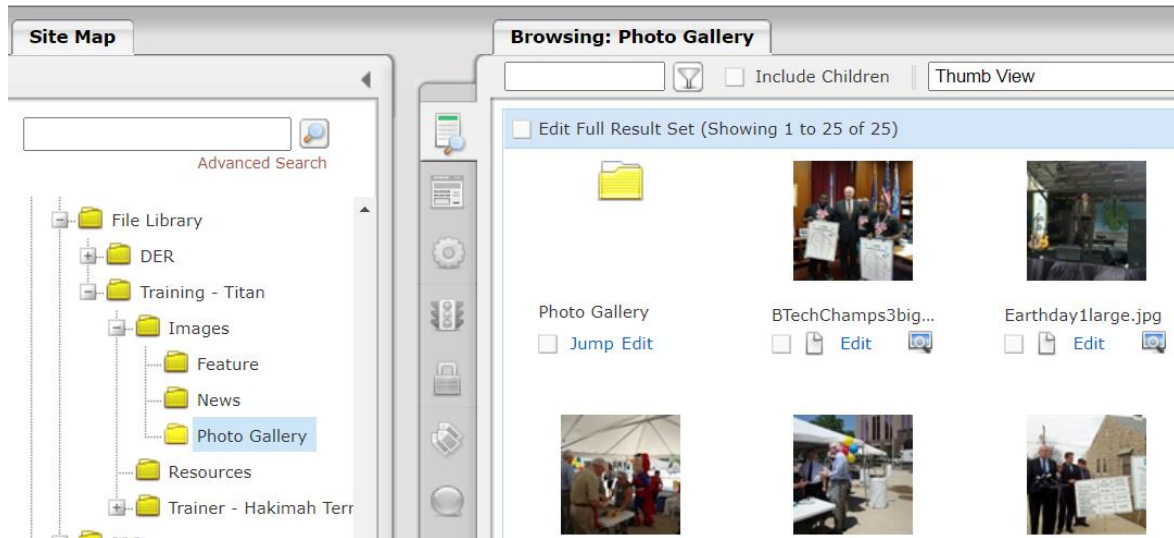
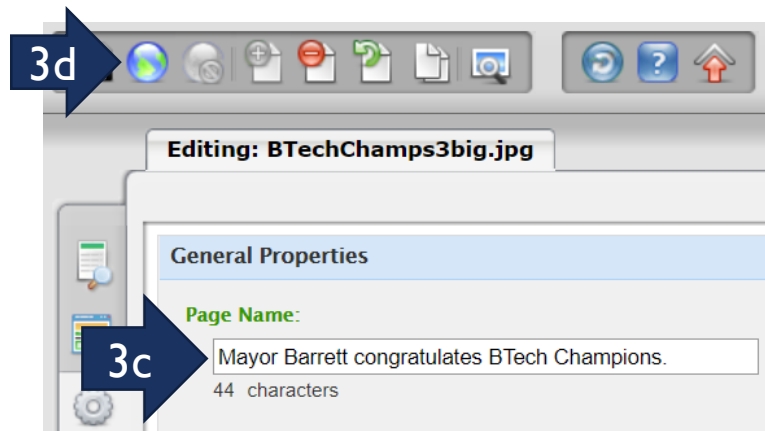
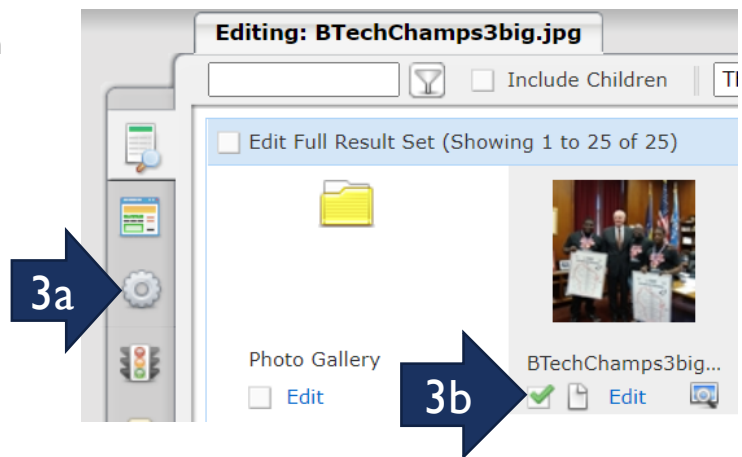


IMAGE FILE PREPARATION

- **Images require:** LightBox Image Size Attribute
 - Uploaded after 2015 Titan updates
 - At least 400 x 400 pixels



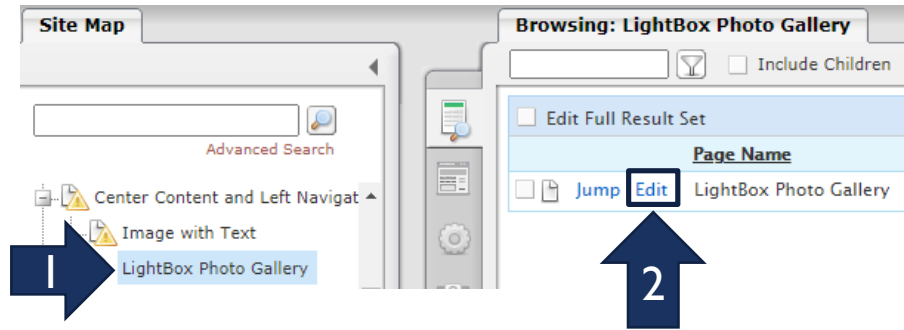
1. Create a dedicated folder for each gallery
2. Add images
3. **Add a short caption to each image**
 - a. **Click the checkbox to select the image**
 - b. **Click the Properties tab**
 - c. **In the Page Name field, replace the file name with a one descriptive sentence (12 words or less)**
 - d. **Publish the image**



Repeat for each image in the folder!

PHOTO GALLERY PAGE

1. Find and Select the page that you want to add the gallery to
2. Click the Edit link for the page
3. From the Add New Block list, select **Dept – Photo Gallery** from the template list
4. Click the Edit Block button to open the editor
5. Select Photo Options and Display settings for the gallery
6. Click OK to close the editor
7. Save, Preview, Revise if needed, Publish

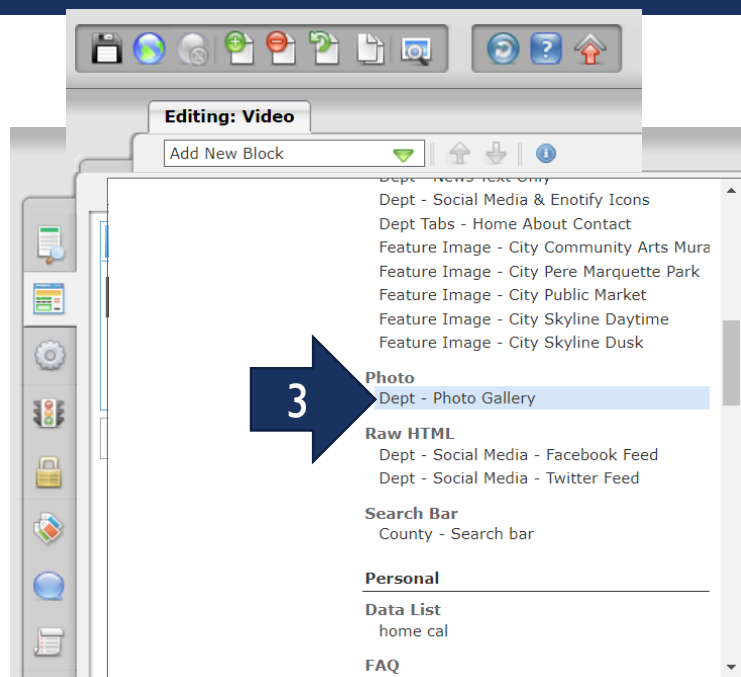


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PHOTO GALLERY PAGE

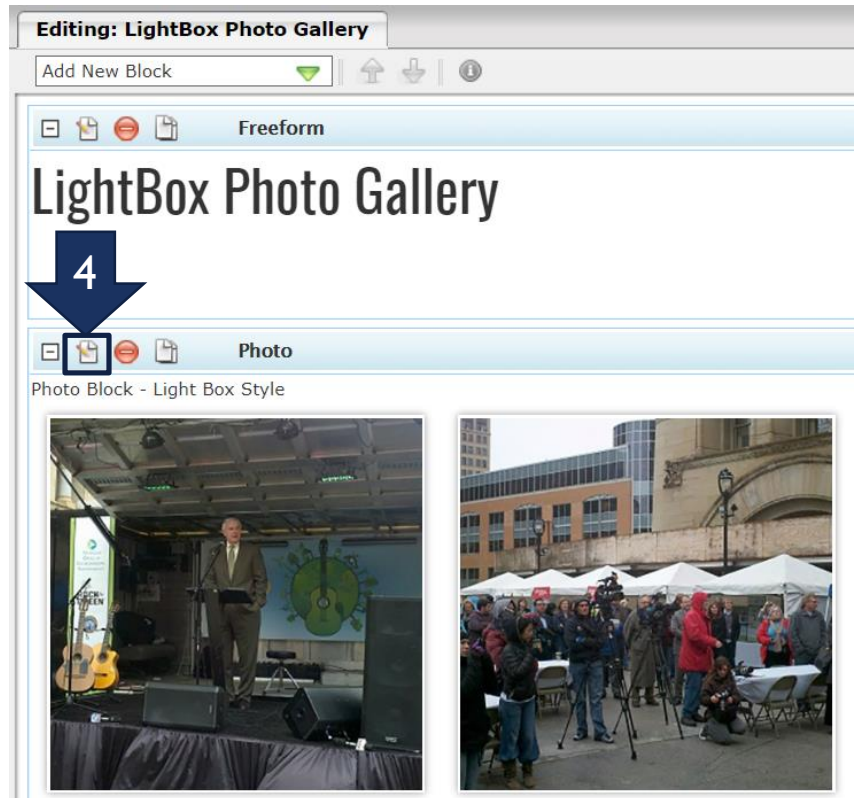
1. Find and Select the page that you want to add the gallery to
2. Click the Edit link for the page
3. From the Add New Block list, select **Dept – Photo Gallery** from the template list

The Photo Block is added to your page
4. Click the Edit Block button to open the editor
5. Select Photo Options and Display settings for the gallery
6. Click OK to close the editor
7. Save, Preview, Revise if needed, Publish



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1. Find and Select the page that you want to add the gallery to
2. Click the Edit link for the page
3. From the Add New Block list, select **Dept – Photo Gallery** from the template list
- 4. Click the Edit Block button to open the editor**
5. Select Photo Options and Display settings for the gallery
6. Click OK to close the editor
7. Save, Preview, Revise if needed, Publish



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PHOTO OPTIONS & DISPLAY SETTINGS

5. Select Photo Options and Display settings for the gallery

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5. Select the following Photo Options and Display settings

Photo

Photo Options

Folder: /File-Library/Training---Titan/Images/Photo-Galleri

Teaser/Filmstrip Image Size: LightBox

Features/Primary Image Size: Medium

Popup/Detail Image Size: LargePhoto

Folder Navigation
 Note: This option requires that the File Pile be configured for folder navigation in Admin Workstation. This association will map all folders within the selected File Pile to this block.
 Enabled Disabled

Filmstrip Options

- Show small thumbnails
- Show Previous/Next buttons

Settings List:

- a. Find and Select the folder you prepared in part I
- b. Teaser/Filmstrip Image Size = LightBox
- c. Features/Primary Image Size = Medium
- d. Popup/Detail Image Size = LargePhoto
- e. Folder Navigation = Disabled
- f. Filmstrip Options
 Show small thumbnails = CHECKED
 Show Previous/Next buttons = CHECKED

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5. Select the following Photo Options and Display settings

Photo

Photo Options

Folder: /File-Library/Training---Titan/Images/Photo-Galleri

Teaser/Filmstrip Image Size: LightBox

Features/Primary Image Size: Medium

Popup/Detail Image Size: LargePhoto

Folder Navigation
 Note: This option requires that the File Pile be configured for folder navigation in Admin Workstation. This association will map all folders within the selected File Pile to this block.
 Enabled Disabled

Filmstrip Options

- Show small thumbnails
- Show Previous/Next buttons

Display

Title: Photo Block - Light Box Style

Style: Light Box

Teaser Text: None

Images

Display Teaser Image

Links

Page Name

Link Text (Follows Teaser Text)
 Read More...

Number of Views

Display Count (based on Auditing)

Commenting & Rating

Show Average Rating

Include Total Ratings

Link to Read Comments
 Read Comments

Include Total Comments

Link to Add Comment/Rating
 Add New Comment

Settings List:

- g. Title – Optional
- h. Style = Light Box
- i. Teaser Text = None

6. Click OK to close the editor

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Success!
The gallery is added to the page.

1. Save
2. Preview
Revise, if necessary
3. Publish

