# Responsive Image Gallery

Introduction:

We have made some changes to the way image galleries work on our Terminal Four websites. If you have already been working with image galleries in Terminal Four you will find that this new gallery conforms to the way you are used to working, but with fewer steps to do what you want and with visual aids to help along the way.

In addition, the gallery is now responsive: it resizes for mobile devices, and it has a more professional look and feel that will bring out the best in your school's images.

1. Objective: Insert a T4 Photo Gallery

🖱 **How To**

1. Select the content page where you would like a photo gallery to appear.
2. You *do not* need to select the Modify content menu.
3. Go to **Add Content to Current Page** in the action bar and select the **Photo Gallery** content type from the drop-down menu.
4. Name the new Photo Gallery and select **Add.**
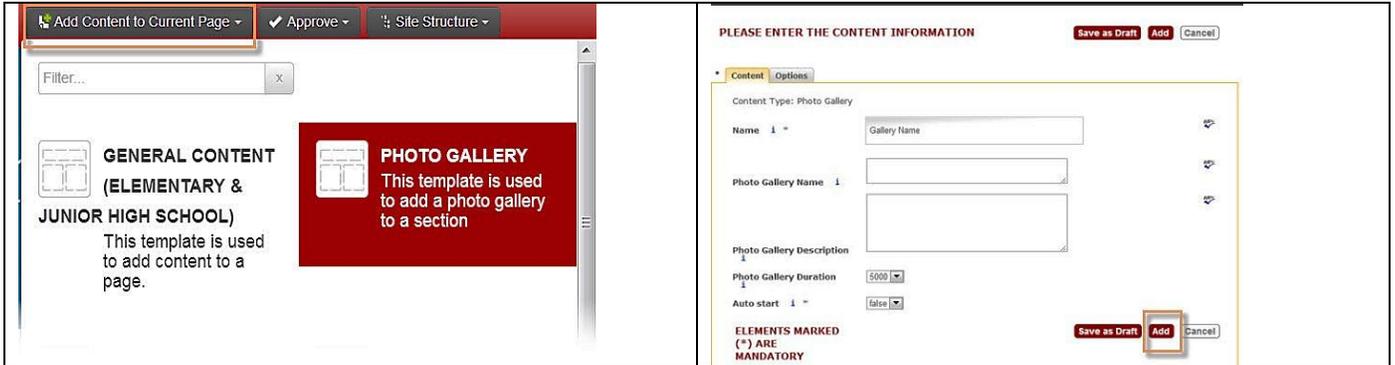
Your photo gallery placeholder has now been added. The next step is to add images.

Note: T4 will automatically resize your images to fit in the photo gallery. However, if your photos are large in size (over 1MB) you will have to use a photo editing tool such as Microsoft Office Picture Manager to compress photos/images before uploading them to the Media Library.

Resizing/compressing for Webpages (448 x 336) works well in MS Office Picture Manager. See the Media Library hand-out on how "To Compress your Image".

Add Images to the New T4 Photo Gallery
1. With the photo gallery page in Direct Edit mode, go to **Add Content to Current Page** in the action bar and select the **Photo Gallery Image** content type from the drop-down items.
2. Name the photo gallery image and **Select** an image from the Media Library.
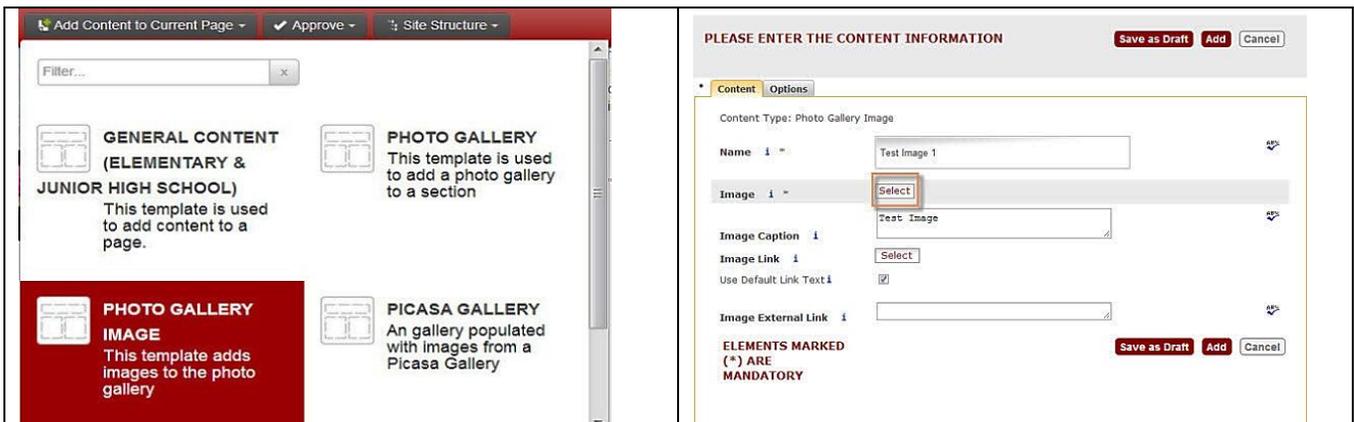
3. Enter an image caption and link if needed.

4. Select **Add.**

5. Repeat for all images you want to appear in the photo gallery.
6. From the top action bar menu **Approve** the image(s) added to the photo gallery.

Your images should now be viewable in the photo gallery.

Note: there may be a delay before the photo gallery slideshow is viewable on the live site because of the 30 minute publishing cycle.

Edit Images in the T4 Photo Gallery

1. Turn Toggle Direct Edit "off"

Select to Toggle Off

2. Click on the image to view details.
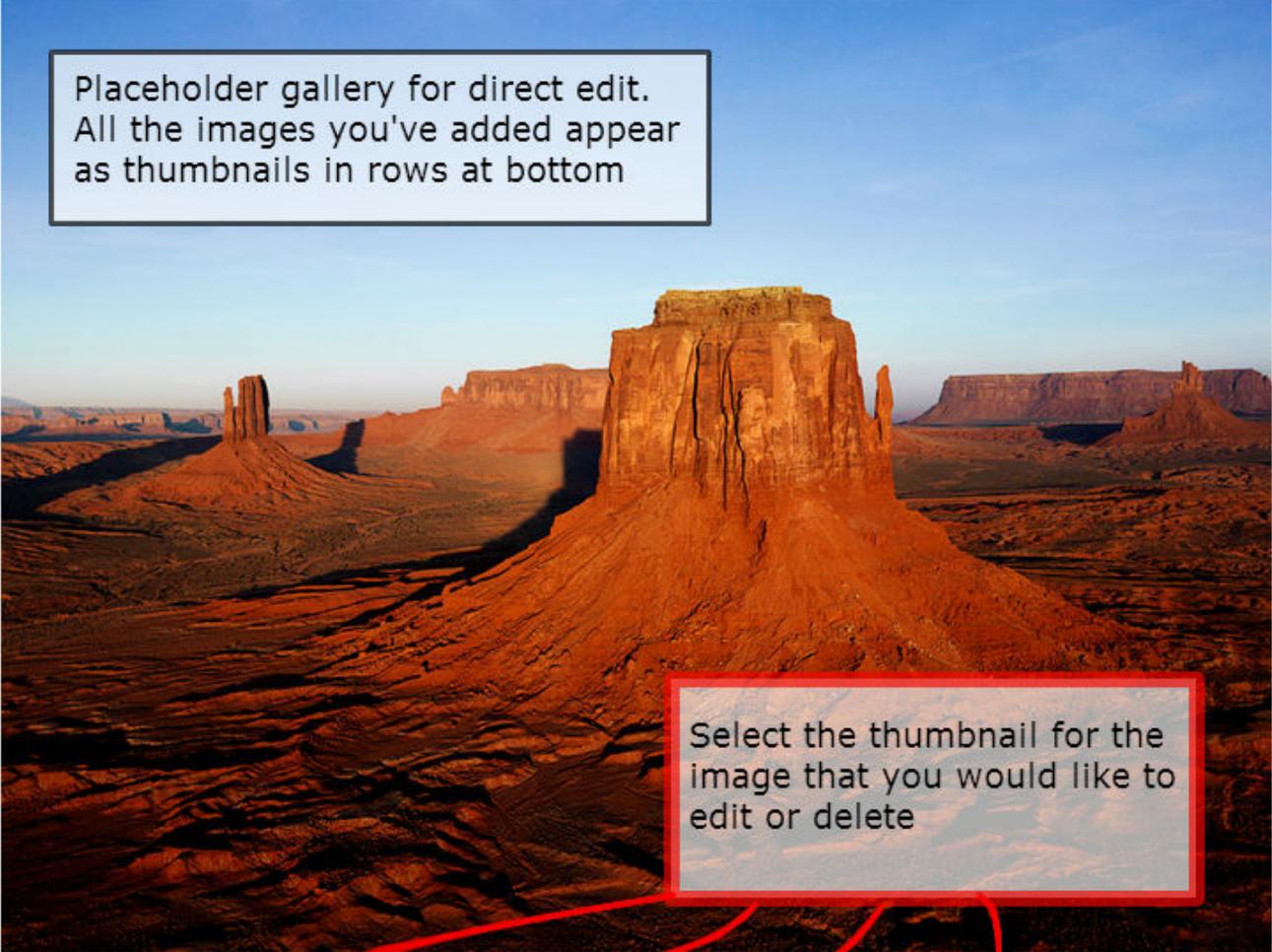
3. **Select to Toggle On:**

4. Hover over content and select "Modify"
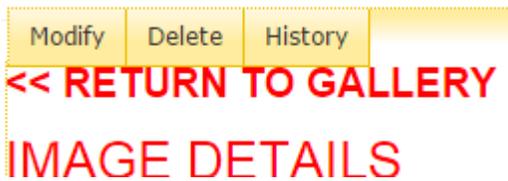
5. Make your updates to the content and click "Update"
6. Hover over the content again to review and approve your changes:

7. Turn Toggle Direct Edit "off"

…and then click "RETURN TO GALLERY

Delete Images from a T4 Photo Gallery
1. Turn Toggle Direct Edit "off"
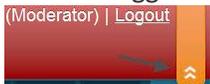
2. Perform steps 2 and 3 in the editing instructions above (select the thumbnail of the image you would like to delete, then toggle Direct Edit "on")
3. Hover over the content and select "Delete"

3. **Select to Toggle Off:**

4. Click "<< RETURN TO GALLERY"

Add More Images to an Existing T4 Photo Gallery
1. On the page with an existing photo gallery, go to **Add Content to Current Page.**
3. Choose the **Photo Gallery Image** content type.
4. **Select** an image from the Media Library and Name the photo gallery image.
5. Enter an image caption and link if needed.
6. Select **Add.**
7. From the top action bar **Approve** the image(s) added to the photo gallery.