WEB TECHNOLOGY SERVICES
Advanced OU Campus:
Responsive Template
Asset Image Gallery using Photoshop

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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 2 templates we currently offer. When selecting an appropriate image gallery, ask yourself a few questions:

1. How large (width and height) do you want the gallery?
2. How do you want the gallery to display?
   - Pretty Photo Thumbnails – display a row of images, when click the image will open in a pop up box at a larger size. (see image below)
   - Flex Slider – this is the rotating gallery

Pretty Photo Thumbnails (see a sample page using this gallery)

Description: Thumbnails of all images will be displayed in rows on the page and when the user clicks the image, it will open up in a modal or framed window in front of the current page content.

Specs: thumbnails can be any size, full size images will automatically resize. The clicked image can be set at any size - the larger the better - just make sure that you set the DPI to 72. Links to post social media outlets are also available.

Title: Optional. Will be displayed if used
Description: Must Add, used for screen readers
Caption: Optional. Will be displayed if used
Link: Value must be a hyperlink (http://www.somedomain.com) or left blank
Step 2: Select and Resize Images for Your Gallery.

Regardless of gallery type, format all images for computer screen viewing.

So let’s discuss the resizing of an image:

First select an image that you need to resize. Open Photoshop or any image editor. Instructions are for Photoshop, contact cms@etsu.edu if you need further instruction:

Click on file in the toolbar, 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 tool bar.
Add the px width and height that you have determined to the width field and 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. Or you can use the arrows on your keyboard.

Start all over again until all the images that you want in your gallery have been resized and cropped. Save the images as jpgs in a separate folder – do not overwrite the original images.

Tips:

- Images shot in the horizontal perspective not vertical are much easier to crop to the correct size. Select images where the width is larger than the height.

- As the template is responsive, meaning the webpage will respond to the size of the device (tablet, phone or monitor) you can start your images at 1000px if you want the gallery to be full screen.

**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.

New 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 name first than an underscore or dash then your department name. You can add the page name that the gallery will be on also. i.e.: cas_art_hp. 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. You will use these tags as you filter to find your asset at a later time.
- **Thumbnail Size:** you will make changes to the thumbnail size only if using the Pretty Photo image gallery. Make sure that you click Set Size or it will default back to 100 for the width and height.

![Thumbnail Preview](image)

- **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 browse for the images that you have resized and saved. You can select multiple images at one or you can drag and drop the images to the asset area.

![Add or drag from desktop](image)

Depending on what you would like to view in your gallery fill out the Title, Description, Caption and Link.
• the title will show below the image in the flex slider – this is optional,
• the description is the content that a reader will read – this is a mandatory field to fill in
• the caption will show below the title in the flex slider – this is optional
• the link will hyperlink the image – this is optional

You can then click Save and Publish/Submit if you are building a gallery for the first time. Your asset is ready to be placed on the page.

If you want to replace old pictures with new pictures just click on the little x in the right corner to delete. If you want to rearrange the images; 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 are 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

Click on the drop down field. You will have two options to select either Flex Slider or Pretty Photo, 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 editor click in the area, you would like your gallery to live. In the second row of the editor toolbar the third to the last icon is the asset icon. Click on it. In the filter box type in the asset name that you created, select the correct asset. Then insert the asset. 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 for Responsive template!