How to Create a Photo Gallery

Prepared by Ralph Shank

Photo Galleries

Web Services has enhanced the way that you can place photos on your webpages. A photo gallery option has been added.

When adding photos to your webpage:

1. Choose the Add Media button.
2. Choose Create Gallery.
3. Upload a group of photos or choose a group of photos from the Media Library.
4. Choose the Create a new gallery button.
5. Choose how many columns of thumbnails you would like to appear on the web page.
6. Add short captions for your thumbnails if you would like.
7. Choose the Insert Gallery button.
8. When you view the web page, and choose one of the thumbnails on the page, a slideshow starts from that photo.

Things to note: If your photos are different sizes, the slideshow will change size for each photo in the gallery. A good standard to follow is to create your gallery photos at the same size. Choosing a width of 1024 pixels for your photos will appear nicely. Photos with a width less than 1024 pixels will not appear well in the slideshow.