

Instructions for Imagevue X3 Print Exhibit Galleries

To access the galleries go to Image Galleries Admin in the left hand navbar of the RCC website. You will then need to login on the Login page for the Print Exhibit Galleries. The User Name and Password will be sent to you by the Webmaster. When you get to the Field Trips gallery page make sure that Manage is highlighted in the top toolbar

If you need to add a new sub gallery for a particular print exhibit click on the +New button. Place the name of the print exhibit In the Create New Folder panel in the first field that contains 1.foldername. If the new print exhibit does not appear at the top of the Menu just drop and drag it there. Then make sure the print exhibit is highlighted in the Menu and the Page tab is “lit” or active and then select the Gallery tab WHILE STILL IN THE IN THE PAGE TAB and set the Select Layout selection list to Justified and then set the Sort Images by Title in Ascending order . Then scroll down to Captions and expand it. Ensure that the In Line Caption field shows only a Preview button. If you need to delete any other buttons in that field just place the cursor at the right edge of the button and hit backspace.. Scroll down to Inline Captions and ensure that only the Preview Button is there. Now go to the Captions Overlay section and expand it. Make sure only the Title and Description buttons are shown in the Caption Items field and the check the Captions Hover box and click Save.

If the sub gallery has already been added just highlight the field trip to which you want to add images. In either case make sure the field trip is highlighted in the Menu and click on the ^ Upload button. In the next Upload panel click in the Add Files area, the one with an up arrow in a circle, to add image files. Ensure that the height and width is set to whatever you choose. Now the Operating System’s File Explorer will be launched and simply select the image(s) you want to add to the Field Trip gallery and click the Open button. The file(s) you selected will now show in the Upload Panel and then click on the Start Upload button.

The image(s) will now be in the gallery and the only thing you have left to do is annotate the image(s). At the end of the uploads click the View Uploaded Files button and then click on the middle icon just below the Settings and Gallery tabs until you see a pencil, you will now be in the Edit Mode of the Gallery. Then add the member’s name in the Title field and the image title in the Description filled of each image and click the Save button.

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