Creating Galleries

Overview:

The Gallery feature on the website is designed to show members' images from club events, field trips and competition results. Galleries can be created by Event Managers, Field Trip Coordinators and Web Administrators. While it is possible for individual members to create a gallery, this is not currently permitted in VCC due to the annual image upload limit associated with our Visual Pursuits subscription.

All new galleries must be approved by a Web Administrator. Once a gallery is created an automatic notice is sent requesting gallery approval.
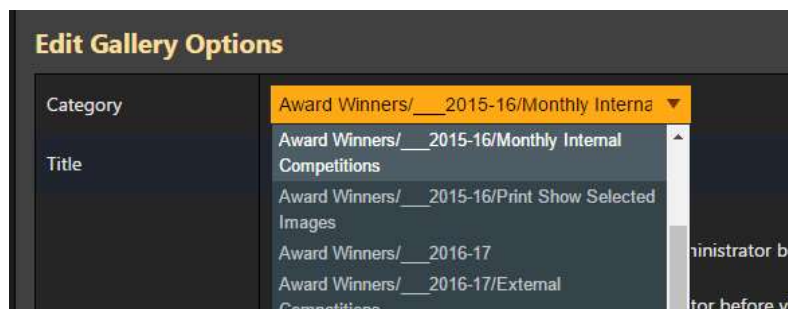
Galleries options include:

- 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.

The Gallery page is organized in categories and sub-categories, as shown below. Most main categories, e.g. Award Winners, Tuesday Group, are sub-categorized by the Club's meeting season (September to August). Some sub-categories, such as "Award Winners" are further broken out into sub-sub-categories.
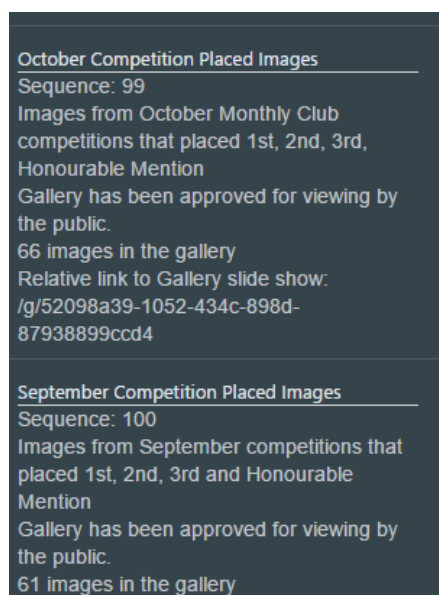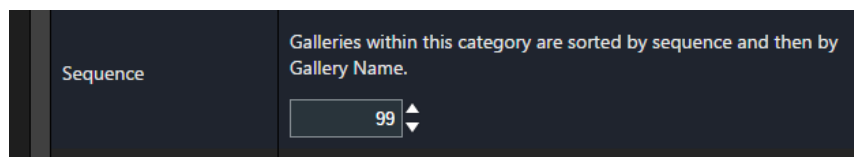

Gallery creators need to be careful to ensure the new gallery is in its proper category/sub-category. The category for the new gallery is the first setting in the New Gallery template. The available categories are in the dropdown menu – it is rather busy so pick carefully.

Galleries and each category level can be sorted using the *"Sequence"* setting which defaults to 100. In order to place the newest gallery in a category on the top of the list, or sort the order of the sub-categories, the Sequence number must be used. Number 100 will be on the bottom and #99 on top of it, #98 on top of #99 and so on. If there are galleries with the same Sequence number they are alphabetically sorted by Gallery name.

Creating a Gallery:

For Event and Field Trip Managers:

- 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, Award Winners-2016-17-Monthly Internal Competitions

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- Note that each level has an option, on the right, to *"Add a New Gallery"*. If you go to the right level initially the proper Category will be automatically set in the new gallery. If you create it at the wrong level, the Category option can be changed at any time.
- Click on *"Add New Gallery"*, the *"Edit Gallery Options"* template opens (see images on the following pages)
    - Check the *"Category"* is correct or select the Category from the dropdown list
    - *"Title"* – Must have, be clear and concise
    - *"Gallery Visibility"*:
        - *Private* – default, can only be seen by creator and Web Admins, 'draft' mode
        - *Organization* – can only be seen by logged in Members
        - *Public Access* – can be seen by everyone without logging in
        - *"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"* – as discussed above. The first gallery in a category/sub-category will normally be #100, the next would be #99, 98, 97 etc. 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.

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- o *"Options"*
  - *"Display Image Titles"* – default ON, suggest leave on
  - *"Display Authors"* – default ON, suggest leave on
  - *"Display Authors Image IDs"* – default OFF, suggest leave off
  - *"Display Captions or Image Notes"* – default ON, usually leave on
  - *"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.
  - *"Display Gallery Description"* - default ON, suggest leave on.
  - *"Display the Name of the Gallery Creator"* – default ON, creator's choice
  - *"Start the gallery on a random image and auto-repeat"* – default OFF – set this to ON. This ensures that if the gallery is selected for the Home Page the first image seen is not always the same one when opening the Home Page, particularly important for large galleries.
  - *"Automatically start sequencing through gallery images"* – default ON, leave on.
  - *"Display thumbnail images with larger images"* – default ON, leave on
  - Four embedded galleries options – default *"Float embedded gallery to top right of page"*, leave ON.
  - **IMPORTANT**: click on *"Update Gallery Options"* to save your settings

[Next Page: *Edit Gallery Options* template image]

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Edit Gallery Options

Category	Award Winners/___2016-17/Monthly Interna ▼
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://" 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. 7.0 ▲▼
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 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