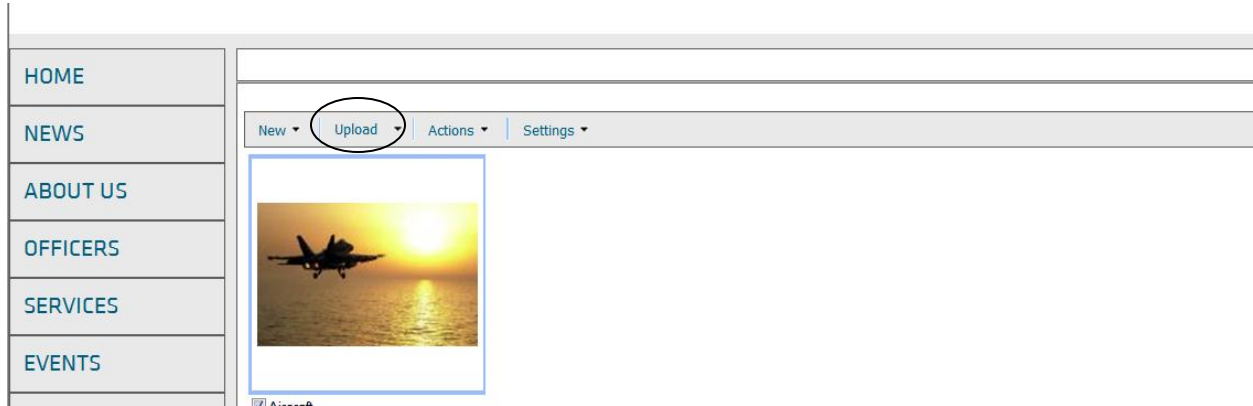


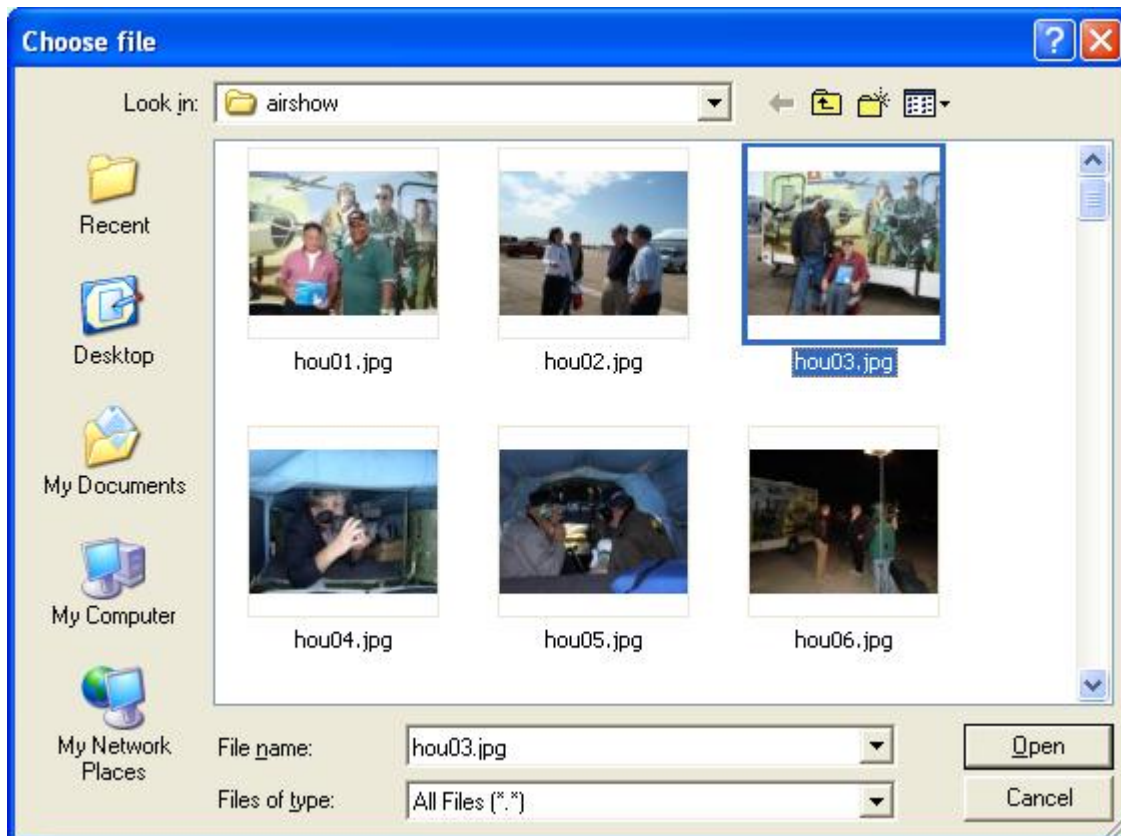
Customizing Views in the Photo Library

First, upload your photo(s).

1. Click on **Upload**.



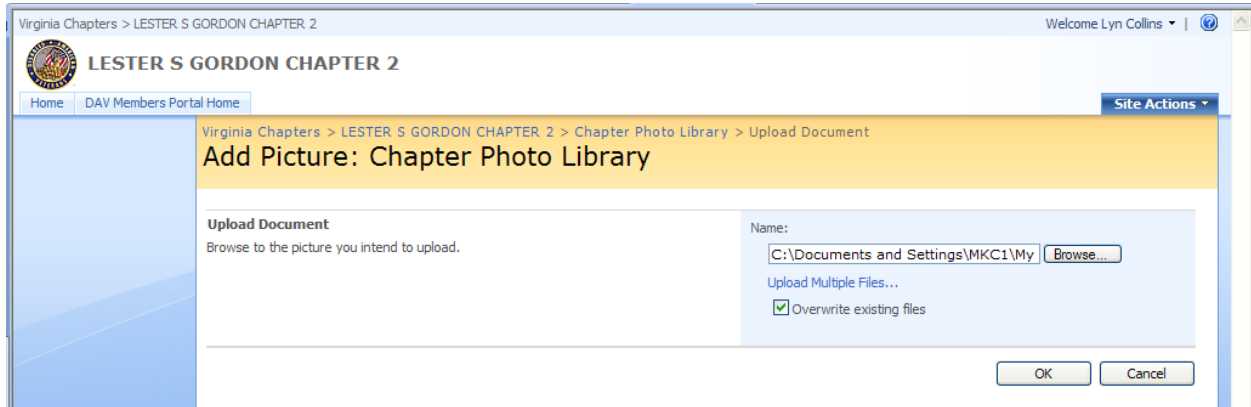
2. Locate the picture you want to upload from your computer's file location.



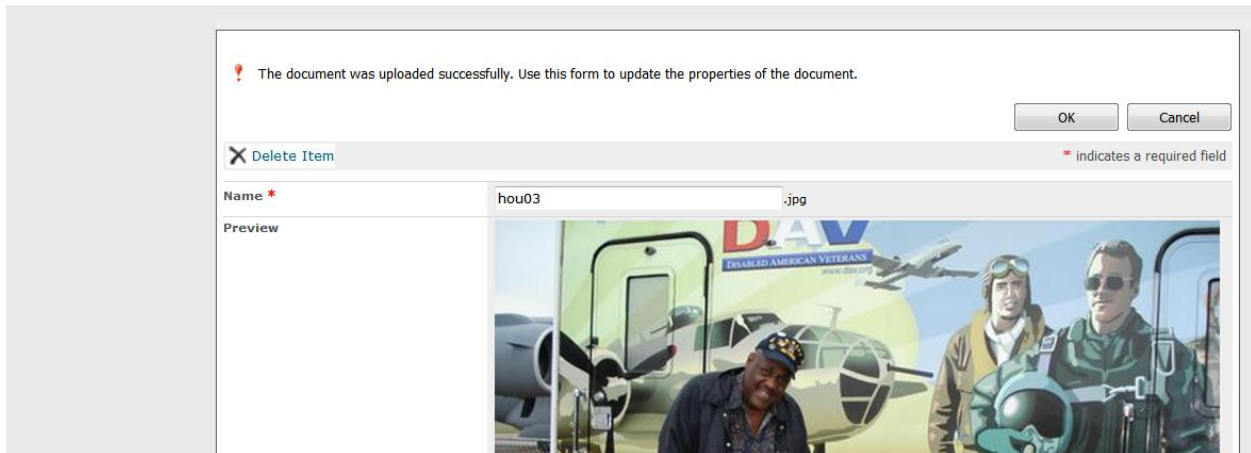
3. Click on **Open**.

The picture path will display in the Name field.

4. Click **OK**.



The photo will display in a form for you to edit its properties:



5. Click **OK** to close this view.

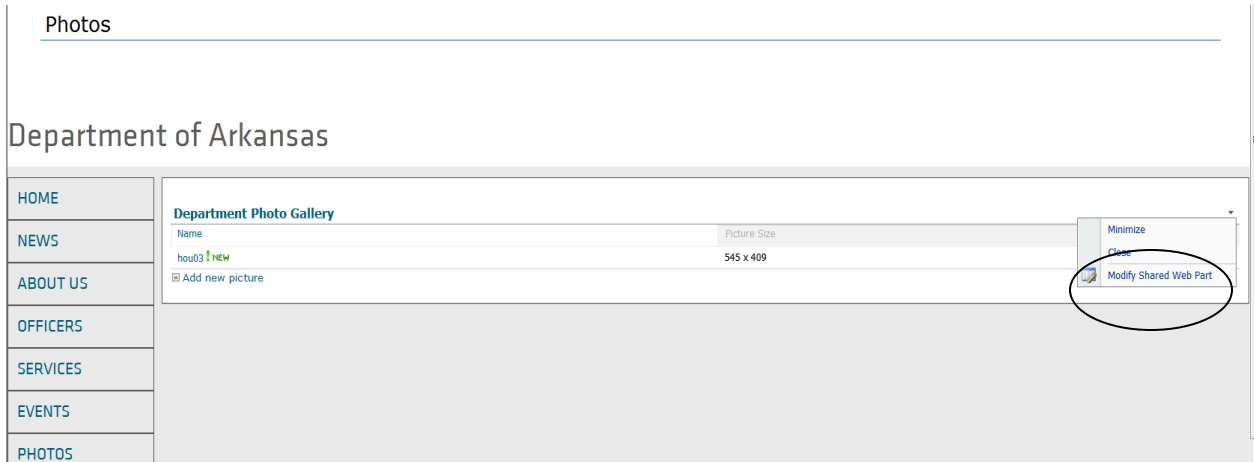
Notice though that when you click on PHOTOS from your main website menu, the photos display in a format that looks like this:

HOME	Department Photo Gallery	
NEWS	Name	Picture Size
ABOUT US	hou03 <small>NEW</small>	545 x 409
OFFICERS	Add new picture	

You will likely want to change this view so that it shows a thumbnail of the picture instead.

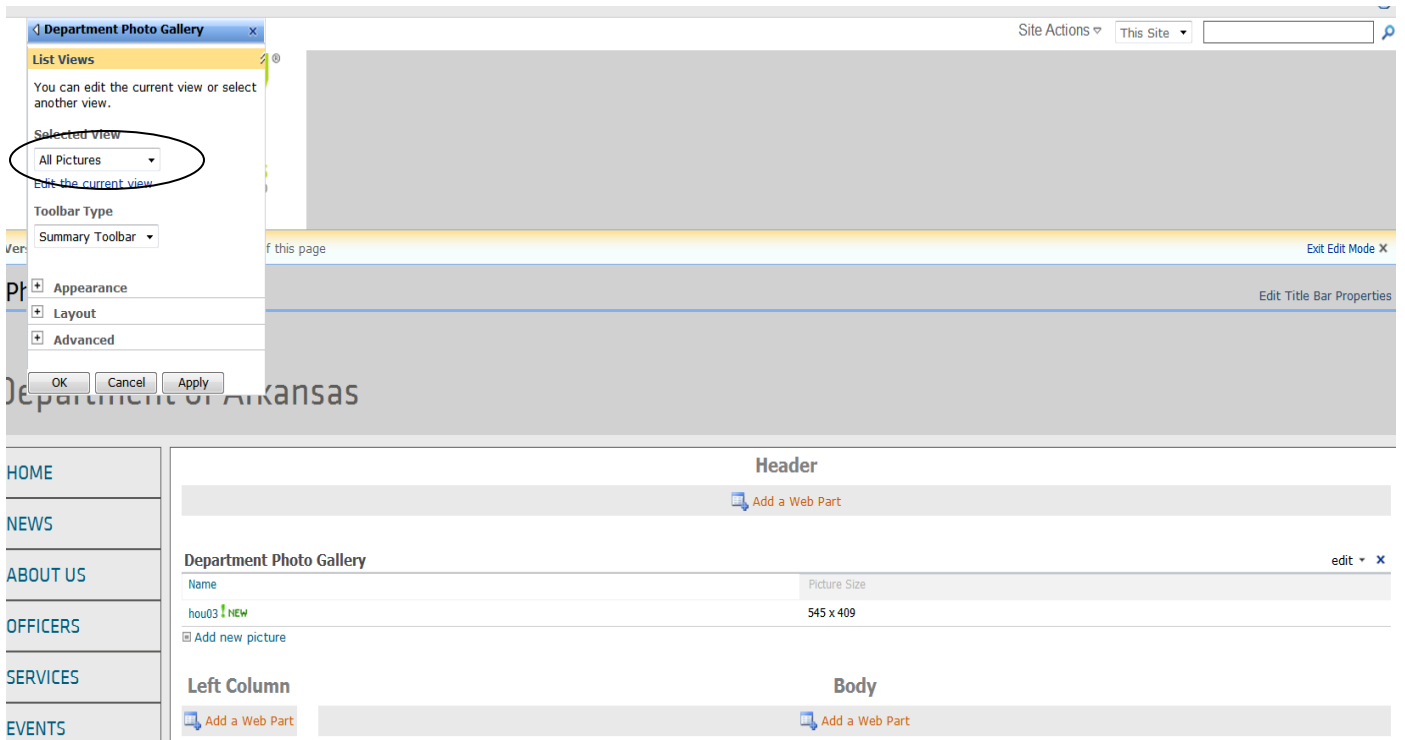
To change the View to Display the Picture Thumbnails:

1. Click on the small black drop-down arrow to the right and click on **Modify Shared Web Part**.

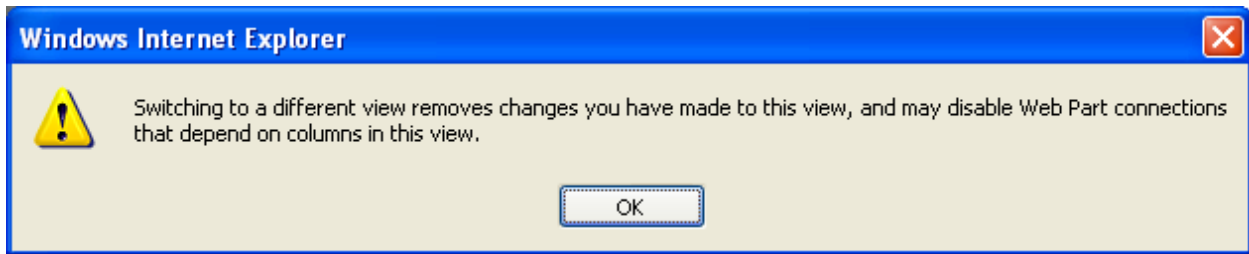


The Photo web part will display in an editing page with an editing menu on the left for you to make changes to its properties and views.

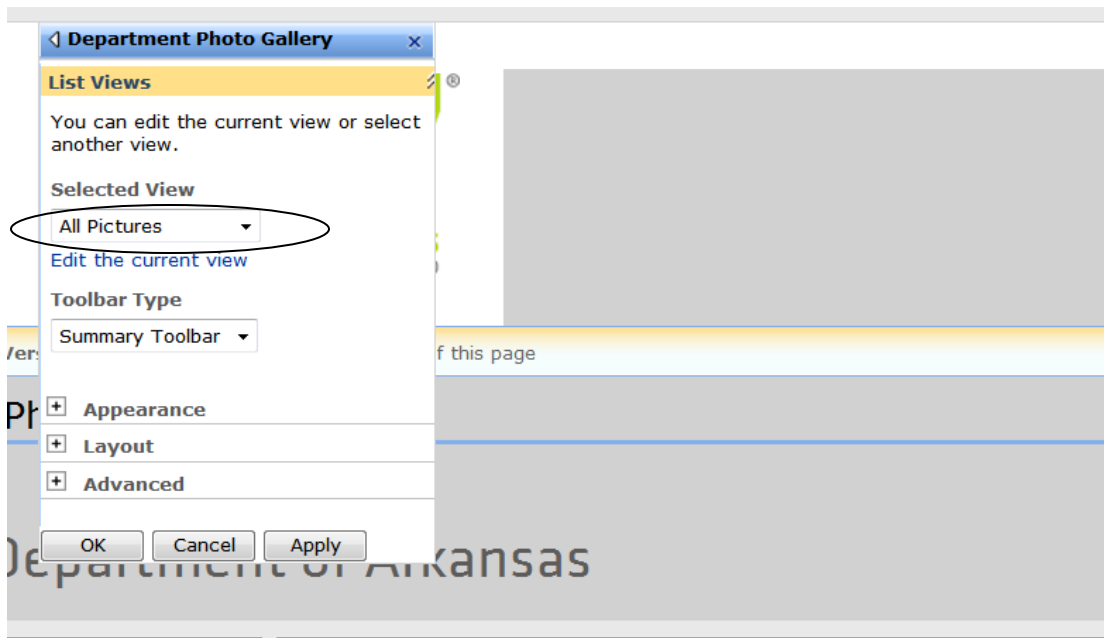
2. On the left, under Selected View, click on **All Pictures**.



A warning message will display:

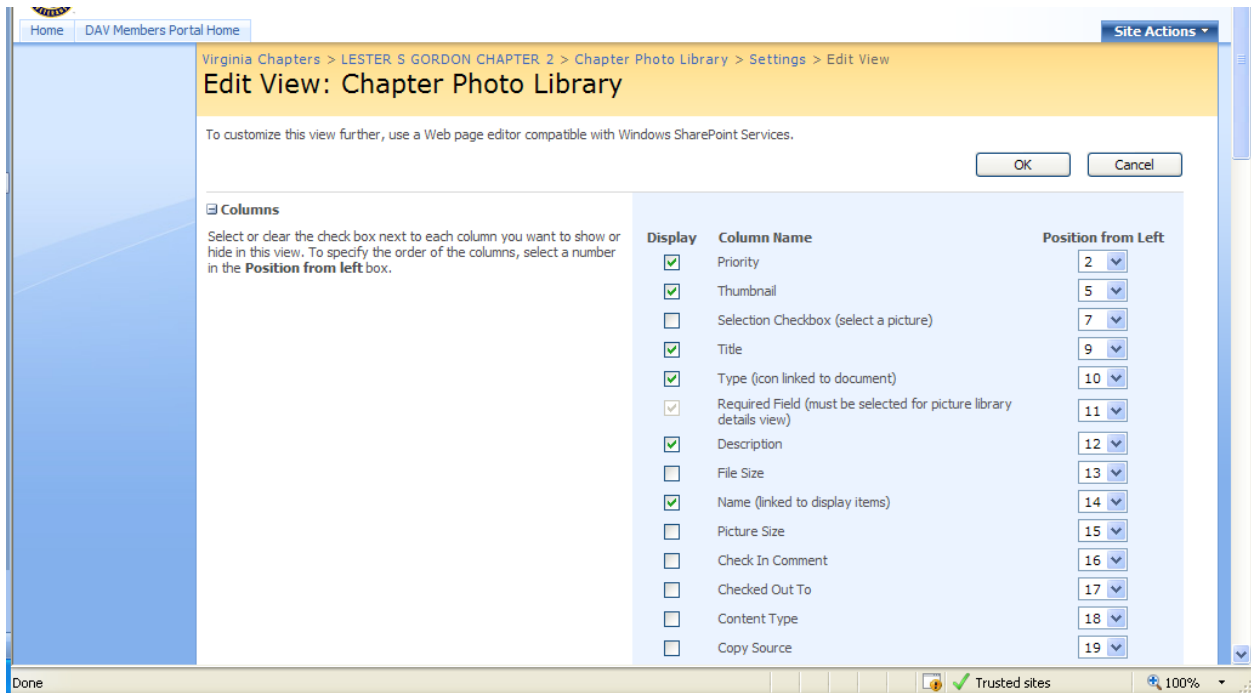


3. Click **OK**
4. **All Pictures** will now display under Selected View. Now click on the small hyperlink below that called **Edit the current view**.




An **Edit View** page will display allowing you to select which columns you would like to display in your view.

5. Uncheck items such as Picture size and File size, and check (select) items you want to display in the view such as **Thumbnail**, **Title** and **Description**.



6. Click **OK** once you have finished selecting desired columns.

Notice now that the view in your Photo Library now displays selected items: Thumbnail, Title and Description:


HOME	Department Photo Gallery		
NEWS	Thumbnail	Title	Description
ABOUT US			
OFFICERS	<input type="checkbox"/> Add new picture		
SERVICES			
EVENTS			

You can add the Title and Description contents by clicking on the photo thumbnail and then click on **Edit Item**. The picture will display in an editing mode so that you can type in the Title and Description.

Delete Item * indicates a required field

Name * .jpg

Preview



Title


Date Picture Taken

Description

Click **OK** when finished typing in your picture **Title** and **Description**.

Notice that the Title and Description contents you typed now display in your view:

Department Photo Gallery

Thumbnail	Title	Description
	Airshow Photo	Veterans Enjoying the Airshow

Add new picture


Putting Pictures in a Certain Order (Priority)

If you have several photos in your Photo Library and you want them to display in a certain order, you can do this by adding a Priority column to your picture settings and then numbering them in the priority you would like them to display. To do this:

1. From your **Photos** page, click on your Photo Gallery Title

HOME
NEWS
ABOUT US
OFFICERS
SERVICES
EVENTS
PHOTOS
LINKS


Department Photo Gallery

Thumbnail	Title
	

Add new picture

2. Click **Settings** and then **Create Column**

New | Upload | Actions | Settings



Airshow Photo

- Create Column**
Add a column to store additional information about each item.
- Create View**
Create a view to select columns, filters, and other display settings.
- Picture Library Settings**
Manage settings such as permissions, columns, views, and policy.

The **Create Column** page displays.

3. Type a name for your column – in this case, “Priority” and select the radio button for Number. (This will allow you to put the pictures in a numerical order.) You may also want to type a description so you know what the column is used for – in this example, I typed in a description that indicated the column would be used for putting the pictures in a certain order.

Virginia Chapters > LESTER S GORDON CHAPTER 2 > Chapter Photo Library > Settings > Create Column

Create Column: Chapter Photo Library

Use this page to add a column to this picture library.

Name and Type
Type a name for this column, and select the type of information you want to store in the column.

Column name:
Priority

The type of information in this column is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Hyperlink or Picture
- Calculated (calculation based on other columns)
- Validates text entries using an optional regular expression.
- Representatives Multiple Choice

Additional Column Settings
Specify detailed options for the type of information you selected.

Description:
Use this column to put pictures in a certain order.

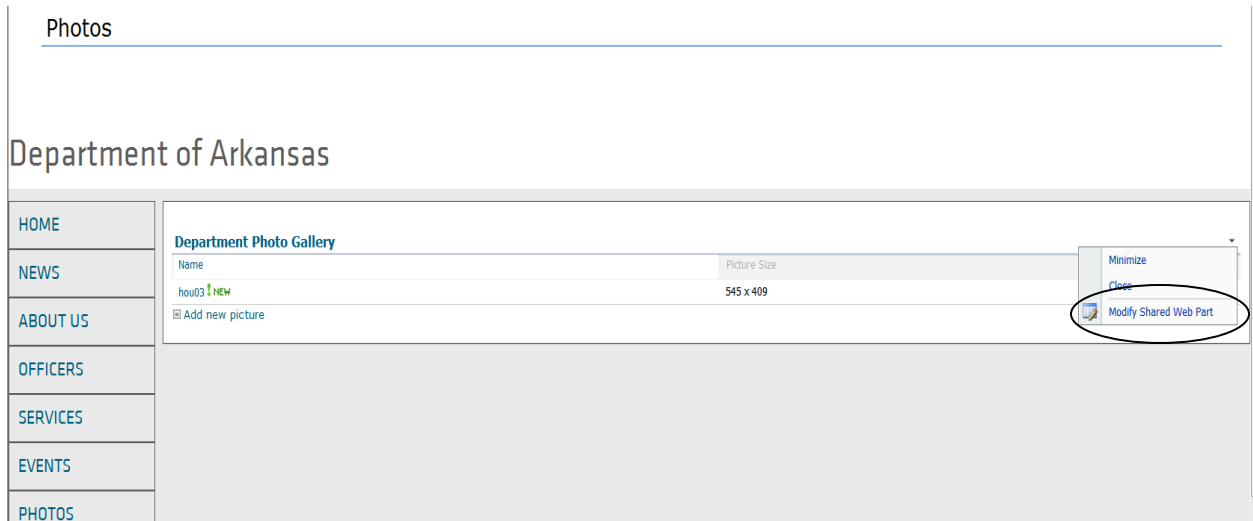
Require that this column contains information:
 Yes No

4. Click **OK** when finished.

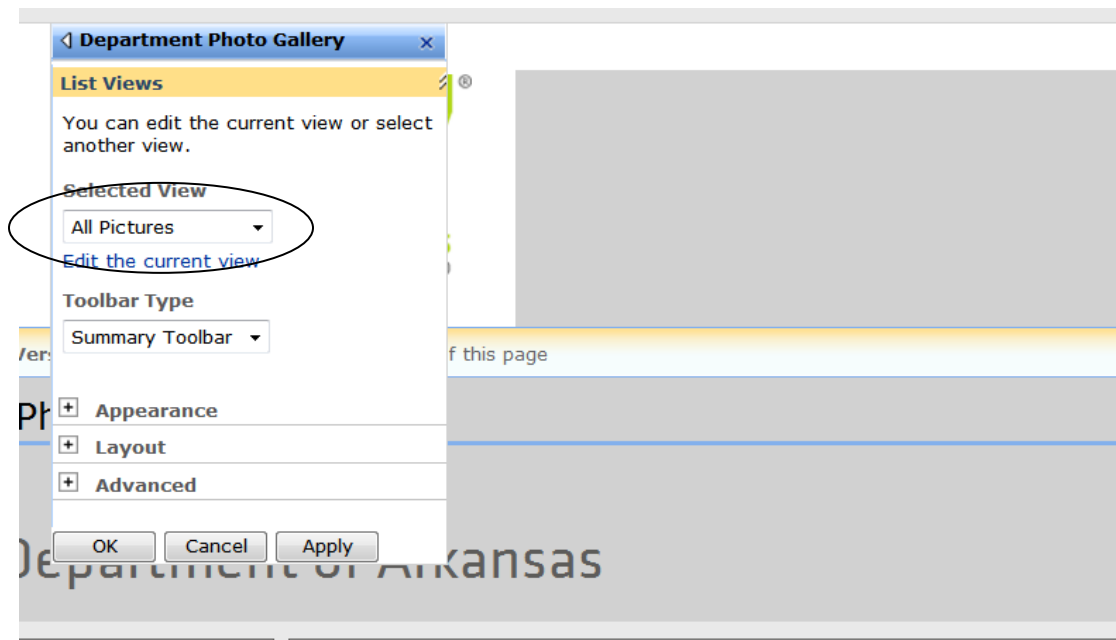
Now that you have created this new Priority column, you can edit its properties to have the pictures display in a certain order.

To edit the picture view so the pictures will display based on the new Priority Column:

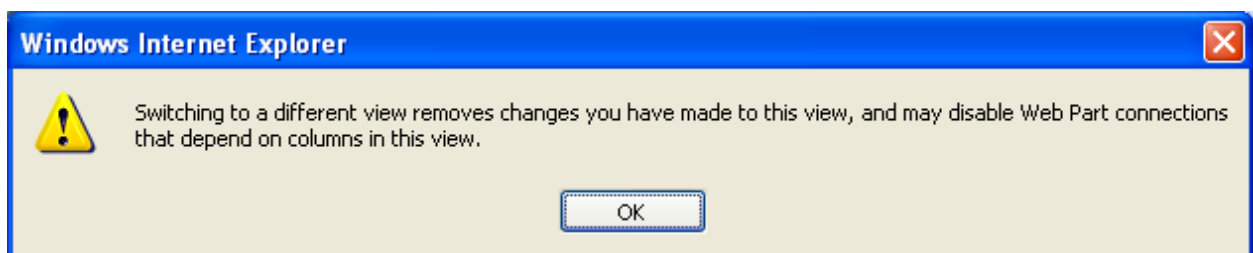
1. From your **Photos** page click the small drop-down arrow on the right and select **Modify Shared Web Part**.



2. On the menu on the right under Selected View, select **All Pictures**.



You will be prompted with a warning message:



3. Click **OK**.

4. Click on the hyperlink below All Pictures that says **Edit the current view**.

Department Photo Gallery

List Views

You can edit the current view or select another view.

Selected View

<Current view>

[Edit the current view](#)

Toolbar Type

Summary Toolbar

+ Appearance

+ Layout

+ Advanced

OK Cancel Apply

HOME

NEWS

ABOUT US


OFFICERS

SERVICES

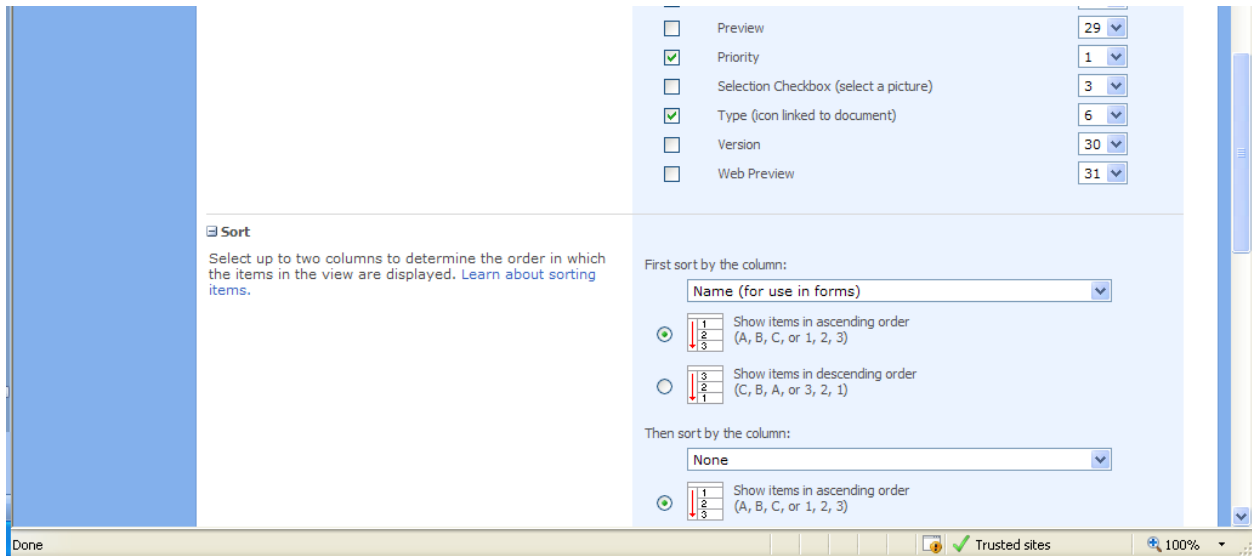
EVENTS

Department Photo Gallery

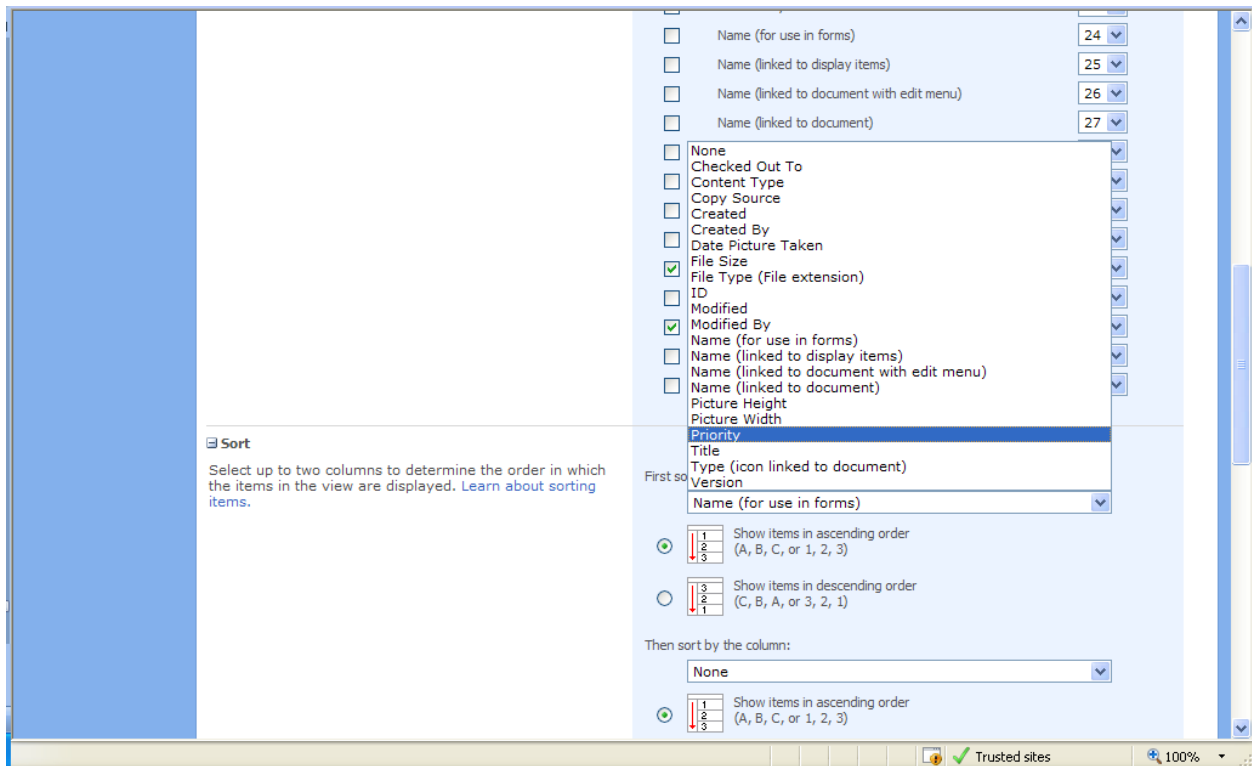
Thumbnail



You are now in the Edit View for your Photo Library.

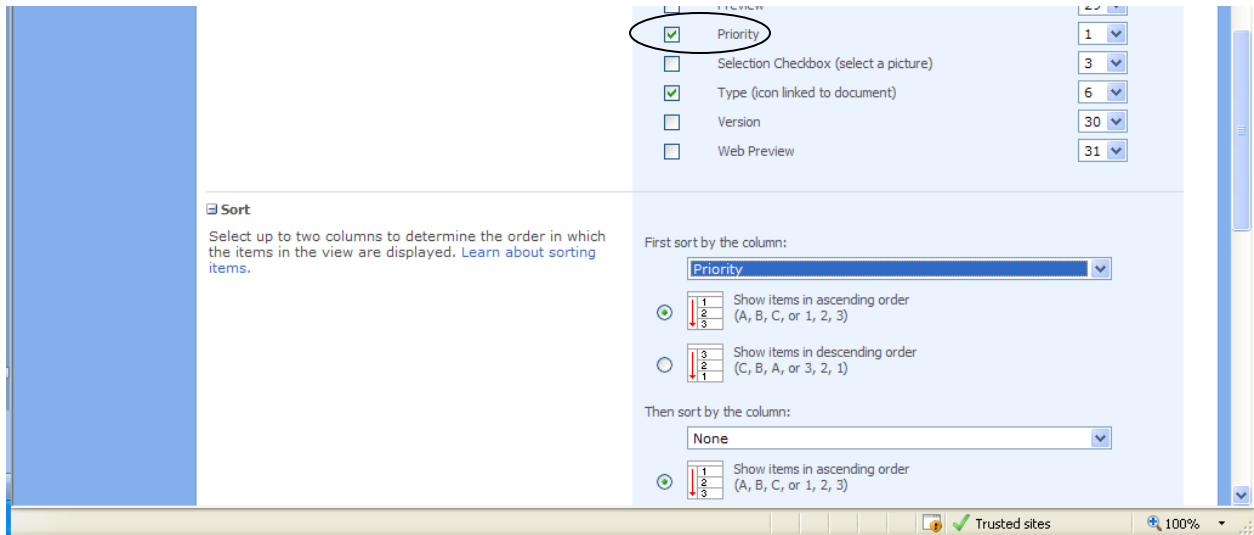


5. Under **Sort**, click on the drop-down arrow for “**First sort the column by**” and select **Priority**.

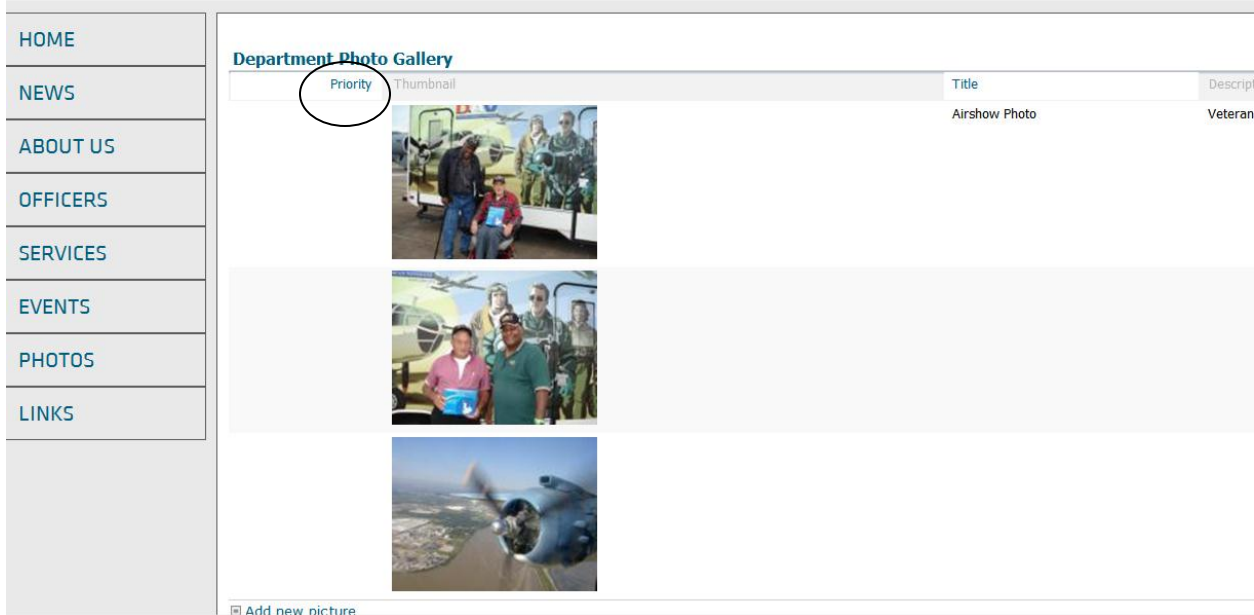


6. Check the radio button for ascending order to have the pictures display in order 1,2,3...

In this example, I also selected the Priority column to display in my view:



Click Ok.



You can now click on a picture thumbnail, click on **Edit Item** and type a priority number in the **Priority** field. In this example, I wanted this picture to display first, so I indicated its priority as 1.

The screenshot shows an 'Edit Item' form for a photo. At the top is a large image of a blue propeller airplane engine over a river. Below the image are several form fields:

- Title**: An empty text input field.
- Date Picture Taken**: A date and time selector showing '12 AM' and '00'.
- Description**: A large text area with a scroll bar. Below it is the text 'Used as alternative text for the picture.'
- Keywords**: A text area with a scroll bar. Below it is the text 'For example: scenery, mountains, trees, nature'.
- Priority ***: A small text input field containing the number '1', which is circled in red.

The pictures will now display in the numeric order you indicate in the **Priority** field.

HOME	<h3>Department Photo Gallery</h3> <table border="1"> <thead> <tr> <th>Priority</th> <th>Thumbnail</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Airshow Photo</td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>		Priority	Thumbnail	Title	1			2		Airshow Photo	3		
Priority			Thumbnail	Title										
1														
2				Airshow Photo										
3														
NEWS														
ABOUT US														
OFFICERS														
SERVICES														
EVENTS														
PHOTOS														
LINKS														

(Note: You do not need to have the Priority column show in your view in order to do this – The Priority column is set to display for the purpose of showing this example.)

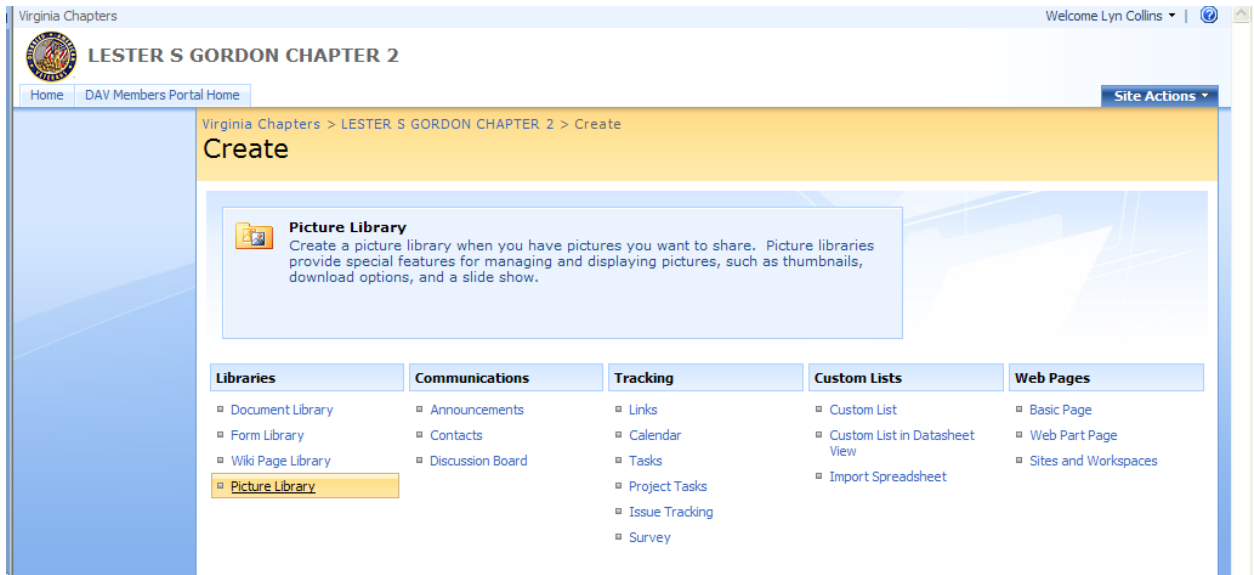
Creating a new Picture Library for Officer Photos

You can add photos of your Officers on to your Officers web page by creating a new Picture Library and then adding this library on to the page. To do this:

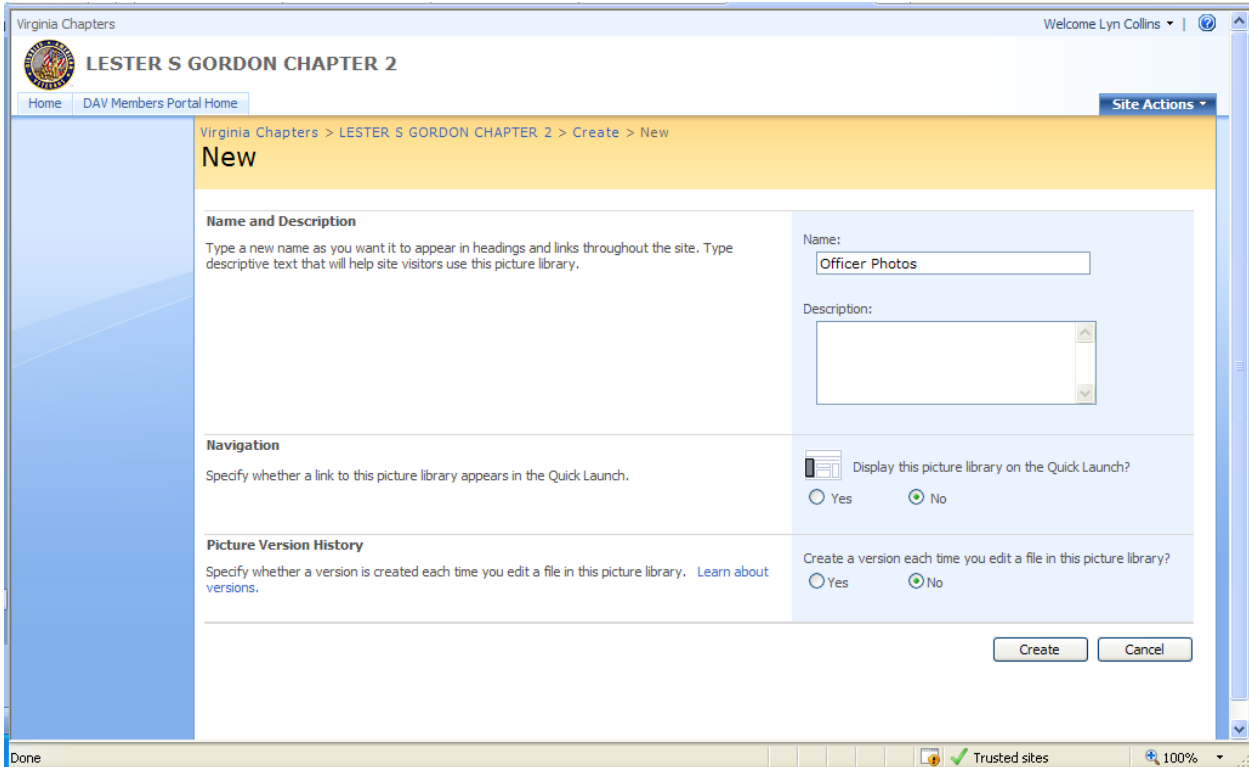
1. Click on **Site Actions**, then click on **Create**.



2. The **Create** page displays; click on **Picture Library**.



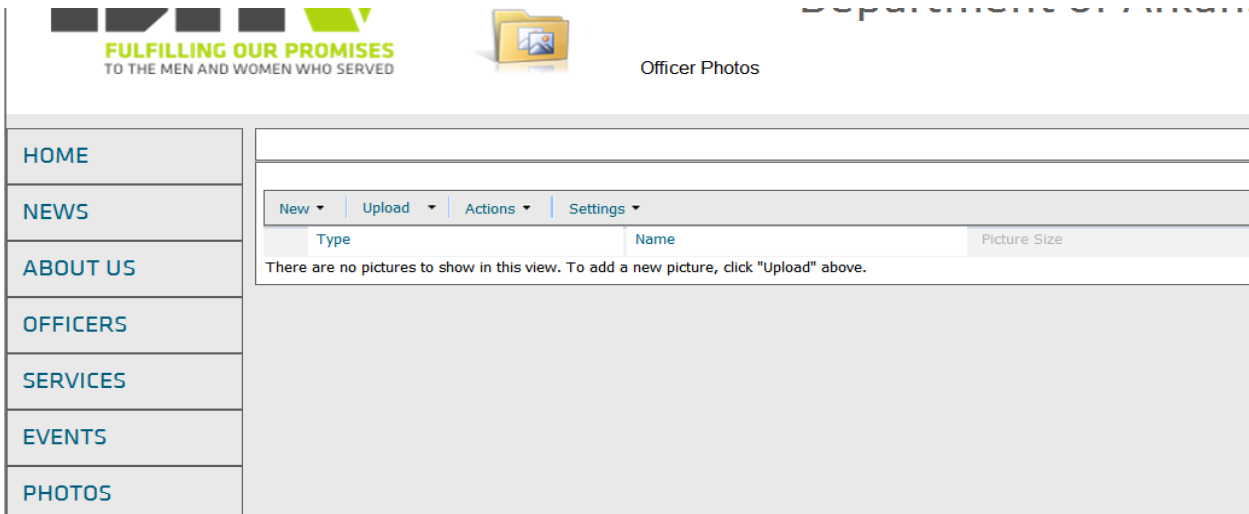
3. Type a name for your new Picture Library – in this case it will be **Officer Photos**.

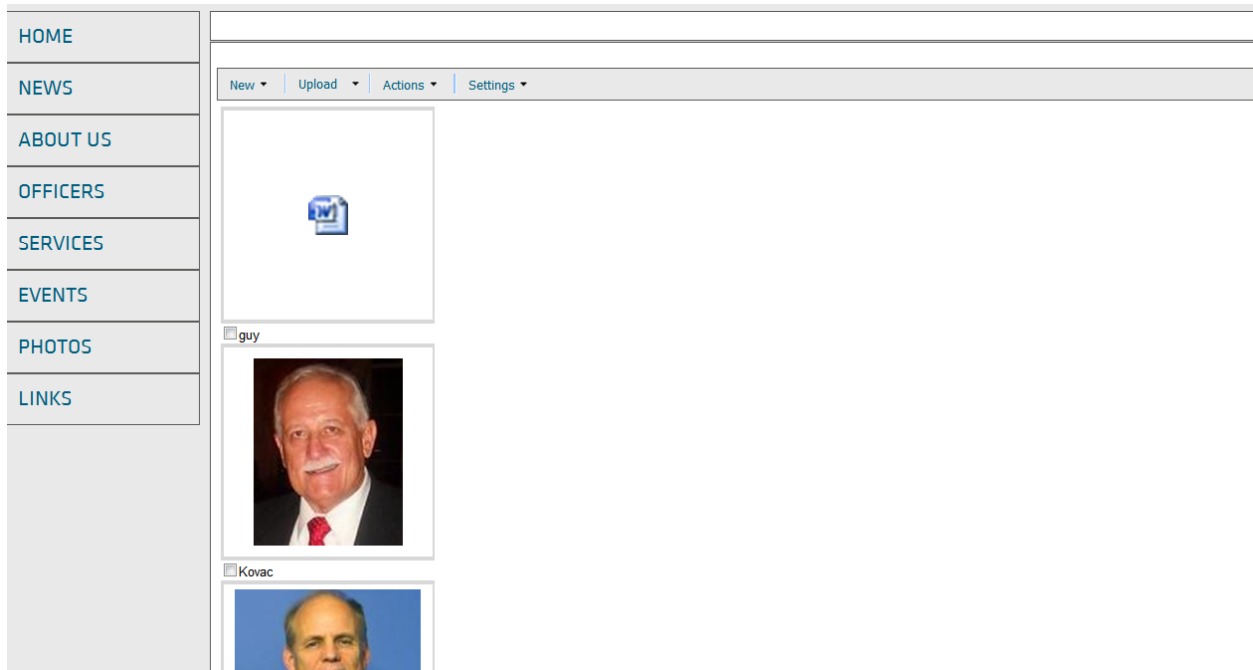


4. Under **Navigation**, where it asks whether or not you want this to display on the Quick Launch, click on **No**.

5. Click on **Create**.

The new **Officer Photos** photo library will display and you can now upload photos to this library by clicking on **Upload**.



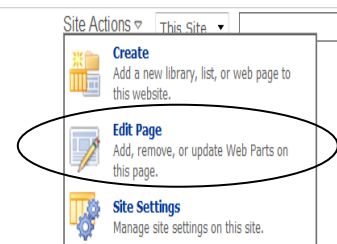


Once you have uploaded your photos, you can add this Officer Photo picture library web part onto your Officer Page. To do this:

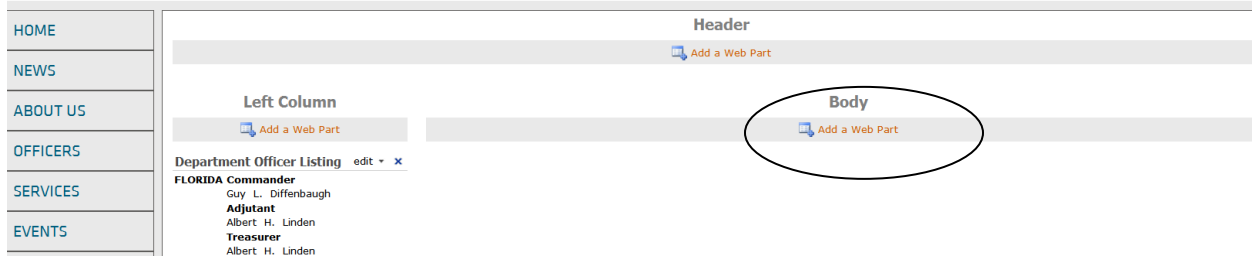
1. Go to your **Officers** page. Click on **Site Actions**, and then click on **Edit Page**.



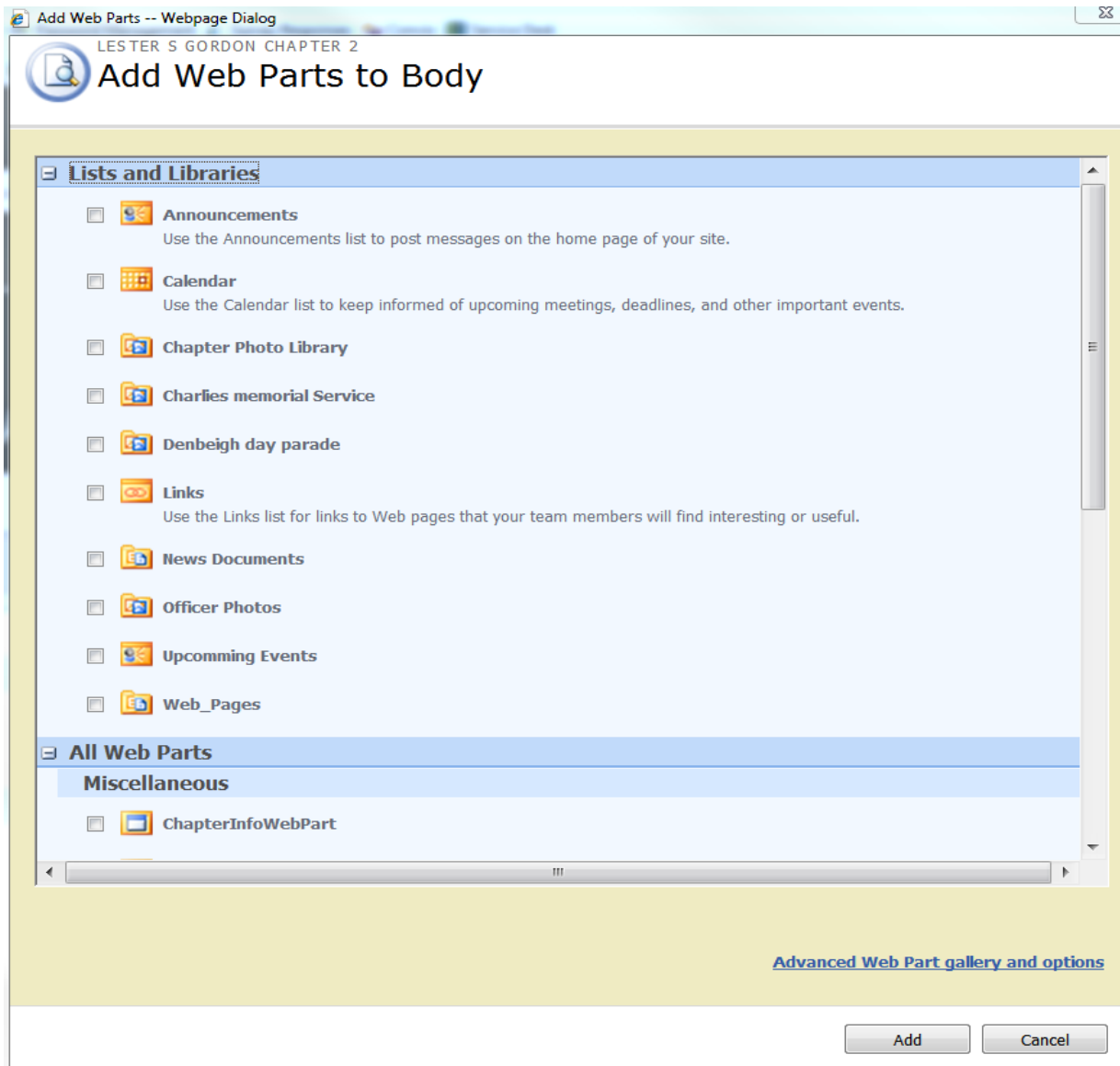
Officers



2. Click on **Add a Web Part**.





















The **Add Web Parts to Body** will display:



3. Click on the web part you created called **Officer Photos** and then click on **Add**.

Your **Officer Photos** web part will now display on your **Officers** page:

Department of Florida

<ul style="list-style-type: none"> HOME NEWS ABOUT US OFFICERS SERVICES EVENTS PHOTOS LINKS 	<div style="text-align: center; border-bottom: 1px solid gray; margin-bottom: 10px;"> Header Add a Web Part </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top; border-right: 1px solid gray; padding-right: 10px;"> <div style="text-align: center; border-bottom: 1px solid gray; margin-bottom: 10px;"> Left Column Add a Web Part </div> <p>Department Officer Listing edit x</p> <p>FLORIDA Commander Guy L. Diffenbaugh Adjutant Albert H. Linden Treasurer Albert H. Linden Senior Vice Commander Bobby J. Parker First Junior Vice Commander Leroy Rickman Legislative Chairman Albert H. Linden Service Officer</p> <p>Membership Chairman Jack L. Johnson Officer Authorized to Receive Mail Albert H. Linden</p> </td> <td style="vertical-align: top; padding-left: 10px;"> <div style="text-align: center; border-bottom: 1px solid gray; margin-bottom: 10px;"> Body Add a Web Part </div> <p>Officer Photos</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Thumbnail</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Picture Size</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>guy</td> <td>384 x 408</td> </tr> <tr> <td style="text-align: center;"></td> <td>guy Kovac</td> <td>120 x 150</td> </tr> <tr> <td style="text-align: center;"></td> <td>linden</td> <td>444 x 559</td> </tr> </tbody> </table> </td> </tr> </table>	<div style="text-align: center; border-bottom: 1px solid gray; margin-bottom: 10px;"> Left Column Add a Web Part </div> <p>Department Officer Listing edit x</p> <p>FLORIDA Commander Guy L. Diffenbaugh Adjutant Albert H. Linden Treasurer Albert H. Linden Senior Vice Commander Bobby J. Parker First Junior Vice Commander Leroy Rickman Legislative Chairman Albert H. Linden Service Officer</p> <p>Membership Chairman Jack L. Johnson Officer Authorized to Receive Mail Albert H. Linden</p>	<div style="text-align: center; border-bottom: 1px solid gray; margin-bottom: 10px;"> Body Add a Web Part </div> <p>Officer Photos</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Thumbnail</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Picture Size</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>guy</td> <td>384 x 408</td> </tr> <tr> <td style="text-align: center;"></td> <td>guy Kovac</td> <td>120 x 150</td> </tr> <tr> <td style="text-align: center;"></td> <td>linden</td> <td>444 x 559</td> </tr> </tbody> </table>	Thumbnail	Name	Picture Size		guy	384 x 408		guy Kovac	120 x 150		linden	444 x 559
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Note that you can change the views of this picture library to show just the thumbnail and title (see pages 3-6 in this document). You can also add the web parts in different places on the page depending on which Add a Web Part location you choose.