

Creating a Photo Gallery on Your LAAS Directory Profile

In your Photo Gallery you may create a Gallery of up to 3 photo albums (called nodes) with a maximum of 25 images each or a total of 75 images. Here is where you may share images from your collections and create a small online exhibit.

To start, select “Add New Node.” Which will create a photo album in your gallery.

Node = photo album

Photo album = 25 images maximum

Photo gallery = 3 photo albums

Image files must be less than 256 MB

Files allowed are: png, gif, jpg, jpeg

Title your Photo Album and add a thumbnail image. The thumbnail image will appear with your description when a user clicks to view an album.

You may **share a brief description** of the album that you are creating. Please take advantage of this to share context and information about your images and collection.

When a user clicks in to “See More Collection Images” on your profile page it will appear like this with the title, description, album thumbnail above the photographs you’ve uploaded into the album.

Adding Photos

Images

Maximum of 25 Images

Attach media



You will add each photo in the album from here one at a time.

To begin After choosing and uploading your image file, a window will appear asking you to name your image file. Please name your image. Only you will see this.

In the “Alt Text” box please enter in the image title and any citation information associated with the image. This information will appear when a user hovers their mouse over the image and as seen in the below image.

Upload My files

Name *

Alt Text *

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.



The text entered into the “Alt Text” field will appear as a caption as seen in [this image](#) from the Braun Research Library, courtesy of the Autry Museum. You have 255 characters for this field.

Please remember to cite your images and share as much detail as possible with your users. Use best practices and be mindful of citing your source!

After you have added your photos to your gallery you MUST click “Create Node” for the gallery to be created. This is very important. The gallery will not appear unless you create it.

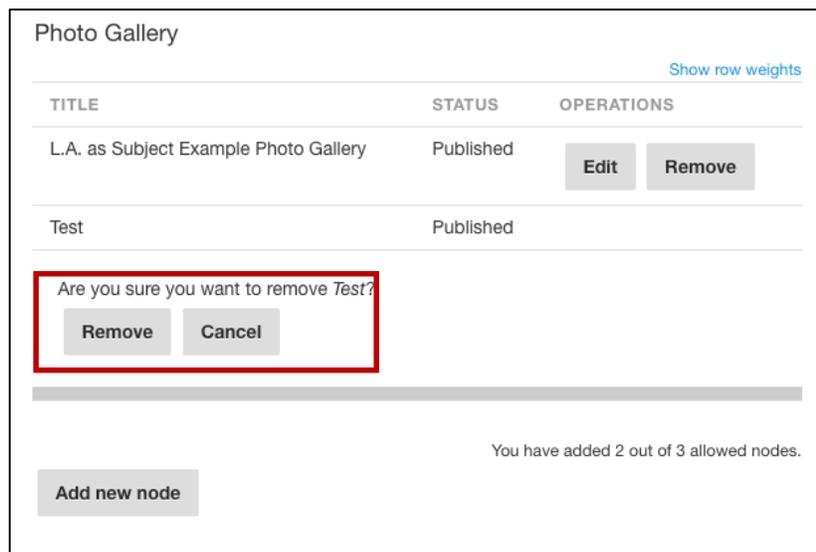
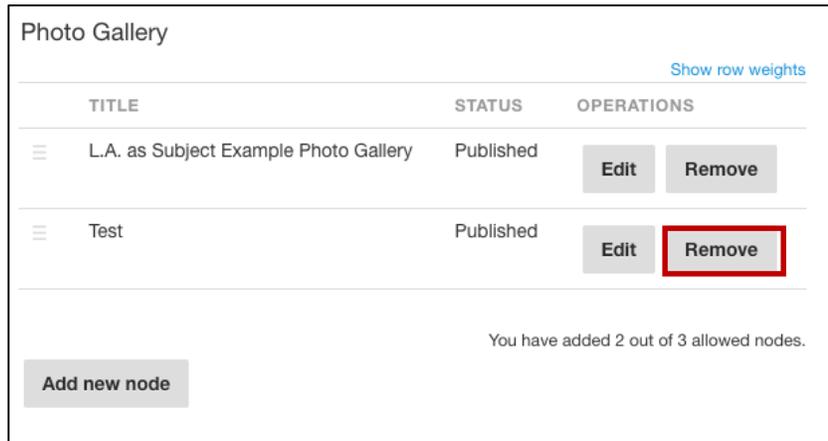


To save your gallery you must scroll to the bottom of the page and click “Save” to add the gallery to your profile.

ALL YOUR WORK WILL BE LOST IF YOU DO NOT CLICK SAVE.

Removing images or albums

If you want to **remove a photo album from your Photo Gallery** on your profile page, you may do that by clicking on “Remove.”



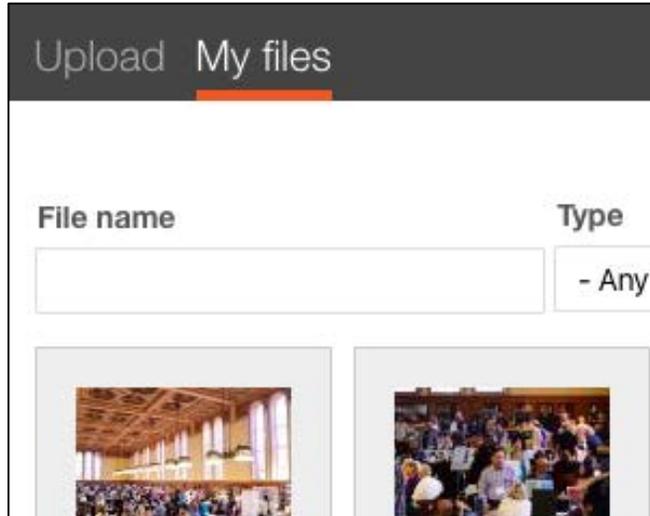
You will be asked to confirm the photo album’s removal. Click “Remove” again to confirm the removal.

The album will be removed from your Photo Gallery.

Click “Save” and your profile will be updated to reflect the album’s removal.

NOTE: When you remove a photo album from your Profile's Photo Gallery, the images and the metadata you included: Title, Citation information, and basic description of the images are still accessible for future use on your profile page.

You may access these image files when you go to add an image to your profile. Or you may create a new Photo Album and add images that you had shared previously.



You are able to **remove a single photo from your albums.**

In the album, click "Remove" next to the photo you would like to remove. **NOTE: You will need to click "Save" after removal otherwise the photo will not be fully removed from the album.**



Edit image Cat With Book Close Window

Name *

Alt Text *

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding all text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Replace file No file chosen

This file will replace the existing file. This action cannot be undone.
Files must be less than 256 MB.
Allowed file types: gif ief jpeg jpe jpg pcx png svz svz tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pbm ppm ppm rgb xbm xpm xwd webp.

Keep original filename
Rename the newly uploaded file to the name of the original file. This action cannot be undone.

If you choose to "Edit," a window will pop up where you may update the selected photo's title and descriptors (Name, Alt Text, Title Text) within an album

You may also replace the image here.

If you choose to replace the image only, the titles and description may remain the same unless you choose to edit the text as well.



☛ To finalize any and all changes, you will need to **click "Save"** at the bottom left hand corner of the web page. When in doubt: **CLICK SAVE!**