

Creating a Schoolwires Photo Gallery

1. Sign-In to Schoolwires
2. Click Site Manager
3. Click Tools
4. Click Photo Galleries
5. Click New Photo Gallery
6. Enter a Gallery Name
 - Gallery Description (optional)
 - Photo Delay
 - Fade Style (click drop down arrow)
 - Gallery Width (I personally leave it at 500)
 - Background Sound (optional) Browse for music file. It must be an mp3 file.
7. Click Save
8. Click Photos
9. Click Batch Upload Photos...
10. Click Add File(s)
11. Locate and select the photos on your computer. Click Add Files.
12. Click Upload Files(s)
Wait the bar to read 100% and the message File Saved And Thumbnail Created:...
13. Click Finish
14. You can edit your photos (optional)
15. You can change the order of the photos (optional)
 - Click Sort Photos
 - Click and drag your photos to change the order
 - Click Save
16. Click Publish Gallery. Your photo gallery will not work if you skip this.

17. Click Photo Galleries
18. Click Tag... of the photo gallery you would like to use
19. If a box opens at the top of the page This Website Is Using A Scripted... Click on the box.
20. Click Temporarily Allow Scripted Windows
21. Click Tag... of the photo gallery you would like to use
22. A box opens Click OK
23. Click Home
24. Click the page you want to add your photo gallery to
25. Click in the page where you want to add your photo gallery
26. Click Insert Photo Gallery
(it looks like a tilted orange picture at the bottom/middle of the toolbar)
27. Click the Photo Gallery drop down arrow and click the name of the photo gallery you are adding
28. Click Insert Gallery
29. The inserted gallery will look something like [\$PHOTOGALLERY ID=332\$]
Your ID number will be different.
30. Click Save
31. You are finished
Preview your Photo Gallery
32. If you would like to remove an old photo gallery from a page, highlight the [\$PHOTOGALLERY ID=332\$] (something like that) and delete it/backspace. The same as if you were removing text or a picture.