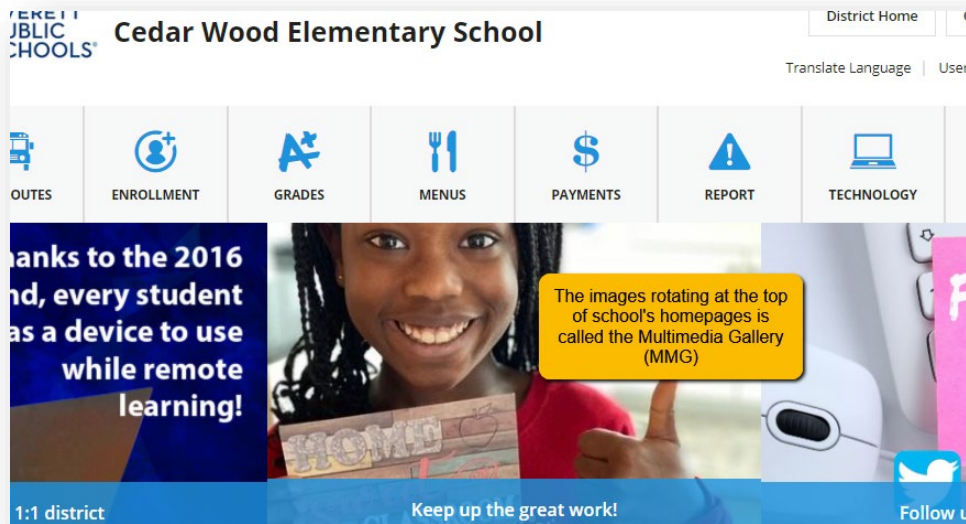# Multimedia Gallery App—Images, images with links, videos
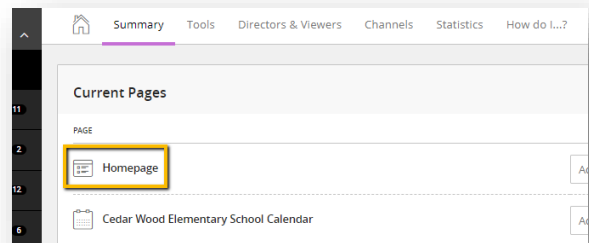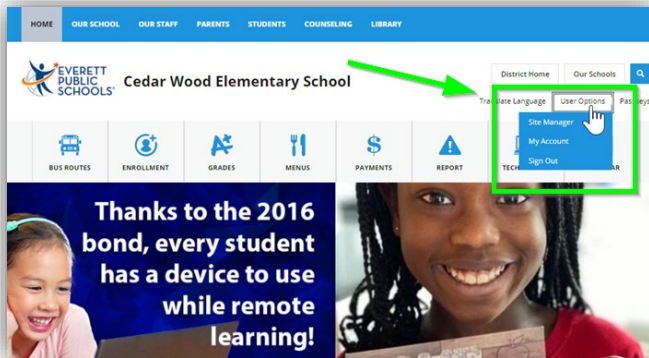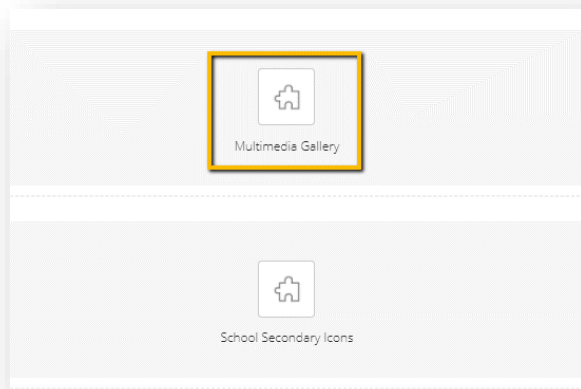
The images rotating at the top of school's homepages is called the Multimedia Gallery (MMG)


Log in, select Site Manager, and open your Homepage.

Click top section, the Multimedia Gallery and click green 'edit' pencil to open app.

What am I seeing?

These are the images currently rotating in the MMG. You may:

1. Create a 'new record' and upload a new image.
2. You can sort your announcements in any order you like.
3. You can click the green 'active' button to deactivate an image and hide or save.
4. You can edit the current image.
5. You can delete.
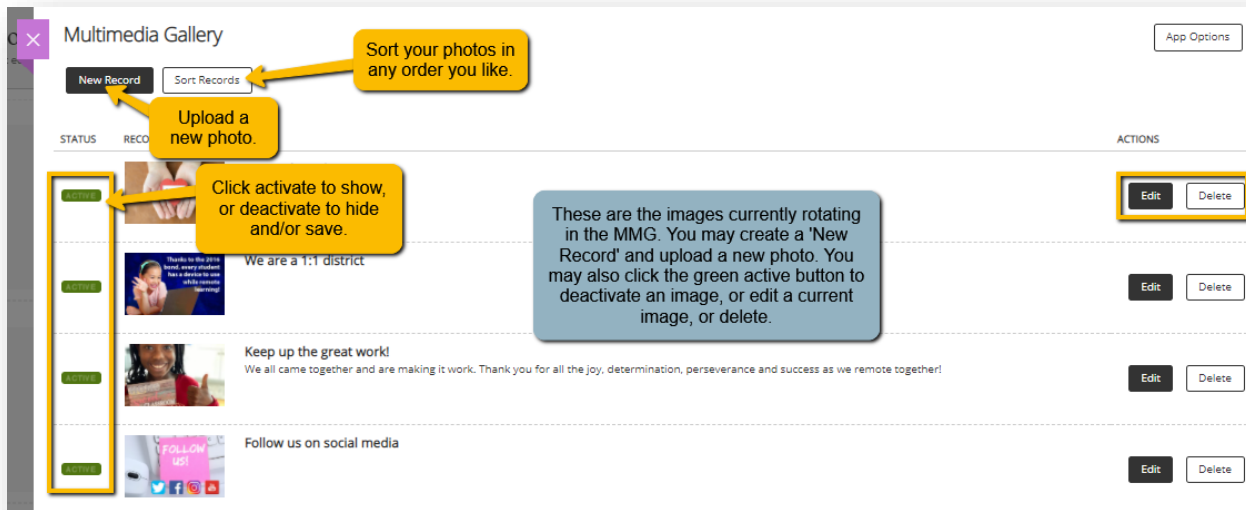
Creating a New Record – IMAGE WITH CAPTION ONLY, NO LINK

1. Select your image and crop to **1024x645px (no exceptions)** and have it ready to upload.

   a. **Creating images | cropping and editing**

      i. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a 'How to begin' video showing how to create your image, upload photos, add text, etc.

      ii. Go to Adobe Spark and bookmark. Open using school account, credentials are the same as logging into your computer.

2. In the Open Dialog Box:

   a. Unclick the Hide button.
   b. Enter a Title, keep it short.
   c. Enter a caption, should be like a Tweet. 280 characters or less.
   d. Upload your image **(make sure it is cropped and sized to 1024x645px).**
   e. Describe the image and enter in Image Alt Text box
   f. Click Save.

Remember, entering Height and Width in the Image Upload Dialog Box does not automatically resize your image. You need to crop it to this size before you upload.

Creating a New Record – IMAGE WITH LINK

1. Select your image and crop to **1024x645px** (no exceptions) and have it ready to upload.

   a. **Creating images | cropping and editing**

      i. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a '[How to begin](#)' video showing how to create your image, upload photos, add text, etc.

      ii. Go to [Adobe Spark](#) and bookmark. Open using school account, credentials are the same as logging into your computer.

2. In the Open Dialog Box:

   a. Unclick the Hide button.
   b. Enter a Title, keep it short.
   c. Upload your image (make sure it is cropped and sized to 1024x645px).
   d. Describe the image and enter in Image Alt Text box
   e. Click Link Record
      i. Link Text is the same as a caption, so it needs to be like a Tweet, 280 characters or less.
      ii. Enter link in Web Address.
   f. Click Save.

Creating a New Record – VIDEO

1. You will need an image and an embed code.
2. Select your image and crop to **1024x645px** (no exceptions) and have it ready to upload.
    a. **Creating images | cropping and editing**

        iii. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a 'How to begin' video showing how to create your image, upload photos, add text, etc.
        iv. Go to Adobe Spark and bookmark. Open using school account, credentials are the same as logging into your computer.
3. In the Open Dialog Box:
    a. Unclick the Hide button.
    b. Enter a Title, keep it short.
    c. Upload your image (make sure it is cropped and sized to 1024x645px).
    d. Describe the image and enter in Image Alt Text box
    e. Click Embed a Video
        i. Video Link Text is the same as a caption, so it needs to be like a Tweet, 280 characters or less.
        ii. Enter Video Embed Code *see below for how to find this code.
    f. Click Save.

👍 34   👎 0   ➤ SHARE   ≡₊ SAVE   •••

Click Share and select Embed Code. Copy and paste.

*If you've uploaded your video to YouTube, you get the Embed Code there. Go to YouTube, open your video, click SHARE. Select Embed Code and copy the code. Paste into the box above.