

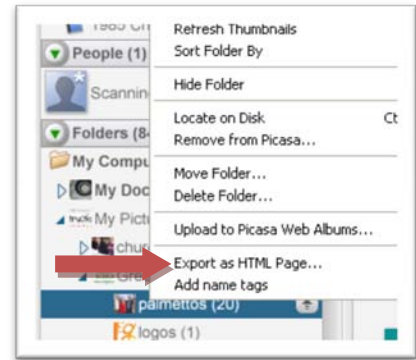
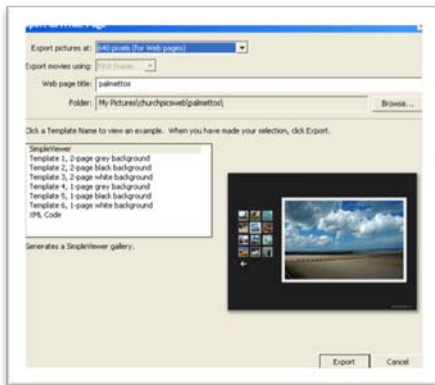


# Teacher Website Tools and Techniques

## How to upload and link to a Picasa Web Gallery

Create your web gallery by “right-clicking” on the folder in Picasa containing the pictures and choose “Export as HTML Page”. Before doing this you may use the control button on your keyboard to select only certain pictures within the folder to be in the gallery. It is a good idea as well to add captions to each picture; otherwise the name of the picture will be used as a caption.

The following screen will appear. In the first field 640 pixels is OK. You may change the name of the Web Page title and choose the location of the folder which will be produced.

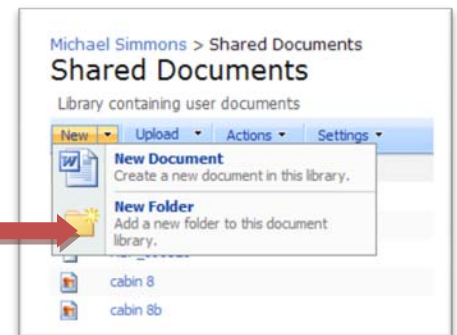



Either choose a well-known location such as your desktop or My Documents or simply take note of where the program is putting the folder. Choose the template type, and then choose “Export”. Picasa will then create a web album folder containing the entire album. In the example on the left, SimpleViewer is the selected template. This template does not come standard with Picasa, but must be installed. SimpleViewer is a free template. Instructions on installing SimpleViewer can be found online.

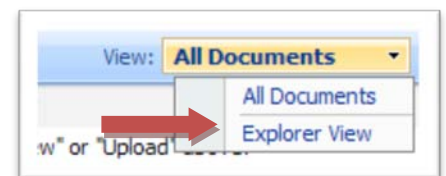


Now upload this album to your teacher website. It is important that you leave the contents of the folder intact as everything within the folder is interconnected so avoid messing with files inside the folder.

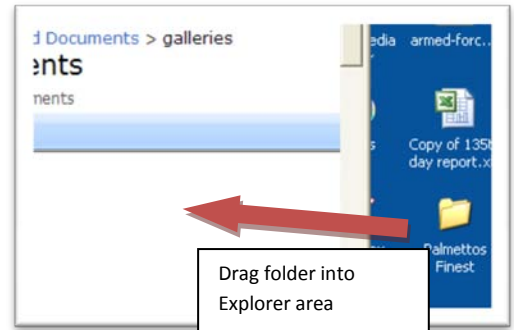
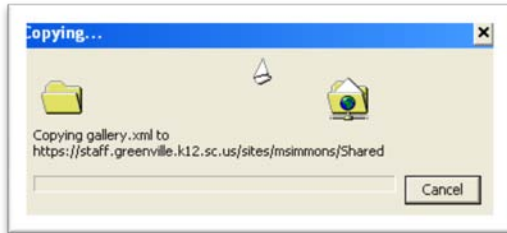
1. Create a new page at your website and name is something like, “My Web Albums”.
2. Now go to Lists and Libraries and click on “Shared Documents”.
3. Select “New”, then “New Folder” and name this folder something like “galleries”.
4. Double-click on the “galleries” folder to open it (it will be empty).
5. On the right side of the page you will see “View” and “All Documents”. Use the drop-down arrow to change the view from “All Documents” to “Explore View”. This will open up an area into which you may drag files.



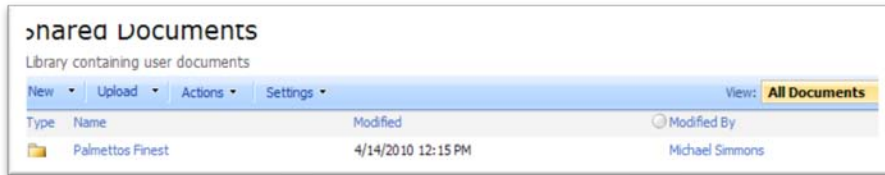
6. Restore down  the window (reduce the window size) so that you can see the web gallery folder which Picasa created and this “Explore View”.



7. Drag the entire folder into the “Explore View” area. The process will take some time depending upon the number of pictures in your gallery.



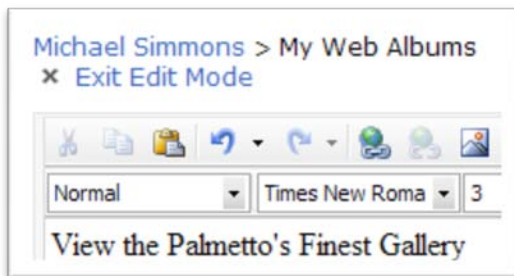
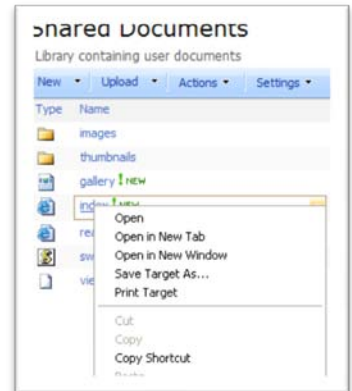
8. Once this is complete, then change from “Explore View” back to “All Documents”.



9. Double-click on the gallery folder to open its contents.
10. Now “right-click” on the index file and choose, “Copy Shortcut”.



11. Now go to the new page you created at the beginning (#1). In my example it is named “My Web Albums”.
12. Click “Edit Page”. In the editor type the name you want to use to link to your gallery.



13. Select the text you want to hyperlink and choose the hyperlink manager button.
14. Select the “http://” in the URL field and paste the shortcut you copied in #9 by holding down the control button on your keyboard while pressing the “v” key. This will paste the link to the web gallery. Then in the same window, choose the “Target” drop-down and select “New Window” so that when the link is clicked on, it will open the gallery in a new window.
15. Additional galleries may be hyperlinked from this page as they are produced.

