## **Gallery Tutorial**

In-page galleries can include both photos and videos. Videos must be already uploaded to YouTube or Vimeo to be included on the website.

Each photo or video can have a caption to accompany it.

Galleries can be added to pages where the component is available.

## Adding a gallery

Go to the page where you want to add a gallery and click in to edit.

Scroll to the "Add components" section and click on the arrow. Click Add Gallery.

| Add Parallax                   |                    |
|--------------------------------|--------------------|
| Add Checkerboard               |                    |
| Add Culture Component          |                    |
| Add Differentiators Section    |                    |
| Add Gallery                    |                    |
| Add News/Story Curated Feature |                    |
| Add News/Story Tagged Feature  |                    |
| Add Organizations Feature      |                    |
| Add Accordion                  |                    |
| Add Profile Contact Feature    |                    |
| Add Profile Summary Feature    |                    |
| Add Questions Section          |                    |
| Add WYSIWYG                    | to Page Components |

| <b>+</b> | GALLERY Remove   |
|----------|--|
|          | Title *  |
|          | Planning Your Visit to Lafayette   |
|          | Description  |
|          | B $I$ 📾 🙊 i 🐟 A 📅 $\Omega$ 🕑 Source  |
|          | Schedule your campus tour and spend some time exploring what our spice-loving, two-stepping city |
|          | has to offer.  |
|          | Visit the Lafayette Travel website for info on hotels and restaurants.                           |
|          |  |
|          |  |
|          |  |
|          |  |
|          |  |
|          | About text formats 🚱   |
|          |  |
|          | Show row weights   |

Fill out the Title field (required) and the Description field (optional).

Add photos and videos to your gallery. Scroll down and the area to add your first gallery item should appear.

Click "Select image" or "Select video," depending on what you want the first item in the gallery to be.

**If you select image**: Click on the Upload images tab and click the Select files button. Upload an image that is 760x500 pixels.

| Description                           |   |
|---------------------------------------|---|
| Select image                          | × |
| Library Upload Images                 |   |
| File upload *                         |   |
|                                       |   |
| Drop files here to upload them        |   |
| Select files                          |   |
| · · · · · · · · · · · · · · · · · · · |   |
| Place image                           |   |

Fill out the fields:

- Title: Follow the naming convention "Gallery [page name] [photo subject]
- Alternative text: Use SEO-friendly keywords in a description of the image

Click the Place image button.

| scription        |   |      |
|------------------|---|------|
| Select imag      | ge  | ×    |
| Library          | Upload Images   |      |
| File upload *    |   |      |
|                  |   | 7    |
|                  | Drop files here to upload them  |      |
|                  | or  |      |
|                  |   |      |
|                  | Select files  |      |
| I<br>L           |   | 5    |
| Name *           |   |      |
| Gallery – Visi   | t Campus – Downtown Lafayette 🛛 🚽   |      |
| Image *          |   |      |
| Stores .         | Alternative text *  |      |
|                  | Nighttime shot of the neon Downtown Lafayette sign lit up while traffic passes Arrows Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.  |      |
|                  | Sindt destription of the image used by determination and an project international and an project int |      |
| Madia Tana       | Visit-downtown-harayette-tampus-visits.jpg (109.04 Kb)  |      |
| Media Tags       | 0   |      |
| Revision log     | nessage   |      |
|                  |   |      |
|                  |   |      |
| Briefly describe | the changes you have made.  | ///. |
|                  |   |      |
| Place ima        |   |      |
|                  |   |      |
|                  |   |      |
| -                |   |      |

Once the photo is placed, add a caption below. The caption should be 1-2 sentences. It should be long enough to provide context and interest, but not too long that it overwhelms the picture.

| GALLERY ITEM                                 |   | Remo |
|--|---|------|
| ▼ IMAGE                                      |   |      |
| Please choose an ima<br>Please upload an ima | ge or a video.<br>ge with dimensions ?x?px. |      |
|  | <image/>                                    |      |
|  | Remove                                      |      |
| ▼ VIDEO                                      |   |      |
|  | ge or a video.                              |      |

**To add a video**: Click the Select video button.

| GALLERY ITEM                                  | Remove |
|---|--------|
| ▼ IMAGE                                       |        |
| Please choose an image or a video.            |        |
| Please upload an image with dimensions ?x?px. |        |
| Select image                                  |        |
| ▼ VIDEO                                       |        |
| Please choose an image or a video.            |        |
| Select video                                  |        |
| Select Video                                  |        |
| Constitut                                     |        |
| Caption                                       |        |
|   |        |
|   |        |
| dd Gallery Item                               |        |
| dd Gallery Item                               |        |

Click the Add videos tab. Fill out the fields:

- Name: Follow the naming convention: "Gallery [video subject]"
- Video URL: paste in the video URL from YouTube or Vimeo

Click the Place video button.

| Select video   | × |
|--|---|
| Library Add Videos                                   |   |
| Name *   |   |
| Gallery – Festival International                     |   |
| Video Url *  |   |
| https://youtu.be/pHnwSNisc-Q                         |   |
| Media Tags   |   |
| 0  |   |
| Revision log message                                 |   |
|  |   |
|  |   |
| Briefly desc <u>ribe t</u> he changes you have made. |   |
|  |   |
| Place video  |   |
|  |   |

Add a caption for the video.

| ALLERY ITEM   | Remov             |
|---|-------------------|
| ▼ IMAGE   |                   |
| Please choose an image or a video.<br>Please upload an image with dimensions ?x?px.<br>Select image |                   |
| ▼ VIDEO   |                   |
| Please choose an image or a video.  |                   |
|   |                   |
| Remove  |                   |
| Replace   |                   |
| Replace   |                   |
| Replace   |                   |
| aption  |                   |
| Explore the sights and sounds of Festival International de Lou                                      | isiane, the count |

To add the next item in the gallery, click the "Add gallery item" button.

| Caption    |   |
|------------|---|
| Explore th | e sights and sounds of Festival International de Louisian |

Repeat the process until you have all of the photos and videos you want to include.

After all photos and videos are added, scroll to the bottom of the page and click save.