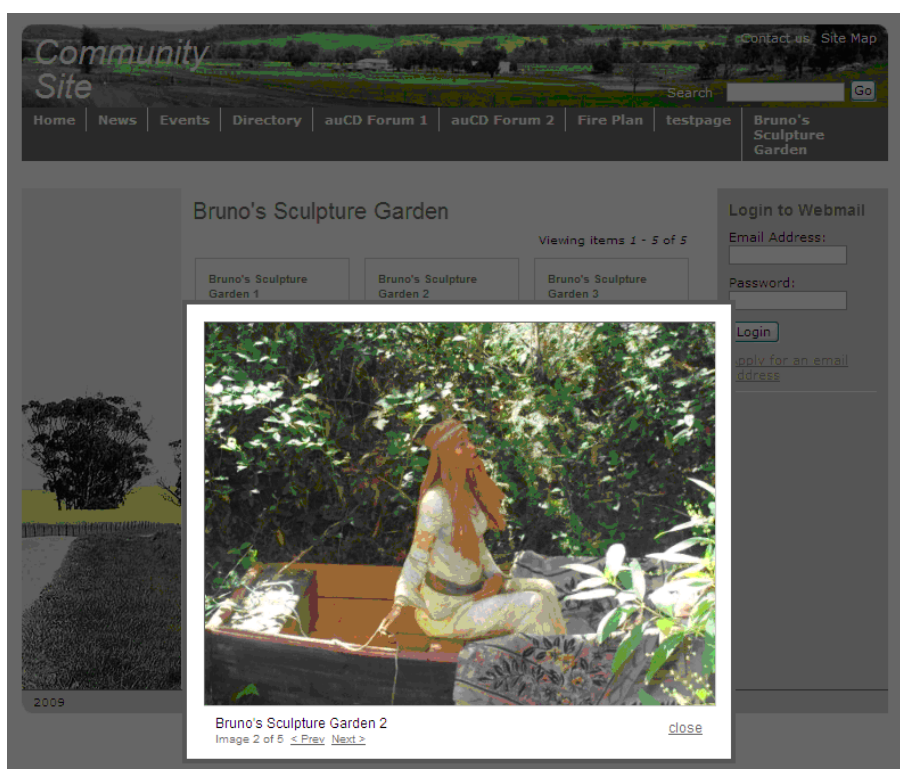


CSIAB Tips & Tricks

Creating an Image Gallery

In this edition of Tips & Tricks, we will be covering how and why you can utilise an image gallery on your community website, in addition to this, a few ideas on getting the community involved in your gallery.



If you have any questions, please feel free to contact us at:
Email – info@cgdn.org.au

Phone – 1300 732 929



Contents

1. Why: A picture says a thousand words
2. Who: Get the community involved
3. How: Create a photo gallery for your community website
 - 3.1 Uploading Images
 - 3.2 Inserting Images
 - 3.3 Inserting an Image Gallery

1. Why: A picture says a thousand words

A great way to draw people into your site is to give them a visual insight into your town, this not only gives visitors and new residents a better insight about your town but also makes the gap between the site visitor and your town and little closer.

As we know, people want see the product before they buy it, in the case of a community website, people want to see what the locality and surroundings look like before they visit.

It can also give locals the opportunity to showcase things they may be proud of for example local art, heritage buildings, local landmarks, sceneries, local projects & initiatives and its people.

2. How: Get the community involved

A great way to get a gallery going is to get the community involved, below are just a few ideas on how you can do this.

- Ask the local community to walk around your locality, take a few photos and submit them to you
- Create a competition for the best town photos taken, winners photos will appear on the site
- Approach local budding photographers
- Get the local schools photography students involved
- Ask people to send you the oldest photo they have of your locality, it would make a good historic photo gallery

3. How: Create a photo gallery for your community website

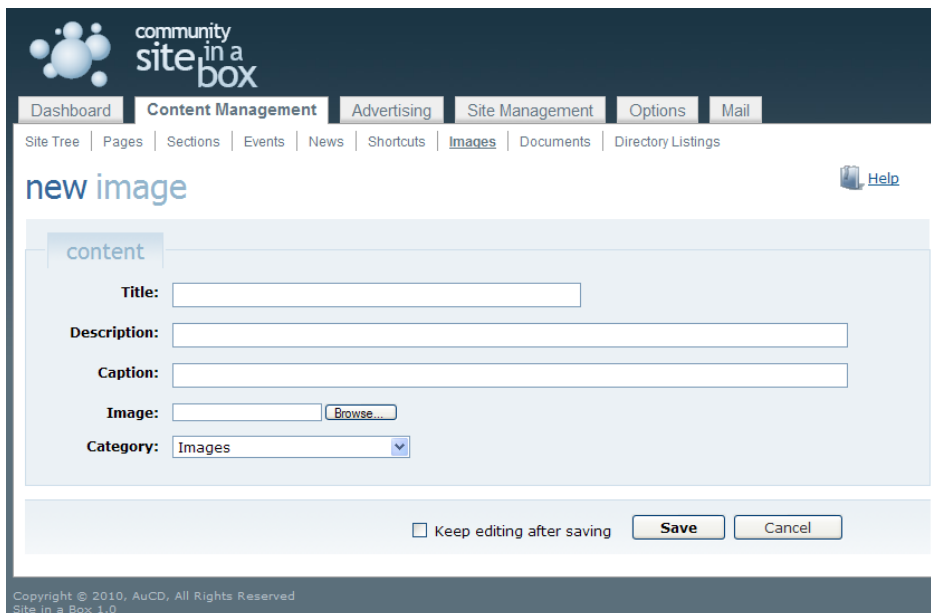
3.1 Uploading Images

Clicking on the **Images** link under the **Content Management** tab will take you to the existing images page.

Note: The maximum upload size of an image is 2M

To upload a new image:

→ Click the **Upload a New Image** button



The screenshot shows the 'new image' form in the 'community site in a box' interface. The form is titled 'new image' and is located under the 'Content Management' tab. It contains the following fields and controls:

- Title:** A text input field.
- Description:** A text input field.
- Caption:** A text input field.
- Image:** A text input field with a 'Browse...' button next to it.
- Category:** A dropdown menu with 'Images' selected.
- Keep editing after saving
- Save** button
- Cancel** button

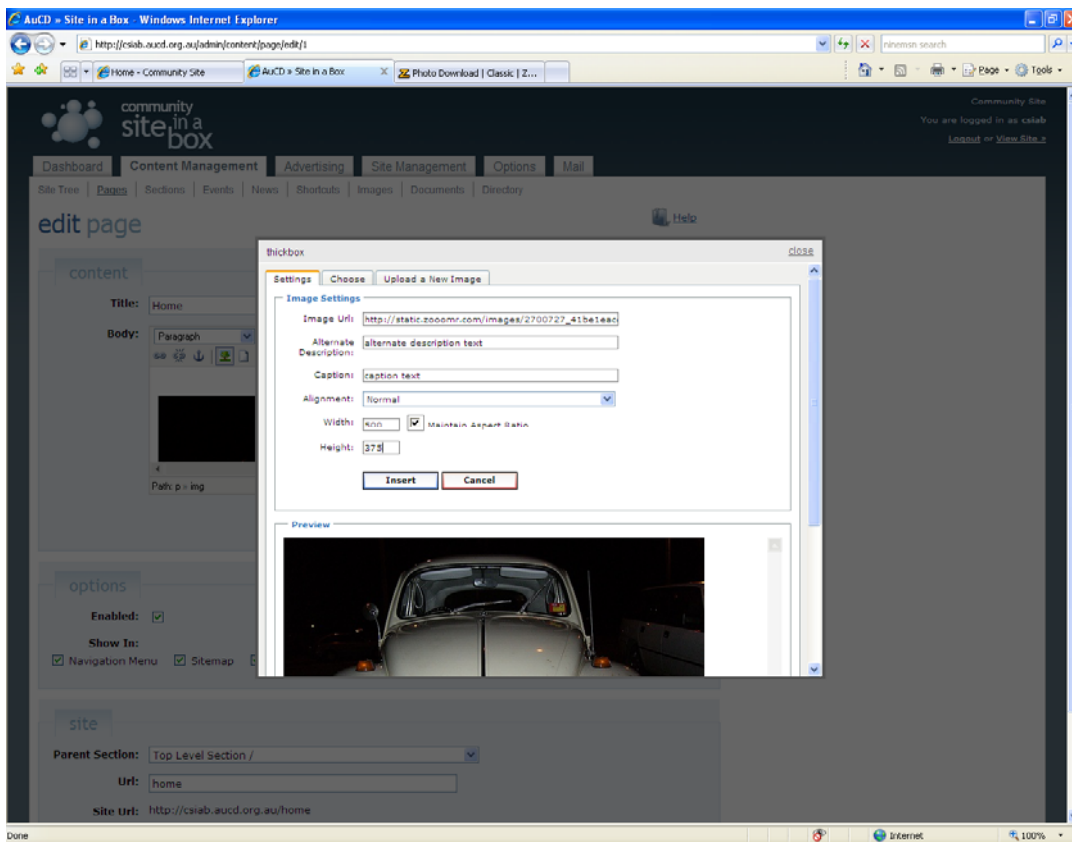
At the bottom of the page, there is a copyright notice: 'Copyright © 2010, AuCD, All Rights Reserved Site in a Box 1.0'.

- Enter the **Title** - this is so you can identify the image so make it meaningful.
- Enter the **Description** - this is made available to vision-impaired users of your website so it is important to describe the image accurately,
- Enter the **Caption** - this shown when the visitor's mouse hovers over the image so keep it short
- Click on the browse button to find the **image** on your computer then click on the image you want to upload.
- Choose a **Category** - this drop box displays all the categories you've created (once you have loaded several images you can organise your images into categories so you can locate them more easily. Click on **Content Management / Images** for the **Create New Category** button on the **Category Toolbar**. Click **Edit** for each image you want to move then select the category from the drop box and **Save**.)

Once you have uploaded an image you can change the details – name/title; description, caption or category - attached to the asset by clicking on the **Edit** button.

3.2 Inserting Images

Click on the insert image icon  and a dialogue box will display.

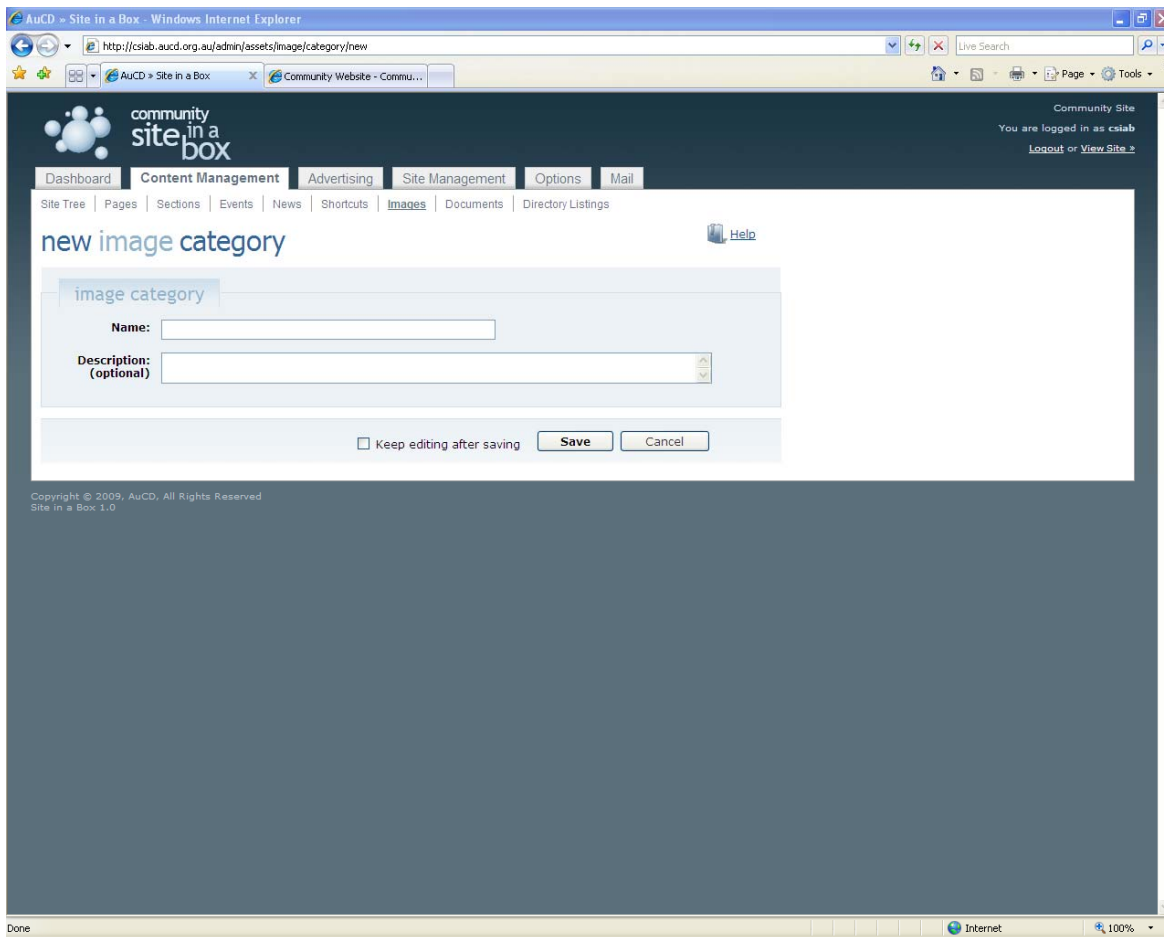


The following tabs are available:

- **Settings** – enables you to link to an image from another website (remember – if the image source is removed the image will no longer appear in your website)
- **Choose** – enables you to select an image already uploaded to Site in a Box
- **Upload a New Image** – enables you to browse your computer for the image you want.


3.3 Inserting an Image Gallery

- Click on **content management** and then **images**. Under the category toolbar select: **create new category**.

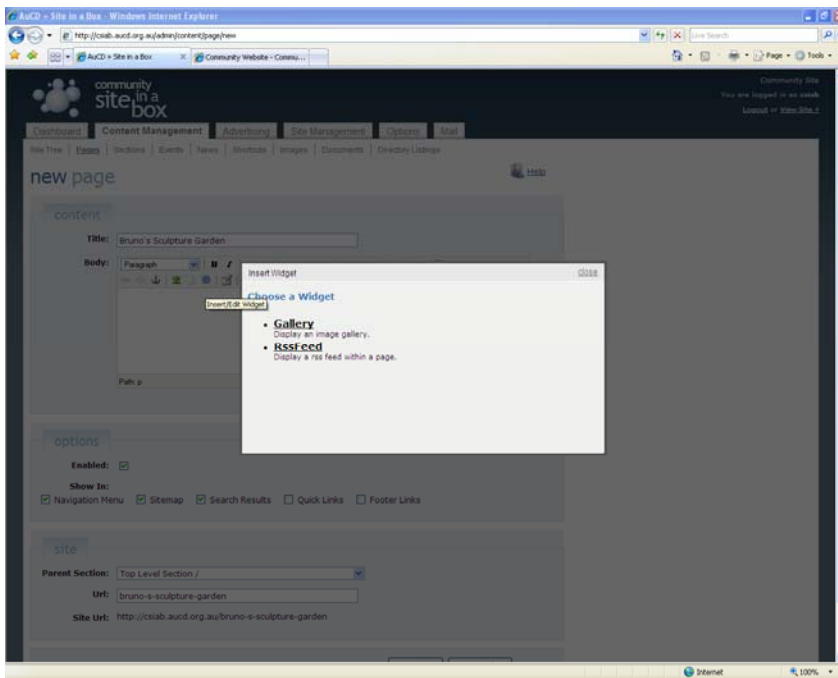


- Give your image category a **name** and a **description**.
- **Click Save**.
- As seen in 3.1. upload the images you would like to appear in the gallery.
- When you upload images be sure to assign them to the **category** you have created for your gallery.
- *If you would like to include photos that have already been uploaded, go into images and click edit under the thumbnail of the photo you would like to add. Once within the editing options assign the image to the category you have created for your new photo gallery.
- Once you have uploaded all of the images and assigned them to the appropriate category you are ready to **create your gallery page**.
- Under **Content Management** click on **create new page**.

→ Give your page a **title**.

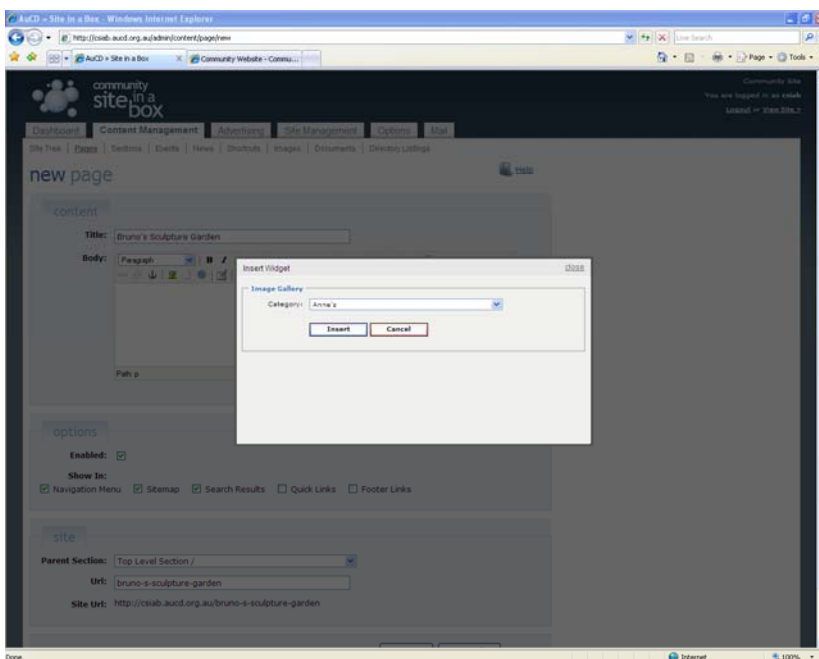
→ Within the body section of your page, click on the widget button in the tool bar which is represented by a small **cog** icon. 

→ A dialogue box will be displayed



→ Click on **Gallery**.

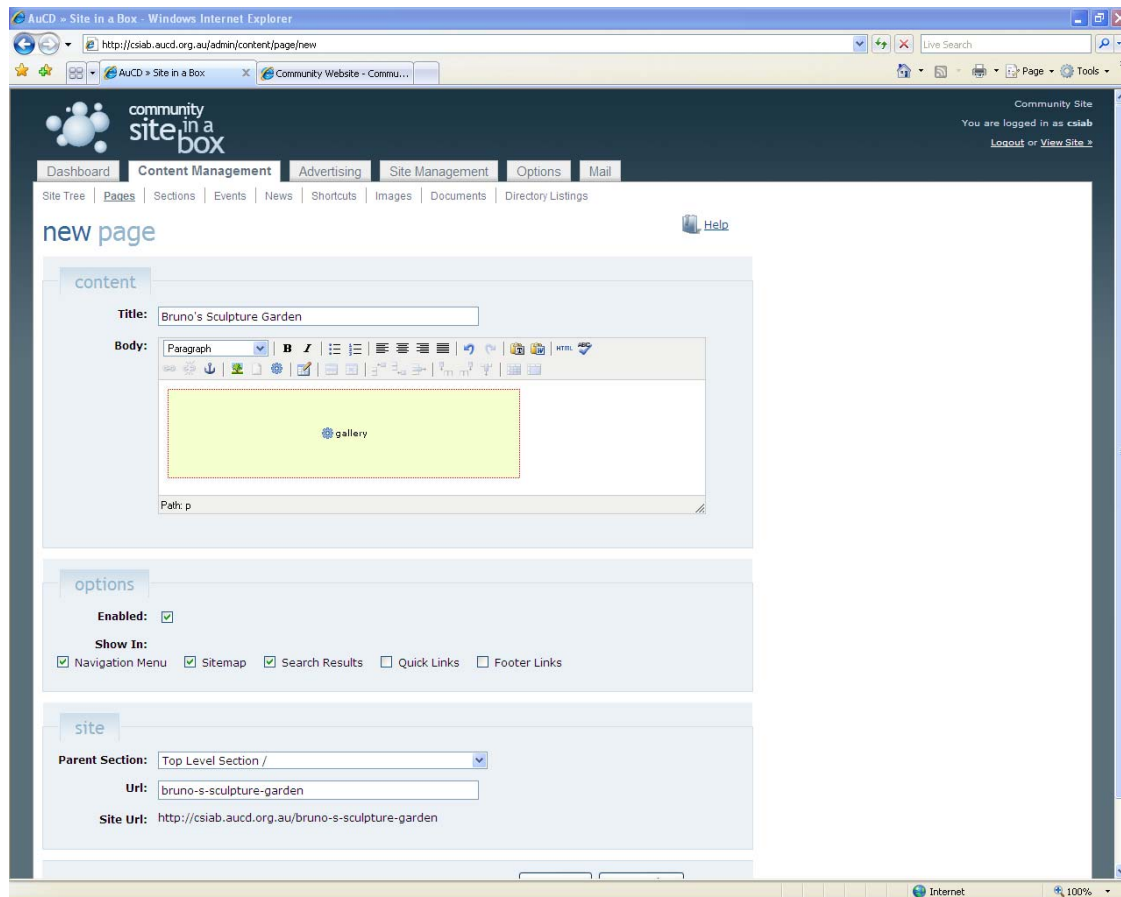
→ Another dialogue box will be displayed.



→ Under **category**, click the drop down menu and select the category you have created and assigned images to.

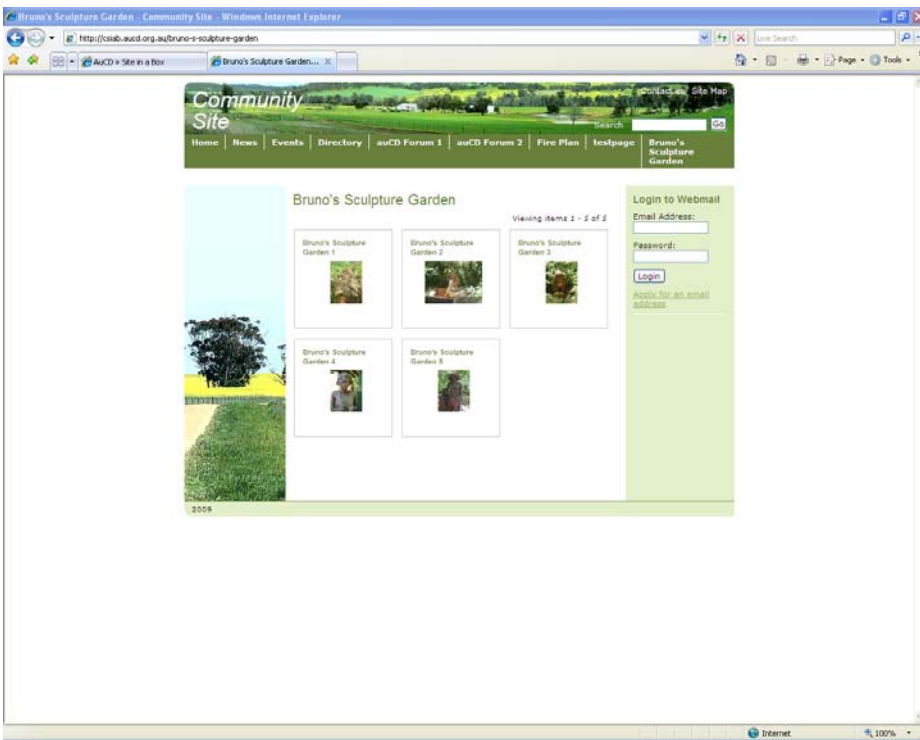
→ Click **insert**.

→ The widget will appear in the backend of your site as below:

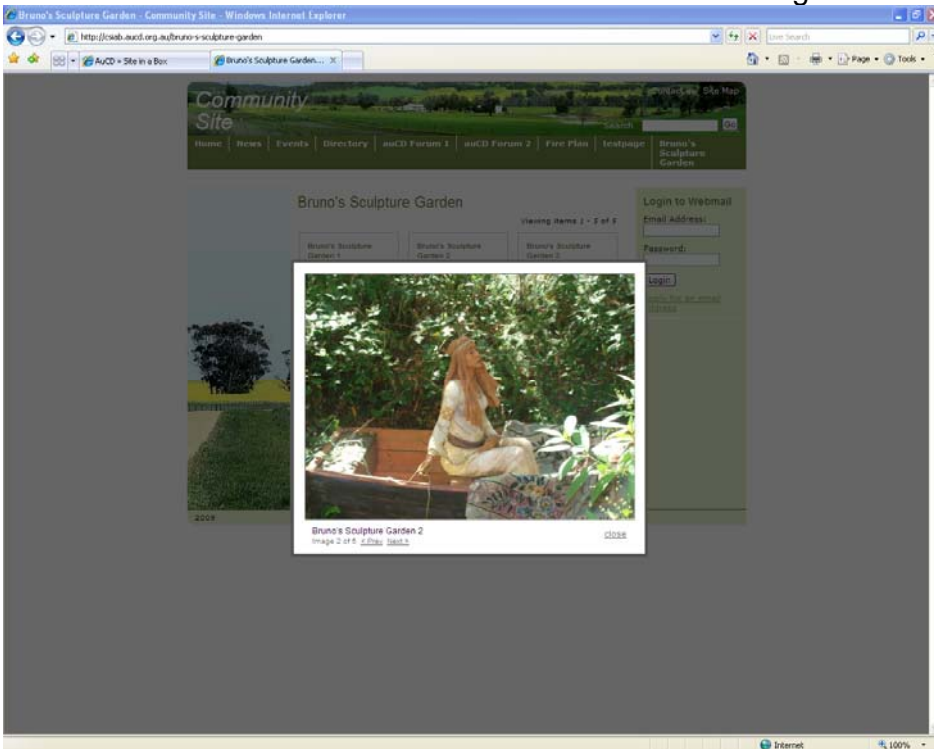


→ Click **Save**.

→ If you log into your website, on the page you have created, the gallery will appear as below:



→ Users can then click on the thumbnails to see a larger version of the image.



→ Once the larger image is displayed, below the image is an option to press **next** so users can navigate through each of the images in the gallery.