

This tutorial goes over the basics of making and editing a gallery. A gallery is a series of scrollable images/files that are like a slideshow for your Aportfolio. Your gallery can contain images (.png, jpg) videos (.mov or mp4) or .pdf file types.

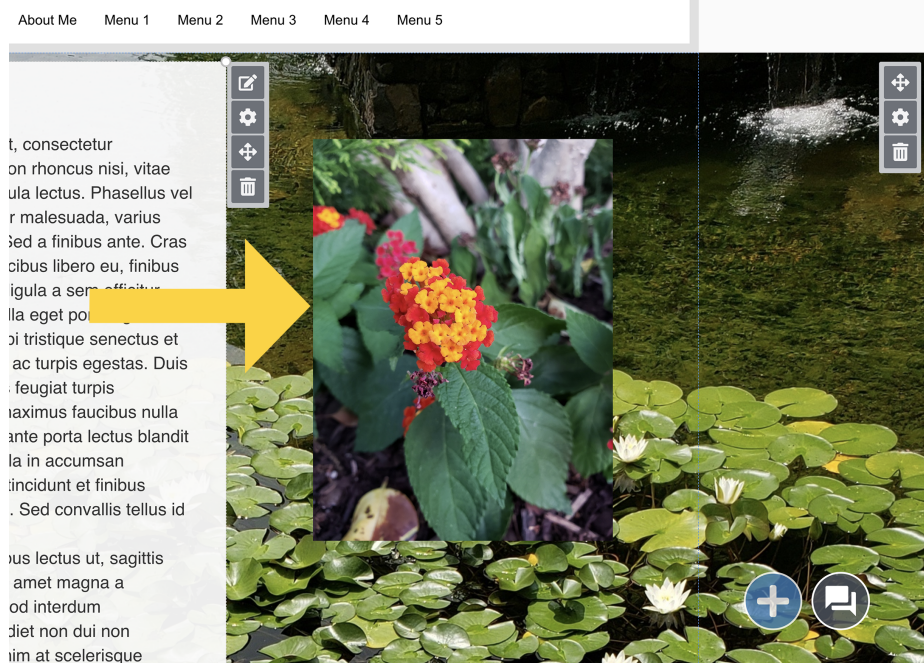
There are three sections to this tutorial:

1. Creating an Image Gallery
2. Editing your Image Gallery
3. Rearranging and Deleting Images from your gallery

Creating an Image Gallery

Step 1

To add a gallery you must first upload a single image to a page in your ePortfolio



Step 2

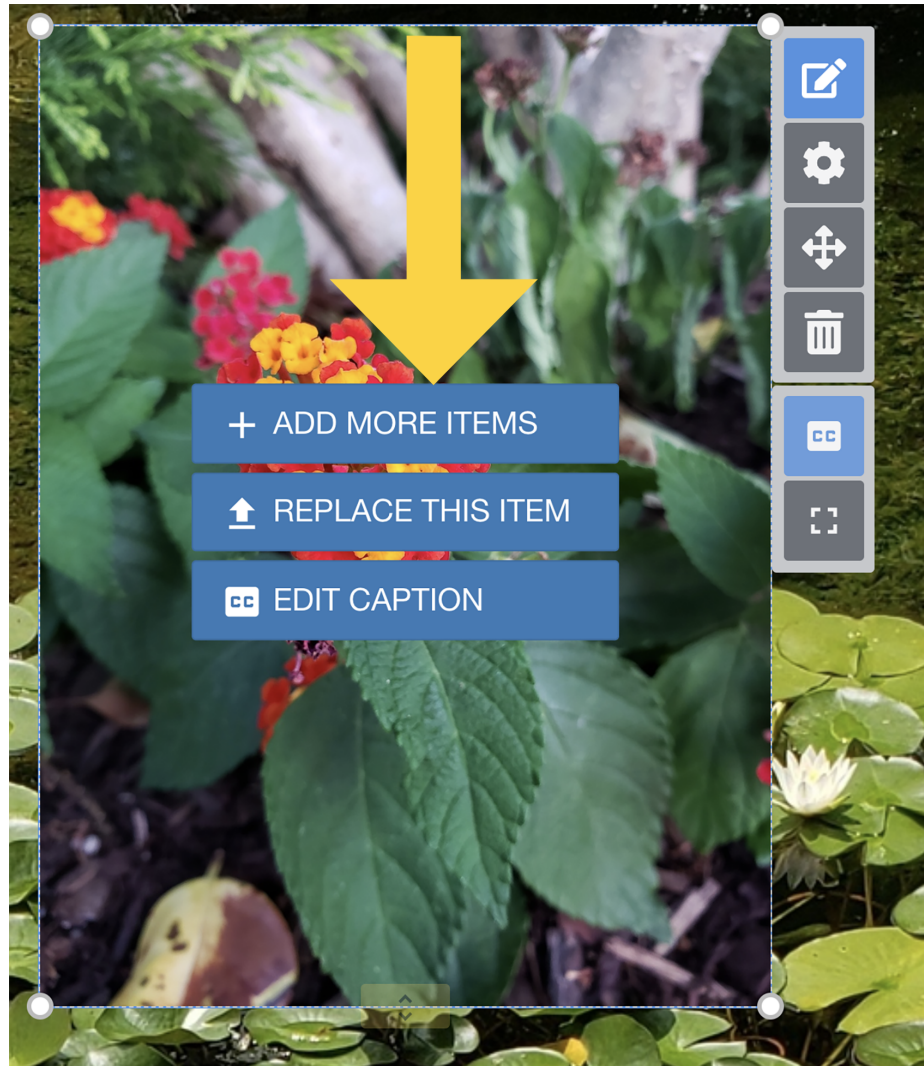
Once the image is on your page, hover over the image and click on the pencil and box icon.



Step 3

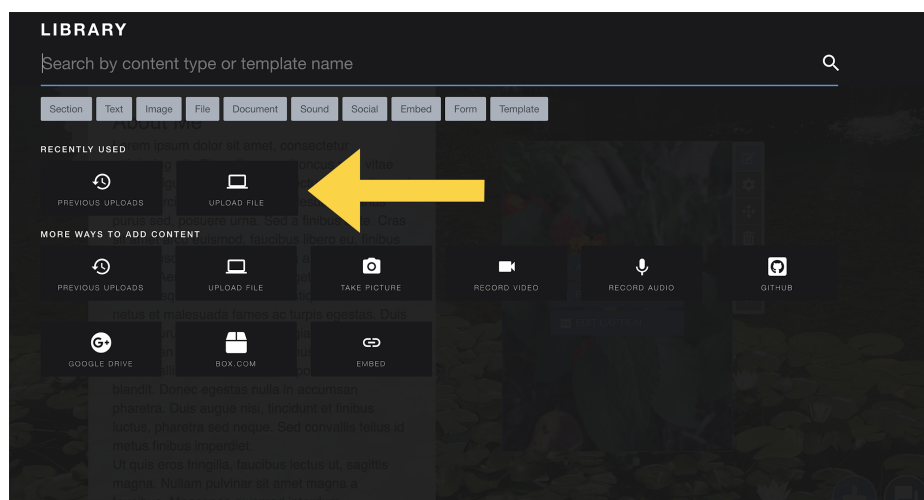
Click “Add more items”.

Note: you can add the following file types to your gallery: .png, .jpg, .pdf, .mp4



Step 4

Click Upload File



Step 5

You can upload numerous pictures at the same time by either dragging and dropping your files, or clicking "Select Files to Upload". Then click Upload.



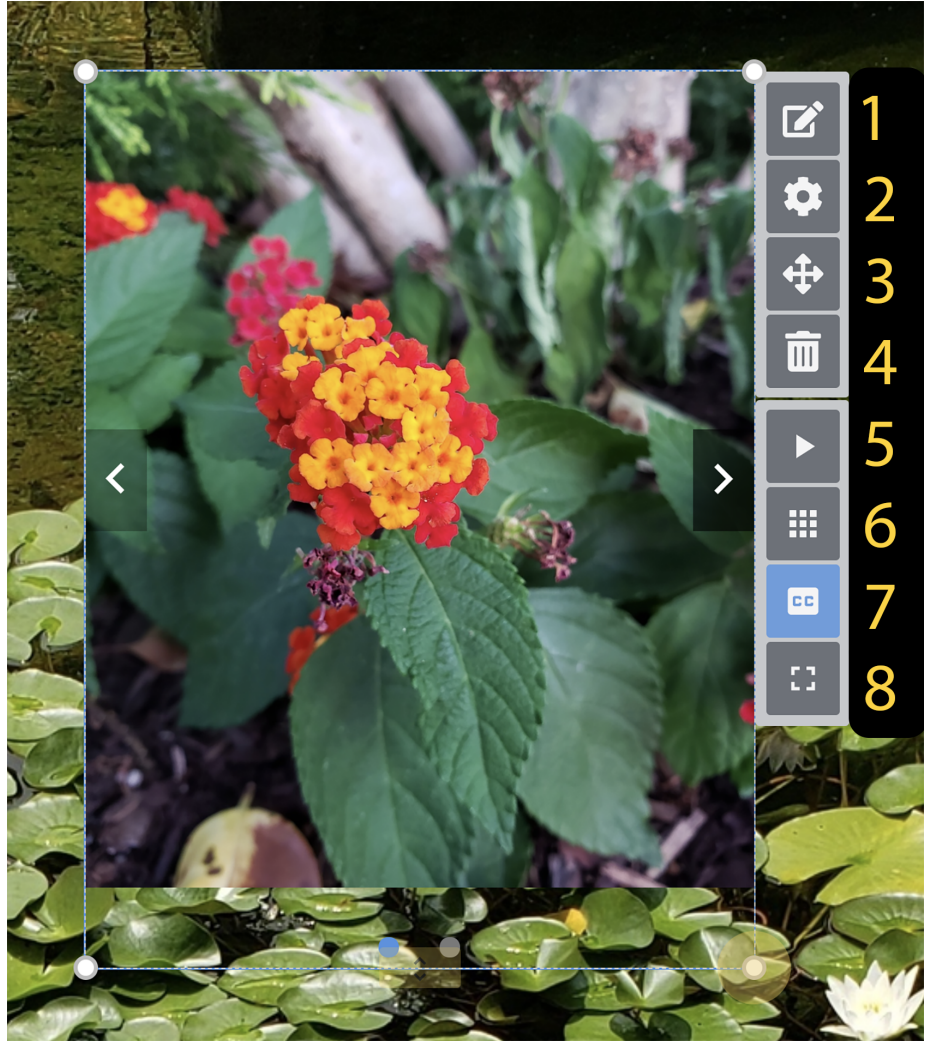
Select Files to Upload


or Drag and Drop, Copy and Paste Files

Editing an Image Gallery

Step 1

1. Edit Icon:
Add additional photos to your gallery
2. Settings icon: Edit the look and functionality of your gallery
3. Move icon: Move your gallery around on your page
4. Delete icon: Delete your entire gallery
5. Play icon: Begin an auto slideshow
6. Grid View icon: show all photos on a grid to rearrange and delete photos in your gallery
7. Caption icon: Show or hide captions (click [here](#) to learn how



<p>to add captions)</p> <p>8. Full-screen icon: Show all photos on a grid full-screen</p>	
<p>Step 2</p> <p>To edit the look and functionality of your Photo Gallery, click the Settings Menu</p>	 <p>The screenshot shows a photo gallery interface. A photo of red and yellow flowers is displayed. A yellow arrow points to the settings icon (gear) in the top right corner of the photo. The settings menu is numbered 1 through 8. The icons in the settings menu are: 1. Edit (pencil icon), 2. Settings (gear icon), 3. Crop (crop icon), 4. Delete (trash icon), 5. Next (right arrow icon), 6. Grid (grid icon), 7. Full-screen (CC icon), 8. Full-screen (full-screen icon). The photo is framed by a white border with corner handles. Navigation arrows (left and right) are visible on the left and right sides of the photo. A blue dot is visible in the bottom right corner of the photo.</p>

Step 3

On the left side of your screen, you will be able to edit the gallery, image, and caption settings.

MODULE SETTINGS

MODULE OPTIONS

GALLERY SETTINGS

Layout

AUTOPLAY

Play speed (seconds)

Background Color

Background Opacity

DISPLAY OPTIONS FOR VIEWERS

Play/pause

Grid view

Full screen mode

IMAGE SETTINGS

Display file

Display download URL

Make image clickable

Image size

Opacity

Alt text

CUSTOMIZE STYLE

CAPTION

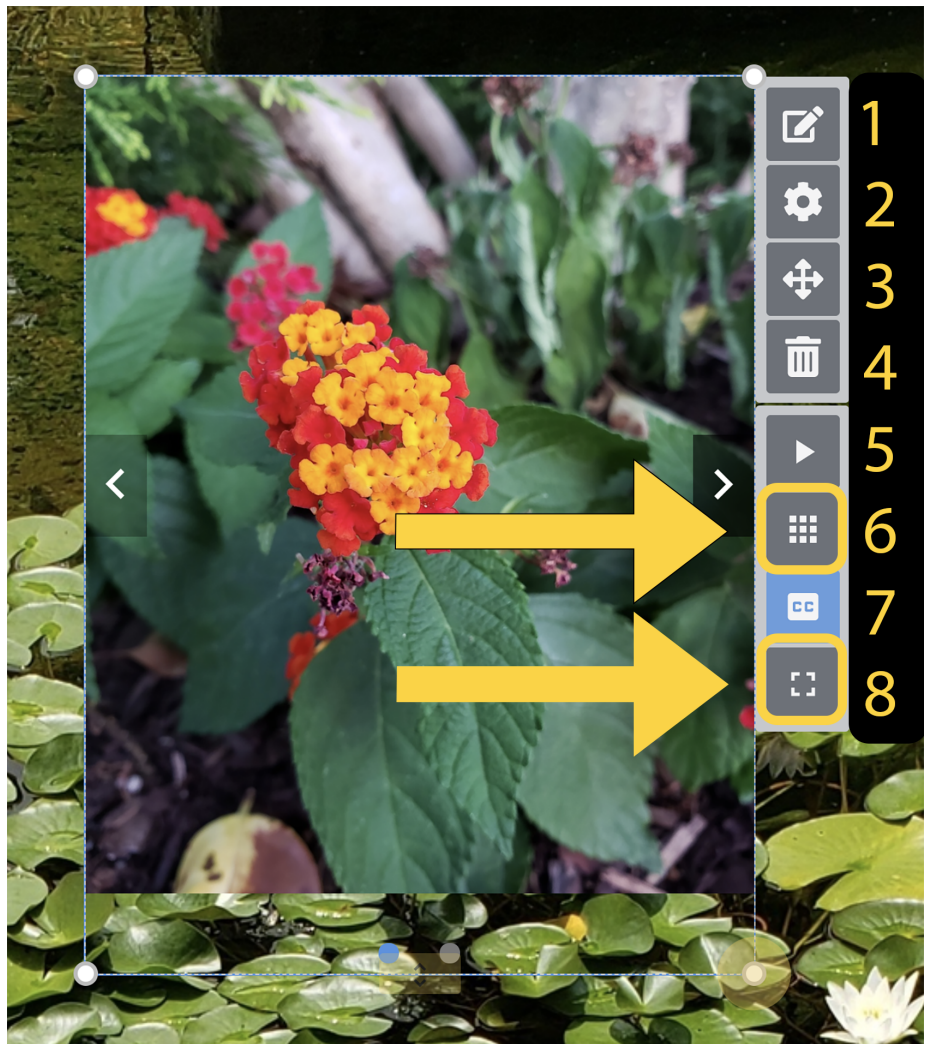
Position

bottom

Rearranging and Deleting Images from Your Gallery

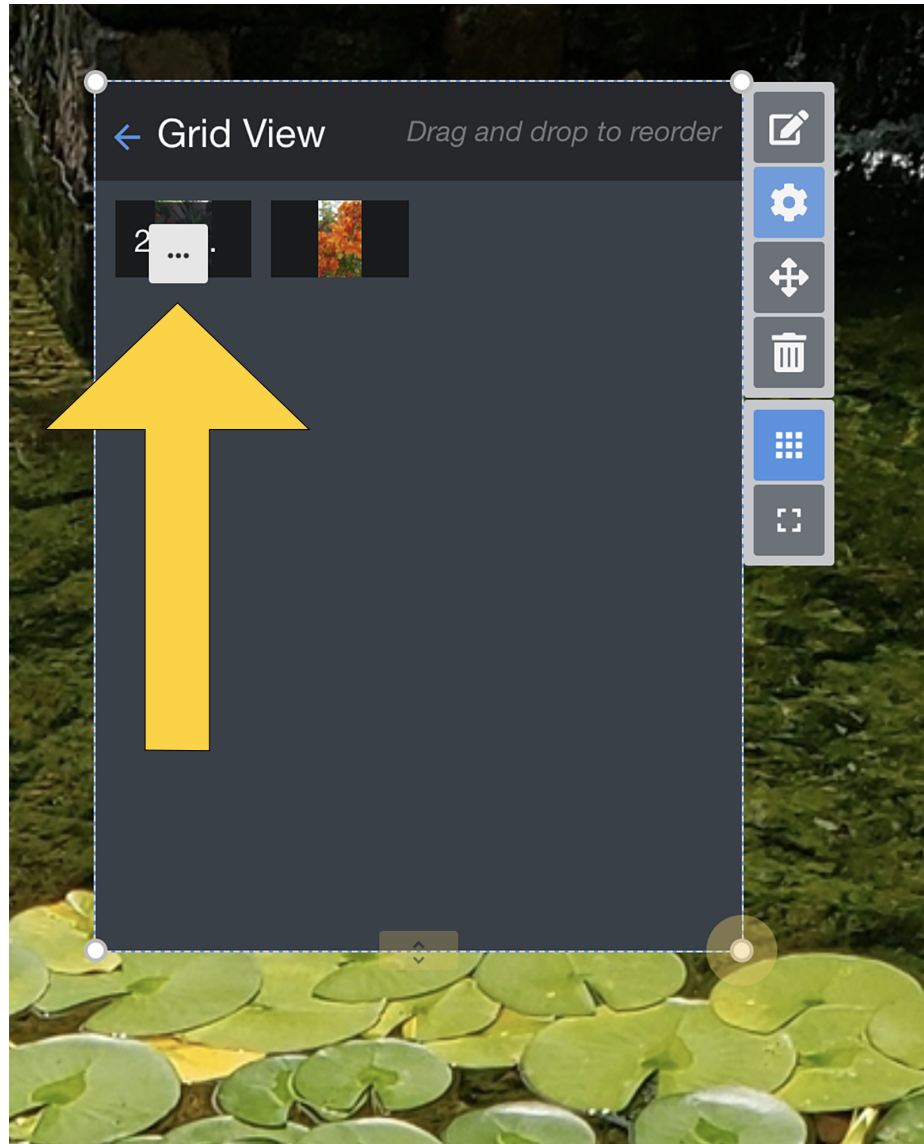
Step 1

First, hover over your gallery and click on the grid view or full-screen view, then grid view.



Step 2

Hover over the photo you would like to delete or rearrange and click on the three dots.



Step 3

Finally, click delete.

