

How to Create Photo Albums and Photo Galleries

Freda Salatino

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What is a photo album?

A photo album appears as a collection of “slides” that you can navigate through and click. The photo album provides thumbnail views of each “slide”. Click the “slide” of interest, and a larger version appears below. To move to a new slide, click another thumbnail.

[Example](#)

What is a photo album?

- A photo album is a container for content. As with any other content container, you first create the container, then fill it with content.
- You can either upload the content by hand, one photo at a time (best for small albums), or have Portal Support process and upload all the photos for you.
- The main difference between big albums and small albums is where you go to GET the photos, once you're creating the photo album.

Where can I link to a photo album?

- Jump Link
- List of links
- Hyperlink within an article, announcement, blog, spotlight, FAQ, etc.

Note: You can't link to a photo album from within a document

Before you begin

1. Get the photos

2. Prep the photos

- Give each photo a unique, descriptive name
- Small photo album: make sure each photo is 400 pixels wide
 - Mac: Open with Photo Viewer; go to Tools > Adjust size; set units to Pixels; set photo size to 400 pixels; click OK
 - PC: Open with Microsoft Office Picture Manager, click Edit Pictures, then Change Picture Size (Resize). (Keep the aspect ratio locked!)

Before you begin, cont'd.

- Large photo album: make sure each photo FILE is no more than 2 Mb in size

Mac:

1. Observe how much larger than 2Mb the file size is.
2. Open with Picture Viewer; click; go to **Tools > Adjust size**.
3. Reduce the size of the file by the percentage by which its current size surpasses 2Mb.

PC:

1. Observe how much larger than 2Mb the file size is.
2. Open with Microsoft Office Picture Manager; click; go to **Edit Pictures > Change Picture Size (Resize)**.
3. Reduce the size of the file by the percentage that its current size surpasses 2Mb.

Before you begin, concluded

3. Large photo albums only:

a) Submit a ticket at <http://commportal/support>

- Where ?
- Deadline?
- Also need help with creation?

b) Email your files to the portal admin, in a compressed (zipped) folder

- Mac: In Finder, create the folder as “compressed”.
- PC: Right-click on the directory and “send” it to a compressed file.

c) Wait up to three business days

Demonstration: Small photo album

(see p. 70 of your Reference Manual)

Demonstration: Large photo album

Discussion: Adding to your photo album

Demonstration: Creating a photo gallery

Questions?