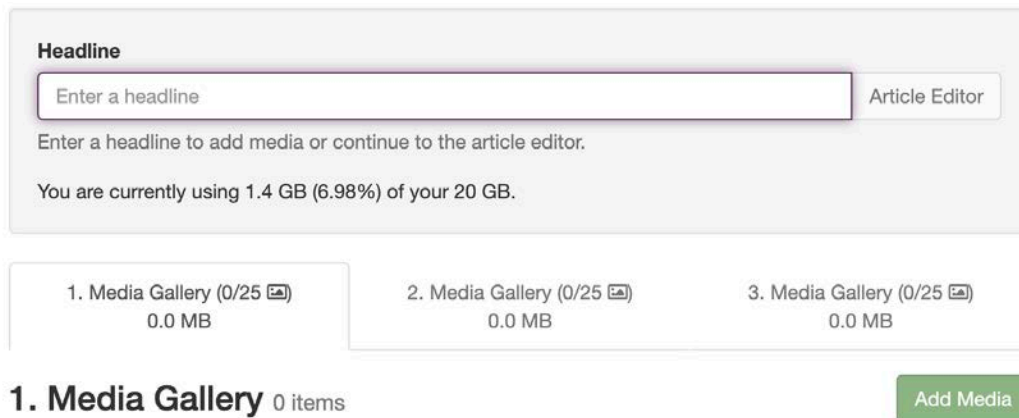


## How To: Adding Media to Galleries

### Adding Media to Galleries

When first creating an article, you will be presented with the following screen:



**Headline**

Enter a headline

Article Editor

Enter a headline to add media or continue to the article editor.

You are currently using 1.4 GB (6.98%) of your 20 GB.

1. Media Gallery (0/25) 0.0 MB

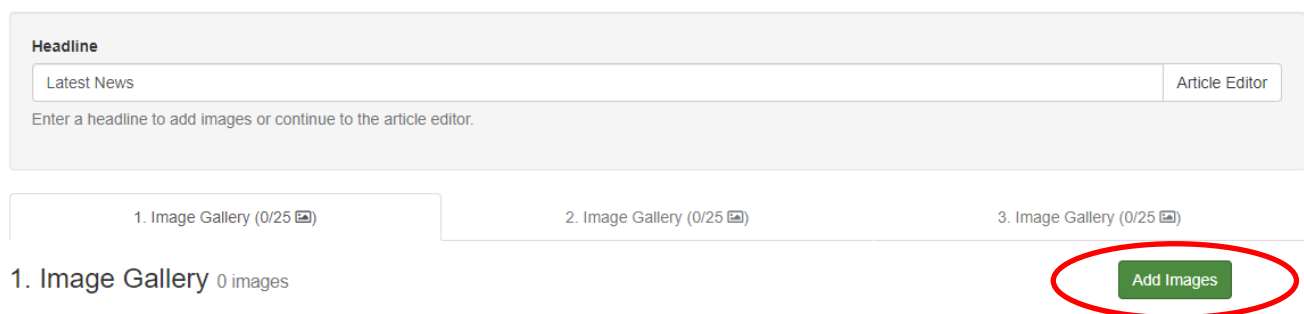
2. Media Gallery (0/25) 0.0 MB

3. Media Gallery (0/25) 0.0 MB

**1. Media Gallery** 0 items Add Media

Within each article, you can upload one to three single media files or one to three galleries that can contain up to 25 media files. A gallery is a series of images and/or videos that, when selected, will display as an automatic slide show or a media page layout (thumbnail grid). Media Files can include a caption, a credit, and an alt tag and closed captions for video (alternate text and closed captions are needed for accessibility so the visually impaired can understand an image/video using browser technology). SOCS will automatically resize the images to no larger than 800 x 600 (keeping the aspect ratio) pixels and create thumbnails. The reader can select the thumbnail to view the full-sized image.

1. Add a headline to activate the **Add Media** option.
2. Select **Add Media**. The **Media Upload** applet will load.



**Headline**

Latest News

Article Editor

Enter a headline to add images or continue to the article editor.

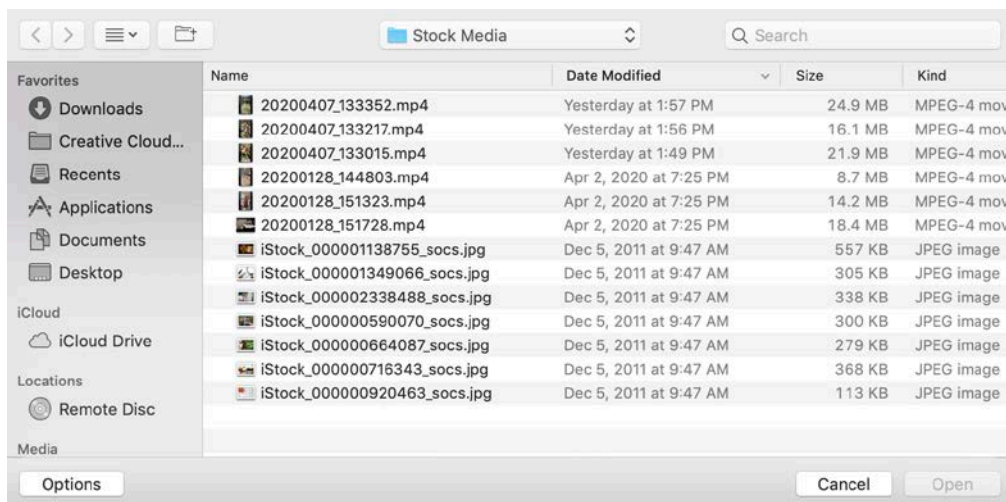
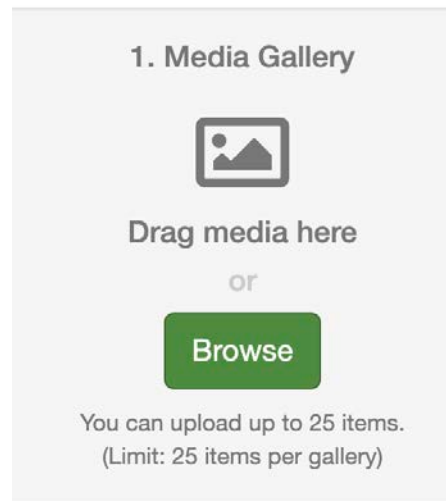
1. Image Gallery (0/25)

2. Image Gallery (0/25)

3. Image Gallery (0/25)

**1. Image Gallery** 0 images Add Images

3. **To drag and drop media**, open your media file in another window and select your files. Drag the media files into the **Uploader** screen or select the **Upload (from your computer)**. Select **Open** to add the files to the **Uploader** screen.



4. Select **Start Upload** to upload media.
5. At this point you can:
  - o Change Order: Drag media to rearrange the order, and tap them to view the full-size media file.
  - o Add a Caption, Credit, and Alt tag (for images) and Closed Captions (for videos) to each media item uploaded.
  - o Delete media.

- Select the **Article will display media in a photo page layout** to display the media in a thumbnail grid within your article. By not selecting this option, will display the media in a slideshow.
- Selecting **Show all captions/credits** will display all captions/credits beneath the media as they will appear in your article.

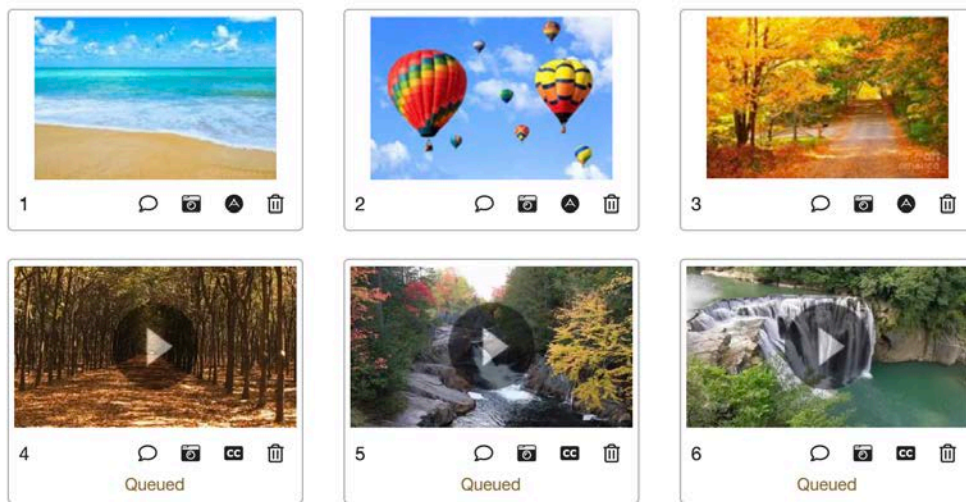
## 1. Media Gallery 6/25 items

Add Media

Article will display media in a photo page layout (thumbnail grid)

Show all captions/credits

**Note:** Drag media to rearrange the order and tap them to view the full-size.



Add Media

Save

Cancel

Apply

Article Editor

Add Caption, Credit, Closed Caption and Alt Tag

6. Select **Apply**. You can make further edits if necessary and **Apply** changes again.

## Adding Additional Media Galleries


Total of all galleries in the article: 4.34 MB

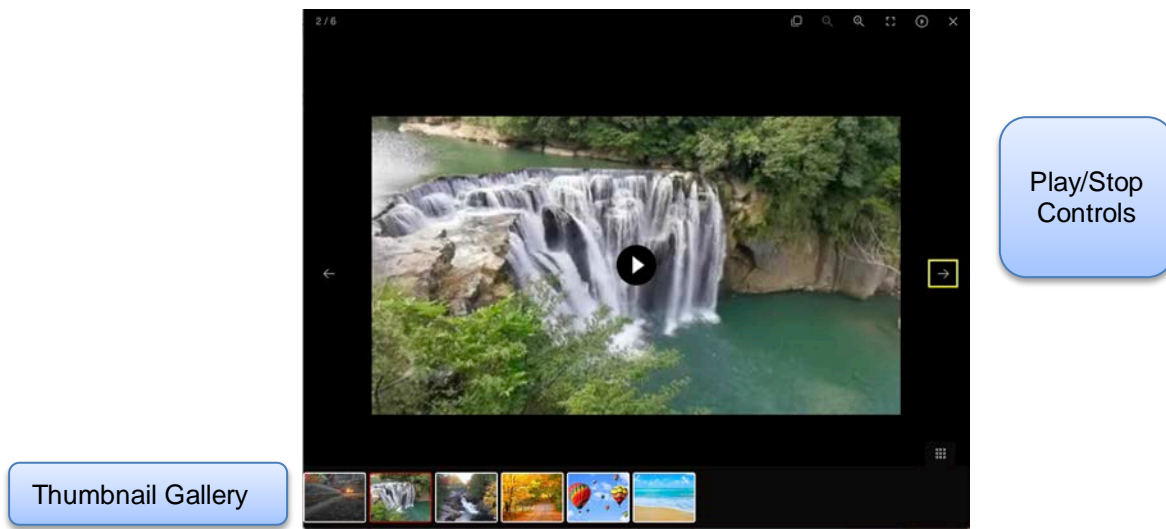
1. Media Gallery (6/25  4.34 MB	2. Media Gallery (0/25  0.0 MB	3. Media Gallery (0/25  0.0 MB
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- To add to Media Gallery 2 and 3, select the tab and complete the steps used for Media Gallery 1.
- Each Media Gallery tab will indicate the total size of videos in each media gallery
- If you are not adding another Media Gallery, select the **Article Editor** option to complete the article.

7. Select **Article Editor** to add the content for your article.

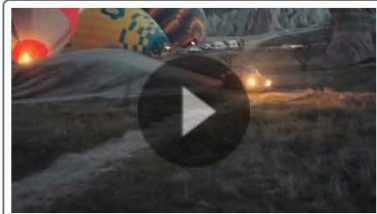
## How will the Media Gallery appear in the article?

- The Media Gallery symbol  will appear in the corner of the image to indicate there is a Gallery, not a single media item.
- The Media Gallery will auto start and stop at the last media item.
- Select **View Thumbnails**. Images and video can be copied from the Thumbnail Gallery.



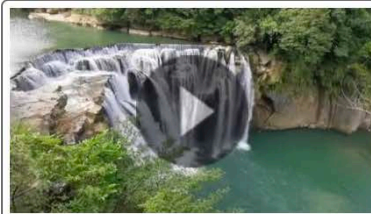
- The photo page layout displays all images and provides an option for the captions/credits to be displayed.

Show all captions/credits



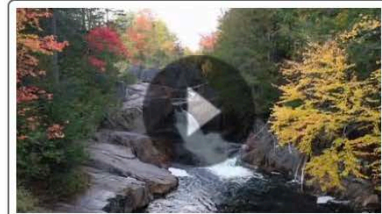
Stock Video

Hot Air Balloons on the rise



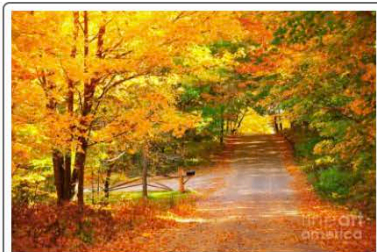
Stock Video

Waterfall



Stock Video

Falls River



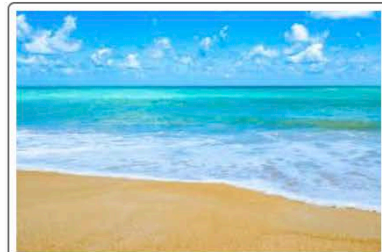
Stock Image

Fall Drive



Stock Image

Hot Air Balloons



Stock Image

A peaceful beach

From this point, select the **Article Editor** button which will allow you add the rest of the content for your article.

**Headline**

Article Editor

Enter a headline to add media or continue to the article editor.

You are currently using 1.4 GB (6.98%) of your 20 GB.

1. Media Gallery (0/25 )  
0.0 MB

2. Media Gallery (0/25 )  
0.0 MB

3. Media Gallery (0/25 )  
0.0 MB

**1. Media Gallery** 0 items Add Media

For a greater explanation of **Article Creation**, consult the **Articles Guide** under **Articles Resources**.