



Documentation for creating a new photo gallery in CMS

Step 1: Getting ready

1. Make sure you have all of the photos properly sized (approximately 4x6 and 150 dpi)
2. The photos should be named 1.jpg 2.jpg etc... in the order you wish them to appear
3. Captions for the photos are limited to 256 characters.

Step 2: Creating folders in the CMS

1. Navigate to the /about/photo/ (This is the folder where all of the photo gallery files are stored – starting with 2008 they are achieved by year)
2. Create a new folder with the overall name of the gallery in the correct year folder.
3. Create new folders underneath that overall folder that will display your galleries

Step 3: Loading photos

1. Upload the jpg files into the folders you just created.
2. When you upload the files the description field will display the caption you want.

Step 4: Creating the final page and adding content in the CMS

1. Create a new html page under the last about/photo/YEAR/MAIN Gallery NAME folder naming the url for the page index and using the (Bodypage template 2 col no right) template.
2. Add new content to the page
3. Title the content Photo Gallery DESCRIPTION OF YOUR GALLERY
4. Click the text button below the body area
Paste the following:
`#photoGallery('/about/photo/2008/winter')`
*You will need to use the path of your photo gallery. The last folder should be your overall one.
5. Save and Publish the content
6. You should be back to the page screen – click reuse content
7. Search for the following piece of content in the title:
Photo gallery text standard
This is standard text created for any photo gallery

Step 5: Publishing the page

1. Publish the page