

Homepage Gallery - Theme 6 - 8

The homepage gallery is the first impression you give your audience about your school and your website. It will also demonstrate to your audience that you are updating your site regularly if you change the photos often.

This guide is for Theme 6, 7 & 8. We are using Theme 6 in this guide but it is the same process across Theme 6 & 8.

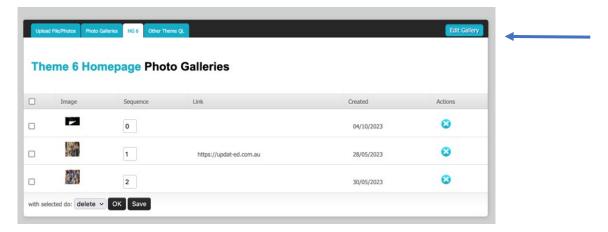


1. Go to **Media** – HG 6/7/8





2. Click on Edit Gallery



3. Scroll to the bottom of the page and click on Browse/Choose File to browse your computer for a photo.





4. Browse your computer for an image (minimum dimensions should be 1425 x 475 pixels) and click Open.

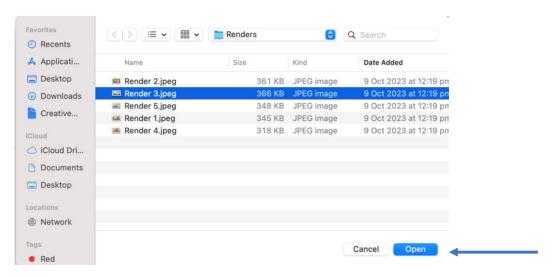
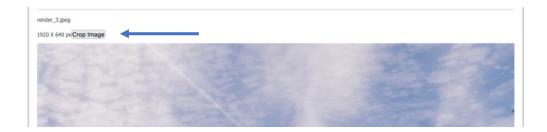


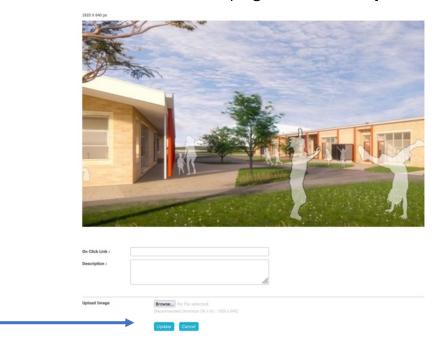
Image courtesy of Abbotsford PS

5. Your picture will load with a dotted cropping box around it. Select the best portion of the image and click on **Crop Image**.

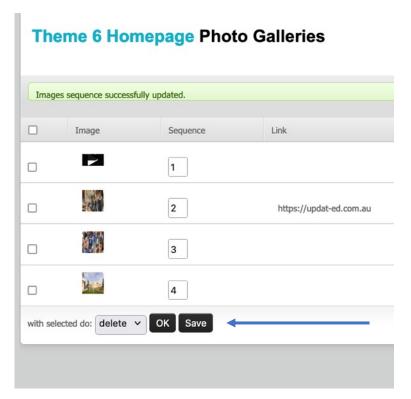




6. Scroll to the bottom of the page and click **Update**.



7. Sequence your images from 1- 100 (although we would prefer if you had a maximum of 12 images) and click the Save button.





8. Visit your site to see your new gallery image. If you would prefer a different sequence, you can go in and change the numbers to display in any order you choose.



9. To add a title and description to your photos go to Media – HG 6/7/8 – Edit Gallery. Next to each of the photos you can add a title, description and link. Click Update.





10. Visit your site to see the changes. Notice the "Read More" if clicked on, it will take you to the Enrolment page that was linked.

