

# WEB TECHNOLOGY SERVICES

## Advanced OU Campus:

Responsive Template  
Asset Image Gallery using Photoshop

[cms@etsu.edu](mailto:cms@etsu.edu) | 439-8611  
[Web Technology Services Website](#)

# Table of Contents:

Select a Gallery Type.....	1
Select and Resize Images .....	2
Create an Image Gallery Asset.....	3
Add your Image Gallery Asset to your page.....	5

# 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 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, you will need to format all images to the exact same size for computer screen viewing.

So let us discuss the resizing of an image:

First select an image that you need to resize. Open Photoshop or any image editor.

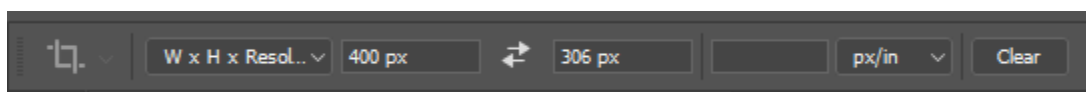
Instructions below are for Photoshop, contact [cms@etsu.edu](mailto:cms@etsu.edu) if you need further instruction in using another image editor:

Cropping your image.

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 crop tool bar.



- Select W x H x Resolution from the dropdown menu
- Add the px width and height that you have determined to the width field and to the height field (the width is always first). Make sure that in each field width and height that you as **px** after the number.
- The third field is the resolution – add 72 in that field

You are now ready to crop your image. Photoshop will select a portion of the image. You can use your arrows on the keyboard or your mouse to move the image to get the best view of the image. Then click enter on your keyboard. Your image is cropped the correct specifications.



Start again with the next image until all the images that you want in your gallery are resized and cropped to the exact same size. Save the images, as jpgs in a separate folder – do not overwrite the original images.

Tips:

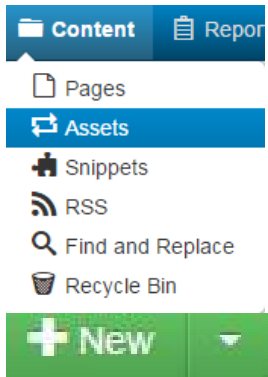
- Images shot in the horizontal perspective not vertical are much easier to crop to the correct size. Select images where the width is larger than the height.
- You can start your images at 1000px in width as the images will respond to the width of the device and editable area.

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

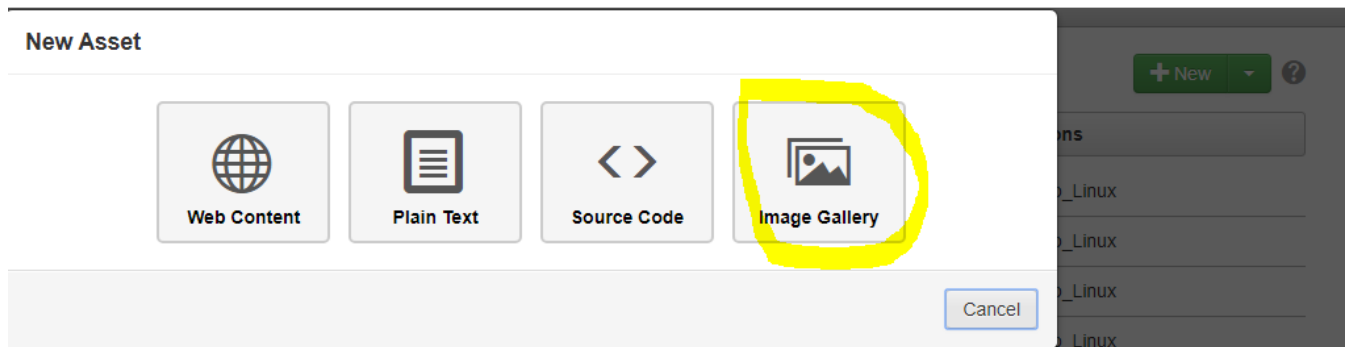
Now to add your cropped images to a gallery – log into OU Campus through any direct edit link in your site. Click on the Assets link located in the Content dropdown in the Main Navigation Bar.

**If you have an existing asset** that you need to update with new images – filter for that asset by typing in the asset name – this is usually your department name. Select the asset, click on the lightbulb to edit and click on the X in the right corner of each old image. This will remove the old image. To add new images see Building the Image Gallery below.

**If you need a new asset:**



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.



## Building the image gallery:

### Asset Info

#### Asset Info

**Name**

Description

Tags

**Name:** this is very important for the organizational structure –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 remember the name you chose, as you will need it to find your gallery later.

**Description:** 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. (Optional)

**Tags:** keywords to categorize the image gallery, department name, college name. You will use these tags as you filter to find your asset later.

### Access Settings

**Access Group:** select your department group

**Available To:** set this to the group that will sue this asset, more than likely your department group

### Gallery Options

**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.

Maximum Thumbnail Size

Thumbnail Preview



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

Click create to build the asset

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 time or you can drag and drop the images to the asset area.

 or drag from desktop



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 mandatory**
- 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 inserted 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!

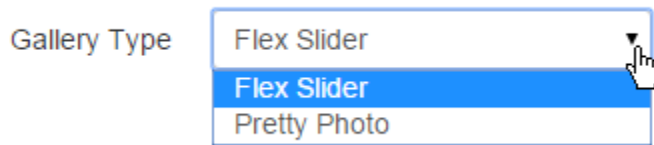
#### Step 4: Add Your Image Gallery Type and Asset to Your Page



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 main content 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!