

## CREATING A PHOTO GALLERY IN FRONT PAGE

**Assumption:** you already have at least a 1-page webpage and want to add a PhotoGallery to display pictures of class activities, etc.

1. Open your FrontPage web.
2. Add a new page for your PhotoGallery by clicking on File...New...Blank page
3. Create the basic layout of your page:
  - a. Create the main table for your page
    - i. Table...Insert table
    - ii. Suggestion: This table should be 800px wide, 1 column, 1 row, center aligned, no border
  - b. Inside this new table, add tables necessary for your PhotoGallery. Sketch it out on paper to create the “look” you desire. Will be something like:
    - i. a table at the top (3 col x 1 row) as the for the title of the page
    - ii. followed by 1 table (3 col x 2 row)for the specific gallery title
    - iii. followed by 1 table (1 col x 1 row) for the actual gallery
  - c. Repeat this for each gallery desired on this page.

**Hint:** Use multiple tables on the page to keep more control over each of them. Columns in one table can be re-sized without effecting columns in the other tables, etc.

➔ If you already have a PhotoGallery page, open it and do a “Save As” changing the filename.

Deleting the old gallery:

- Click in the PhotoGallery so that it is highlighted.
- Press “Delete” on the keyboard.

Adding new gallery:

- Place cursor in the correct cell.
- Insert..Picture...New PhotoGallery
- Add the new photos
  - “Add..Pictures from files”.
  - Navigate to wherever your photos are stored.
  - Use the Shift+click (or CRL+) to grab more than 1 photo.
  - Click Open.
- Click on the first photo.
- Click the “Edit” button.
  - Rotate, flip, crop as necessary.
  - Click “Next” and repeat with each photo.
- Click “Layout” tab
  - Select the layout of your choice

Adding new photos to the old gallery

- Get to the page that has the PhotoGallery on it.

- Double-click in the Gallery
- Add the new photos

Making a new gallery for the “next month”

- Open the “old month”
- Save As...the new month
- Click in the Photo Gallery
- Press Delete.
- Insert new Photo Gallery.

**Suggestions:**

- Group “like photos” together - by date, activity, class, etc.
- When you have multiple galleries on the same page, have the most current gallery on top.
- Create a link from your index page to your photo gallery page
- Have a link back to your index page from the gallery page.