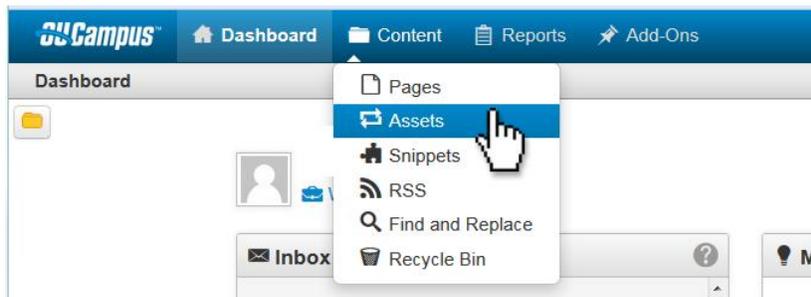


Creating an Image Gallery Asset in OU Campus

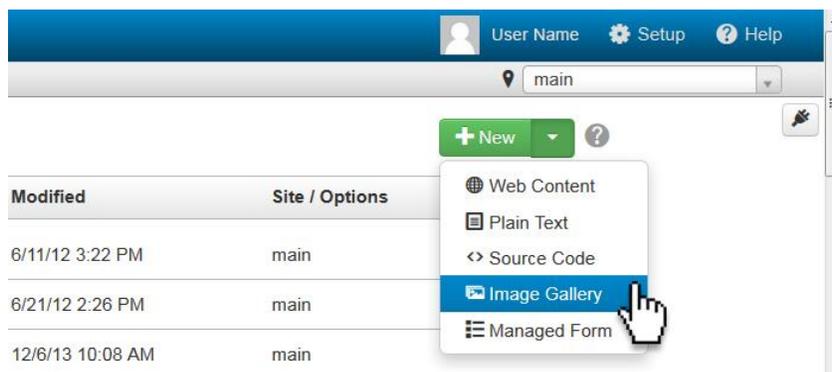
4/23/15

IMPORTANT: To create a new image gallery, you must first crop all of your images to the **same dimensions** and save them to a folder on your computer. An example size of a large, horizontal gallery is 530 pixels wide by 315 pixels high at 72 dpi. To learn how to size images, refer to the help document “[Image Editing – Sizing/Cropping with Photoshop](#).” To better understand image sizes for the web, refer to the help document “[Image Size Examples](#)”. To create an Image Gallery you must upload your own images selected from your computer – it is not possible to browse for images already uploaded to the OU Campus site. After you have sized and saved your images, follow the directions below.

Navigate to Content > Assets (top left blue menu bar).



Click on New and then Image Gallery (top right green drop down menu).

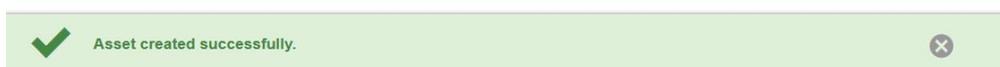


Next, complete the fields: (read the help tips in gray)

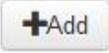
The screenshot shows the 'New Image Gallery' form in a web application. The form is divided into three main sections: 'Asset Info', 'Access Settings', and 'Gallery Options'. The 'Asset Info' section includes fields for 'Asset Name' (with a gray help tip 'Name of New Gallery'), 'Description', 'Tags' (with a gray help tip 'Click to add tags'), and a 'Lock to site' checkbox (with a gray help tip 'Do not allow use of this asset outside of the current site'). The 'Access Settings' section has dropdown menus for 'Access Group' and 'Available To', both with gray help tips. The 'Gallery Options' section includes input fields for 'Maximum Thumbnail Size' (width and height, both 100), a 'Thumbnail Preview' area, and radio buttons for 'Thumbnail Aspect Ratio' (Original and Crop). At the bottom right, there are 'Cancel' and 'Create' buttons, with the 'Create' button circled in red and a mouse cursor pointing to it.

1. Asset Info: Type in Asset Name, Description, Tags and Select Lock to site.
2. Access Settings – Select who can edit and use the Asset.
3. Gallery Options - Set thumbnail size, if different than the defaulted 100x100. Also, select whether the image should maintain its original aspect ratio or be cropped based on the thumbnail size. The maximum height and/or width for a thumbnail is 100 pixels.
4. Click Create

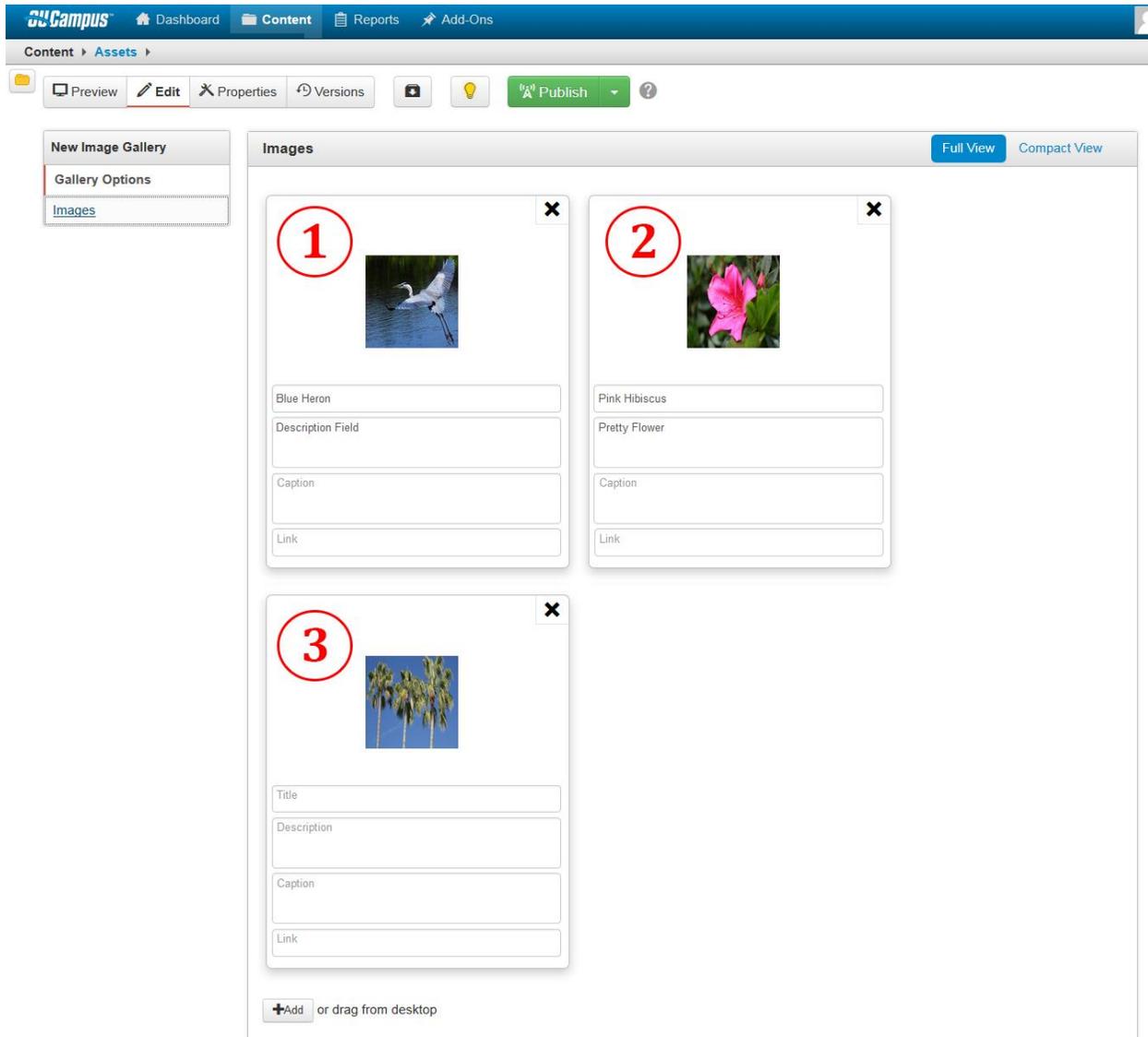
If you have filled out all of the fields correctly, a message “Asset created successfully” will appear at the bottom of your screen. You may now upload your images.



Adding Images

To add new images, simply click the  button and browse to your desktop folder where you have saved your pre-sized images, select the images and click open OR drag and drop them from your folder window to the Images box on the screen. Multiple images can be selected with either option by holding down the CTRL key while selecting the images.

Once images are uploaded, change the order of the images by simply clicking on the box and dragging them to the desired order. The order the photos will be displayed in the Gallery follows the diagram below. The first image is the top left, the second image is the top right and so forth. It is possible to delete images using the X in the upper-right hand portion of the image's box.

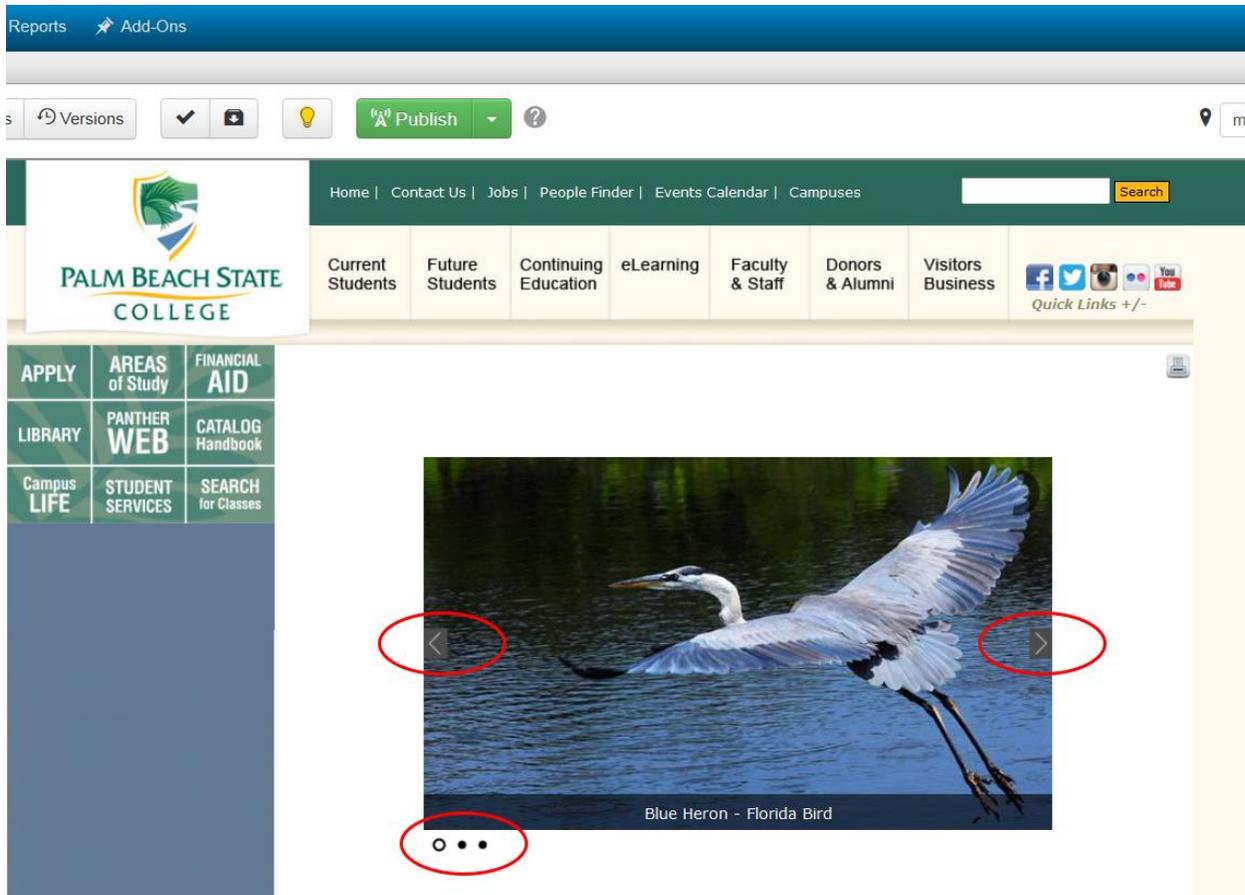


The screenshot shows the Canvas LMS interface. At the top, there is a navigation bar with 'Canvas' logo, 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. Below this is a sub-navigation bar with 'Content' and 'Assets'. A toolbar contains 'Preview', 'Edit', 'Properties', 'Versions', a camera icon, a lightbulb icon, and a 'Publish' button. On the left, a 'New Image Gallery' sidebar shows 'Gallery Options' and 'Images'. The main area is titled 'Images' and has 'Full View' and 'Compact View' buttons. It displays three image items, each with a red circled number in the top-left corner and an 'X' delete button in the top-right corner. Item 1 shows a blue heron with fields for 'Blue Heron', 'Description Field', 'Caption', and 'Link'. Item 2 shows a pink hibiscus with fields for 'Pink Hibiscus', 'Pretty Flower', 'Caption', and 'Link'. Item 3 shows palm trees with fields for 'Title', 'Description', 'Caption', and 'Link'. At the bottom of the gallery is an '+Add' button and the text 'or drag from desktop'.

***IMPORTANT** - There are two types of Image Galleries you can create: Orbit Gallery or PrettyPhoto Gallery. The default is PrettyPhoto Gallery. After loading the images, enter into the fields according to what type of Gallery you want:

Orbit Gallery:

Below is an example of how the Orbit Gallery displays on a page. This is a sliding window that automatically rotates between the images that you have uploaded. You can move through the slideshow by clicking the forward and backward buttons on either side of the window, as well as clicking on the dots at the bottom left of the window. The size of the sliding window is dependent on the size that you cropped your images to before uploading.



For the **Orbit Gallery**, ONLY enter text in the Title field and the Description field. In the example image above, the text in the Title field is “Blue Heron” and the text in the Description field is “Florida Bird.” You do not have to enter anything at all, if you do not want text to show up in the bottom black bar, or you can just enter a Title, if you do not have a description. *If you enter text in the Caption field or the Link field you will have problems with your slideshow functioning properly.

***Orbit Gallery - Note the fields below that can have text. Leave the other fields blank.**

Canvas LMS interface showing an "Image Gallery" editor. The top navigation bar includes "Dashboard", "Content", "Reports", and "Add-Ons". The breadcrumb trail is "Content > Assets > Image Gallery". The main toolbar contains "Preview", "Edit", "Properties", "Versions", a "Publish" button, and a help icon.

On the left, a sidebar titled "New Image Gallery" has three sections: "Gallery Options", "Images", and "Images".

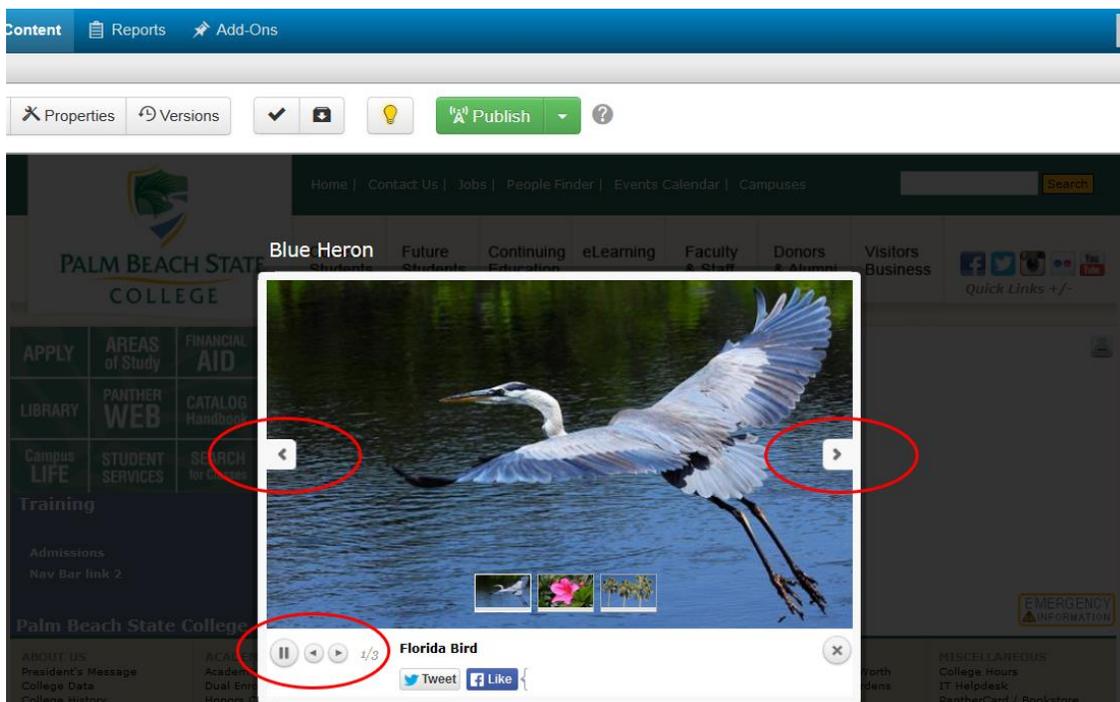
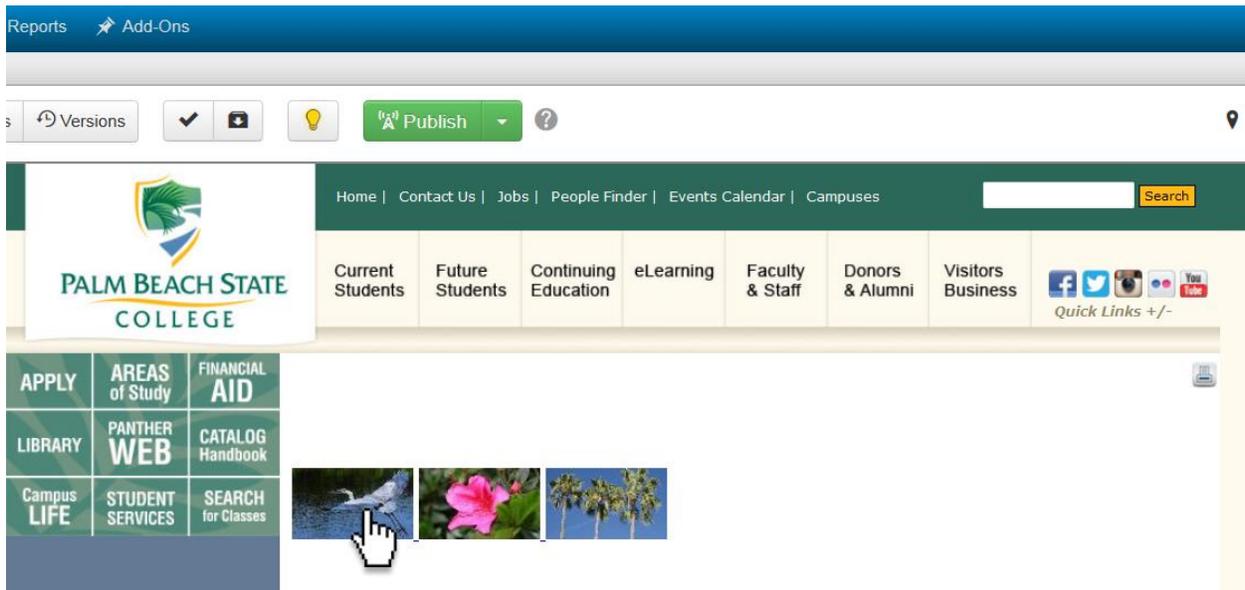
The main area displays three gallery items, each with a close button (X) in the top right corner:

- Item 1 (Top Left):** Image of a white heron. The text input fields "Blue Heron" and "Florida Bird" are circled in red. Below are "Caption" and "Link" fields.
- Item 2 (Top Right):** Image of a pink hibiscus flower. The text input fields "Pink Hibiscus" and "Florida Flower" are circled in red. Below are "Caption" and "Link" fields.
- Item 3 (Bottom Center):** Image of palm trees. The text input fields "Palm Trees" and "Florida Trees" are circled in red. Below are "Caption" and "Link" fields.

PrettyPhoto Gallery:

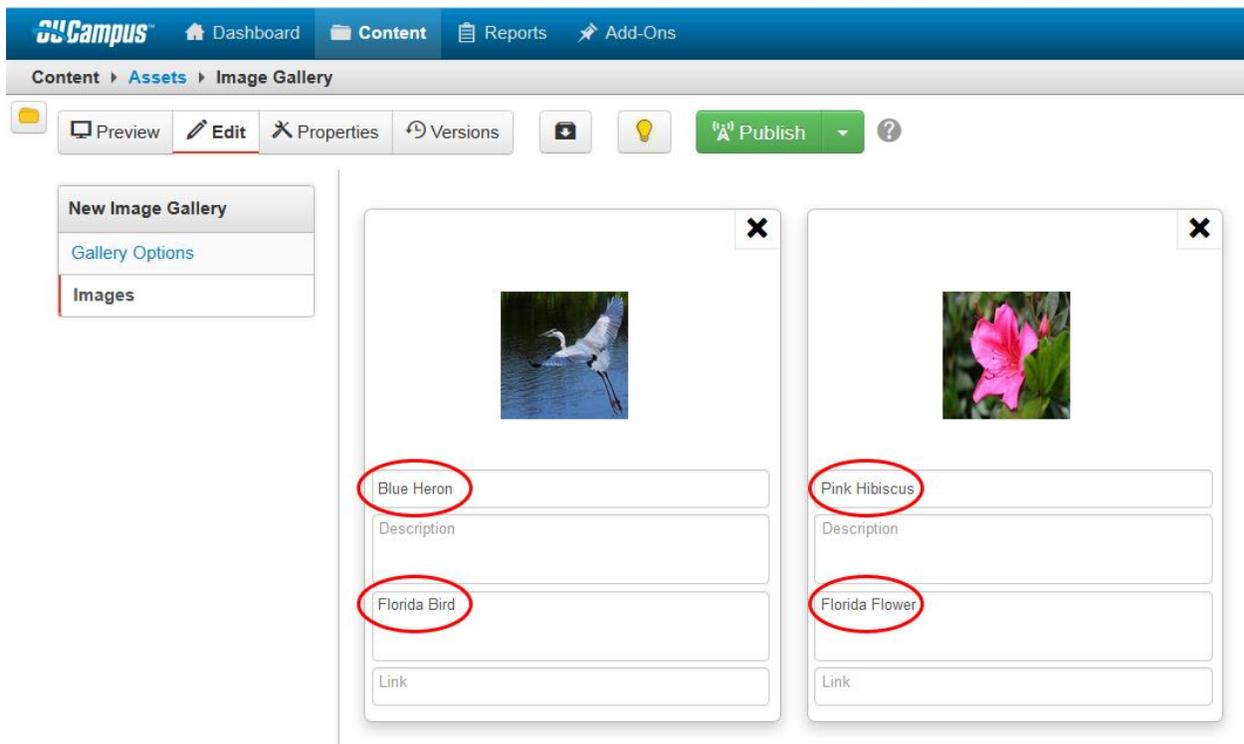
Below is an example of how the PrettyPhoto Gallery displays on a page. The images you uploaded display as thumbnails on the page. When you click on a thumbnail, a larger window will pop open and the images will automatically rotate. You can move through the rotating pictures by either clicking the forward and back buttons that appear on either side of the image as you move the cursor over it and also with the buttons at the bottom left of the frame. The window can be paused to stop the images from rotating. You can also click outside of the window to get back to the thumbnails on the page and select another thumbnail image.

The thumbnail size on the page is dependent on the size that you set the thumbnails to in the Gallery Options field when you were creating the Asset. The maximum width or height of the thumbnail is 100 pixels. The size of the larger window that opens after clicking a thumbnail is dependent on the size that you cropped your images to before uploading them.



For the **PrettyPhoto Gallery**, ONLY enter text in the Title field and the Caption field. In the example image above, the text in the Title field is “Blue Heron” and the text in the Caption field is “Florida Bird.” You do not have to enter anything at all, if you do not want text to show up or you can type in just one of the fields. *In this Gallery format, if you enter text in the Description field or Link field, it will not be displayed (so it is not necessary).

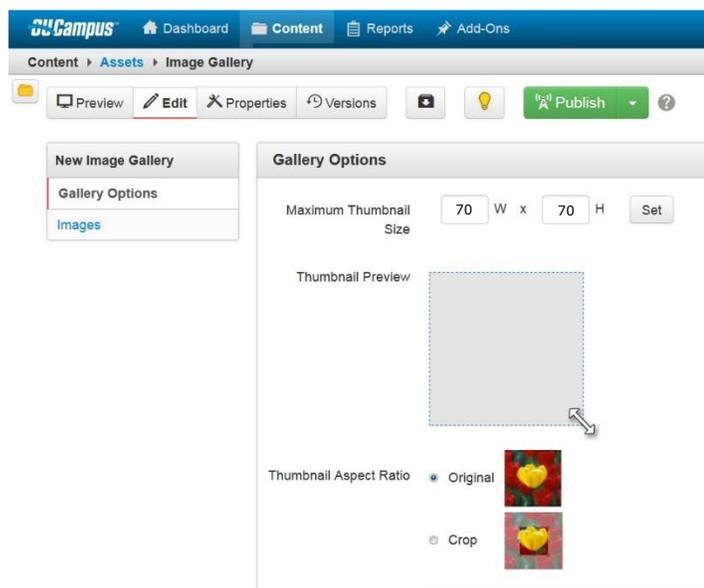
***PrettyPhoto Gallery - Note the fields below that can have text. Leave the other fields blank.**



Editing the Asset

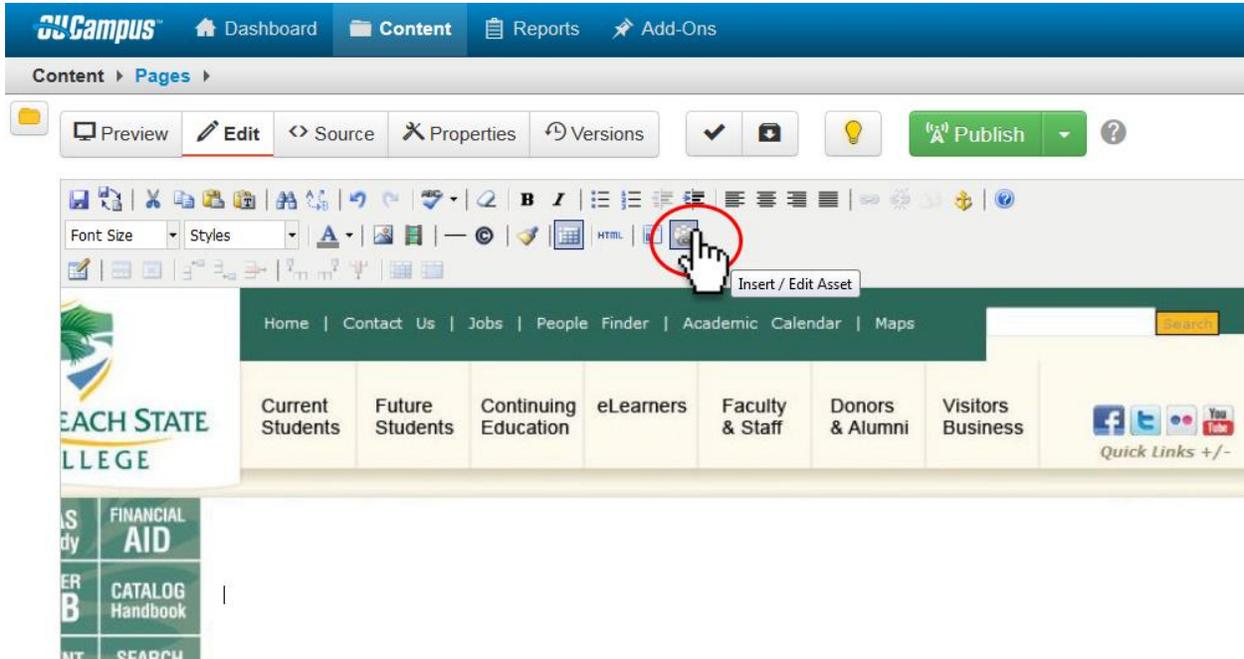
Once you have made the Image Gallery Asset, you can always go back and make changes to it. Simply open the Asset and click Edit. You can add, delete and rearrange your images, just as you did when you were setting up the Gallery. To modify the thumbnail size, either drag the thumbnail border to the desired size, or enter the desired sizes into the text boxes. Be sure to click "Set" button AND "Save" for the new settings to take effect.

When you are finished making or editing the Image Gallery click “Publish”. The Asset is now ready to insert on your page.

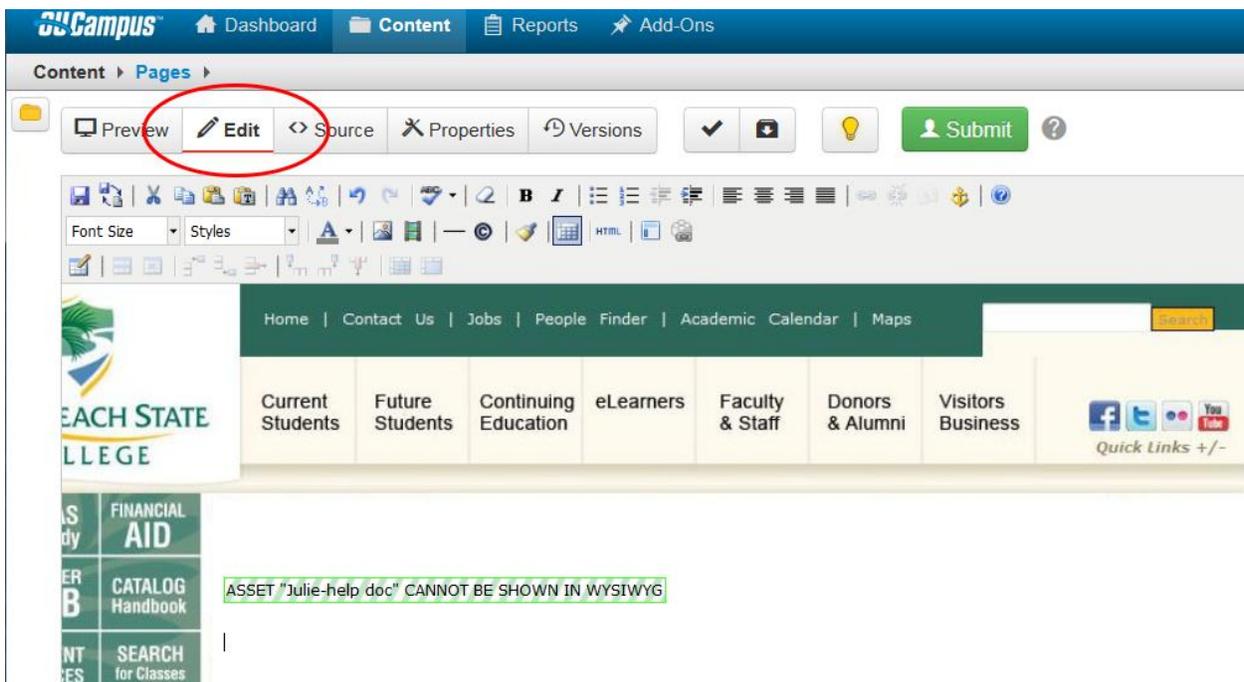


Inserting Gallery on Page

To use the Image Gallery on your page, open the page you would like to place it on and click Edit. Using the cursor, click on the page where you would like to insert the Asset. Next, click on the “Insert/Edit Asset” icon in the WYSIWYG toolbar. Find the name of your Asset file in the list and click “Select Asset”.

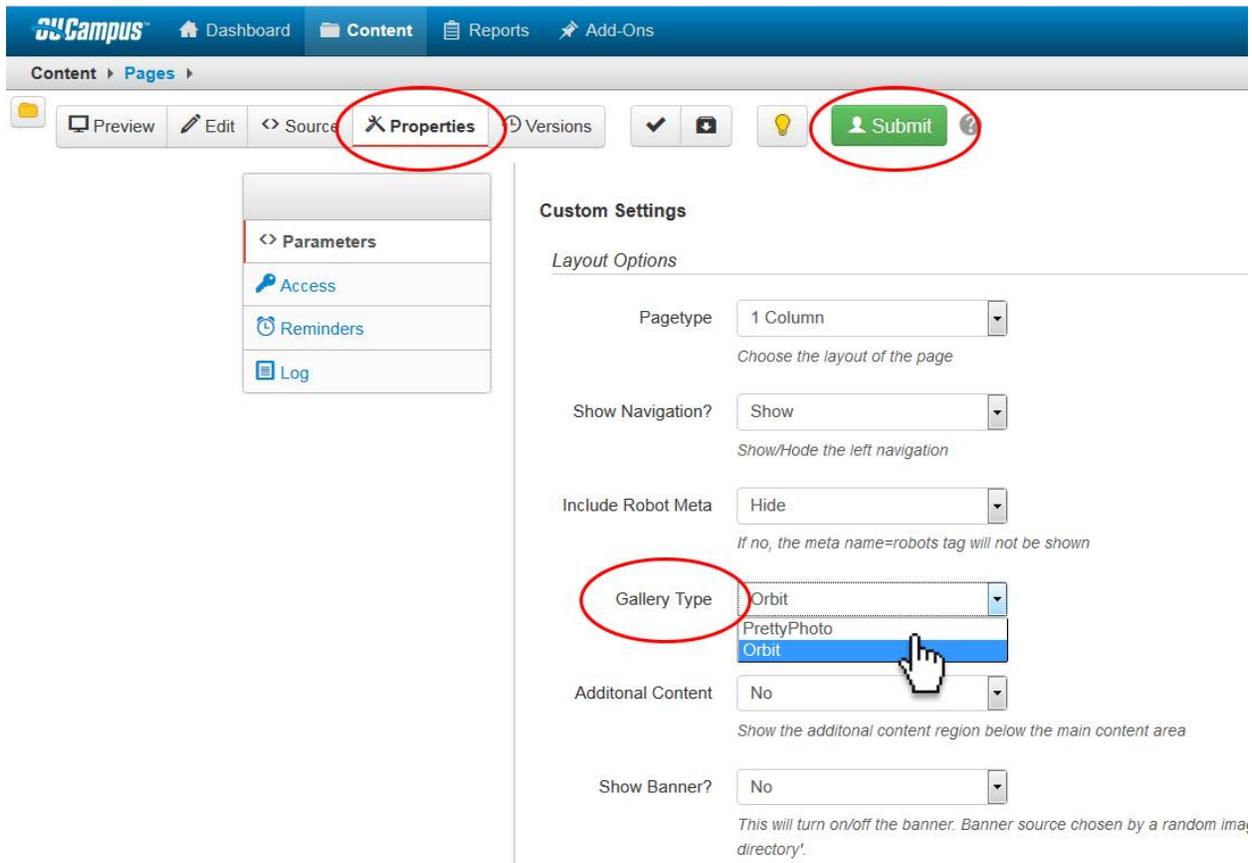


You cannot view the Asset in the Edit window, however a box with the title of your Asset will be displayed. To view the Gallery, save the page and look at the page in the Preview window.



After you insert the image gallery into the desired web page, you will need to edit the page Properties if you would like your gallery to be displayed as an Orbit Gallery (slideshow). The default is PrettyPhoto (thumbnails), so if this is what you prefer, you do not have to change the setting. To set the gallery type to Orbit, click the Properties button and scroll down to Gallery Type. Click the drop down arrow and select Orbit and Save.

Click Submit to send your page for approval.



The screenshot shows the Campus Content Management System interface. The top navigation bar includes 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. The main content area is titled 'Content > Pages >'. The 'Properties' button is circled in red. The 'Submit' button is also circled in red. The 'Custom Settings' section is visible, with the 'Gallery Type' dropdown menu open, showing 'Orbit' selected. The 'Submit' button is highlighted with a mouse cursor.

Important Information and Reminders

1. Always click "Save" AND "Publish" after making changes to the Image Gallery. While some changes may appear to take effect (e.g. resizing the thumbnail), the change will not commit unless the "Save" and "Publish" buttons are clicked.
2. When uploading images, the browser may present a warning that the digital signature could not be verified. Make sure to click "Run." It is advisable to check the box next to "Always trust content from this publisher" prior to clicking "Run."
3. Image selections can only be made locally from the computer. Currently, it is not possible to select images that already uploaded to the site by navigating using a file chooser.