

ACADEMIC TECHNOLOGY SUPPORT

Advanced OU

Campus:

Asset Image Gallery using Photoshop

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[ATS Website](#)

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OU Campus: creating an image gallery

Creating an image gallery for your web site is a four step process.

- Step 1: Selecting a Gallery Type,
- Step 2: Formatting Your Pictures,
- Step 3: Creating an Image Gallery Asset, and
- Step 4: Adding Your Gallery to Your Page(s).

Step 1: Select a Gallery Type


The first step is to select an appropriate image a gallery for your page from the 15 templates we currently offer. To view the list, visit our [website](#) and select the image gallery from the left navigation. When selecting an appropriate image gallery, ask yourself a few questions:

1. How large do you want the gallery?
2. Do you want the gallery on a one column page or a two column page?
3. How do you want the gallery to display?

Each image gallery summary contains a Name, Preview Link, Description, and Specs. In the “Specs” section of each gallery you will see size limitations/recommendations for each template. You should note these size restrictions for use in the next step preparing your pictures. If you choose the Rotating Gallery (Medium) for example you will notice that the images have to be sized to 525px X 325px.

Gallery Type: Rotating Gallery (Medium) ([see a sample page using this gallery](#))

Description: Images will rotate automatically and can be hyperlinked. Sized to fit in the center column of a 2 column page, or can be used in the center column of a 1 column page with text wrapping around it.



Caption pic 1
description pic 2

Specs: Images should be sized to 525px X 325px. Add hyperlinks (if applicable) to the “title” field in the asset to create clickable images. “Caption” field and “description” field will display on the top of each image.

- **Asset Title:** Value must be hyperlink (<http://www.somedomain.com>) or left blank
- **Asset Description:** Must add, displayed under caption and for screen readers
- **Asset Caption:** Must add, will display over image

Once you have selected the type of gallery write down the name for use in Step 4. Once you’ve done this the next step is to select and resize images to be used in the gallery.

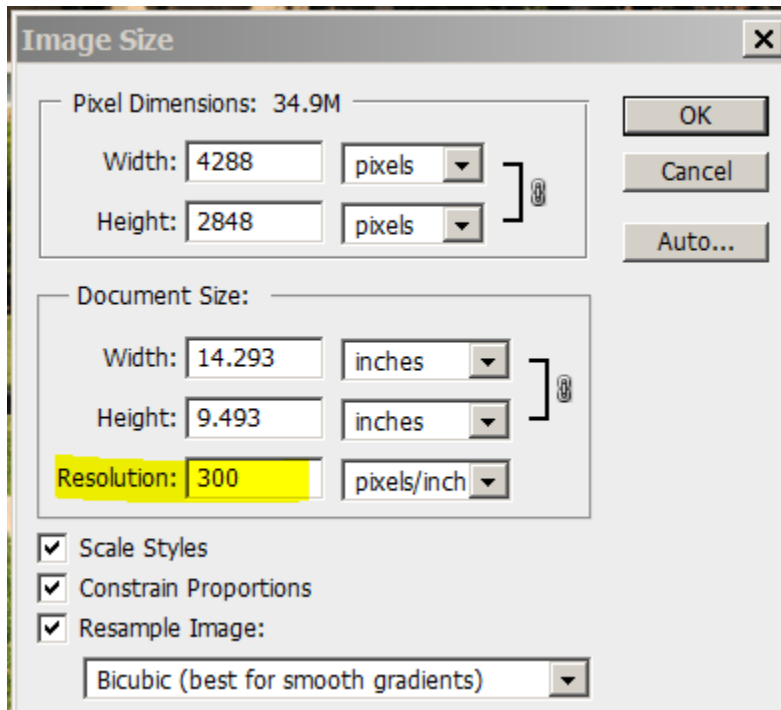
Step 2: Select and Resize Images for Your Gallery.

Galleries with a required image size will require some basic image formatting before uploading them to OU Campus. Regardless of gallery type, all images should be formatted for computer screen viewing.

So let's discuss the resizing of an image:

First select an image that you need to resize. Open Photoshop:

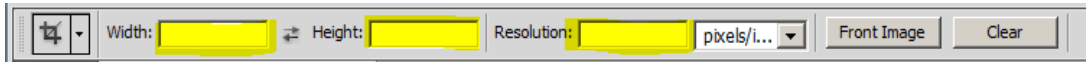
Click on file in the toolbar and select open and select an image that you want to resize. Click on image on the toolbar select image size. You will see this pop up box:



The first step will be to change the Resolution or DPI to 72. Click ok, your image will resize itself. In the left side bar you will click on the cropping tool,



Once you have selected the cropping tool the width and height selection will become available. You will also be able to adjust the DPI/Resolution on the bar also.



Make sure that you check the specs on the Image Gallery page at www.etsu.edu/cms. This information will give you the width and height needed for the image gallery that you have selected. For example the Rotating Gallery (Medium) Specs are:

Specs: Images should be sized to **525px X 325px**. Add hyperlinks (if applicable) to the "title" field in the asset to create clickable images. "Caption" field and "description" field will display on the top of each image.

- Asset Title: Value must be hyperlink (<http://www.somedomain.com>) or left blank
- Asset Description: Must add, displayed under caption and for screen readers
- Asset Caption: Must add, will display over image

Add the 525 px to the width field and 375 px to the height field (the width is always first). You are now ready to crop your image. Put your cursor in in a corner – I usually start at the upper left corner. Hold down your left mouse button and drag to the opposite corner. Drag until you are not able to go any further. Once you release the mouse button your image will be select for cropping. If you are not happy with the cropping select put your mouse in the center of the image and again hold down the left mouse button and move the cropping select. Then click enter on your keyboard. You image is cropped the correct specifications.

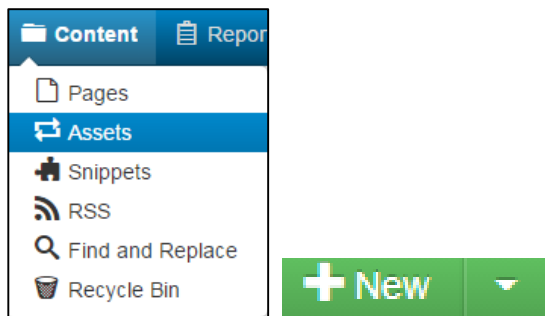
Start all over again until all the images that you want in your gallery have been resized and cropped. Tips:

Images that are shot in the horizontal perspective not vertical are much easier to crop to the correct size if the width is larger than the height.

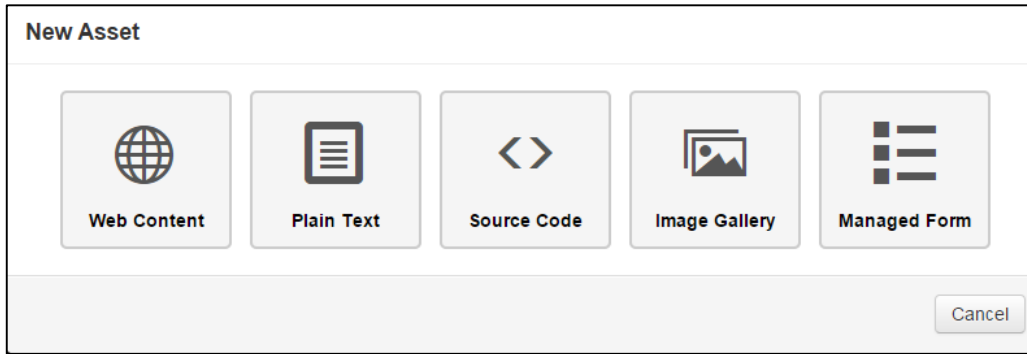
Step 3: Create an Image Gallery Asset and Upload Your Pictures to it.

Now to add your cropped images to a gallery – log into OU Campus through any direct edit link in your site.

Click on the Assets link located in the Content dropdown in the Main Navigation Bar.



Click on the new link in the right corner. This will give you a wizard to help built a new asset. You will see some different choices of assets to select from – today we are going to build an Image Gallery so select that asset.



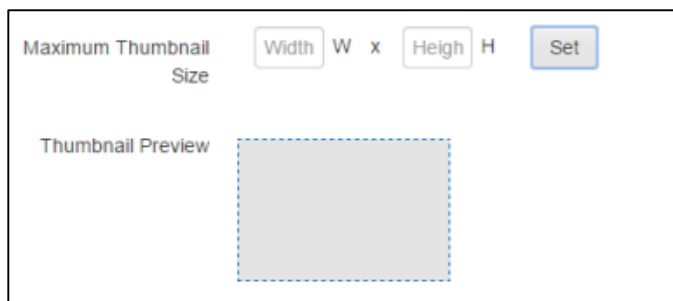
You will need to name your asset – this is very important for the organizational structure – so always name your assets with your college or department initials first than an underscore then your department name. i.e.: cas_art. Be sure and write down the name you chose as you will need it to find your gallery later.

Building the image gallery:

Description: if you want to add in the description the type of gallery and/or the page that you are placing the gallery– you can add this information to help later when updating images.

Tags: These are words that will add to categorize your new asset – image gallery, your department name, college name.

Thumbnail Size: you will make changes to the thumbnail size only if the image gallery that you selected tells you to in its specs. Make sure that you click Set Size or it will default back to 100 for the width and height.



Thumbnail aspect ratio: defaults to Original If you select crop it will crop based on the center of the image.

Content editable by: this is important that you change this to the correct contributors – you do not want everyone to edit your image gallery! So select your group name.

Now for the fun – click on the +Add button each time you want to add an image or you can drag and drop your images(s). +Add button will open up a box so that you can browse for your images that you have just resized.

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EAST TENNESSEE STATE UNIVERSITY

New Image Gallery

Description

Caption

Link

Depending on the image gallery you selected fill out the Title, Description, and Caption according to the information specs on the image galleries page on our CMS website.

+Add or drag from desktop

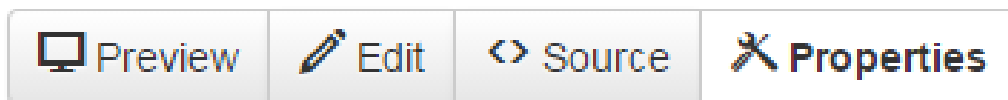
Click on the +Add button again to add more or drag and drop your image(s), continue until you have all the images uploaded in the gallery. You can then click Save and your asset is ready to be placed on the page.

If you want to replace old pictures just click on the little x in the right corner to delete. If you want to rearrange the images – move so images are ordered differently, just hold down your left mouse button over the image and drag and drop in the desired arrangement.

Congratulations you have built your first image gallery!

You're almost done!

Step 4: Add Your Image Gallery Type and Asset to Your Page



This is the easy part! Go to the page that you want to place the image gallery in OU Campus. Click on the light bulb to check out the page -> click on the properties button.

Scroll down until you find the Gallery Type option


Gallery Type

Gallery Type

Click on the drop down field. Within the dropdown you will see all 15 gallery types, select the gallery type you chose in Step 1. Continue to scroll to the bottom of the page and save.

Finally you will add the asset you created in Step 3.

Edit your page by clicking on the green edit button. In the WYSIWYG mouse click in your page in the area you

would like your gallery to live. In the second row of the WYSIWYG tools the last icon  is the asset icon, click on it. Scroll down until you find the name of your image gallery, which you created in Step 3. Once you have selected your asset, the outlined green button “select asset” will pop up – click on that, then save the page. You will then see a preview of your page with your image gallery. Publish if you are happy with the images and layout.

That is all folks! You have just mastered the Gallery Image Asset!