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

Post Text Only ***(Weekly Class Letter)***	***Post Photo & Text*** ***(Class News or single Photo*)***	***Uploading a File*** ***(Word document, sound clip, PDF**, etc.)***
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. Enter Title. (important) Select Category. (important) 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.	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 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) Select Category. (important) 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.	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” button. Click on “Link” button. Enter Title. (important) Select Category. (important) 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.

Updated 12/12/2006

To Add Batch of Photos to Your Gallery (Three Steps):

(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":	***OR From Gallery Remote on your computer:***
Go to gatewaysc.org and click "Sign In".	On your desktop, click on Gallery Remote (Round, green "G" & "R").
Under "Faculty Login", click on "…add photos to your album."	In the "Gallery URL" drop down menu, select your class (i.e. Sari's 4th).
Enter username and password.	Click the "Log in" button once.
Click on "Add Album" in upper left corner.	In left pane, click plus sign (+) next to Gateway School Image Gallery.
Enter folder name in first box with no spaces (this name won't be seen).	In left pane, click plus sign (+) next to your name, to see all your albums.
In second box, enter the Title of your album (visitors will see title).	Highlight your name, so your new album will be under your main album.
Skip Summary and Keywords, and enter a Description (if you like).	Click the button at the bottom left of the window "Add New Album".
Click on "Create" button at bottom.	Enter the album title (other fields are optional), and click "OK".
Click on "Add Items" in upper left corner.	Locate your picture files on your hard drive.
In each file box, click on "Browse", select photo from hard disk.	Drag and drop them into the middle pane of Gallery Remote.
At bottom of page, change "Base Filename" to "Blank".	If done correctly, you will now see thumbnails of your pictures in pane.
Leave the thumbnails box checked (don't change).	(Optional) Click on thumbnails to activate the right pane for simple edits.
Click on "Add Items" button.	When ready, click "Upload Pictures" button in bottom right hand corner.
Click "Back to Album" in lower left.	

(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. (something like: "New Field Trip Photos in Gallery")
Select Category. (Class News)
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.

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