Overview
Image Gallery Assets can be used to add a series of thumbnails to a page that will open a gallery of images in a pop-up window. Images used in a gallery are uploaded and managed separately from other images used elsewhere on a site. Adding, removing, or rearranging images is easily managed with a simple point-and-click interface.

Limitations
While it is possible to have multiple gallery assets on the same page, when opened in the pop-up window, each individual gallery will be combined into one long sequential slideshow.

In the current version of OU Campus (version 9), the images are uploaded and manipulated with a Java applet. This requires that Java be enabled in your browser and operating system. Because of potential Java security issues, system administrators may have disabled this feature on some desktop computers. Version 10 of OU Campus (expected in the first quarter of 2014) uses a different technology for images and won’t have this issue.

Who This Manual Is For
These instructions are written for content contributors and editors who may not otherwise have experience or familiarity with standard web design practices. Concepts are introduced using conversational language, with an emphasis on identifying only the necessary steps to accomplish tasks.

Community members looking for more technical instructions can visit the OmniUpdate Support site at http://support.omniupdate.com.
Step 1: Where to start
1a) Navigate to the Assets page in OU Campus.
1b) Click on the +NEW button and select “Image Gallery” from the available assets.

Heads-up!
Photo Gallery Assets are locked to a specific site. Be sure that you are logged into the correct site before creating your asset.
Step 2: Configuring your Image Gallery Asset

Naming Your Asset
- Prefix the asset name with the name of your site for easy searching
- Using simpler, friendly names will help users select the appropriate asset
- If you’re going to have a lot of assets, plan ahead and develop detailed naming conventions

Description
A description helps future content editors know what kind of images should be contained in the gallery.

Lock to site
Gallery assets are automatically locked to the site they are created in. That means that galleries created on a particular site will not be available to add to pages on other sites, in contrast with plain content assets that can be optionally locked to a site.

Tags
Descriptive tags help make finding the asset later easier and faster. A good convention is to include your site name as a tag.
**Thumbnail sizes**
The size of the thumbnails that appear on the page can be customized here. The grey box is a to-scale preview of the size of the thumbnail. It can be modified either by entering in a value directly into the input boxes or by clicking and dragging on the edges of the box itself.

**Heads-up!**
After you’ve selected the size you want, be sure to click the “Set Size” button to lock in and save your choice.

**Thumbnail aspect ratio (aka “how the gallery images appear on the page”)**

*Flexible*
Flexible thumbnails are based on the dimensions of the original image. If the image is landscape, the thumbnail will be landscape. If the image is portrait, the thumbnail will be portrait. The values entered for “maximum thumbnail size” will determine the maximum height and width the flexible thumbnail can be.

*Cropped*
Cropped thumbnails are uniform in size and shape and consist of a small section of the original image cropped out based on the dimension sizes selected. The system will automatically crop based on the center of the image. If you choose the Cropped thumbnail style, be conscious of the composition of your images to ensure that each thumbnail will provide an accurate preview of the final image.

**Content Editable By**
Leaving this set to the default “Everyone” will allow anyone the ability to modify, or even delete, the asset. Be sure to change it to the appropriate group for the site, e.g. “its_users” for the /its site.
Step 3: Adding new images to the gallery
Click on the New button:

Images

New

Heads-up!
You might need to keep an eye out for a security notification pop-up to allow the browser to load the Java applet. Alternatively, the Java Applet may take up to a minute to load, so you may need to be patient.

Select a photo on your computer:
After selecting a photo, it will open in the Image Editor. (NOTE: because of Java security issues, the Image Editor is currently temporarily disabled for MacOS users. It will return in version 10, to be released in early 2014). Once the photo is loaded, you can either upload it immediately or edit it first.

For details on how to use the Image Editor, check out the online training video at: http://its.sjsu.edu/training/oucampus/onlinetraining/images

Once the upload completes, a thumbnail of the photo and its text attributes appear in a small grey widgetesque box:

![Image Editor](image.png)

**Photo text attributes**

- **Title**: **optional**. This text isn't visible or used for anything and can be disregarded.
- **Description**: **recommended**. This text fills the paragraph overlay on the photo in the pop-up window.
- **Caption**: **REQUIRED**. This fills the alt text attribute for the photo and is required by accessibility regulations.
Removing images or changing their order

To remove a photo from the gallery, click on the small [X] in the top right corner of the photo widget.

![Photo Widget with X button highlighted]

To change the order of images, click on the left hand side of the photo widget (the one with the five little stacked bars) and drag the photo into its new position.

![Photo Widget with bars highlighted]

Once you’ve added and arranged all of your images, save the asset and add it to a page like a plain content asset.

Congratulations! You have now successfully built a Image Gallery asset.