Overview
This document outlines how to create a gallery in the unit secondary template. This document assumes the user possesses an understanding of the following CMS operations: opening pages for editing, uploading files, creating links, and publishing. Please refer to the CMS User site for additional guides.
http://www.umsl.edu/~cmsusers/

Slide Contents
The screen capture below shows the content areas that make up the Photo Gallery. It is located right below Tabs.
A. **Image** – This is image that will be displayed as a thumbnail in the photo gallery. It will resize the image to a height of 150px.

![Image of graduate students](image-url)

**Graduate Students**

B. **Link URL** – This will be the larger version of the image whenever you click on it. Make sure you select an image, if you do not when you click on it nothing will happen. It will display the full width and height of the image.
C. **Caption Text** – You have the option to add a caption to the image, if you choose not to add any the space will be reclaimed by the image.

![Image](Image 1 of 4)

**Graduate Students**

You have the option to add as many images as you want, all you need to do is click on the green plus symbol located in the top left.

**Changing the order of images**
The order of the slides in the CMS determines the order in which their content is displayed in the jQuery Photo Gallery on the public website home page.

![Image](Image 1 of 4)

<table>
<thead>
<tr>
<th>Image</th>
<th>Link URL</th>
<th>Caption Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Office of Admissions:images/umsi_graduate_students_540_300.jpg](Office of Admissions:images/umsi_graduate_students_540_300.jpg)</td>
<td>![Office of Admissions:images/umsi_graduate_students_540_300.jpg](Office of Admissions:images/umsi_graduate_students_540_300.jpg)</td>
<td>Graduate Students</td>
</tr>
</tbody>
</table>

The **Up Arrow** moves the slide one position closer to the top of the list.
The Down Arrow moves the slide one position closer to the bottom of the list.

The arrows are only displayed when the slide is able to be moved in the direction of the arrow. This means the Up Arrow is not displayed for the slide at the top of the list (since this cannot be moved any further up) and the Down Arrow is not displayed for the slide at the bottom of the list (since the slide cannot be moved any further down).

The position of the slide is displayed to the right of the arrows. For example, (2/5) means that the slide is the second slide (from the top) in a total of five slides.

**Publishing**

The CMS treats the content of the photo gallery the same as content on other site pages. Therefore, updates made to slide content, the slide order or to the slideshow speed must be published to the UMSL Dev and UMSL Live sites.

The recommended procedure is to publish the changes to the UMSL Dev site to confirm spelling, that links point to the correct pages, that all text is visible in the JavaScript, etc. Repeat this process until all content is correct. Then publish to the UMSL Live site.

**Uploading Images to use in Photo gallery**

All images used in the slideshow should be uploaded into the following folder in the CMS: `files/images/`.

The screen capture below shows the location of the images folder in the UMSL site in the CMS.

- files
- blocks
- CSS
- external-links
- Images
  - AACS8-logo.jpg
  - exploreumsl.png
  - facebook.png
  - facebook1.png
  - flickr.png
  - honorsBanner.png
  - learnmore.png
  - linkedin.png
  - mbaImage.png
  - textBckgrnd.png
  - twitter.png
  - whiteout.png
  - youtube.png
- pdfs

**Important:** Immediately after uploading the image into the CMS, publish the image to the
staging and production sites. By publishing the image prior to using it in a slide, you will ensure that the image will display in the slideshow when you publish the home page with your changes to the slideshow that use the image.