Photo Galleries

Web Services has enhanced the way that you can place photos on your webpages.

When adding photos to your webpage:

1. Choose the Add Media button
2. Choose “Create Gallery” on the left
3. Upload a group of photos or choose a group of photos from the Media Library.
4. Choose the “Create a new gallery” button at the bottom left.
5. Choose how many columns of thumbnails you would like to appear on the webpage.
6. Choose the Insert Gallery button.

Photo Borders

1. Add a photo to your webpage.
2. Edit the photo and add “img-thumbnail” in the Image CSS Class field.

Blockquotes

Blockquotes should only be used if you are directly quoting a person, or another source, and it is a long quotation or extract. This is following both MLA standards and W3C web standards.

1. Select the text that is to be used as a blockquote.
2. Choose the blockquote button.

Columns and Tables

Columns should be used to arrange content on your page.

1. [row] This opens the column group.
2. [col] This opens the first column.
3. Content Enter the content for your first column.
4. [/col] This closes the first column.
5. [col] This opens the second column.
6. Content Enter the content for your second column.
7. [/col] This closes the second column.
8. [/row] This closes the column group.
Example:
[row][col]
Here is the content for my first column.
[/col]
[col]
Here is the content for my second column.
[/col][/row]

Tables should only be used to display tabular data on your webpage.

1. Right-click on your webpage.
2. Choose the number of rows and columns.
3. Define a header rows for your table:
   a. Select the row that is to be defined as the header row
   b. Right-click on the row and choose Row > Table row properties
   c. In the Row type dropdown, choose Header
4. Define header cells for your table:
   a. Select the row that is to be defined as the header row
   b. Right-click on the row and choose Cell > Table cell properties
   c. In the Cell type dropdown, choose Header cell