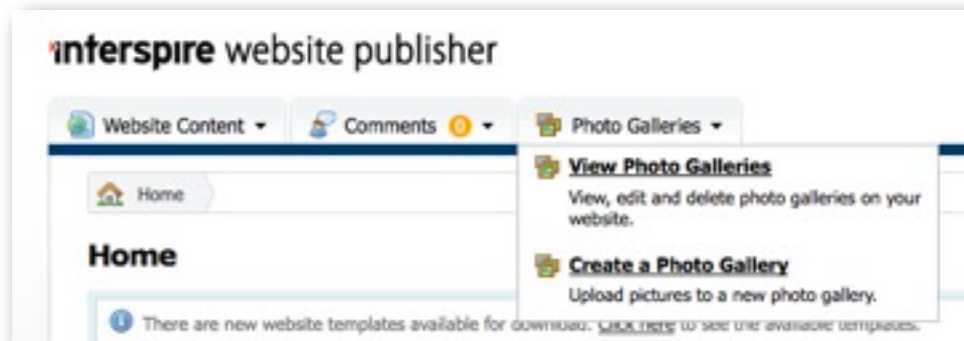


Galleries and Photos

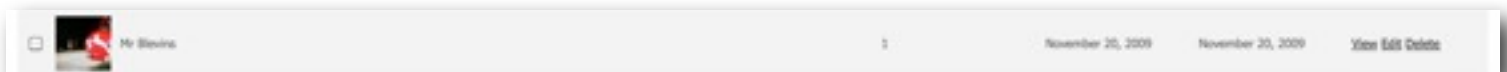
There are many things you can do with pictures and photos: Slideshows, displaying a gallery, or even throwing a picture on one of your webpages. There are a couple of things you need to remember when you want to work with Pictures and Photos:

1. **Your photos need to be in your own gallery.**
2. **Don't upload anything you wouldn't hang up in your room.**
3. **You can't upload a picture larger than 2Mb in size.**

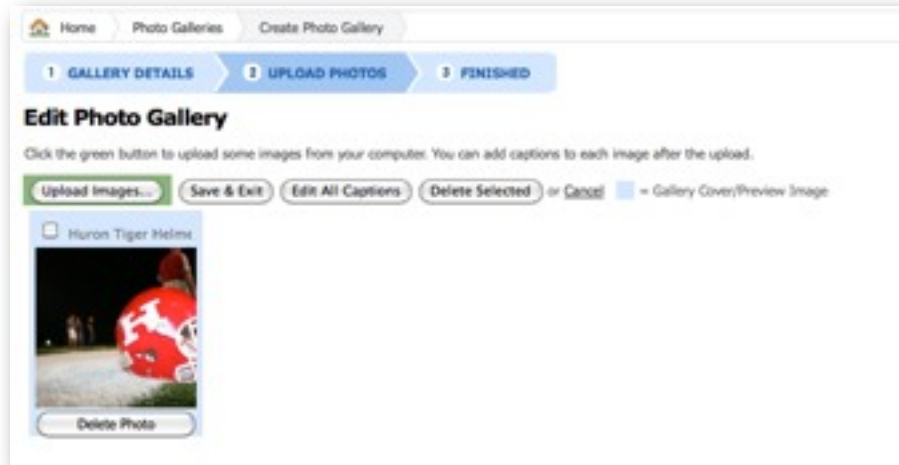
Let's get started and look at Galleries - login to the website and click on the Photo Galleries tab.



You will have two choices: View Photo Galleries and Create a Photo Gallery. You do not have permission to Create Photo Galleries, so ignore that option. Clicking on View Photo Galleries will bring up a list of all Photo Galleries on the site. Locate yours (we're using Mr. Blevins as a demo user) now:

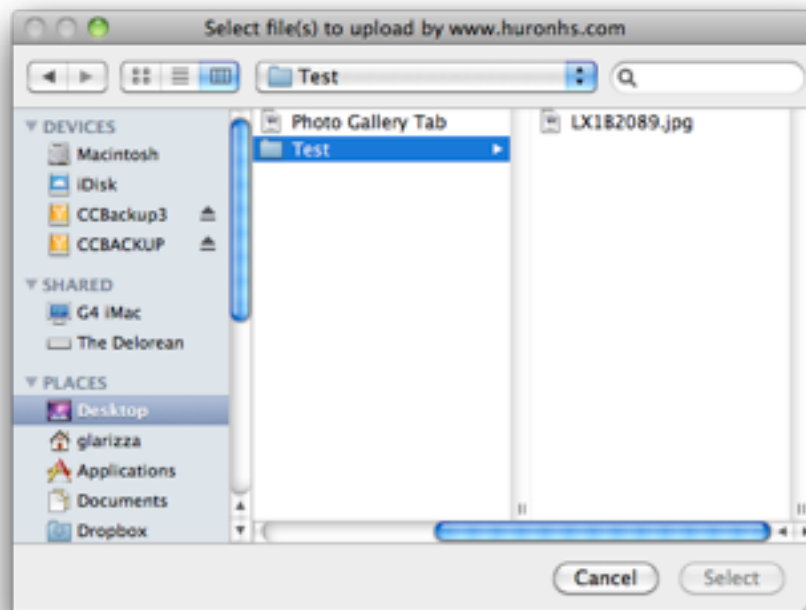


You'll notice that the Edit and Delete links are active on your own gallery, but are dimmed for every other gallery. Click the edit link on the far right side of your Gallery to get started:



Editing a gallery

In the Edit Photo Gallery screen, you can delete saved photos, upload new photos, or edit your photo captions. **A NOTE OF CAUTION: If you delete a picture from your gallery that you've used on a webpage, it will be removed from that webpage.** Let's begin by uploading a picture - click on the Upload Images... button:



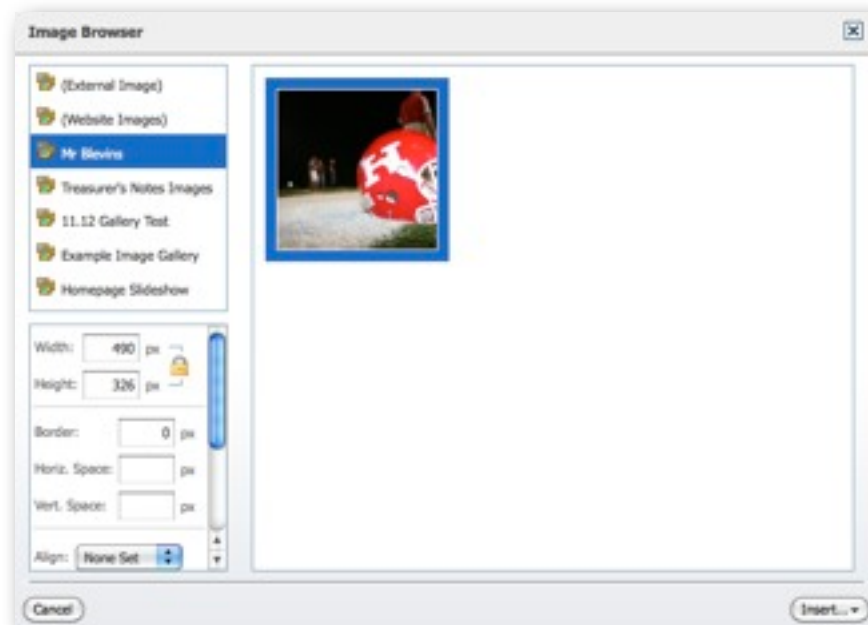
Clicking on the Upload Images button gives you a dialog box to allow you to select the picture you would like to upload. Navigate to where your picture is stored, click on it, and click the Select button to begin the upload. Remember - if your picture is larger than 2 Megabytes, it will NOT be uploaded. You will need to use a photo utility (like iPhoto) to scale down the picture's size before attempting to upload again.

Inserting a Picture into your Webpage

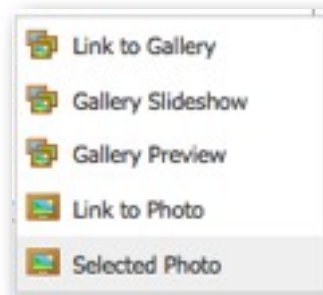
Let's take a picture we've uploaded and drop it into a webpage. Begin by clicking the Website Content tab at the top of your screen and select the View Content choice to display your webpages. Click the Edit link in the Action column to begin editing a webpage.



In the Content box, move your cursor to the spot where you would like to insert a picture, and click the Insert/edit Picture button (looks like a Green Tree). This brings up the Image Browser Screen:



In the Image Browser, click on your Gallery in the left column and select the picture you would like to insert. Next, we need to size the picture - Locate the Width: and Height: textboxes on the left side of the Image Browser. Start by putting a value of 400 in the height textbox - usually that's a good size for a picture on a webpage. Finally, click the Insert button in the bottom right corner of the Image Browser. This displays a series of choices - the one we want is the "Selected Photo" choice (this inserts the photo directly onto the page).



Resizing a Picture on a Webpage

In the last step, we inserted a picture onto our webpage that has a size value of 400 pixels wide. If you notice the picture is too large or too small, we can resize it in the content window. Click directly on the picture to bring up 8 white sizing handles.



Sizing handles are common in most applications - simply click on one of the white squares (handles) and drag the square to resize the picture.

IMPORTANT NOTE: You want to size using ONLY one of the 4 white handles in the corner of the picture

Using the 4 white handles in the corners of the picture will size the picture TO SCALE. If you use one of the four handles that's NOT in the corner of the picture, it will distort the image to make it fatter or skinnier than it originally was. Sometimes this is optimal, but for the most part you should only use the corner handles.

Deleting the Picture

Deleting a picture you inserted is very easy - simply click on it (which displays the sizing handles) and press the Delete button on your keyboard. That's all it takes!