

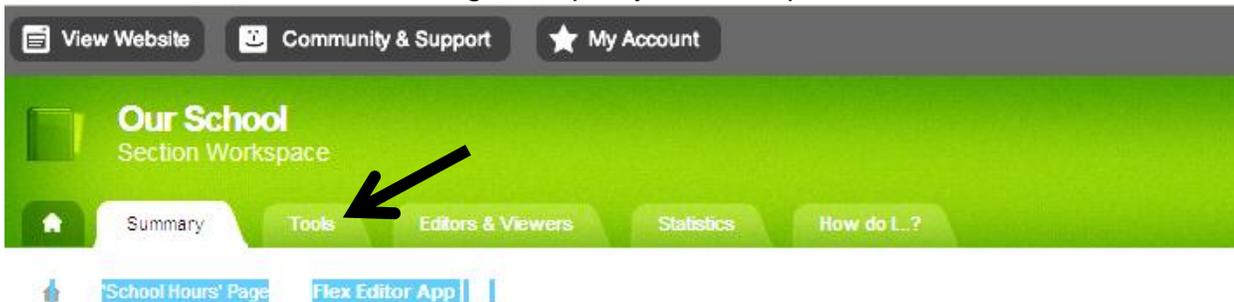
SchoolWires

**How to create and post a Photo Gallery
within a Flex Page App**

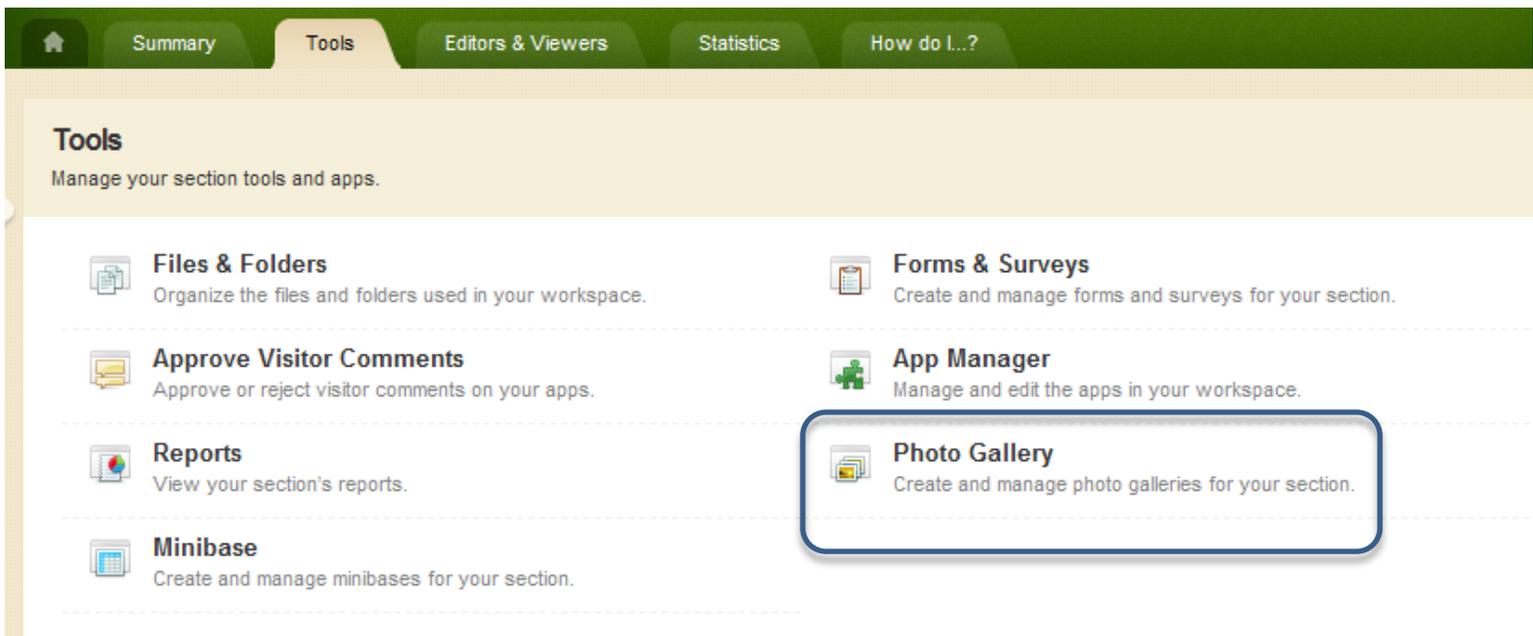
How to create a Photo Gallery to post within a SchoolWires Flex Page App

CREATING THE GALLERY

- Sign in to SchoolWires on the Tangischools Homepage
- Click on **SITE MANAGER** at the top of the screen
- Make sure you are in the “cloud” for your school
- Click on the **TOOLS** tab along the top of your workspace



- Find the **PHOTO GALLERY** tool and click on it



- The PHOTO GALLERY APP should appear highlighted to the left
- Click NEW under APP INSTANCES

App Manager
Displays all apps created in this workspace.

APP INSTANCES

To work with an app, create a new app or select an existing app in the column to your left.

I'm Done

- Give your Photo Gallery a name (ex: PBIS Day, Fall Fair, Homecoming...)
- Click SAVE (This will create the Gallery. Now you will add pictures to the Gallery)
- Under *DETAILS*, choose to EDIT the photo gallery app

App Manager
Displays all apps created in this workspace.

APP INSTANCES

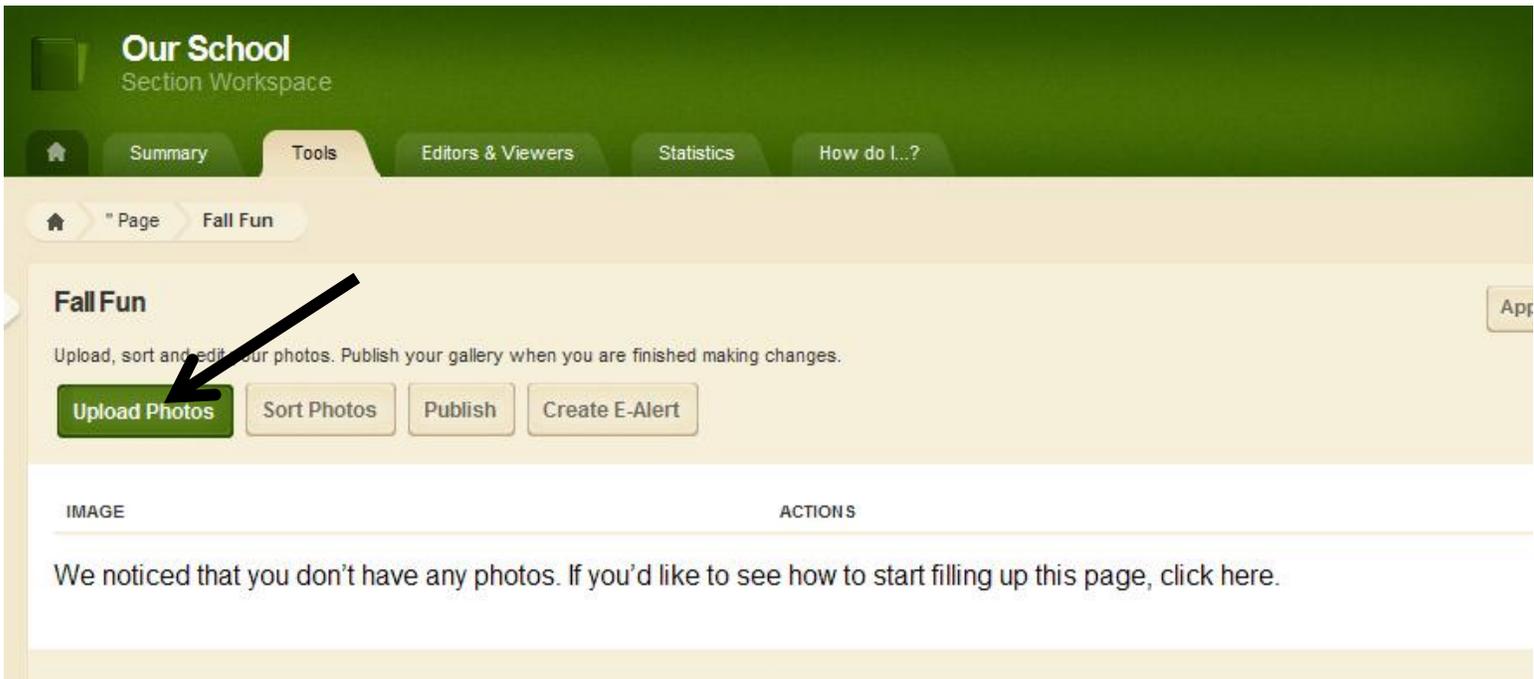
DETAILS

Fall Fun

No one is using this app on a page.

I'm Done

- You may leave the photo gallery width at 500 pixels if you are using a full-sized flex app page.
- Click “Let’s Get Started”
- Choose UPLOAD PHOTOS

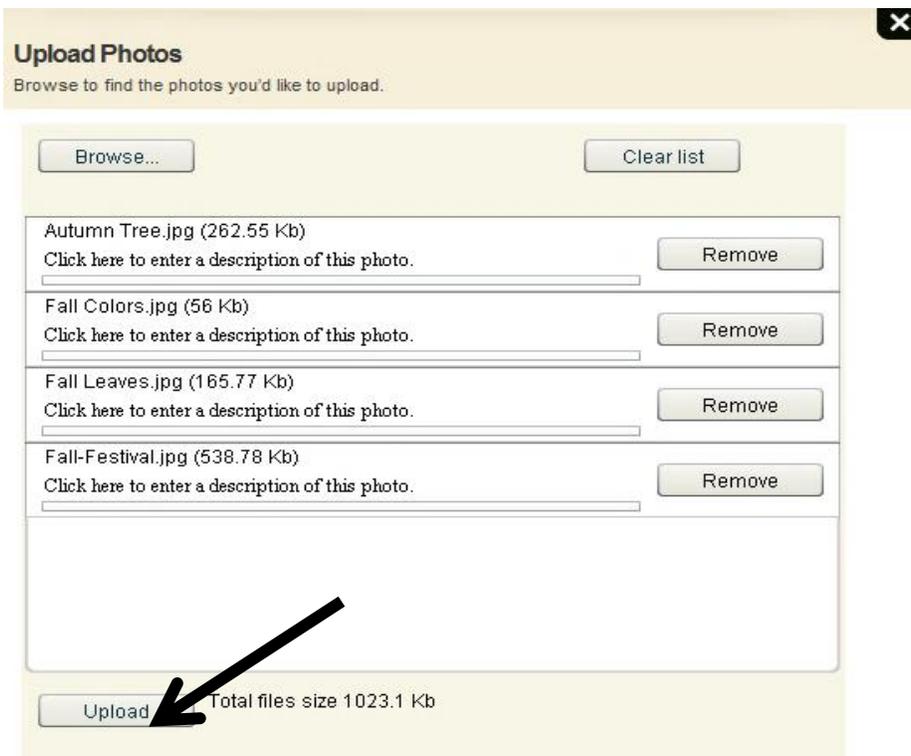


- Click BROWSE to search for your pictures (It works best to have the pictures that you want to upload already saved in one folder on the hard drive of your computer)

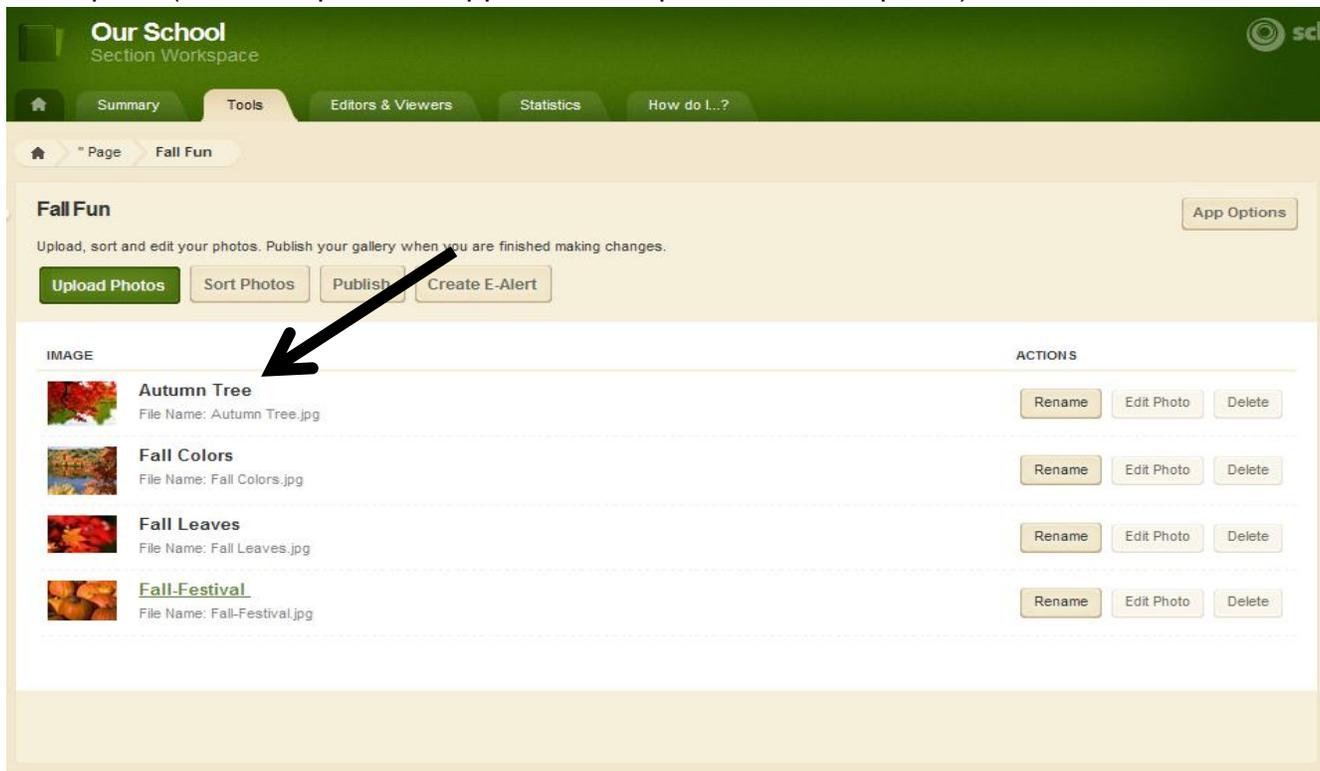


- Select the picture files that you wish to upload (you may select multiple photos by pressing down the SHIFT key while making your selection)

- Click **UPLOAD**



- Once the photos are uploaded, you can click on the title of each picture to rename the photo, or add a description (the description will appear as a caption under the photo)



- You may also **SORT** your photos to the desired order of display.

- You can choose APP OPTIONS to adjust the transition time, add background music, etc.

Our School
Section Workspace

Summary Tools Editors & Viewers Statistics How do I...?

Page Fall Fun

Fall Fun

Upload, sort and edit your photos. Publish your gallery when you are finished making changes.

Upload Photos Sort Photos Publish Create E-Alert

IMAGE	ACTIONS
 Autumn Tree File Name: Autumn Tree.jpg	Rename Edit Photo Delete
 Fall Colors File Name: Fall Colors.jpg	Rename Edit Photo Delete
 Fall Leaves File Name: Fall Leaves.jpg	Rename Edit Photo Delete
 Fall-Festival File Name: Fall-Festival.jpg	Rename Edit Photo Delete

- Within APP OPTIONS, you will need to share the gallery with yourself
- Click on the SHARING tab along the top of the App Options box

App Name:
Fall Fun

General Sharing Social Settings

If you want, you can enter a description of your app.

Description:

Show the app name on my page.

Transition Delay:
1 seconds

Fade Style:
None

Gallery Width:
500 pixels

Gallery width can't be changed once a photo has been uploaded.

Save Cancel

- Click on Assign User

App Name:
Fall Fun

General **Sharing** Social Settings

By default, only you can use an app you created. To share this app with others, add specific users or groups.

Assign Group Assign User

You are not sharing this app with anyone.

Save Cancel

- Type your LAST name into the box and SEARCH

Add User
Enter all or part of a user's first, last or user name and click Search.

Search

SELECTED USERS
If you want, you can remove a user or users that you've selected.

Add Cancel

- Select your name from the list and click the green ADD button at the bottom

Add User
Enter all or part of a user's first, last or user name and click Search.

Smith

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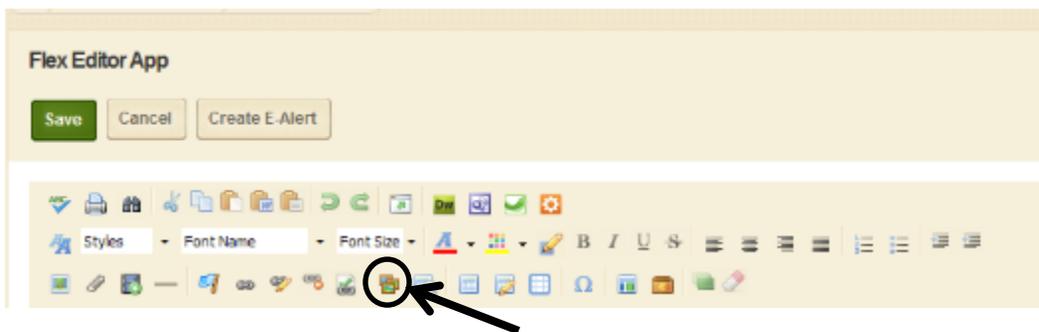
Smith, Elizabeth

SELECTED USERS
If you want, you can remove a user or users that you've selected.

- Click **SAVE**
- Make sure to select **PUBLISH** along the top of the Photo Gallery App window to make the gallery available for online viewing

POSTING THE GALLERY

- Choose the **CHANNEL**, **SECTION**, then **PAGE** that you would like your Photo Gallery to appear
- Within the opened text box, place your cursor where you want to insert the Gallery
- Click on the INSERT PHOTO GALLERY button along the top of the editing toolbar



- Click on the tab that says "BY TYPE" within the "add existing apps" box
- Select "PHOTO GALLERY" in the drop down menu
- Find the gallery that you want and select the small box next to its name (this will put a green check)
- Click SAVE
- Your app will appear within your text box as coding
- Click SAVE
- Go to VIEW WEBSITE at the top of your work station to view the published gallery