

# Creating a Photo Gallery and Adding Albums

## Contents

Creating a gallery.....	2
Creating an album.....	2
Edit Album Settings.....	4
Sort .....	4
Date .....	4
Archiving and Publishing dates .....	4
Share to social media .....	5
Reminder .....	6
Comments.....	6
SEO.....	6
Custom Fields.....	7
Saving.....	7
Deleting .....	7
Restoring.....	8

Galleries are a great way to add an area to your website to share images. You can add as many galleries as you wish; whether it's just one to showcase albums of all your trip photos, events and activities or multiple galleries to hold albums from sports events, a year group, or class, the choice is yours.

## Creating a gallery

**NB** If there is already an appropriate gallery on your website to add your album to, you can go straight to the section about creating an album.

Navigate to the page you wish to add the gallery beneath, then click on the **create tab** on the orange admin bar and choose **gallery**.

You will be prompted to give your photo gallery a **Gallery Name** and **Gallery Description**.

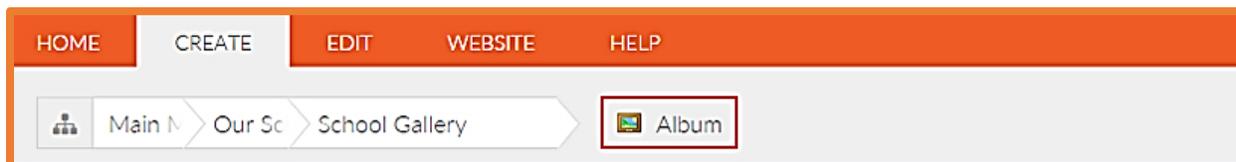
Click the **create button** and your gallery will be ready to go. You will see that initially the page just says, 'No photo albums have been added to this gallery yet'.

Populate the **content area** at the top with a little information about what visitors will find in the album.

## Creating an album

If you are not already in a gallery, you will need to navigate to one to begin.

When you click on the **create tab** from a gallery, you will only see the option to create and **album**.



You will need to enter a **title** for your album and can add some details about the event in the **content area**.

To add your images, either **drag and drop** them from your computer, or click on the area which says **upload images** to browse your files. You will be able to select multiple files at once, but don't add too many as it may affect the performance of your website.

Home > News & Events > Events Gallery

## Example Album

Year 6 had a great day at the Steam Railway. The children learned about the life of an evacuee, and Mr Marston got to pretend to be a train driver!

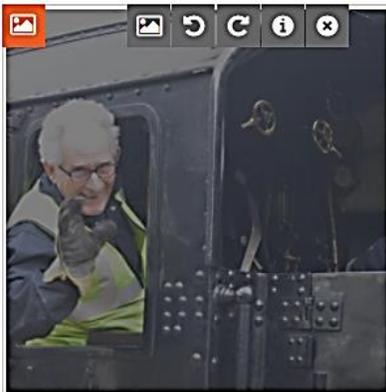
Upload Images

Click here to select the images that you wish to upload, or drag and drop the images from your desktop here.

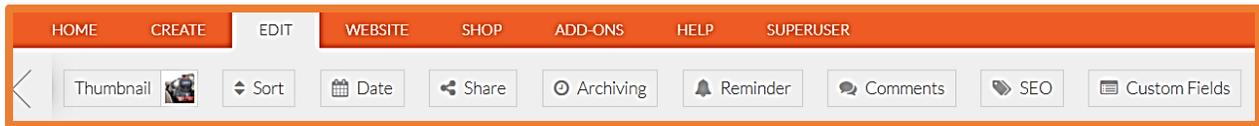
Once the images have uploaded, using the icons at the top of each picture, you can **rotate**, **add information** or select the image to be the main **thumbnail** to display for this album in the Gallery. You can also **change the order by dragging** the images into position.

Upload Images

Click here to select the images that you wish to upload, or drag and drop the images from your desktop here.



## Edit Album Settings



### Sort

You can choose to **order the images** in your album either alphabetically or by upload date. Just select the option which best suits your needs.

### Date

By default, the date of your album will be the date you create it, but sometimes it's helpful to be able to change this. The date of the album will **display on the album thumbnails** within the gallery and will **affect their order**.

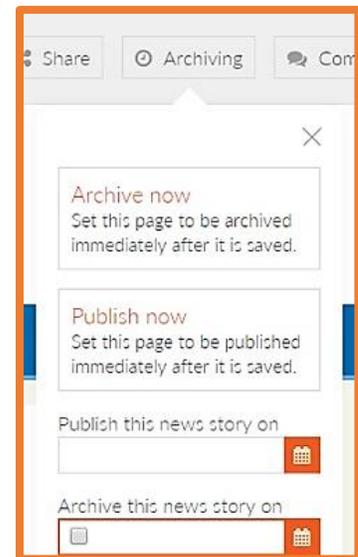
## Archiving and Publishing dates

### Archiving

You have the ability to schedule an archive date. This will remove the item from public view on the website but, as an editor, you will still be able to access it through the site map. You can later delete the item or re-publish it.

To set an item to archive, click the **Archiving** button from the **Edit** tab. In the **Archive on** field, select a date from the calendar or type a date in DD/MM/YYYY format.

You can also set the item to archive immediately using the **archive now** option.

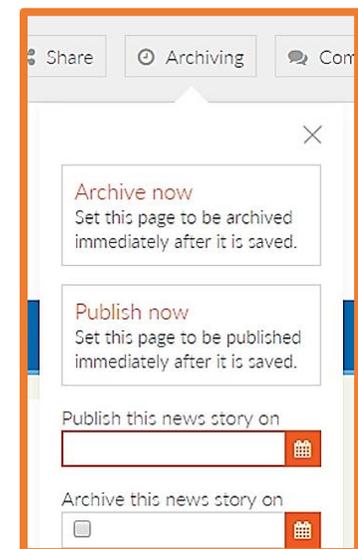


### Setting a Publish Date

You can also schedule an item to publish in the future. This is really handy if you have something that needs to go live over the holidays or at weekends.

To set a publish date click the **Archiving** button on the **Edit** tab. Then, in the **Publish this news story on** field, select a date from the calendar or type a date in DD/MM/YYYY format.

You can also set the item to publish immediately using the **publish now** option. Useful if you are re-publishing an archived item.

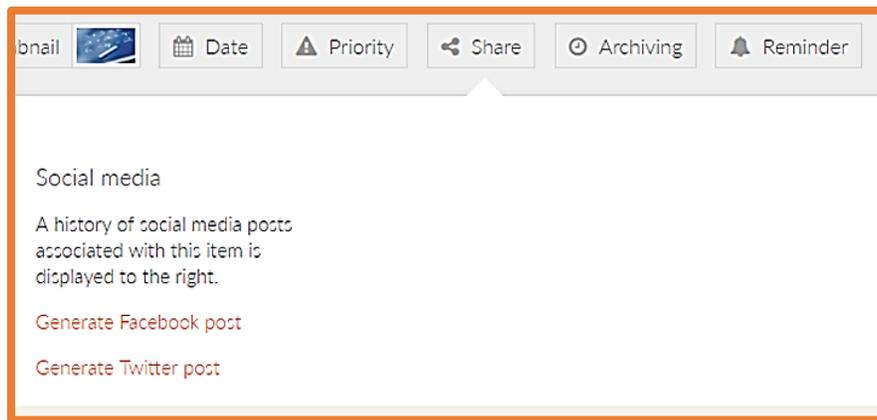


## Share to social media

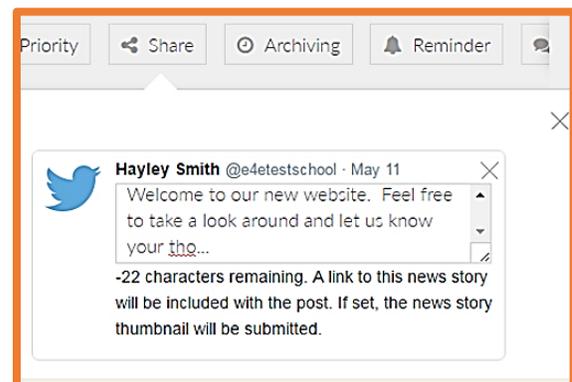
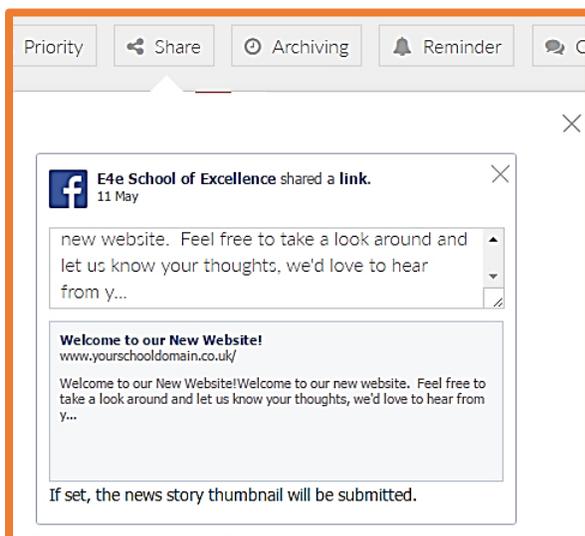
To enable social media sharing, the website will need to be **authorised to post to Facebook and/or Twitter**. This will need to be done by an **administrator** of the website, and the settings can be accessed under the **website tab** on the orange admin toolbar.

Once social media sharing has been set up, you will be able to share **News Articles, Blog Posts, Photo Albums** and **Pages** directly to your social media accounts, either at the point of creation or, at a later date.

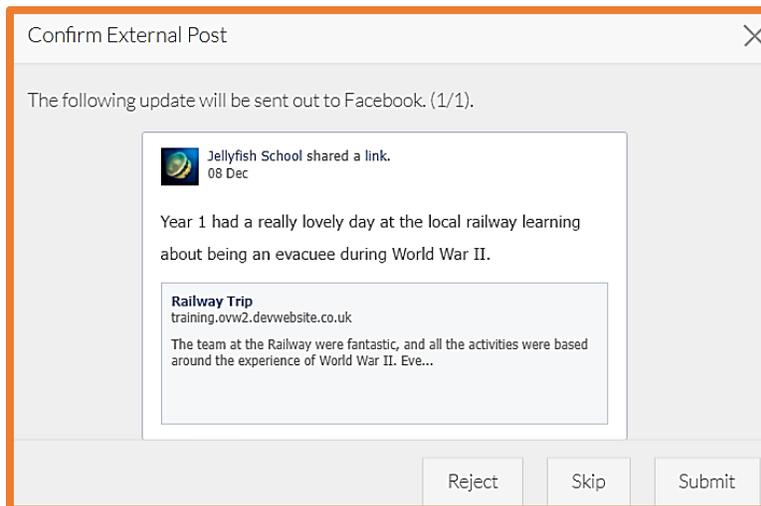
To begin, **navigate to the item you wish to share**, if you are not already there. Then click on the **share button** on the edit menu at the top of the page.



You will be offered the option to **generate a Facebook post** or **generate a Twitter Post**. In both instances, the text will be pre-populated based on the page content, but you will be able to adjust the wording to ensure the post makes sense.



When you are ready, **save the page**. You will be prompted to **check the post(s)** and select how you would like to proceed.



<b>Reject</b>	Publishes any changes to the item of content and stops the Facebook post from being submitted.
<b>Skip</b>	Publishes any changes to the item of content and holds the generated post, preventing it from being submitted to Facebook. The next time the page is saved, you will be asked to confirm the post again.
<b>Submit</b>	Sends the post to Facebook. A copy of the post is also stored on the Edit tabs Share drop-down.

### Reminder

This option can be switched on if required, at no additional cost. Just contact our Support Team to request the update.

Once it has been switched on, you will be able to **set a reminder date and email address** for many of the items on your website. This is a great way to help you manage updates.

### Comments

If this is allowed by your administrator, you can set individual items to **allow commenting**.

### SEO

This option allows you to add in **Keywords** and **Meta-descriptions** for the items on your website.

## Custom Fields

This area is usually reserved for custom functionality. However, you will find the option to add a **friendly URL** here.

Friendly URLs allow you to set an easier to understand link for your page. For example, you might make your friendly URL whole-school-gallery which would result in a friendly address being created of [www.myschoolsite.co.uk/whole-school-gallery](http://www.myschoolsite.co.uk/whole-school-gallery)

## Saving

When you have made changes to your page, you will need to save them by going to **edit** and **save** on the orange bar.

Depending on your permissions, you will then be able to either **save now** which will publish the item directly to the website, **save as a draft** if you aren't ready to publish and want to come back to it later or **send for approval** if you need another user to approve your changes prior to publishing.

## Deleting

To remove a page from your website, you will need to select **delete** on the **edit** tab and then choose to either **delete now** or **send for deletion**.

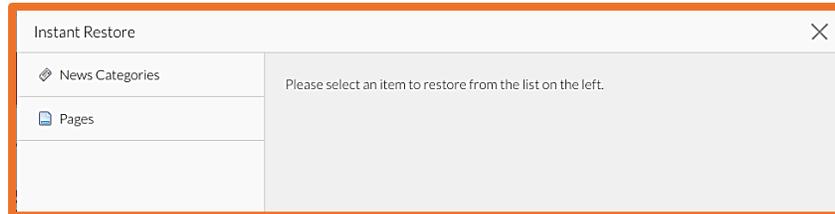
**Delete now** will remove the page from your website immediately whereas **send for deletion** will send a deletion request to a user who has the relevant permissions to approve the deletion.

When this option is selected, a window will appear prompting you to choose the user you would like to send the request to. You can click **publishers** or **administrators** on the left-hand side to display a list of users. Clicking on a user's name will display a third column which contains a button titled **send to this user**. You can click this button to send the deletion request.

The selected user will be notified by email and will be able to log into the website and view the deletion request via the **My Tasks** button.

## Restoring

If you ever need to recover a deleted page, photo gallery, photo album, blog category, blog post, news category or calendar, you can do this via the **instant restore** option on the **home** tab.



Clicking **instant restore** will bring up a window with the item types listed down the left-hand side.

**Select from the list** to bring recently deleted items and click the **restore** button in the right-hand panel to recover the page to its original location.