Creating/Editing the Gallery Template in the California Courts Website
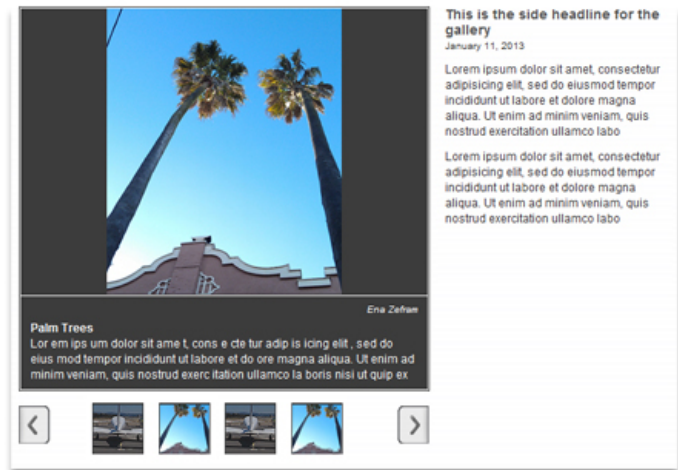
End-User Instructions

In SmartEdit View

Using Internet Explorer

Version 1.3

7/22/2013

Document History

Version	Author	Changes	Date
1.0	Ena Zefram	First draft with screen captures	Jan 11, 2013
1.1	Ena Zefram	Update to text	Jan 15, 2013
1.2	Ena Zefram	Integrate Jeph Foust's recommendations and single quote solution	Mar 4, 2013
1.3	Ena Zefram	Added content and fixes (quotes fix, edit via form, plus 'tabs')	Jul 22, 2013

Overview of Steps

Prep Content

You will need the following for a new gallery template callout in RedDot:

1. **Choose location and type of gallery**
2. **Identify the title of the gallery**
3. **Prepare descriptive text**
4. **Select images; prepare both the main and thumbnail sizes**
5. **Determine if caption text is needed**
6. **If available, identify the photo credit**

Choose location and type of gallery

- ☐ **Gallery location**
  The gallery can be placed in two different types of areas:
  1. **Central page content (not Intros)** using ● [add/remove/re-order center links callout]
  2. **Tab** using ● [add/edit/remove/reorder additional modules]

- ☐ **Gallery type**
  There are three types of galleries available:
  1. **Medium**
  2. **Medium with side text area**
  3. **Large**

Identify the title of the gallery (for "Medium with side text area" gallery option)

- ☐ **Gallery Title**
  Describes the gallery's theme or topic.
- ☐ **Text length**
  Should not exceed 2 lines of text when in the RedDot callout.

Prepare descriptive text (for "Medium with side text area" gallery option)

- ☐ **Descriptive text**
  Provides background into the gallery topic or event. Can include links to other pages or websites.
- ☐ **Text length**
  Should not exceed the height of the gallery widget height itself. If more information is needed another page is recommended.

Select images; prepare both the main and thumbnail sizes

☐ **Number of images and variety**
Keep your viewer in mind when selecting photographs: how many images would they want to scroll through – or how many of a similar image.

☐ **Photo quality**
Where possible, maintain a high standard of image quality by avoiding blurred or discolored images, and vague subject matter.

If you need help with the following steps please contact WebContent. The Webcontent staff can quickly and professionally process any number of images for the galleries.
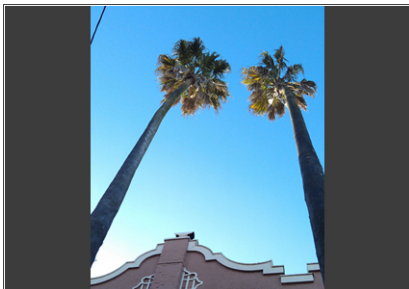
☐ **Prepare Images**

Please refer to the Web Services Images 101 for helpful tips and guidelines.

**Minimum image area: 616 pixels wide and 432 pixels high (at 72 dpi)**

Image dimensions will automatically be resized for this area but should not exceed 300 kb per image or a resolution of 200 dpi.

Widget will align images center if narrow or wide:

The Image dimensions for a thumbnail are 51 x 51.

The gallery widget does not produce or resize images for thumbnails so they must be done manually and uploaded separately. Benefits to this are control over what is shown in the thumbnail. For instance, one can see an overall view of the image or a close-up:
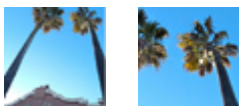
Tip: RedDot adds all borders to images in this gallery so no additional styling is necessary.

Determine if caption text is needed

☐ **Content**

In most cases some descriptive text is helpful.

☐ **Text length**

Should not exceed 3 lines of text when in the RedDot callout. Roughly 220 characters. Any more text will be cut off and not visible below the grey area of the caption box.

☐ **Use of single quotes**

If needed, use ’ instead of a single quote in source view (see alert below) or copy in this character: '

☐ **Use of double quotes**

Curled double quotes copy/pasted from another source will break the code – use the simple double quotes in the WYSIWYG editor itself.

☐ **Links**

Links to other pages in RedDot or external links are possible in the gallery captions.

⚠️ **Currently the Gallery Widget does not allow for simple single quotes or apostrophes in the caption, title (alt) and photo credit. Use this code in place of a single quote: ’ (in 'view source') – or paste in this character: '**

Areas which can/cannot take the single quote or apostrophe:

High School Getting Award
August 22, 2013

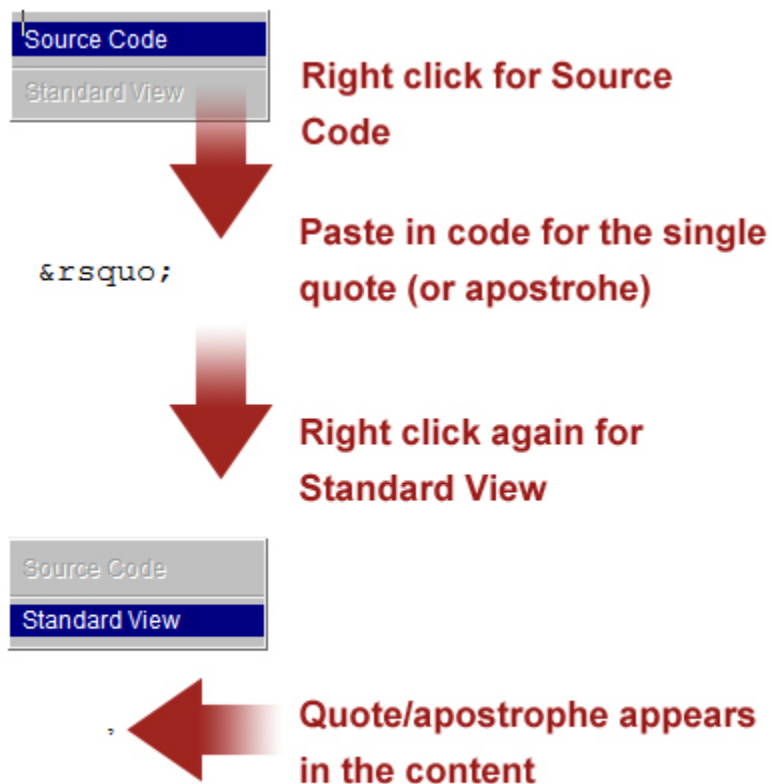Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Standard single quote or apostrophe use fine

Photo Credit

Student Receiving Certificate
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

Cannot use standard single quote/apostrophe

Also: no curled double quotes " "

How to use "Source Code" for single quote/apostrophe:

Source Code
Standard View

Right click for Source Code

`’`

Paste in code for the single quote (or apostrohe)

Right click again for Standard View

Source Code
Standard View

Quote/apostrophe appears in the content

⚠️ **Remember: Copy/pasting curled double quotes from Word (or another source) will break the Gallery code. Use the simple double quotes within the WYSIWYG editor itself.**

If available, identify the photo credit

☐ **Photo source**
If available there is space for the photo source/photographer. If there isn't one this area will be blank. Please be sure to have permission to use the image (if applicable).

☐ **Text length**
Keep credit to a few names (individual; company).

☐ **Use of single quotes**
If needed use ’ instead of a single quote or copy/paste in this character: '

Entering into RedDot

Once images and text are ready determine which 2 column page will require the new Gallery Template. If a new page is needed please contact **WebContent** for that to be created.

1. **Create a new gallery**
2. **Choose Gallery options**
3. **Enter content into Gallery**
4. **Editing individual slides**

Create a new gallery

1. Go to the 2 column page where you want your gallery.
2. Select the ● [open page] RedDot at the top of the page.
3. For content areas select ● [add/edit/remove center list callouts].
   For tab areas select ● [add/edit/remove/reorder additional modules].
4. Select "Create and Connect Page" from the menu that appears.
5. Choose the "Center Column Callouts" category , then "Photo Gallery."
6. In the popup box give the Gallery a meaningful title in RedDot (title will not show on the page) and click "OK."

Choosing gallery options

1. ● [select gallery size …] Choose *Large*, *Medium* or *Medium with side text area* from popup window.
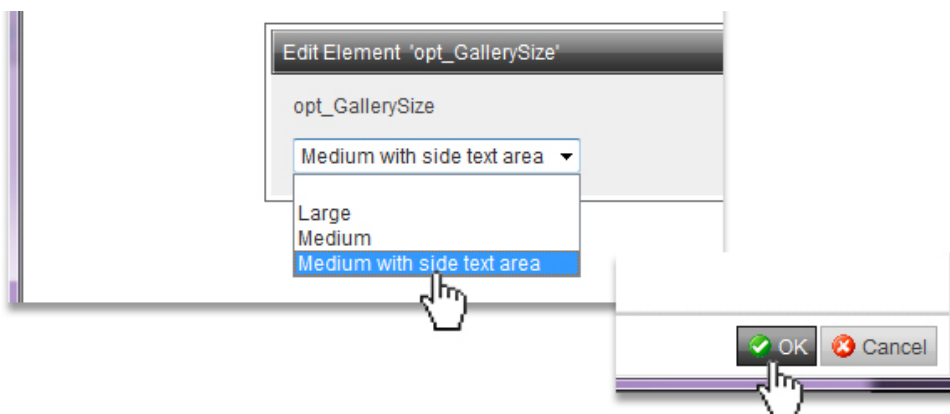
2. ● [is gallery displayed in a tab?] Affects layout and thumbnail background color. Choose Yes or No.
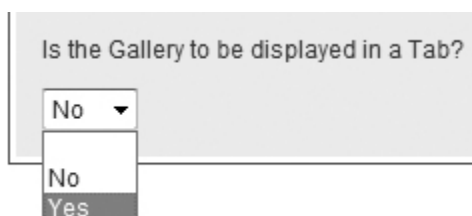
3. ● [add/edit headline] This is the side headline for the gallery. Please refrain from long titles which exceed 2 lines in the right-side column. **This is if you selected "Medium with side text area" gallery.**
4. ● [add/edit date] This is optional. **"Medium with side text area" gallery.**
5. ● [add/edit text] This is the descriptive text for the right side of your gallery. Content should not exceed the height of the gallery callout itself. **"Medium with side text area" gallery.**

Entering content into gallery

1. Select the ● [open Gallery Slideshow] in the content area.
2. Click ● [add/edit/delete individual Gallery items] then click "create and connect page."
3. In the popup box give the slide item an identifiable title (title will not show on the page) and hit "OK." If you wish to use a naming convention (with prefixes for example) that will help with finding slides easier later on.
4. To enter images and text [click to edit gallery item].
5. In the next screen click the ● [open individual gallery item] to edit .

⚠ **There are two ways to enter content for slide elements – (A) 'Edit Via Form' and (B) using the Red Dots.**

◉ [save individual gallery item]   ◉ [Edit Via Form] C67F2D87EA5A40A58479341B8509BFCA

[add/edit/remove image] ◉

[add/edit/remove alt tag] ◉

(A) Open Via Form - opens form fields pop up box

[add/edit/remove thumbnail image - 51px by 51 px maximum] ◉

[add/edit/remove title of image] ◉

[add/edit/remove photo credit] ◉

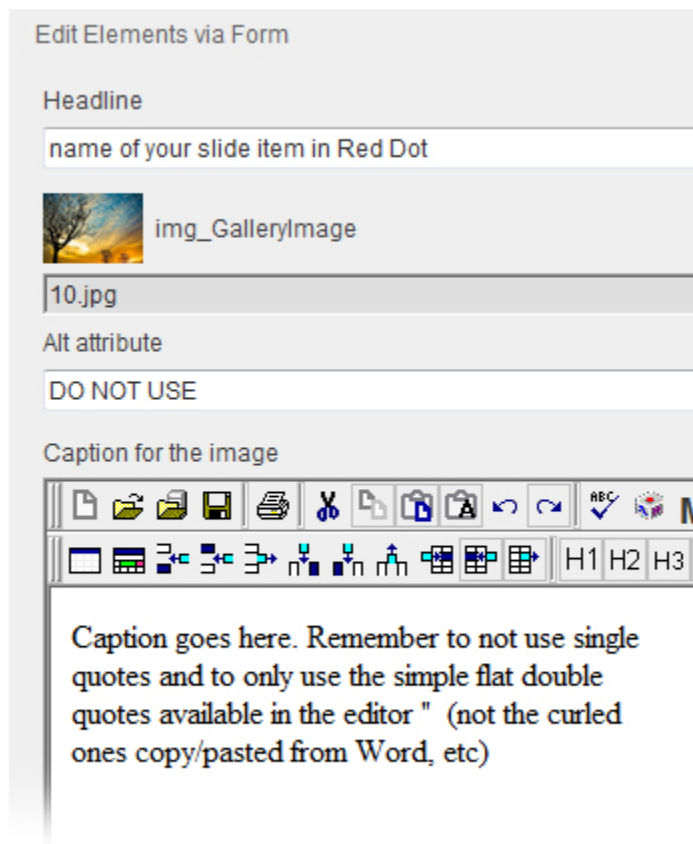**(B) click on each Red Dot for text entry or image upload options**

[add/edit/remove caption] ◉

Back

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Editing individual slides – Edit Via Form Method (A):

1. Click the🔴 [Edit Via Form] Red Dot
2. In the popup form window you can edit/add/upload the following:

   a) Headline – does not show up in the gallery – this is slide name in Red Dot
   b) Upload main image
   c) Ignore next Alt attribute
   d) Enter text for caption – keep in mind quotes and content length

e) Upload thumbnail (51 x 51 pixels)
f) Ignore next Alt attribute
g) Enter content for "Image Alt Tag" – this will show when main image or thumbnail is moused over
h) Enter Photo Credit name/company/organization
i) Caption title – this appears above the image caption

Continue with steps for additional gallery items by clicking the ● [add/edit/delete individual Gallery items]

Editing individual slides – Via Red Dots Method (B):

1. ● [add/edit/remove image] – upload appropriately sized image (not exceeding 1000 pixels in height or width) from your computer into Asset Manger.
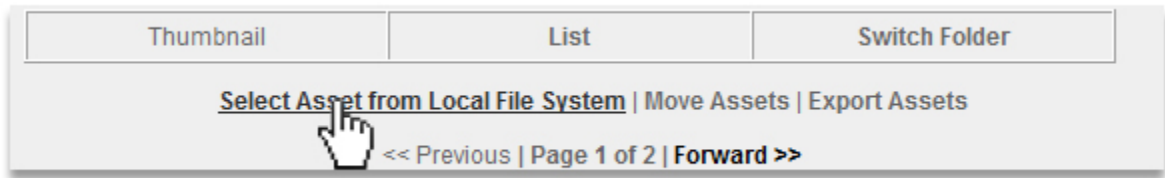
2. ● [add/edit/remove thumbnail image - 51px by 51 px maximum] – upload related thumbnail image.
3. ● [add/edit/remove title/alt tag] – title of image which appears in the caption area (one line of text). If needed use **’** for a single quote (in 'view source').
4. ● [add/edit/remove photo credit] – if applicable, enter photo credit. Use **’** for a single quote.
5. ● [add/edit/remove caption] – enter caption in popup text editor (about 220 character limit). Use **’** for a single quote. Do not use curled double quotes copy/pasted from another program.
6. When finished click "Back" in the lower left to preview your Gallery item:

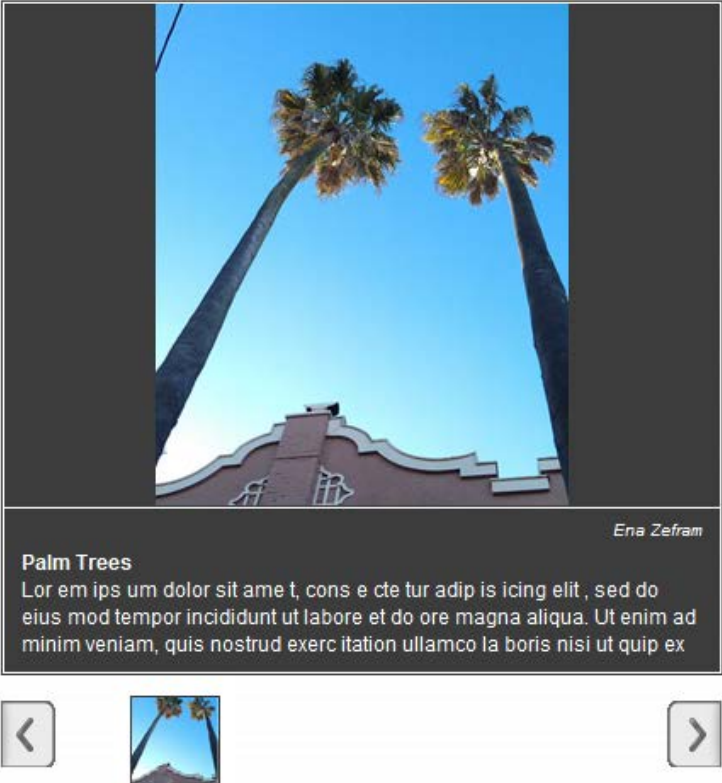7. Continue with steps for additional gallery items by clicking the ● [add/edit/delete individual Gallery items]

8. Edit Page Order can be used to reorder the items in the gallery.

Troubleshooting

If you are having troubles with images or formatting please contact **WebContent**.

The following are common causes of display problems:

- ☐ **Gallery issues**
  Problem: Gallery not showing images in frame.
  Solutions: Be sure the gallery is in a center list callout area. Check to see if there are single quotes in any of the titles, descriptions or photo credits for any of the gallery slides. Use ’ (right clicking into 'Source Code') instead if a single quote is required. Be sure no curled double quotes are in the content – use the double quotes available in the WYSIWYG editor itself.

- ☐ **Thumbnail issues**
  Problem: Thumbnail image dimensions not fitting within the confines of 51 x 51.
  Solution: Check the original image for dimensions and correct if necessary.
  Problem: Thumbnail has a rectangular box of blue or white which does not match the background.
  Solution: Check to see what you have selected for **[is gallery displayed in a tab?]**. "Yes" or "No" affects the look of the thumbnails (blue background for tabs, white for non-tabs).

- ☐ **Main image issues**
  Problem: Main image blurry as if enlarged more than original size.
  Solution: Check the original image for dimensions and correct if necessary.

- ☐ **Text formatting issues**
  Problem: Caption text is chopped off at bottom of grey display area.
  Solution: Check original text and see if it exceeds the recommended 220 or so characters.