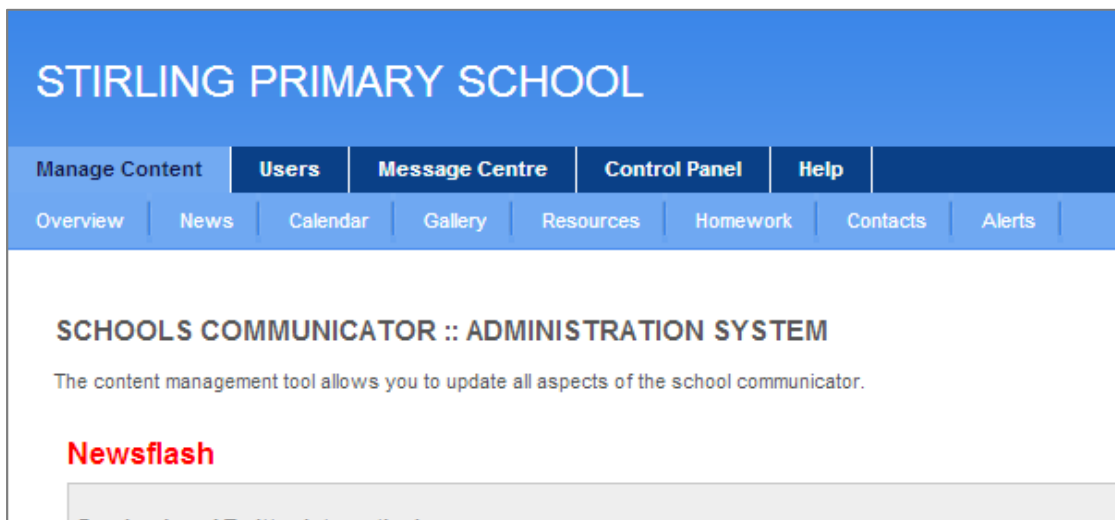# Gallery
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Photos are a great way to share what has been happening in and around our school. The Communicator allows you upload photographs to specific categories, for example "Rugby" or Swimming Gala", making it easy for parents to view the pictures that interest them the most.

Note: you need to have the latest version of the Adobe Flash player installed to use the gallery function. If you don't have the latest flash player the school communicator admin system will notify you and provide a link for you to download the player free from Adobe.
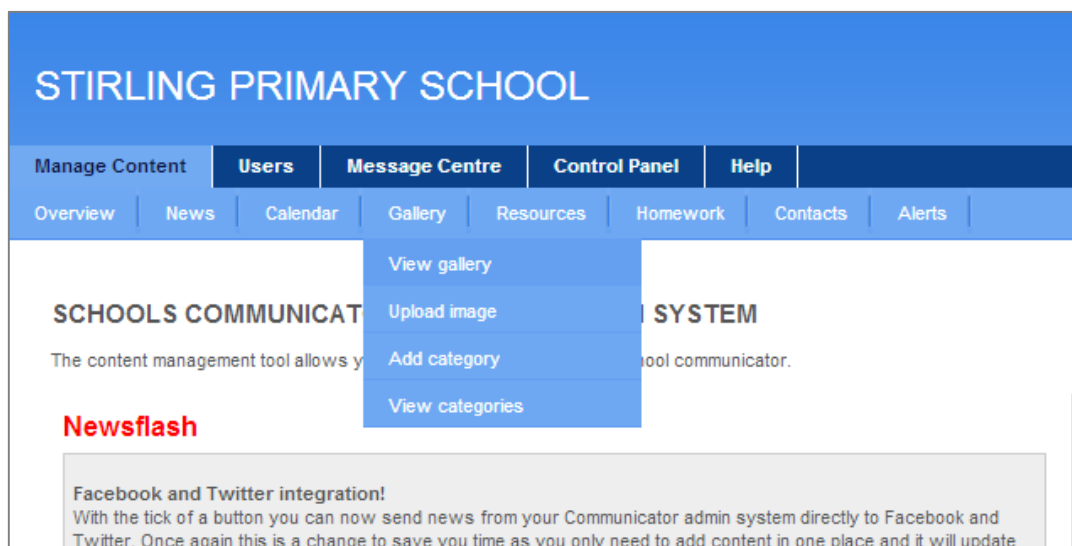
To manage any aspect of your Gallery, hover your mouse over the [Manage Content] tab, and select Gallery from the list below.

Uploading an image

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.

2. Move your mouse over the [Gallery] tab and click on the [Add event] button at the top of the page.

3. To upload a new image, click the [Upload image] button at the top of the page.

New image	Click the blue [upload image] link. An Image Upload pop-up window will appear on screen.
Image file	Click the [Browse] button, find the picture you want to upload, then click the [Open] button. The link to the image will now appear in the Image upload window alongside "Image file".
Category	Select the category that the picture belongs to. The School Communicator will automatically group all photographs with the same category name.
Caption	*Optional*. Type in the caption for the photo – maximum length 255 character (including spaces)
Upload	Once you are satisfied with the information you have entered, click the [Upload] button.

Your photo should appear on the School communicator in about 20minutes, depending on your internet speed.

Uploading multiple images

You can also upload multiple images at a time. Follow the same process, and when you have found the images on your computer, hold down the [CTRL] key on your keyboard and click on the various images.

Select the correct category and add a caption. Note that the caption will be the same for all the images, so make sure that your caption is a general one. Click [open] and all the image files will appear in the upload box. Click [Submit] once you are happy with your selection.

Editing and Deleting an image

If you need to delete an image, simply load the gallery page and scroll down the list of images. Once you have found the photo you want to delete, click the blue [Delete] button which you will see when you scroll over the image.
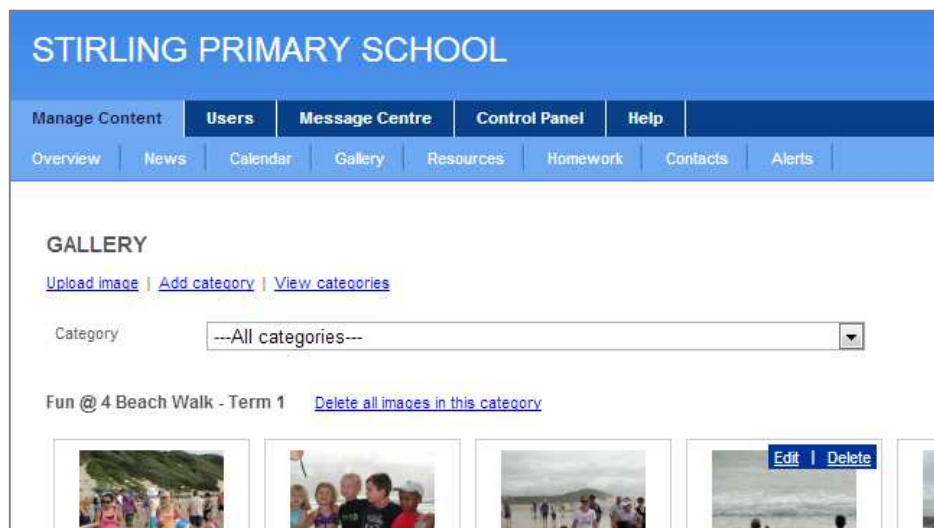
If you wish to delete all the photos in a category, click on the [Delete all images in this category] button next to the name of the album.

To edit an image, go to the photo you want to edit, click the blue [Edit] button. You can now edit this photo's information. Remember to click on submit once you are finished.

Categories

To view your categories, click on the blue [View categories] button. The list of all your categories will appear. You can also edit and delete them from here.

Adding a Category

You can add a category by clicking on the blue [Add category] button. Type in the name of your new category next to [Category title] and click [Submit].