

To Post on Your Specialist Web Page (Three Types of Postings):

<p align="center"><i>Post Text Only</i> <i>(Weekly Class Letter)</i></p>	<p align="center"><i>Post Photo & Text</i> <i>(Class News or single Photo*)</i></p>	<p align="center"><i>Uploading a File</i> <i>(Word document, sound clip, PDF**, etc.)</i></p>
<p>Go to gatewaysc.org. Click “Sign In” in upper right corner. Under “Faculty Login”, click “...web page.” Enter username and password. Click on “Entries” in middle of page. Click on “New Entry” in upper left. (If page is blank, scroll down to find form.) Enter Title. (important: use name of specialty) If entry is for a single class, select Category. If entry is for multiple classes, click on “Assign Multiple Categories” and select. Enter text in the text box. Use gray buttons for formatting (not white). Click on “Preview” above the title. Click on “Save this Entry” if ready. Click on “View Site” in upper right corner. Enter visitor password to see your page.</p>	<p>Go to gatewaysc.org. Click “Sign In” in upper right corner. Under “Faculty Login”, click “...web page.” Enter username and password. Click on “Entries”, then “Upload file”. Click “Browse”, select photo from hard disk. Click “Upload” button. Click on box next to “Create a thumbnail...”. Select Width or Height number (the larger one). Type in “200” and hit tab (both change). Click on button labeled “Popup Image”. Enter Title. (important: use name of specialty) If entry is for a single class, select Category. If entry is for multiple classes, click on “Assign Multiple Categories” and select. Click to right of photo and enter the description. Click on photo, then click on left align button. Click on “Preview”, then “Save” if ready. Click on “View Site” in upper right corner. Enter visitor password to see your page.</p>	<p>Go to gatewaysc.org. Click “Sign In” in upper right corner. Under “Faculty Login”, click “...web page.” Enter username and password. Click on “Entries” in middle of page. Click on “Upload file” in upper left. Click “Browse”, select file from hard disk. Click “Upload”, then click on “Link” button. Enter Title. (important: use name of specialty) If entry is for a single class, select Category. If entry is for multiple classes, click on “Assign Multiple Categories” and select. In text window, click and put cursor to the left of the underlined words <u>Download file</u>. Hit return twice, then click to put cursor back at the top of the text window. Enter a text description of downloadable file. Click on “Preview”, then “Save” if ready. Click on “View Site” in upper right corner. Enter visitor password to see your page.</p>

To Add Batch of Photos to Your Gallery:

(1) First, Check File Size.

Photos on the academic server will already be resized for the web.

If you have parent photographers, ask them to give you photos that are smaller than 1MB apiece.

If you use Gallery Remote (one of the ways to complete step two below), Gallery Remote will automatically resize for you.

(2) Second, Post Your Photos into Gallery (Two ways to do it):

From the Gateway website "Sign In":

Go to gatewaysc.org and click "Sign In".

Under "Faculty Login", click on "...add photos to your album."

Enter username and password.

Click on "Add Album" in upper left corner.

Enter folder name in first box with no spaces (this name won't be seen).

In second box, enter the Title of your album (visitors will see title).

Skip Summary and Keywords, and enter a Description (if you like).

Click on "Create" button at bottom.

Click on "Add Items" in upper left corner.

In each file box, click on "Browse", select photo from hard disk.

At bottom of page, change "Base Filename" to "Blank".

Leave the thumbnails box checked (don't change).

Click on "Add Items" button.

Click "Back to Album" in lower left.

From Gallery Remote on your computer:

On your desktop, click on Gallery Remote (Round, green "G" & "R").

In the "Gallery URL" drop down menu, select your class (i.e. Sari's 4th).

Click the "Log in" button once.

In left pane, click plus sign (+) next to Gateway School Image Gallery.

In left pane, click plus sign (+) next to your name, to see all your albums.

Highlight your name, so your new album will be under your main album.

Click the button at the bottom left of the window "Add New Album".

Enter the album title (other fields are optional), and click "OK".

Locate your picture files on your hard drive.

Drag and drop them into the middle pane of Gallery Remote.

If done correctly, you will now see thumbnails of your pictures in pane.

(Optional) Click on thumbnails to activate the right pane for simple edits.

When ready, click "Upload Pictures" button in bottom right hand corner.

(3) Third, Log into Blog to Make Entry

Go to gatewaysc.org.

Click "Sign In" in upper right corner, and under "Faculty Login", click "...web page."

Enter username and password.

Click on "Entries", then click on "New Entry" in upper left.

Enter Title. (important: use name of specialty, e.g. "New Spanish Photos")

If entry is for a single class, select Category.

If entry is for multiple classes, click on "Assign Multiple Categories" and select.

Enter text in the text box (description of photos they'll see in gallery)

Click on "Preview", then "Save this Entry" if ready.

Click on "View Site" in upper right corner.

Enter visitor password to see your page.