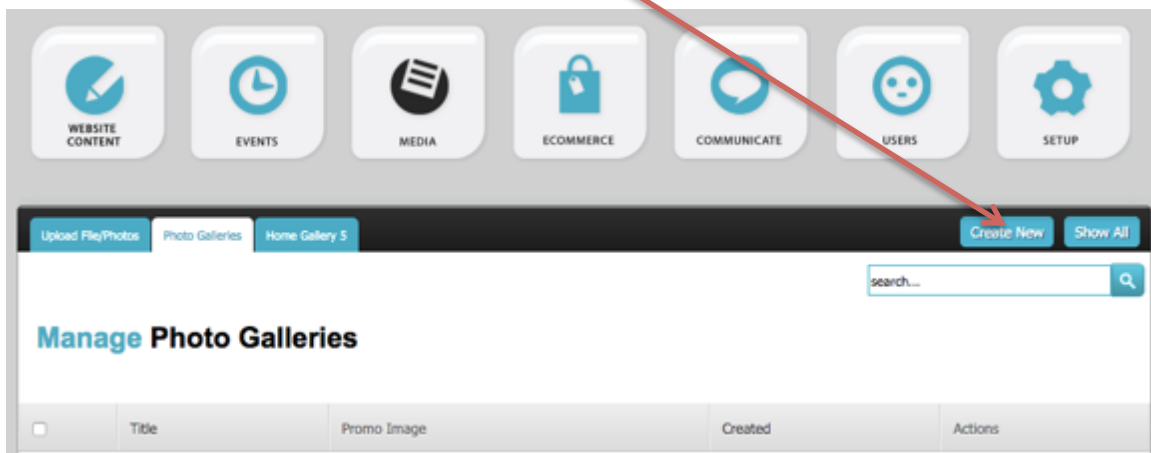


# Creating a photo gallery

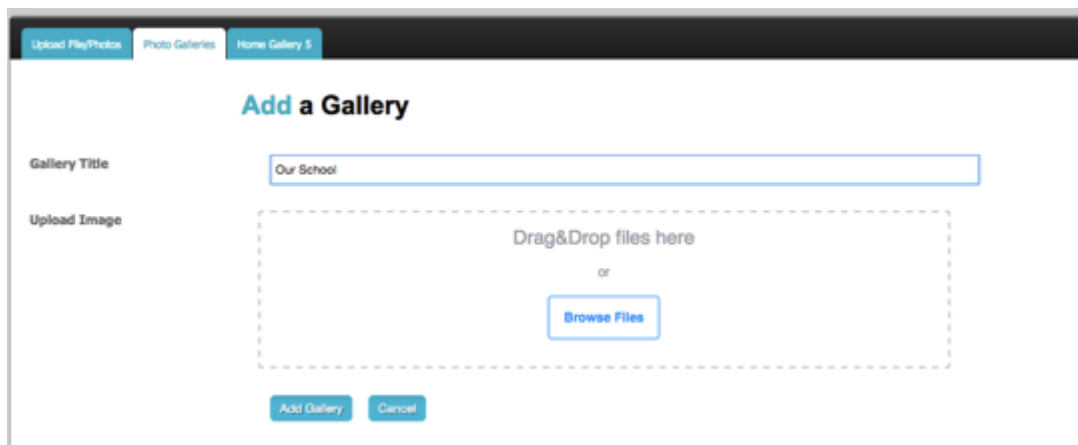
1 / 5

Photo galleries have never been easier to create with our new drag and drop option for creating galleries.

1. Have a folder of images for your gallery ready on your computer. They can be any size and any orientation (landscape or portrait).
2. MEDIA – Photo Galleries - Create New.

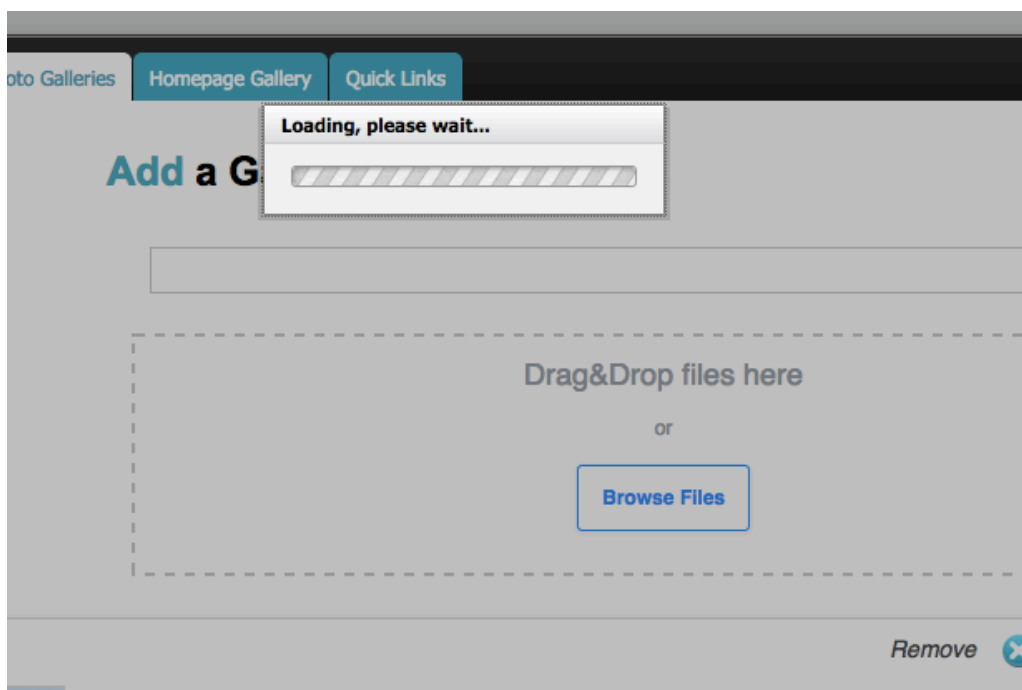
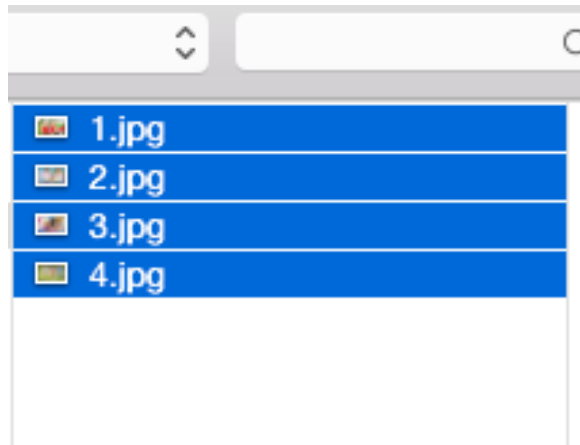


3. You can choose to either drag and drop images into your gallery – or browse your computer for the images.



# Creating a photo gallery

4. Select the images in the folder for your gallery and drop them into your create gallery page.



5. It may take a minute or two to load.

# Creating a photo gallery

The screenshot displays a user interface for creating a photo gallery. It features four rows, each representing an image to be added. Each row contains a small image thumbnail on the left, a 'Remove' button with a blue 'x' icon on the right, and a 'Promo Image' checkbox in the center. Below the 'Promo Image' checkbox is a 'Title' label followed by an empty text input field. At the bottom of the interface, there are two buttons: 'Add Gallery' and 'Cancel'.

6. Once loaded, you can choose a promo image if you like (this will be the first image in your gallery) and you can choose to add titles to some or all of the images. Then click on ADD Gallery at the bottom of the page.

# Creating a photo gallery

7. Go to WEBSITE CONTENT – Pages, and find the page you wish to house the new gallery (or create a new page for the gallery). In the options at the bottom of the page, you will see INSERT PHOTO GALLERY, choose your new gallery from the menu.

**Publish Page?**  *Tick this box to publish this page, that is to be viewed publicly or privately, leave untick*

**Insert Photo Gallery**   *Insert a photo gallery with the page if applicable. Galleries created in i*

**Section**   *Choose the sections you would like to appear in*

**Access Type**   *Choose public or private and select the group that can*

---

**Show in navigation?**

**Publish Page?**  *Tick this box to publish this page, that is to be viewed publicly or privately, leave untick*

**Insert Photo Gallery**   *Insert a photo gallery with the page if applicable. Galleries created in i*

**Widget**   *Choose the sections you would like to appear in the side navigation*

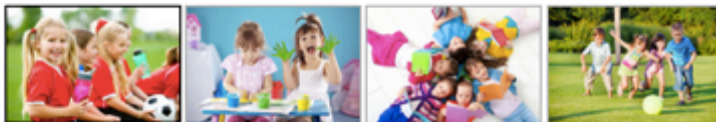
Contact Us  Sort Order

8. Scroll to the bottom and hit SUBMIT – then visit your site to see your new gallery!

# Creating a photo gallery

## CREATING A PAGE

---



This guide will help you to create a page and insert it into the Navigation of your site.

**This is a test PDF.**

### PLEASE NOTE:

Photos these days are taken at extremely high quality on cameras and phones. These can take some time to upload. You may wish to reduce them to 50% of their original size to load them quicker into your site. To the naked eye – they look the same, but the upload of them takes a fraction of the time! Do a search for Image Compression Online and you will find some useful tools for free.