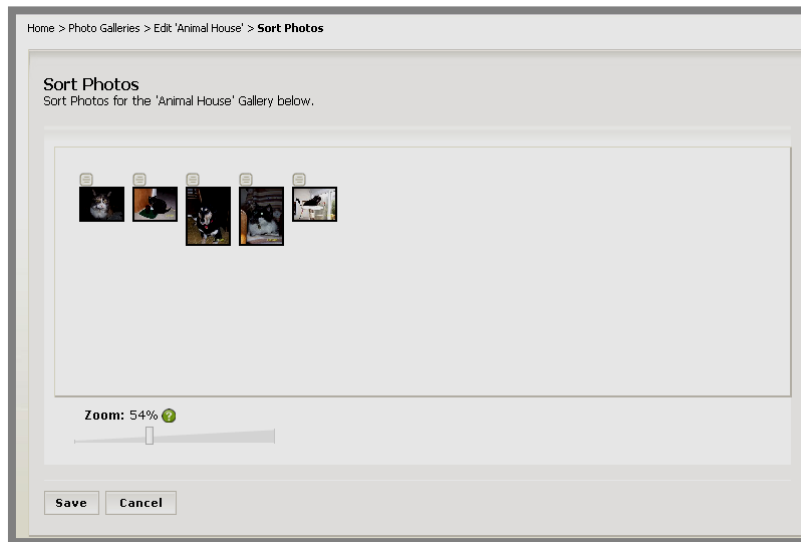

Exhibit 18-33: Sort Photos window

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.

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.
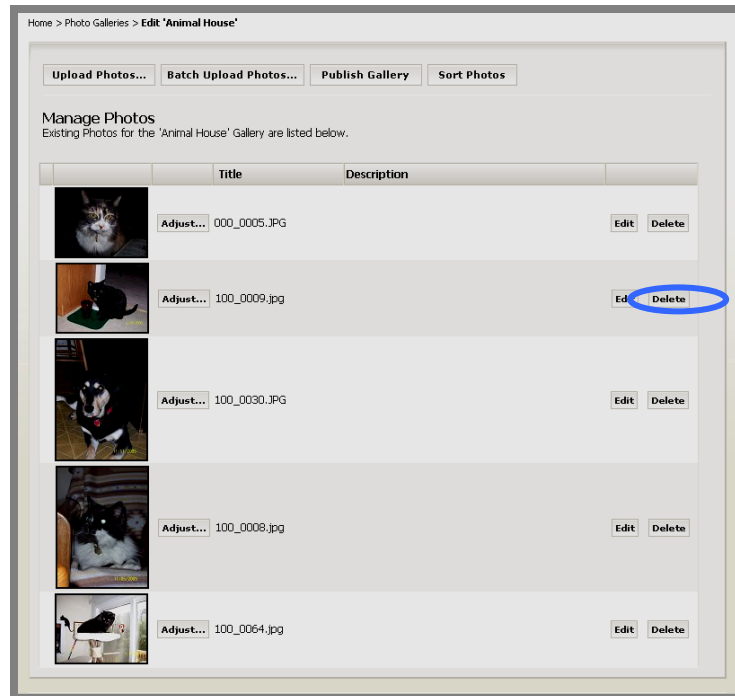

Exhibit 18-35: Manage Photos window

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.
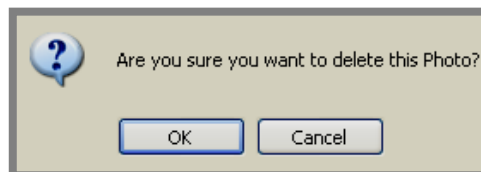

Exhibit 18-36: Delete photo confirmation message

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* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-37 will display.
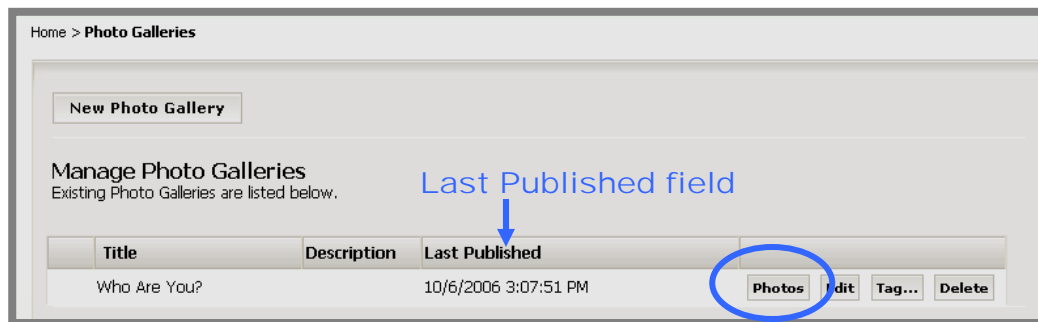

Exhibit 18-37: Manage Photo Galleries window

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.
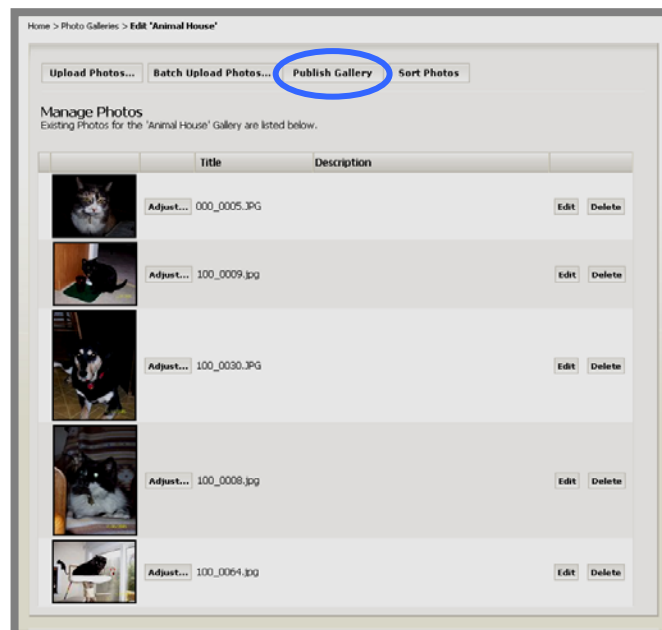

Exhibit 18-38: Manage Photos window

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.
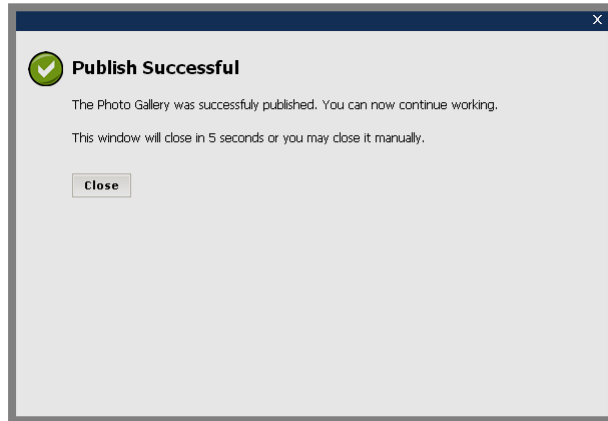

Exhibit 18-39: Confirmation window for publishing

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.
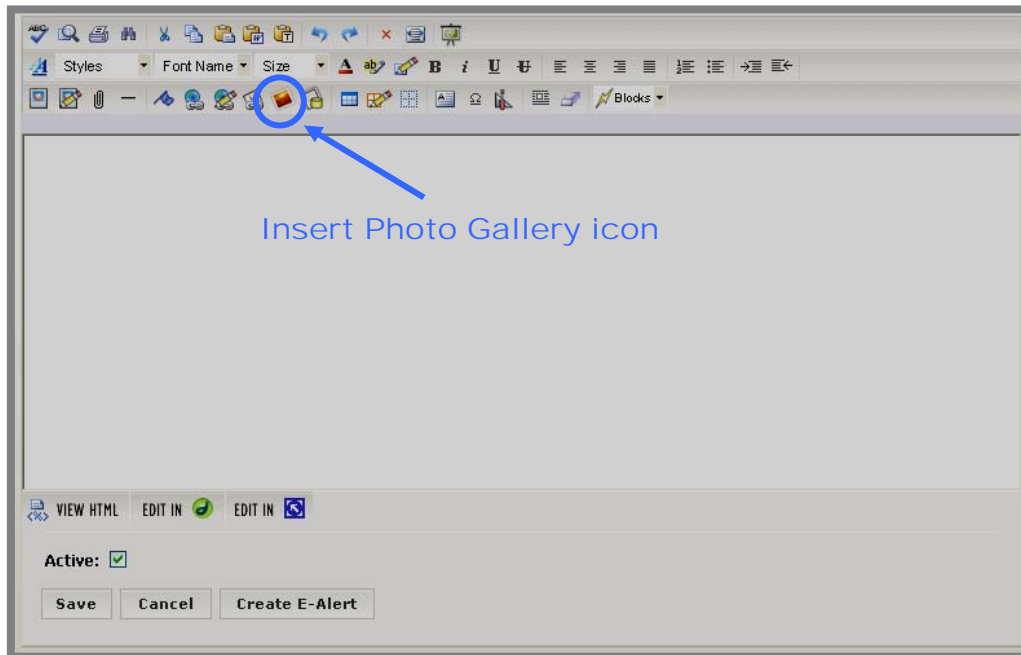

Insert Photo Gallery icon

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.

Note: 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.
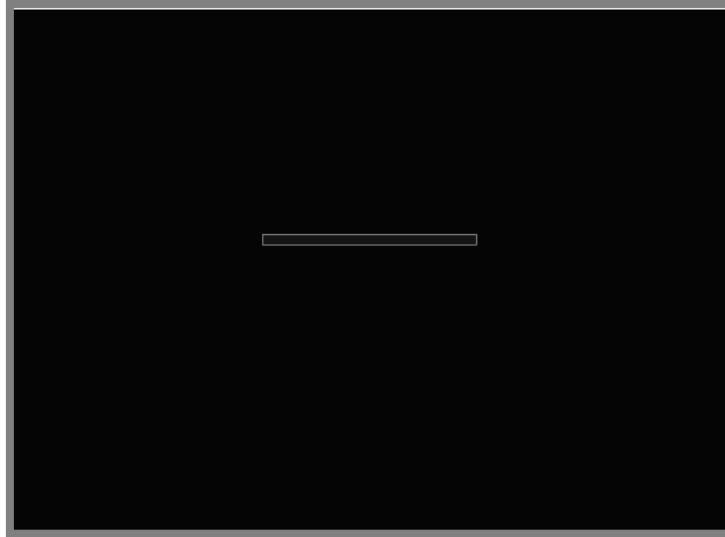

Exhibit 18 42: Non-functioning Photo Gallery as seen on end user

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.
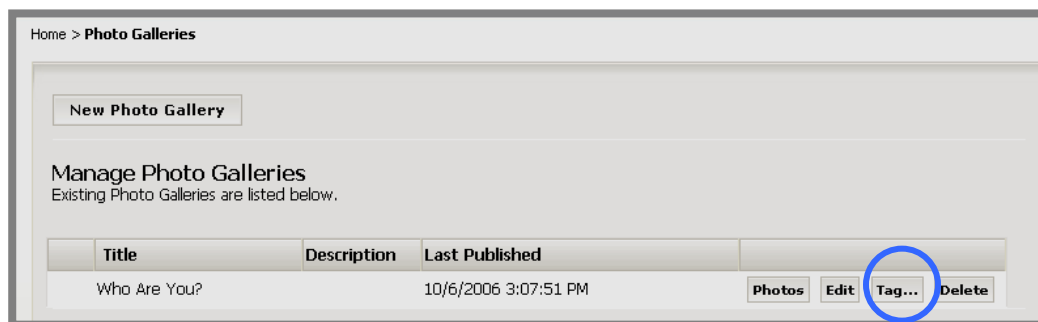

Exhibit 18-43: Manage Photo Galleries window

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.
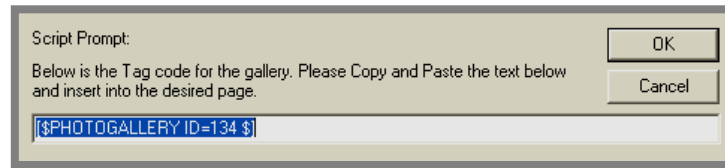

Exhibit 18-44: Window for copying tag

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* drop-down menu. A *Manage Photo Galleries* window like the one shown in Exhibit 18-45 will display.
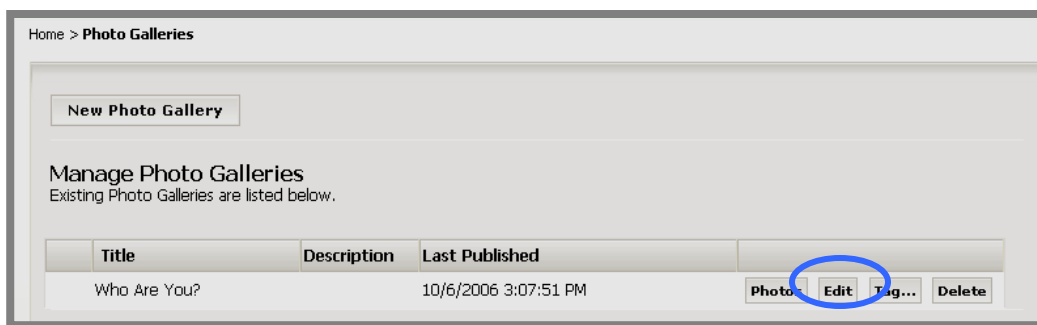

Exhibit 18-45: Manage Photo Galleries window

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.

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*.

TIP: 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* drop-down 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.
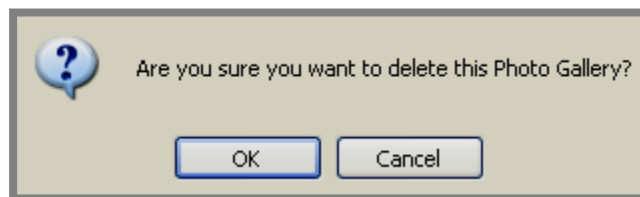

Exhibit 18-47: Delete Confirmation window.

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

Note: 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.
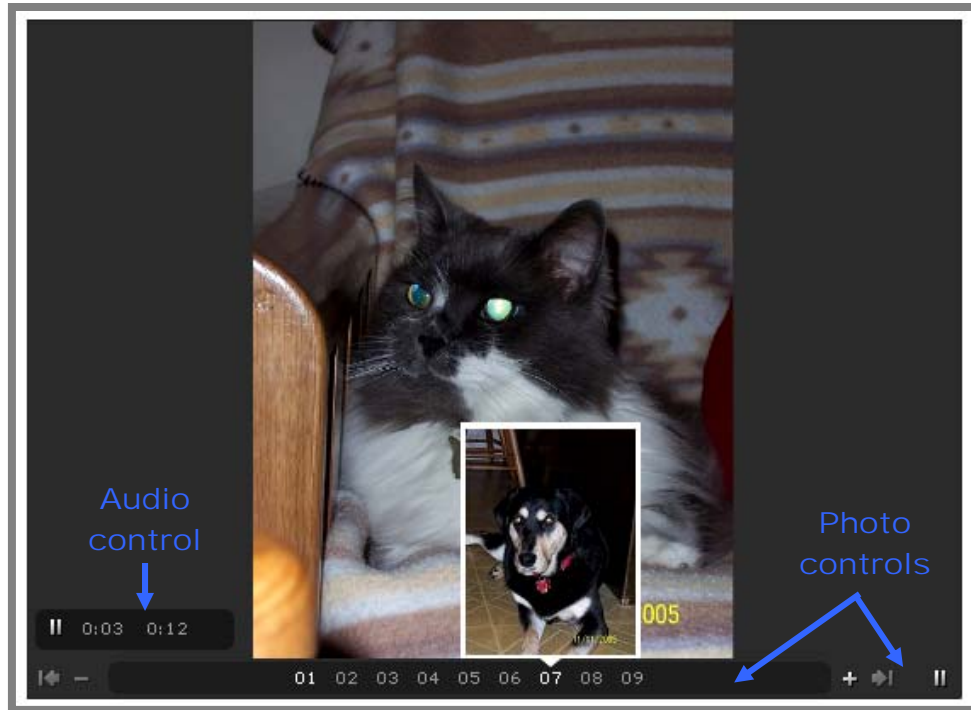

Exhibit 18-48: Photo Gallery as it appears on end user website

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.