

# Image (Visuals)

## Spreadsheet Format

Host images online. In Visuals, you can either add a single image or create an image gallery.

To upload a single image, enter the URL into the "URL of image" field. Use spreadsheets for image galleries. Each row of the spreadsheet defines an image in the gallery.

	Column 1	Column 2	Column 3
Data format	plain text	plain text	plain text
Content	The image's URL  <b>Note:</b> <ul style="list-style-type: none"><li>• Use a URL available to the public</li></ul>	A title for the image	A description for the image
Optional		x	x

## Image Customization Options

### Width of image

- The image's height changes proportionally; this keeps the image's aspect ratio

### Visibility

sets the privacy of your image

- **private:** available to group members only
- **public:** available to all site members

## Slideshow Customization Options

### Width of image

sets the width of the image gallery

- This tool crops images inside of the gallery that exceed this width

### Transition style

determines how the image gallery transitions from one image to the next

### Show full image?

- Either: show only thumbnails
- Or: Use the default setting and show both thumbnails and one full image

### Show slideshow?

controls the "Start" and "Stop" buttons in the bottom right of the image gallery

- Turns buttons on and off

Thumbnail height

sets the height of thumbnail images