

# PHOTO GALLERY

<http://photos.selkirk.ca>

We will review all content listed below and in between each section I will have you either pair up with someone or individually to have time for hands-on in class!

At the end of class if we have time left over, you may bring some pictures on a flash drive or connect to your drives that you need assistance with or may have questions.

Please wait for questions until I have been able to review all pertinent areas regarding this training. Let's be fair to the ones that need to learn in order of sequence. Thank you!

## 9:00-9:10 Training Outline

- Structure, objectives and deliverables

## 9:10-9:30 The Galleries

- Add Album
- Add Items (photos)
- Delete Albums
- Delete Items
- Edit Album
- Edit Captions
- Make Highlight
- Move Album
- Rearrange Items (photos)
- Reorder Items (photos)

## 9:30-10:00 Taking photos into Site Manager T4

- Copy itemId **# only**
- Create a section
- Add a General Selkirk Template with description about photo album
- Add a Photo Album Template must be added as a separate Album template for each album.

### Future Training Dates

<http://selkirk.ca/s/training/booking/>

If you cannot attend a training session please make sure you send an alternate person in your place that has prior

SiteManager experience.

It is your responsibility to take notes and keep an open-mind to learning!

### Documentation & Videos

<http://selkirk.ca/s/training/>