



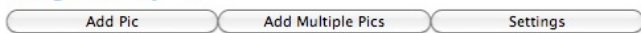
Adding and editing images using the Image Gallery.

Add images to an Image Gallery:

To add an image to a page you need first to ensure that you have at least one .jpg (or .jpeg) image on your computer ready to upload.

Choose an existing Image Gallery from 'pages' on your admin system (or add a new Image Gallery page) then click one of the 'Add' buttons:

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If adding **multiple images** you will be asked how many you want to add as a first step.

Add Multiple Pics

Image 1:

Title:

Image: No file chosen

Description:

Copyright:

Active: Yes No

For each image fill in the title, choose the image file to be uploaded from your computer and optionally set other information. Click 'Save' at the foot of the page to start uploading the images.

If you are only adding **one image** you will go directly to a page that looks much like an edit view, but without any information. You will need to fill in at least the 'title' and click to 'Choose File'. Then click 'Save' at the bottom of the page to add your image.

Editing an image:

Choose the page of your website in the admin system that features the relevant Image Gallery,

From the list of existing images click on the title of the image to edit:

Modify/Move/Delete Pic

Man	Active: Yes	▼	
Table display	Active: Yes	▲ ▼	
Table display	Active: Yes	▲ ▼	
Bowls and vases	Active: Yes	▲ ▼	's

On the Move / Modify / Delete Pic page make any changes and click 'Save' at the bottom of the page.

You can delete the existing image, add additional images, change the title of a work and change other details. You can also make an image 'inactive' (hide it from public view) by clicking 'No' next to 'Active'.

To **re-order an image** in the thumbnail view: In the list click the 'up' or 'down' arrow at the right hand end of the relevant image row. You may need to click a number of times to get the order you want.

To **delete an image** click on the 'waste bin' icon at the far right of the relevant image row.

Images suitable for upload:

Make sure that images you upload have a file size less than 2mb (megabytes). If they are larger than this the upload will take a long time and then fail. It is a good idea to save a copy of any image specially prepared before uploading it from your computer. To do this resize your image to no larger than 1000 pixels in the longest dimension and save it as a JPEG (making sure it has a .jpg file extension). Set the quality to medium-high. (Not 'best' as this will dramatically increase the file size.)

Other settings :

'Alt' is alternative text used by screen readers and to describe a picture. Not required, but it is a good idea to repeat the title here.

'Move to page' re-allocates an image to another Image Gallery page if you have more than one.

'Move to Group' associates the current image as an additional choice with the one you select.