Quick Tip #2a
Creating Galleries

Overview:

The Gallery feature on the website is designed to show members' images from club events, field trips, competition results and individual members' choice images. Galleries can be created by Event Managers, Field Trip Coordinators, Web Administrators and individual members.

All new galleries must be approved by a Web Administrator. Once a gallery is created and marked As viewable by the Organization (members only) or Public an automatic notice is sent requesting gallery approval.

The club has an annual New Image limit on the Visual Pursuit server. This limit includes all images uploaded to competitions and galleries over one year. If the club approaches this limit priority will be given to competition images, with restrictions/prohibition on galleries. The Web Administrator will monitor this limit and advise the Executive should any restrictions on new image uploads be required.

Gallery options include:
- Restricting viewers to Members only, Public or just the creator (i.e. draft mode);
- Allow other members to add images, useful for field trips
- Duration of image on the screen, default is 7 seconds
- BUT does not include the ability for anyone to comment or "Like"

Creating a Gallery:

To create a Gallery:
- Click on *"My Account"*
- Click on *"My Galleries"*, the *"Manage Galleries"* page opens
- Find the Category/Sub-Category where the new gallery will reside: such as *Field Trips, Tuesday Group, Alternate Tuesday Group…*

		Title		
▼		**Gallery Categories** Sequence: 0 This includes galleries that did not specify a category.		Add New Gallery Add Sub-Category
▶	Edit	**Award Winners** Sequence: 3 Galleries of award winning images from Club Internal and External competitions		Add New Gallery Add Sub-Category Delete this Category
▶	Edit	**Field Trips** Sequence: 5 Galleries featuring images from the Club's Field Trips. Limited to around four (4) images per member.		Add New Gallery Add Sub-Category Delete this Category
▶	Edit	**Tuesday Group** Sequence: 6 Galleries featuring images from the Tuesday Group. Limited to around four (4) images per member. The group meets on Tuesday Mornings twice a month with an interesting theme to challenge your skills.		Add New Gallery Add Sub-Category Delete this Category
▶	Edit	**Alternate Tuesday Group** Sequence: 7 Galleries featuring images from the Alternate Tuesday Group. Limited to around four (4) images per member. The group meets on the other Tuesdays from the "Tuesday Group". See the calendar for place and time.		Add New Gallery Add Sub-Category Delete this Category

Click on *"Add New Gallery"* at the category where the gallery is to be located. The *"Edit Gallery Options"* template opens (see Fig 1)

- Check the *"Category"* is correct or select the Category from the dropdown list
  - o   Members' Gallery is the right one for creating your individual member gallery
- *"Title"* – Must have, be clear and concise – you can change this anytime
- *"Gallery Visibility"*:
  - o   *Private* – default, can only be seen by creator and Web Admins, 'draft' mode
  - o   *Organization* – gallery can only be seen by logged in Members
  - o   *Public Access* – gallery can be seen by everyone without logging in
  - o   *"Allow other members to submit images to this Gallery"* – click on for field trips and events if others attended and they are permitted to add their images
- *"Description"* - what the gallery represents – keep short or don't use
- *"Information Link"* – not normally used
- *"Transitions"* – creator's choice, Cross Fade is the default
- *"Duration"* – default 7 seconds, creator's choice – consider how many images are likely

- *"Sequence"*:

  - o   The first gallery in a category/sub-category will normally be #100, the next would be #99, 98, 97 etc., but must be set manually.

  - o   PLEASE BE SURE TO SET THIS, otherwise your gallery will be hard to find by others. The latest gallery should be on top of the list.

- *"Options"*

  - o *"Display Image Titles"* – default ON, suggest leave on
  - o *"Display Authors"* – default ON, suggest leave on
  - o *"Display Authors Image IDs"* – default OFF, suggest leave off
  - o *"Display Captions or Image Notes"* – default ON, usually leave on
  - o *"Allow the display of Author Watermarks…"* - default is ON. This ensures the ugly orange copyright watermark is displayed on images larger than 500px when the viewer is not logged in (i.e. the Public). It is a deterrent against image theft. This will not display for logged in members.
  - o *"Display Gallery Description"* - default ON, suggest leave on.
  - o *"Display the Name of the Gallery Creator"* – default ON, creator's choice
  - o *"Start the gallery on a random image and auto-repeat"* – default OFF – set this to ON if you will have a lot of images. This ensures that the first image seen is not always the same one when opening the gallery, particularly important for large galleries. Leave OFF if it is important that the gallery sequence through the images from the first image in the gallery.
  - o *"Automatically start sequencing through gallery images"* – default ON, leave on.
  - o *"Display thumbnail images with larger images"* – default ON, leave on
  - o There are four embedded galleries options – default is *"Float embedded gallery to top right of page",* leave ON.
  - o **IMPORTANT**: click on *"Update Gallery Options"* to save your settings

[Next 2 Pages: *Edit Gallery Options* template image – Figure 1]

Edit Gallery Options

Category	Field Trips/___2018-19 ▼
Title	
Gallery Visibility	⦿ Private ◯ Organization Access (must be approved by administrator before visible to others) ◯ Public Access (must be approved by administrator before visible to others) ☐ Allow other members to submit images to this Gallery Note: Changes cannot be made to a Gallery once it has been approved for public or organization viewing by a website Content Manager unless the Content Manager marks the gallery to allow such updates.
Description	
Information Link	You can provide an optional link below to a document or webpage the can provide more information about this gallery. Use a "relative" link for pages or documents on this website. Start with "http://" or "https://" for external website links.
Transitions	Select the style of transition to be used from image to image. Cross Fade ▼
Duration	Specify the number of seconds for image being displayed. 4.0
Sequence	Galleries within this category are sorted by sequence and then by Gallery Name. 100

Options	☑ Display Image Titles
	☑ Display Authors
	☐ Display Author Image Ids
	☐ Display any available metadata (EXIF)
	☑ Display captions or image notes, such as competition awards
	☑ Allow the display of author watermarks on larger gallery images
	☑ Display Gallery Description
	☑ Display the Name of the Gallery Creator
	☐ Start gallery on a random image and auto-repeat the gallery
	☑ Automatically start sequencing through the gallery images
	☑ Display thumbnail images along with the larger gallery images. Consider un-checking this option for galleries embedded in pages, such as the Home page.
	○ Position an embedded gallery where it is placed on the page.
	○ Float an embedded gallery to the top left side of the page.
	● Float an embedded gallery to the top right side of the page.
	○ Center an embedded gallery inside its container.

Cancel   Update Gallery Options

(Fig 1)