

Adding a photo gallery to your department/office website

- 1) Request a photo gallery by sending an email to webhelp@gettysburg.edu with subject line "Request Photo Gallery", include name of department. Once your photo gallery is ready, go to the next step.
- 2) Navigate to your department/office folder in CMS, then to the "photo gallery" folder.
- 3) Create a folder under "photo gallery". (right-click on "photo gallery", "New", "Folder")
- 4) Upload pictures to that folder. (right-click on that folder, "New", "Multiple Files")
- 5) Add captions to pictures. (right-click on a picture, "Edit", enter "Description")
- 6) Go to the live site to see your captions.