# Table of Contents

1. Introduction .................................................................................................................. 3
2. Terminology ................................................................................................................... 4
3. Gallery Basics ............................................................................................................... 5
4. Creating a Gallery ......................................................................................................... 8
5. Gallery Options ........................................................................................................... 9
   5.1 Background color or image ....................................................................................... 9
   5.2 Image alignment ...................................................................................................... 9
   5.3 Row and column options ....................................................................................... 10
   5.4 Thumbnail ordering ............................................................................................... 10
6. Adding and Removing Gallery Images ........................................................................ 10
7. Replacing Photo Markers ............................................................................................ 11
8. Gallery Size and Shape ............................................................................................... 11
9. Advanced Gallery Options ......................................................................................... 13
10. Using Photo Markers with Multimedia Hotspot Content ........................................... 13
1 Introduction

What is a Gallery?
A Gallery is a special kind of interactive map that displays its hotspot markers in rows and columns. MapsAlive galleries are similar to other kinds of web galleries that you may be familiar with, but a MapsAlive gallery has all the power of a MapsAlive map.

Who is this guide for?
This guide is for anyone who wants to create a gallery to display photos, artwork, or other imagery.

How to get more information or assistance
If you need more details, a better explanation, or just a little bit of hand-holding, we are here to help. Please email questions to support@mapsalive.com.

You can find other MapsAlive User Guides at http://www.mapsalive.com/LearningCenter.
2 Terminology

MapsAlive
MapsAlive is a web application that runs in your PC or Mac browser with a high-speed internet connection. There is no software to install and you are always using the latest version.

Tour Builder
The MapsAlive Tour Builder is where you create, edit, and publish interactive maps. When you login to your MapsAlive account you can use the Tour Builder to upload map images and photos, enter text, create hotspots, choose layouts, and set the appearance and behavior of your interactive maps.

Tour
A tour is one or more interactive maps and data sheets that are usually related to each other. Many tours might only have one map. Other tours, like a house tour, might have several floor plans together in one tour to let a prospective buyer explore the house. You publish your tour when you are ready for other people to use them.

Map
A map is a component of your tour that serves as a container for a single map image, the map’s hotspots and hotspot content. You upload a map image and add hotspots to the map using the Tour Builder.

Data sheet
A data sheet contains photos, text and other information related to your tour, but it has no map. A data sheet might be used to display introductory text, contact information, specifications, or similar non-interactive content.

Map Image
A map image can be any image such as a diagram, floor plan, geographic map, or even a photograph. You can think of it as a background layer beneath a layer of hotspots. You upload one map image for each map in your tour.

Hotspot
A hotspot is a location on an interactive map that shows content associated with that location when the mouse moves over it, off of it, or clicks it. The size, shape, and appearance of a hotspot are indicated by a marker.

Hotspot Content
Hotspot content is the information associated with a specific hotspot such as photos, text, and videos. When the mouse moves onto or clicks a hotspot, the content displays. A hotspot can also have an action associated with it.

Marker
A marker can be an image (like an arrow), a visible shape (like a rectangle or polygon), or an invisible shape, that marks the presence of a hotspot on a map. Each hotspot on a map has a marker associated with it. The marker can be unique to one hotspot or the marker can be used by several hotspots.

Tiled versus Popup Content
Tiled content means that your hotspot content displays alongside the map – both the content and the map display within the rectangular canvas area. Popup content is hotspot content that displays in a rectangular area that pops up on top of your map when you mouse over a hotspot on the map.

Canvas
Every tour has a canvas area that displays one map or data sheet. For maps with tiled content, the canvas area contains the map image and the hotspot content. For maps with popup content, the canvas area contains only the map image. For data sheets, the canvas area contains the photo and text for the data sheet.
3 Gallery Basics

Galleries let you quickly create an interactive grid of photos, drawings, or artwork. When you add images to a gallery, MapsAlive automatically creates thumbnails from each image and places them on a background. When you mouse over the thumbnail, a larger image displays. You can customize the look of the thumbnails and backgrounds.

How a gallery is different from a map
A MapsAlive gallery has all the power and features of a map, but the markers are arranged automatically for you in a grid. Whenever you add or remove a hotspot from the gallery, MapsAlive automatically adds it to or removes it from the grid.

MapsAlive galleries compared to other web galleries
Most web galleries let you click a thumbnail to display an image, but that’s about it. A MapsAlive gallery is interactive and virtually every feature of MapsAlive is available. For example, you can use Photo markers and Marker Styles to control the appearance, special effects, and behavior of the thumbnails. You can display your photos or artwork in popups or in a tiled layout. The images that appear when you mouse over a thumbnail can also include formatted text with hyperlinks. You can even add mouse actions that execute when you mouse over or click a thumbnail.

Gallery content
Typically you use an image as the content for a gallery hotspot. But you can also use an image and text as you would with a map hotspot. You can even use only text as the displayed content by choosing a text-only template, but still uploading an image to appear as the thumbnail.

Photo markers
The thumbnails in a gallery are photo markers. A photo marker is a hotspot that looks like the image it represents. If you want to use a photo marker with a hotspot that has multimedia content instead of an image, see section 10 to learn how.

Note that you can use any kind of marker in a gallery, but photo markers are most commonly used. To learn about photo markers, see the MapsAlive User Guide for Hotspots and Markers.

In this user guide, photo markers are sometimes referred to as thumbnails or as images.
Gallery screenshots
Below are nine screen shots of galleries that use the same set of photographs. The following page tells you what options were used to create these samples.

Figure 1 - Screen shots of the same images presented in 9 different galleries
Options used for the gallery screenshots shown above

This section provides a brief explanation of the options that were used to create the gallery screenshots on the previous page. The numbered paragraphs below correspond to the blue numbers at the upper left corner of each screenshot.

1. The images are uncropped and scaled to 7% of the actual image size so you can tell the relative sizes of the original images. For example, the dog is larger than the ice skater because the dimensions of the dog image are greater than the dimensions of the ice skater image. Each image is centered horizontally and vertically.

2. The images are cropped from their center in 120x120 pixel squares surrounded by a 4 pixel gold matte. They are separated in the gallery by 1 pixel that lets the white background show through.

3. The images are in 60x60 pixel squares with a dark gray fill color. The images are not cropped so you see the entire photo. Wide images are aligned at the top and tall images are aligned at the left. They are separated in the gallery by 1 pixel to let the white background show through.

4. The images are in 50x50 pixel squares surrounded by a 7 pixel beige matte with a 2 pixel dark brown border. They are cropped from the center and appear using the sepia special effect. They are separated in the gallery by 6 pixels that lets the light tan background show through.

5. The images are in 80x40 pixel rectangles that butt against each other in the gallery. They are cropped from the center with a 2x crop factor.

6. The images are in 80x80 pixel squares surrounded by a 4 pixel transparent matte with a 2 pixel black border. They are cropped from the center with a 3x crop factor. The markers have a drop shadow and are widely spaced in the gallery.

7. The images are uncropped and scaled to fit centered within an 80x80 pixel square with a white fill. They use the black and white special effect.

8. The images are in 50x50 pixel squares surrounded by a 2 pixel white matte with a 2 pixel gray border. They are cropped from the center and are widely spaced in the gallery. The gallery has a repeating background image of music notes.

9. The images are in 80x80 pixel squares surrounded by a 2 pixel white matte with a 2 pixel black border. There is no spacing between the images. They are cropped from the right side with a 2x crop factor. They use the black and white negative special effect.
4 Creating a Gallery

Follow the instructions below to create a gallery in a new tour. Or to add a gallery to an existing tour, choose New > Gallery in the menu and then follow the instructions below starting at step 4.

1. Choose New > Tour in the menu.
2. On the Create New Tour screen:
   a. Choose the Gallery radio button.
   b. Click the Continue button.
3. On the New Tour Setup screen:
   a. Choose the options you want.
   b. Click Continue to Gallery Setup.
4. On the New Gallery Setup screen:
   a. Choose the options you want.
   b. Click Continue.
5. On the Import Photos screen:
   a. Browse for a zip file containing images and then click the Import button.
      OR
   b. Click the Sample Photos icon to import sample photos.
      OR
   c. Add new hotspots and upload photos one at a time, then choose Gallery > Go to Gallery in the menu.
6. On the Gallery screen:
   a. Click Tour Preview to see the gallery and try using it.

As you can see, creating a gallery is easy. If you followed the instructions above, you’ll have noticed several options along the way that we didn’t discuss because most are the same options you choose when creating a map. That’s because a gallery is really just a special kind of map that doesn’t require a map image and that has its markers laid out in rows and columns. Most map options are available with galleries – for example, you can have the hotspot content appears in popups or in a tiled layout when you mouse over a thumbnail in the gallery. Gallery specific options are covered in the next section.

---

An Important Note for Photographers

For highest image quality, upload or import jpg images having the same dimensions as your tour layout. For example, if your tour's image area is 600 x 400 then upload images that are 600 x 400. When you do this, the image MapsAlive displays will be identical to what you uploaded and its EXIF data such as a copyright notice will be preserved. If you upload an image having larger dimensions, MapsAlive will scale the image to fit. Due to the nature of jpg images which degrade a little bit every time they are saved, a scaled image may not look quite as good as the original nor will its EXIF data be preserved. You can see the image area dimensions in the Preview area on the Advanced Tour Layout screen (tiled layouts) and on the Popup Size and Appearance screens (popup layouts). The dimensions are shown in red in the center of the Image Area. Note that those dimensions may change if you change other options such as margins.
5  Gallery Options
The Gallery screen presents a number of options (see figure below) that let you control how the gallery’s rows and columns are laid out and how the thumbnail images are aligned within each cell of the grid. The screen also lets you specify the order from left to right, top to bottom, in which hotspot markers appear.

![Figure 2 - Options on the Gallery screen](image)

5.1 Background color or image
You can choose any solid color for your gallery background. If you want your gallery to have a background image, you can upload one by choosing Gallery > Choose Background Image in the menu. You can choose to have the image be centered or to appear in the top left corner.

You can also choose to have the image repeat as is shown in screen shot 8 in Figure 1 above. That screen shot uses the image shown at right with Repeat chosen for the Background Image option.

The background color or image that you choose will show in the gallery’s margins and in the spaces between rows and columns.

5.2 Image alignment
The Vertical Align and Horizontal Align dropdowns let you choose how your thumbnail images are aligned within the gallery’s cells. The size and shape of the cells are determined by the height of the rows, the width of the columns, and the spacing between rows and columns. Depending on which values you choose for those options, the cells can be square, tall, or wide.

You use the alignment options when the thumbnail won’t fill the entire cell. For example, in screen shot 3 in Figure 1 above, the cells are square, but some of the images are wide or tall. Wide images are aligned at the top and tall images are aligned at left.
5.3 Row and column options
You have several options for controlling the gallery’s rows and columns.

The text box fields in the Margins and Spacing section let you control how much space appears around and between the hotspots in the gallery. When the Auto Row Spacing option is checked, the Top Margin is also used for the bottom margin and the Row Spacing value is treated as the minimum row spacing. When the Auto Column Spacing option is checked, the Left Margin is also used for the right margin and the Column Spacing value is treated as the minimum column spacing.

When you check the Auto Row Spacing and Auto Column Spacing boxes, MapsAlive will automatically lay out the rows and columns to fill the gallery area with as many markers as will fit. Any markers that won’t fit will not appear in the gallery.

When you check the Fixed Row Height and Fixed Column Width boxes, MapsAlive will calculate the row height and column width for all rows and columns based on the height of the tallest image and the width of the widest image.

5.4 Thumbnail ordering
The order in which thumbnails appear in the gallery is shown in the Hotspot Order list on the Gallery screen (to the right of the gallery preview). The thumbnails for the hotspots listed are displayed left to right, top to bottom, in the gallery. You can change the order by using the up and down arrows or by dragging the items in the list.

When you click a hotspot title in the list, its marker gets selected in the gallery and vice versa. All hotspots belonging to a gallery will appear in the Hotspot Order list even if they don’t fit in the gallery.

6 Adding and Removing Gallery Images
If you know ahead of time which images you want in your gallery, you can zip them all up and upload them when you create the gallery (see step 5a in section 4 above). But you can add more images to a gallery at any time.

There are two ways to add images. You can import more images from a zip file by choosing Tour > Import > Photos from Zip in the menu or you can add hotspots in the usual way by choosing New > Hotspot in the menu. When you import or upload images for hotspots, they are automatically placed in the gallery if there is enough room.

You can delete images one at a time by deleting the corresponding hotspots. You can delete multiple images at once by choosing Gallery > Delete Hotspots in the menu and then checking the box next to each hotspot you want to delete.
Replacing Photo Markers

One of the most common things you'll find yourself doing with galleries is trying different photo markers to see which one gives you the look you like best. In Figure 1 above, nine different kinds of photo markers were used to create the nine different screen shots. Fortunately, replacing the photo marker for every image in your gallery is easy. Just choose Gallery > Replace > Markers in the menu. Choose a new marker from the list, click the Check All link, and then click the Replace button.

Photos markers versus marker styles

If you are an experienced MapsAlive user, you might be tempted to choose Replace > Marker Styles instead of Replace > Markers because that’s a common thing to do when working with shape markers. For example, to give a new look to a world map of countries, you’d replace the marker style for the country shapes; however, on a country map, every marker is different (there’s one marker for Canada, another for Greece, and so on). But in a typical gallery, every thumbnail uses the same marker, but because it’s a photo marker, each thumbnail shows a different image. Thus for galleries, you will often use Replace > Markers instead of Replace > Marker Styles.

If you do in fact want to change the marker style for the photo marker that your gallery uses, then you would simply choose that photo marker from the Marker Library and then give it a new marker style. Or you might just edit the existing marker style for that photo marker.

Using more than one kind of photo marker

We said in the previous section that in a typical gallery, every thumbnail uses the same marker, but that’s not a requirement. Each hotspot in a gallery can have any kind of marker you like. They don’t even have to be photo markers. A typical gallery uses the same photo marker for every hotspot because it’s easy and guarantees a consistent look. There are times, however where it makes sense to use different markers. A good example is when you are using the photo marker crop feature and you want to control cropping on an image by image basis. One image might look best when cropped centered, another when cropped from the right, or another when cropped from the lower left. You could create separate photo markers for each case and use whichever one works best for a particular image.

Gallery Size and Shape

When you create a new tour for a map, MapsAlive analyzes the size and shape of the map image and attempts to choose a suitable tour size and layout for you. It can’t do that with a gallery because there is no map image to analyze. Furthermore, the photo marker you choose for your gallery hotspots combined with the options you choose for gallery rows and columns, dictate how many thumbnails will fit in a given gallery area. As a result, you may find that when you first create a new gallery, its initial size (width and height) and shape (square, tall, or wide) might not be what you envisioned. With a little bit of planning plus some trial and error, you can adjust the gallery to be exactly the size and shape you want.
Start with the tour size and layout
The best way to start is to first decide exactly how big the gallery should be and then set the tour size and layout accordingly. If you aren’t sure of the exact dimensions, take a first guess and then adjust them later to make the gallery a little bigger or smaller as necessary.

You set the tour size by choosing Layout > Advanced Tour Layout in the menu. If the gallery will display content in a popup, you don’t have to worry about the layout. Otherwise you can select a tiled layout by choosing Layout > Template Choices in the menu. To learn more about tour size and layout, see the MapsAlive User Guide for Tour Layout.

Choose gallery options
Once your tour size and layout are locked down, you only need to be concerned with how your thumbnails appear within the gallery area of the tour. An easy way to simply fill the gallery left to right and top to bottom is to check both the Auto Row Spacing and Auto Column Spacing options on the Gallery screen. If you need more control over row and column spacing, choose the options you need and then see where adjustments need to be made.

The two problems you will most commonly encounter is that either some hotspots don’t fit, or that there is too much blank space on the right or on the bottom of the gallery area.

Making all the hotspots fit
If all of your hotspots won’t fit you have three choices:

- Make the gallery wider and/taller by changing your tour size or layout.
- Use less spacing between the rows and/or columns, or use a smaller top and/or left margin.
- Use a smaller photo marker

Eliminating blank space on the right or bottom
Once you get all of your hotspots to fit you may still find that you have too much space on the right side or bottom of the gallery. To correct this, you can fine tune using the same techniques used to make all the hotspots fit: adjust the tour size, the margins and spacing, and the photo marker size.

Create a gallery template
If you plan to create a lot of galleries that are all the same size, you might want to consider creating a “template” that you can use as a starting place when you create the next gallery. To do this, first create a gallery that is just right using the techniques described above and then archive the tour. When you want to create the next gallery, import the archive and replace the images with the ones you want in the new gallery. You archive a tour by choosing Tour > Export in the menu and then clicking the Archive Tour link.

Alternatively, you can simply duplicate a gallery you like and then replace its images. You duplicate a tour by choosing Tour > Duplicate Tour in the menu.

Note that to use the archive or duplicate features, you must have a MapsAlive Pro Plan.
9  **Advanced Gallery Options**
Many of the same advanced options that are available for maps are available for galleries. For example, you can have the gallery display as a slide show when it first loads. To see the advanced options, choose  
**Gallery > Advanced Gallery Options** in the menu.

10  **Using Photo Markers with Multimedia Hotspot Content**
A photo marker is a hotspot that looks like the image that was uploaded for its hotspot content. But what if you want to use a photo marker for a hotspot that has multimedia content like video? This section explains how.

To use a photo marker with multimedia content you need to upload a photo for the hotspot and you need to paste in the embed code for the multimedia content. However, the **Edit Hotspot Content** screen only lets you do one or the other. Here’s how you do both.

1. Go to the **Edit Hotspot Content** screen for the hotspot you are interested in.
2. Make sure a photo marker is selected in the **Marker** dropdown.
3. Copy your embed code from the **Multimedia** text area and paste it into a temporary location.
4. Change the **Media** dropdown from **Multimedia** to **Photo**
5. Press **OK** on the dialog that warns that the multimedia HTML will be removed.
6. Upload the photo you want for the marker.
7. Change the **Media** dropdown back to **Multimedia**.
8. Press **OK** on the dialog that warns that the photo will be removed.
9. Paste the embed code that you copied in step 3 into the **Multimedia** text area.
10. Use **Tour Preview** to see your new marker and its content.

MapsAlive will use the photo you upload in step 6 as the image for the marker thumbnail. When you mouse over that marker, the multimedia content you provide in step 9 will display.

**How to change the photo marker image**
To change the image for a photo marker that is being used with multimedia content, simply repeat all of the steps above.

Before you change the **Media** dropdown from **Multimedia** to **Photo** make a copy of your embed code because it will get deleted in step 4. You can paste the copy into a temporary document or text editor for safe keeping until you need it in step 9.