

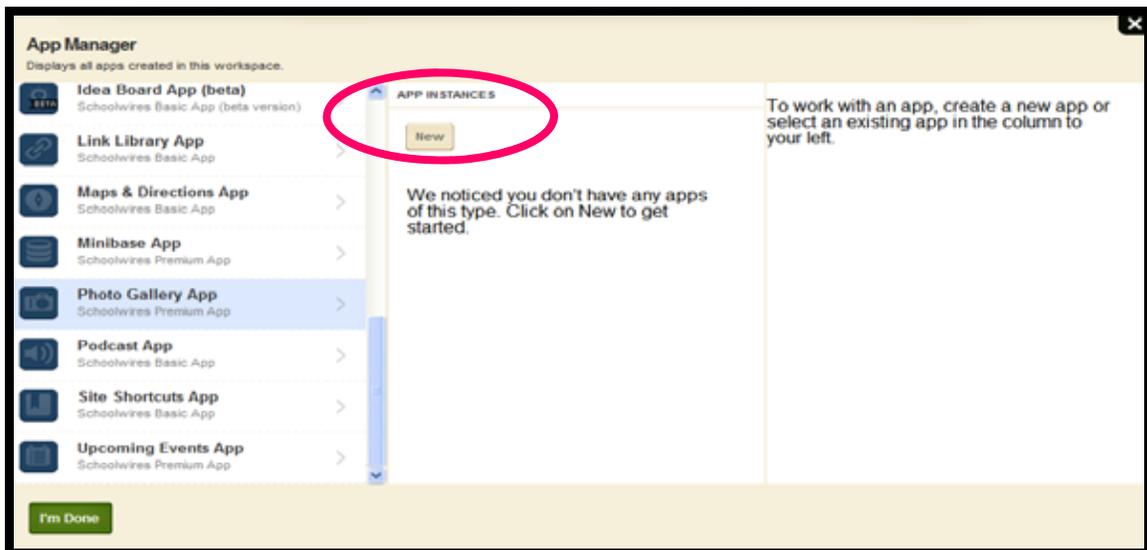


Creating a Photo Gallery In Schoolwires Centricity 2

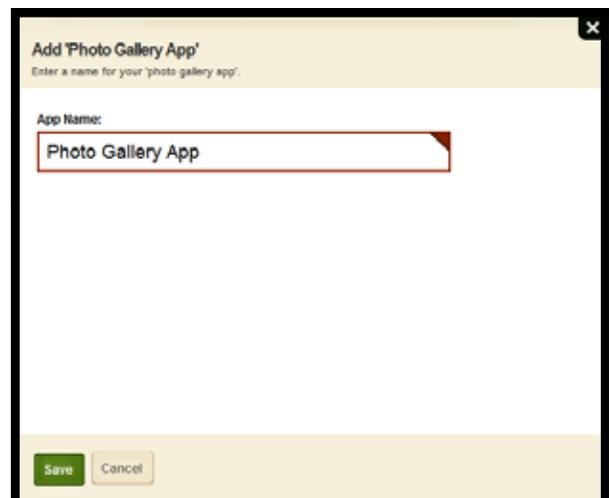
- Sign-in to Schoolwires
- Navigate to **Site Manager**
- Click the **Photo Gallery** link in the **Common Tools** area located on the **Summary** tab.



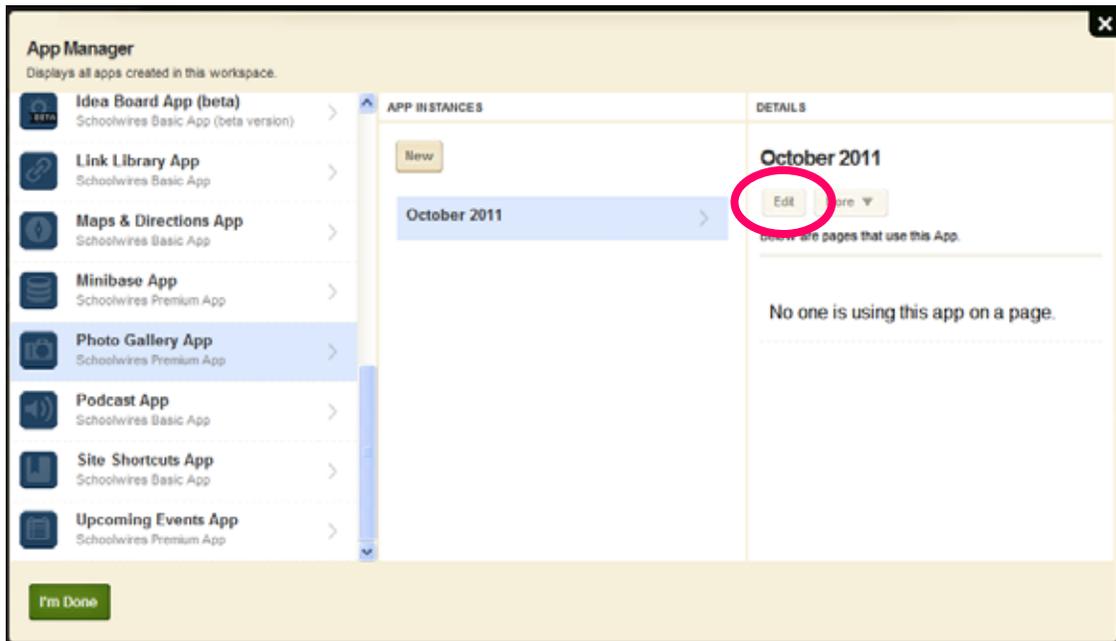
- The **App Manager** will open. Select the **New** button.



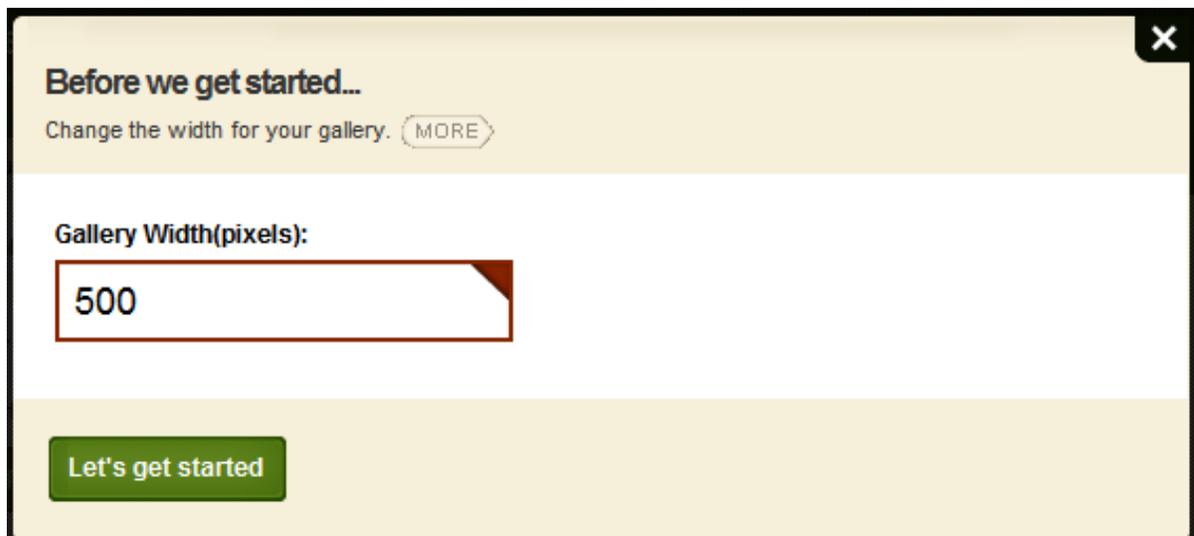
- The **Add 'Photo Gallery App'** will open.
- **Delete** the name: *Photo Gallery App* and type a new name for the app. This is for your reference only.
- Click **Save** when done.



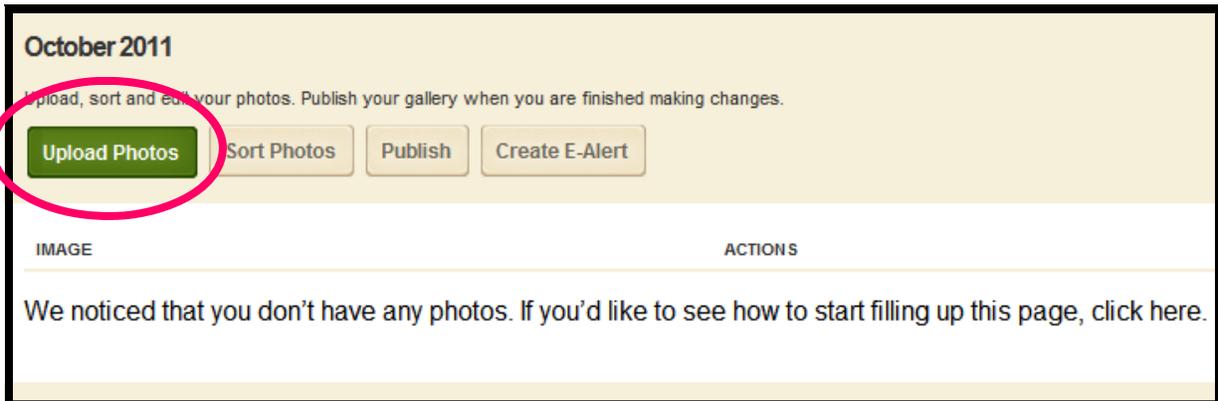
- You will return to the **App Manager** screen. Listed will be your new Photo Gallery App. Click the **Edit** button on the right to upload images.



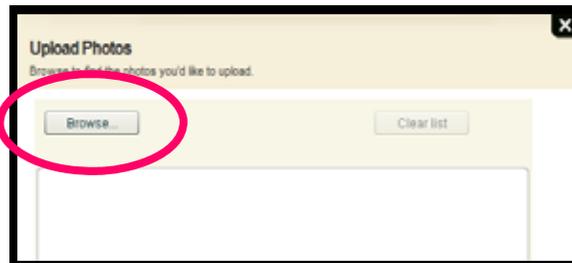
- Set the width of the gallery.** If you are inserting the gallery onto a flex page, keep the width at 500.
- Click **Let's get started.**



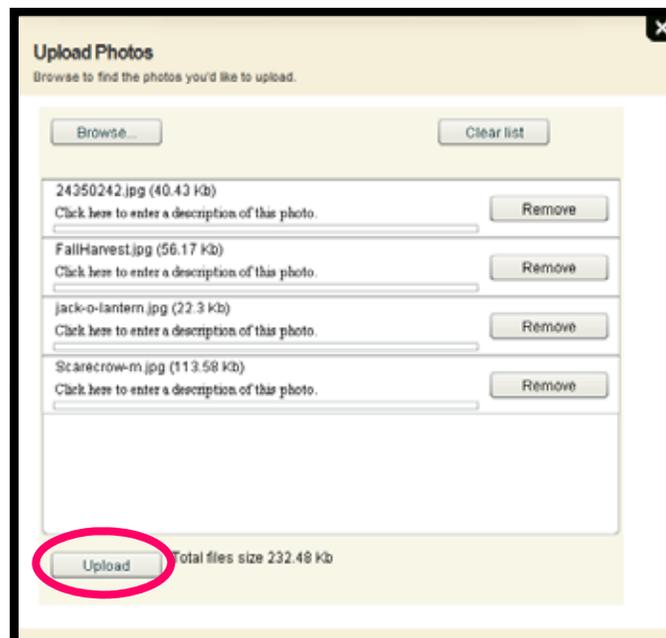
- Click the **Upload Photos** button to add photos to the gallery.



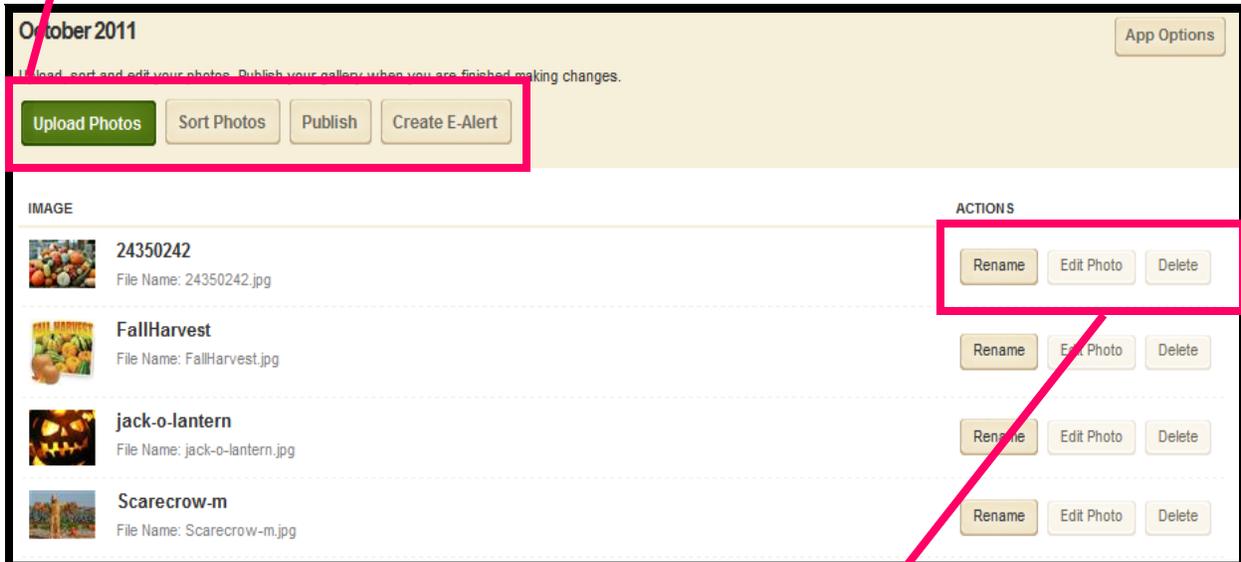
- Click the **Browse** button to select photos from your computer or flash drive or camera.



- Once the images have been selected. Click the **Upload** button at the bottom of the window.



- Once the photos have been uploaded you be brought to your gallery where you can upload, sort and edit your photos.
 - **Upload Photos**– click to add additional photos to this gallery.
 - **Sort Photos**– click to rearrange photos.
 - **Publish**– click to publish gallery
 - ****must publish before adding to a flex page****
 - If you make changes to your gallery you must click Publish after the changes have been made.
 - **Create E-Alert**– a message will be emailed to users who have subscribed to the flex page.

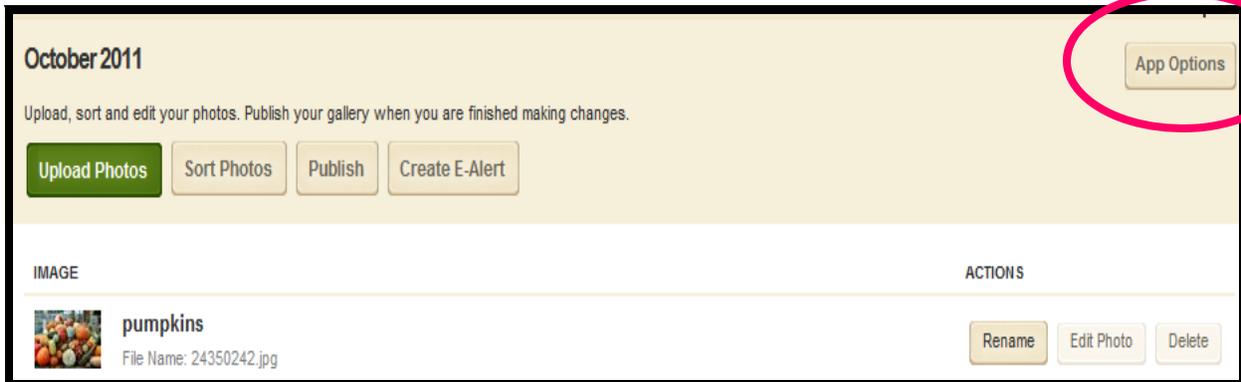


- **Rename**-Will rename the photo, not the file name.

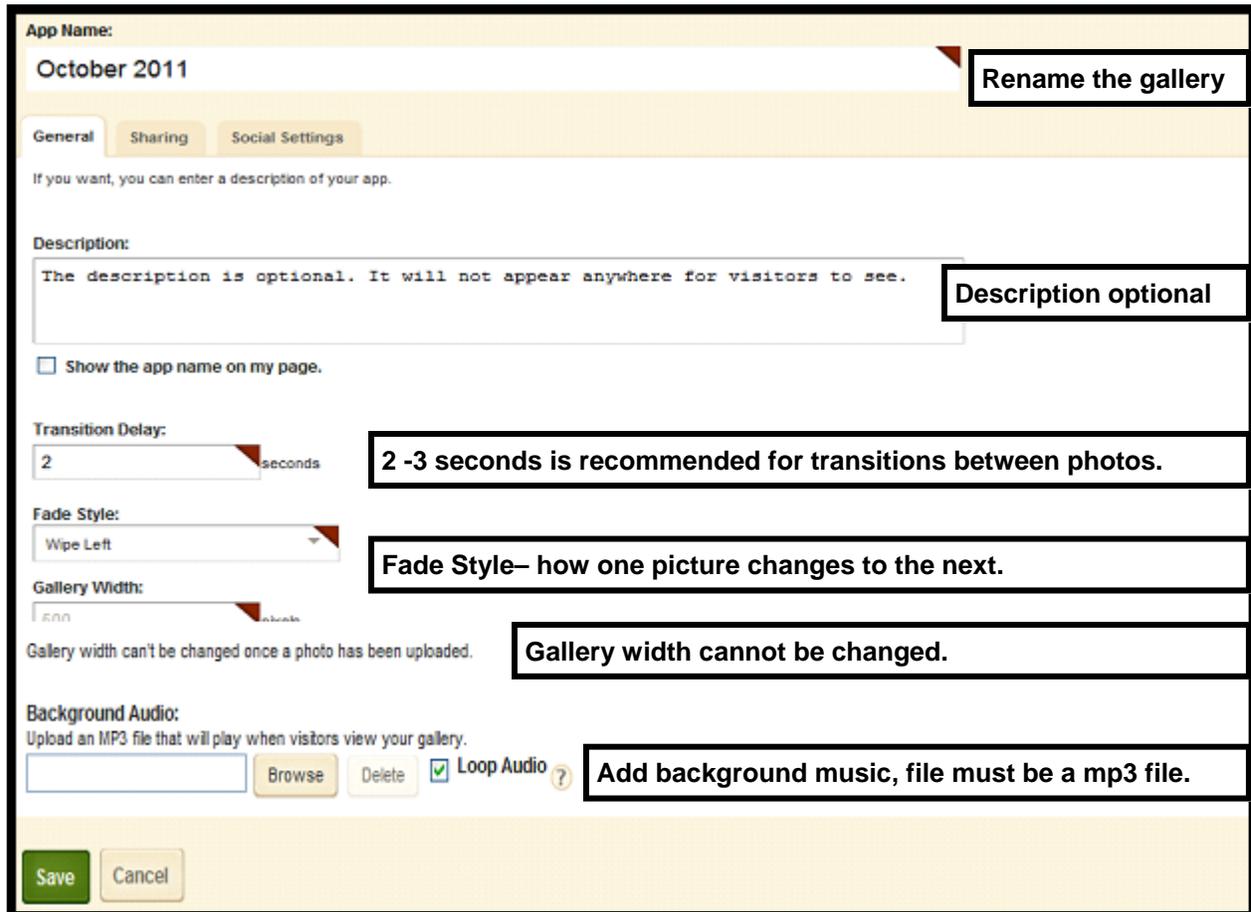


- **Edit Photos**-opens photo in an editor which includes features such as: **Basic** (crop, rotate, resize), **Adjustments** (red-eye removal, brightening, contrast, etc) and **Photo Effects**.
- **Delete**– remove photo permanently from gallery.

- Click the **App Options** button to modify other features of the Photo Gallery.



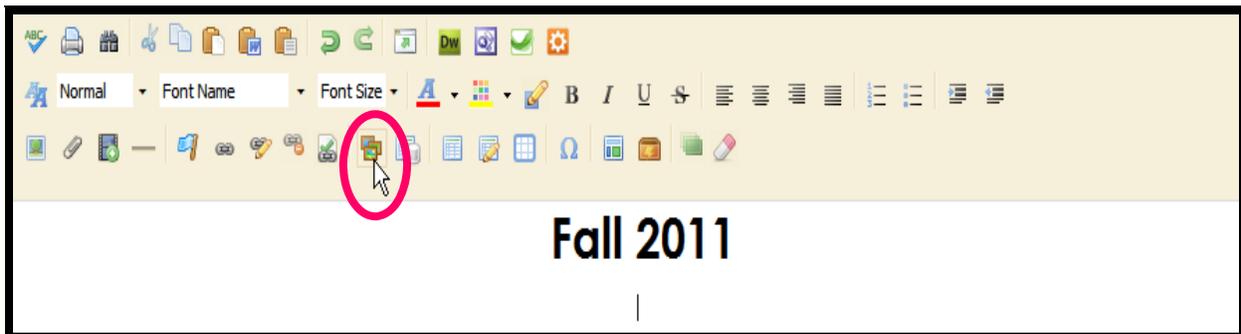
- The **App Options** window will open:



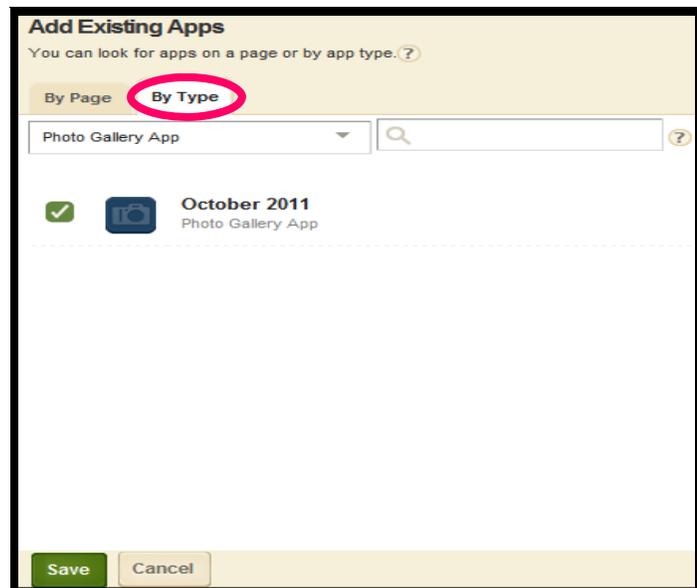
- Click **Save** when finished.

Inserting a Photo Gallery on a Flex Editor Page

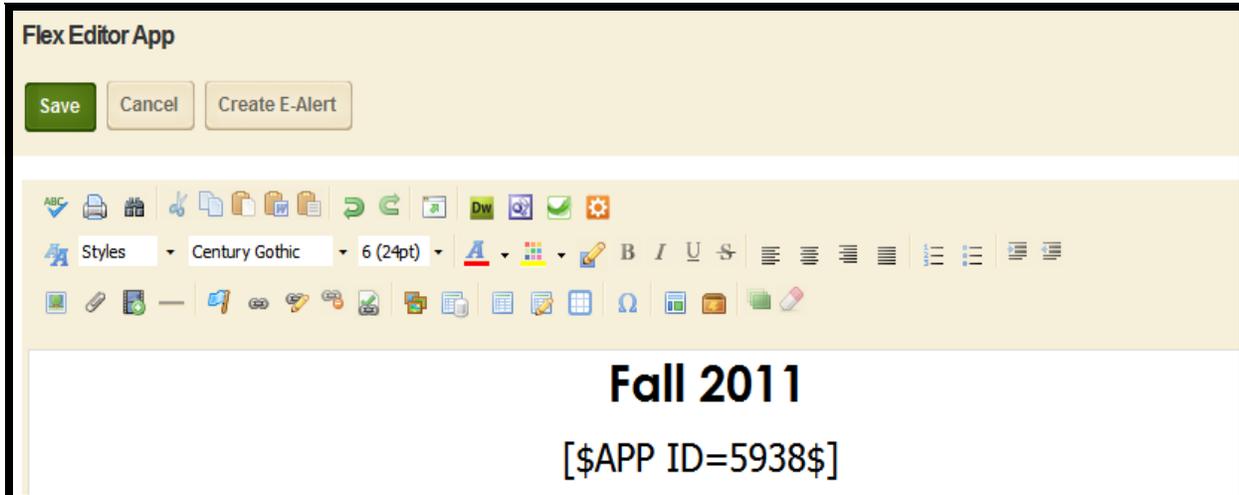
- Once you have **published** your photo gallery, you are ready to insert it on a Flex Editor page. If you do not have a Flex Editor Page created to insert the Photo Gallery, use the **New Page** button on the **Summary** tab to create a new **Flex Editor** page.
- Open the **page** in which you wish to insert the photo gallery.
- Put your cursor in the editor where you would like the gallery placed.
- Click the **Insert Photo Gallery** button in the Editor.



- The **Add Existing Apps** window will open.
- Click the **By Type** tab.
- The **Photo Gallery Apps** should appear.
- Click next to the Photo Gallery App you wish to insert.
- Click **Save**.



- The Photo Gallery App has been inserted on the page. You can use the tools on the editor to center the app or add any additional information to the page.
- Be sure to click **Save** when finished.



- To view the images in the gallery, click the **View Website** button at the top of the Site Manager window or visit the page on the Internet.

