

## 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.



**New Photo Gallery**  
Enter the information for this Photo Gallery below.


**Gallery Name:** \*

**Gallery Description:**

**Photo Delay (seconds):**  
5

**Fade Style:**  
None

**Gallery Width:**  
500 Pixels  
You may only set the width on a new photo gallery. You cannot edit the width.

**Background Sound File or URL:** 

## 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.

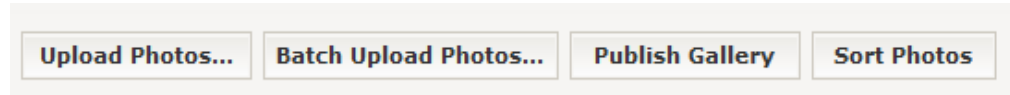
**NOTES:**

- 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.

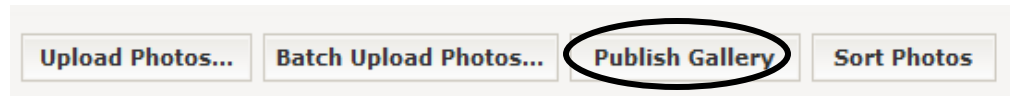
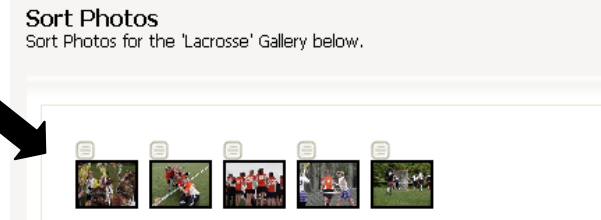
3. You may sort the images if you would like to put them in a certain order, by clicking on the *Sort* button (then click and drag on the photo).
4. Lastly, be sure to publish the Photo Gallery by clicking on the *Publish Gallery* button.

**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*.



`[$PHOTOGALLERY ID=2$]`