

Using the Gallery Module

The “**Gallery**” module allows you to add multiple images (or videos) within a page of your ePortfolio in an organized manner. You’ll also be able to add a captions below each of the images/videos. There are three styles for this module:

- Thumbnails displayed horizontally that when clicked display a larger image or movie
- Thumbnails displayed vertically that when clicked display a larger image or movie
- Numbers displayed horizontally that when clicked display a larger image or movie

1. To add a “**Gallery**” module to your ePortfolio, click the “**Add A Module**” button if the list of modules is not showing. (See image 1.1)

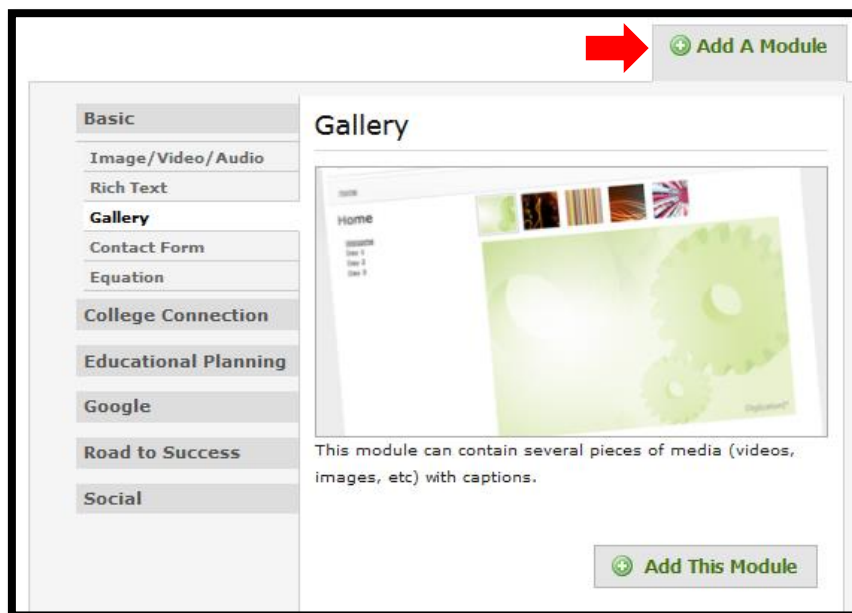


Image 1.1

2. From the list of modules, select the “**Basic**” section. In the “**Basic**” section, click “**Gallery**” and then the “**Add This Module**” button. (See image 1.2)

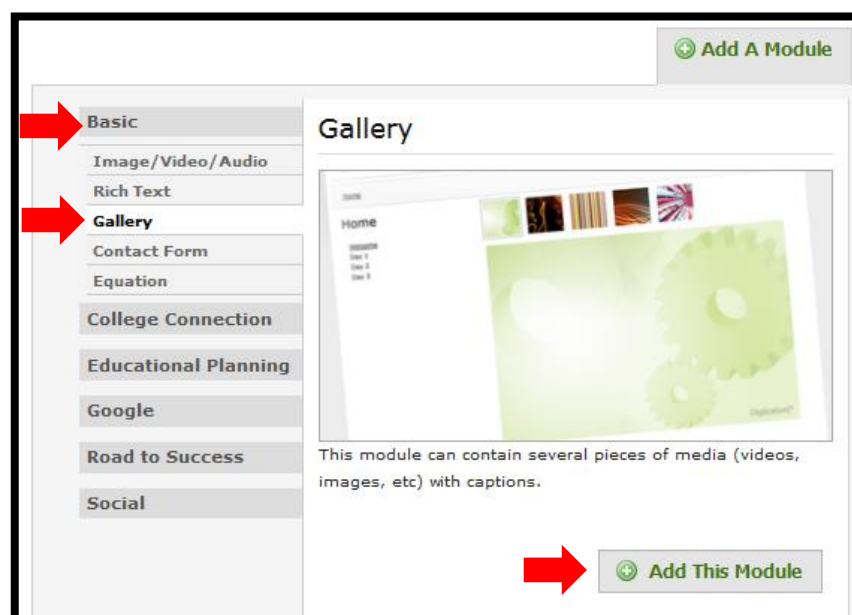


Image 1.2

3. The “Gallery” module will be added to your page. You can upload images or video files to the gallery module by clicking on the “Add Media” button in the “Edit” mode. (See Image 1.3)

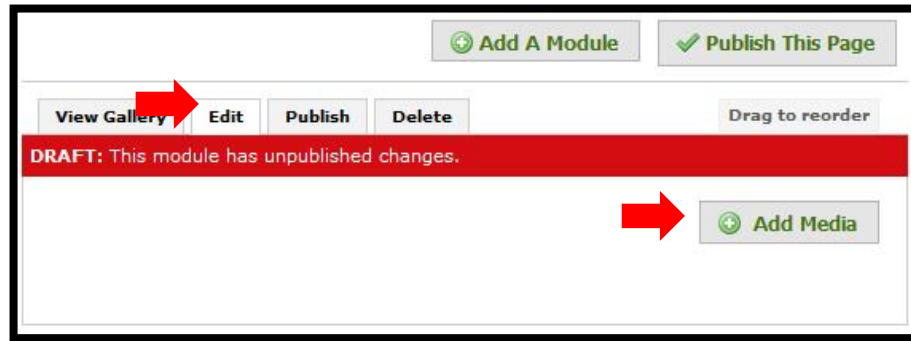


Image 1.3

4. You will then be prompted with the “My Assets” dialogue box. From here, click the “Browse” button. (See image 1.4)

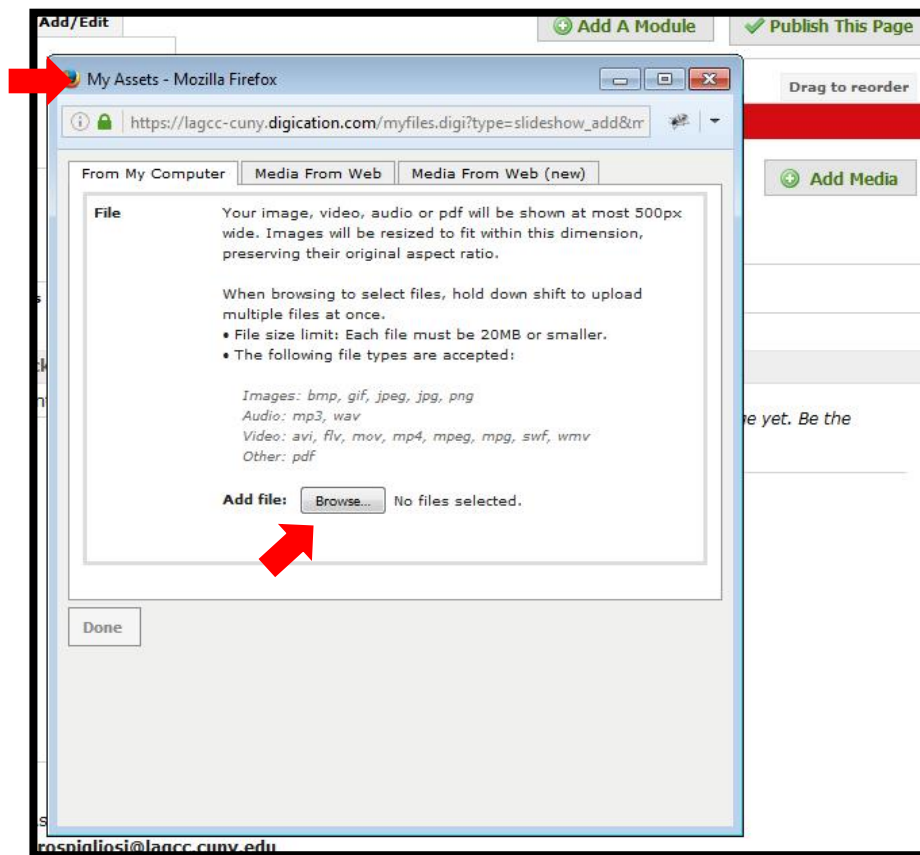


Image 1.4

5. You will then be prompted with the “File Upload” dialogue box asking you to select your file. ******NOTE: you will only be able to upload files that are less than 50MB into the gallery module****** As soon as you locate your file or files select it or multiple files by holding down the “CTRL” key and selecting multiple files. Once all are selected click “Open.” (See image 1.5)

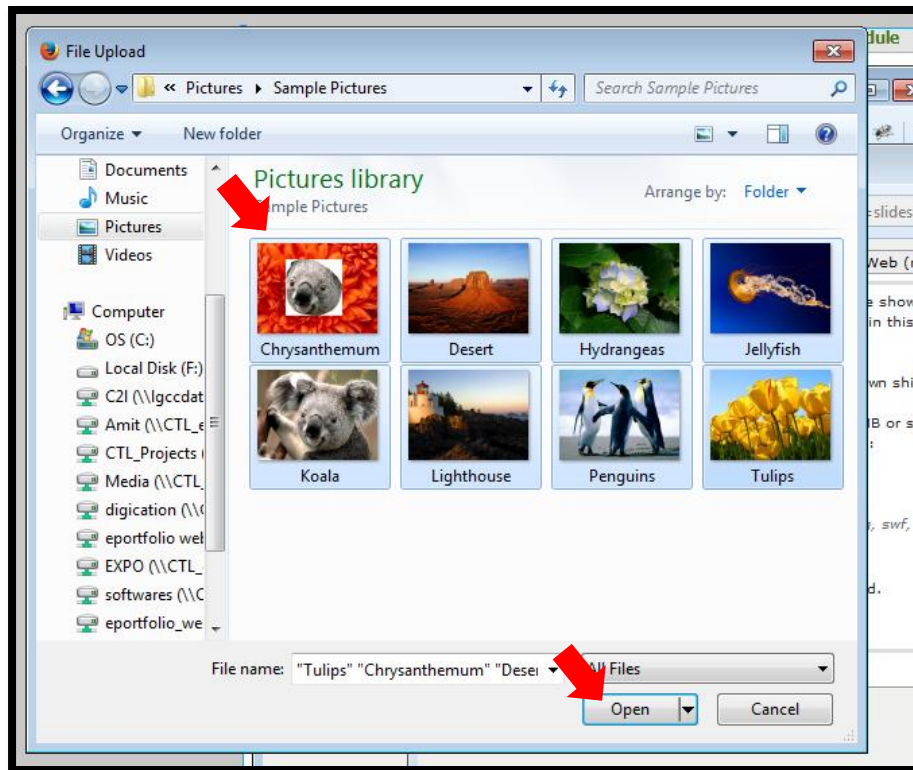


Image 1.5

6. The files will then start to upload. Once the upload is complete, click “Done.” (See image 1.6)

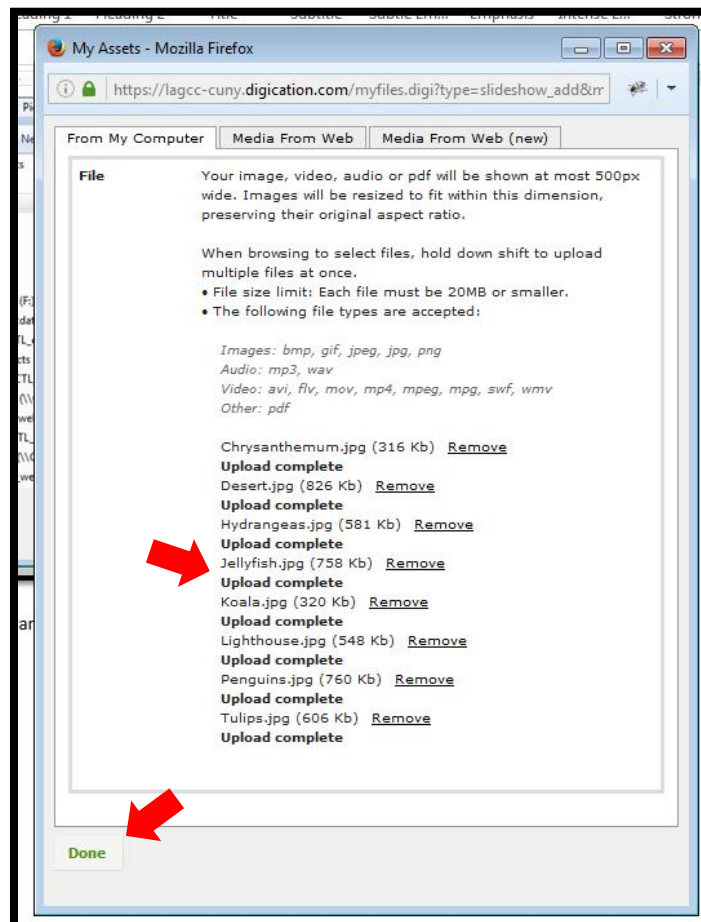


Image 1.6

9. Your caption will now appear below the picture in the gallery module. (See Image 1.9)



Image 1.9