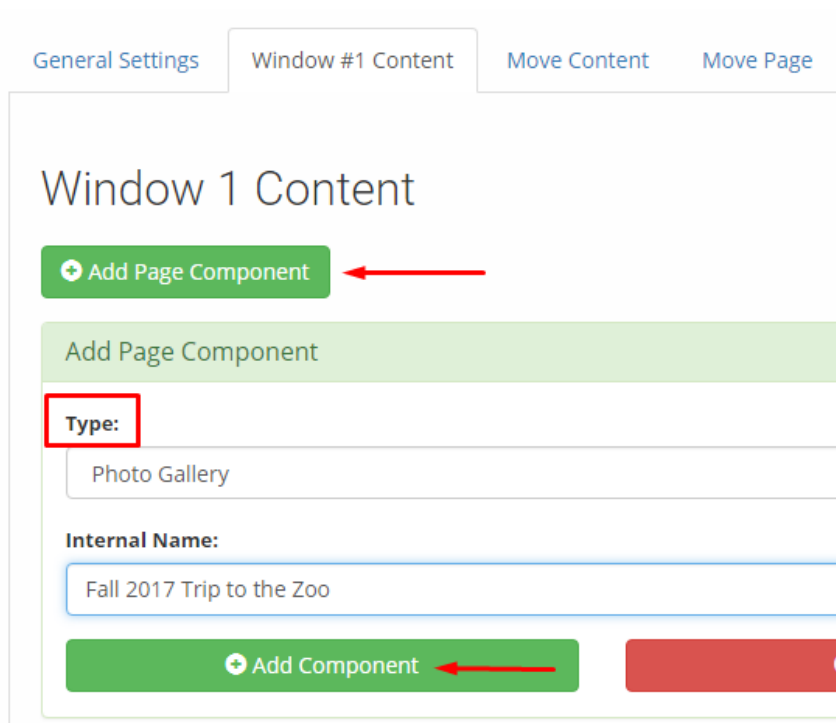# How-To Create a Photo Gallery

Summary: The Photo Gallery Page Component will allow you to add images to your page as thumbnails or as a rotating slide show. The images are automatically resized as they upload from your computer.

Prerequisties: Must have login credentials and access to a page

Steps

1. Once you are in Edit View of the page and window where you want the Photo Gallery to be placed, choose to
   +Add Page Component/ Type/ Photo Gallery/ + Add Component

   Optional: Give it an Internal Name (*not public*)
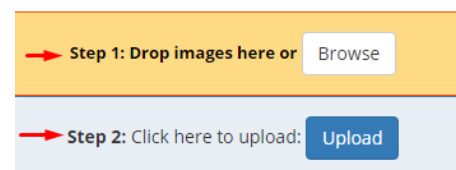
2. Click the green **Edit** button to the right of the Component Name

3. Follow the Steps for Choosing and Uploading the images

4. **Step 1**: Drag and Drop or Browse for images from your computer
5. *Images are added. Optional at this time:* **Title, Descriptions and Alternative Text**.
   (*Adding Alt Text will keep your page ADA Compliant. Don't skip this step*)

6. Any photos you didn't mean to add can be deleted. Once any titles/descriptions and Alt Tags are added, move to **Step 2** and click the **Upload** button

Your images are added to the eSchoolView server.

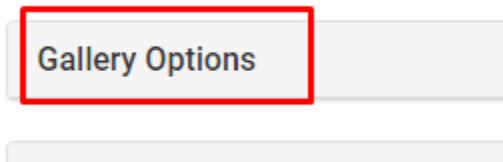7. If you have forgotten to add Alt Text or need to adjust something you can **Edit** here:
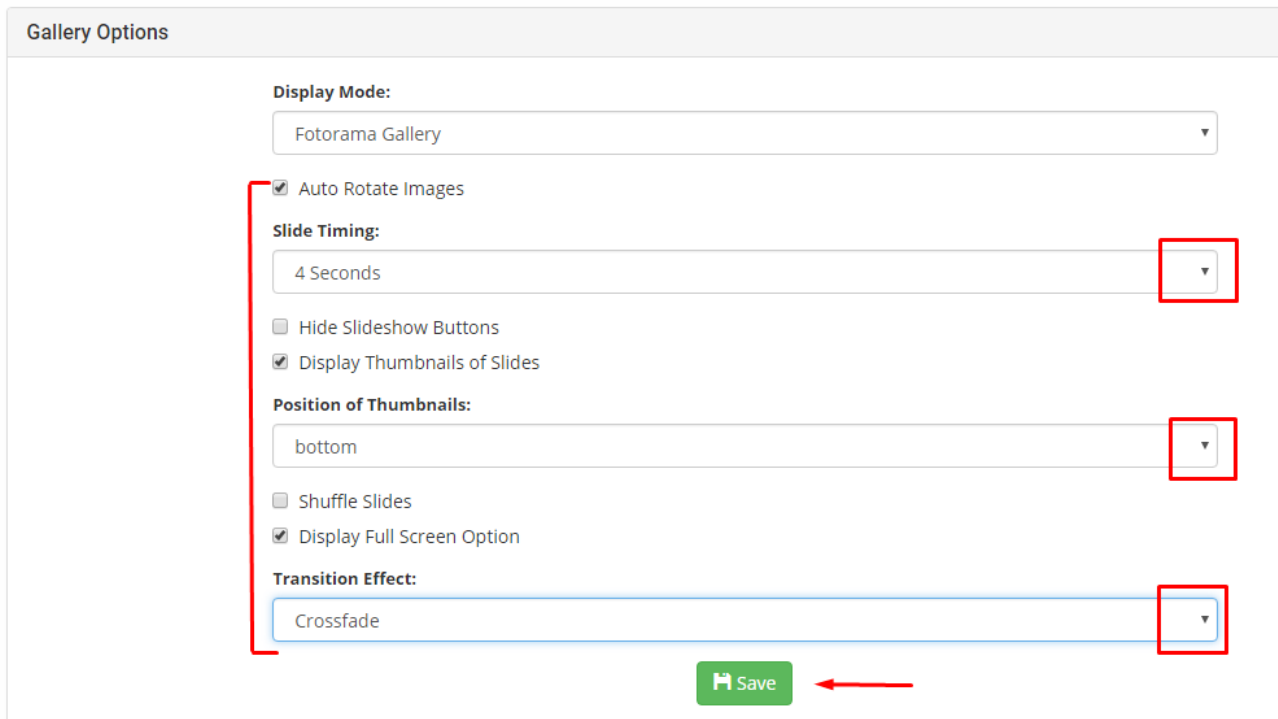
8. Click **Gallery Options** to customize your photo album:

Gallery Options

9. Choose either **Fotorama** (rotating slideshow) **Gallery** or **Lightbox Thumbnails**.   If you choose Lightbox thumbnails, there are no configuration options.

10. If you chose the Fotorama Gallery there are many display options. Set these and click **Save**

Gallery Options

Display Mode:

Fotorama Gallery

☑ Auto Rotate Images

Slide Timing:

4 Seconds

☐ Hide Slideshow Buttons
☑ Display Thumbnails of Slides

Position of Thumbnails:

bottom

☐ Shuffle Slides
☑ Display Full Screen Option

Transition Effect:

Crossfade

Save

Tips

Lightbox Thumbnails is recommended if you've added many images

You can edit the Gallery Options, save, preview, and go back and edit as many times as you need to be sure your images display exactly how you desire.