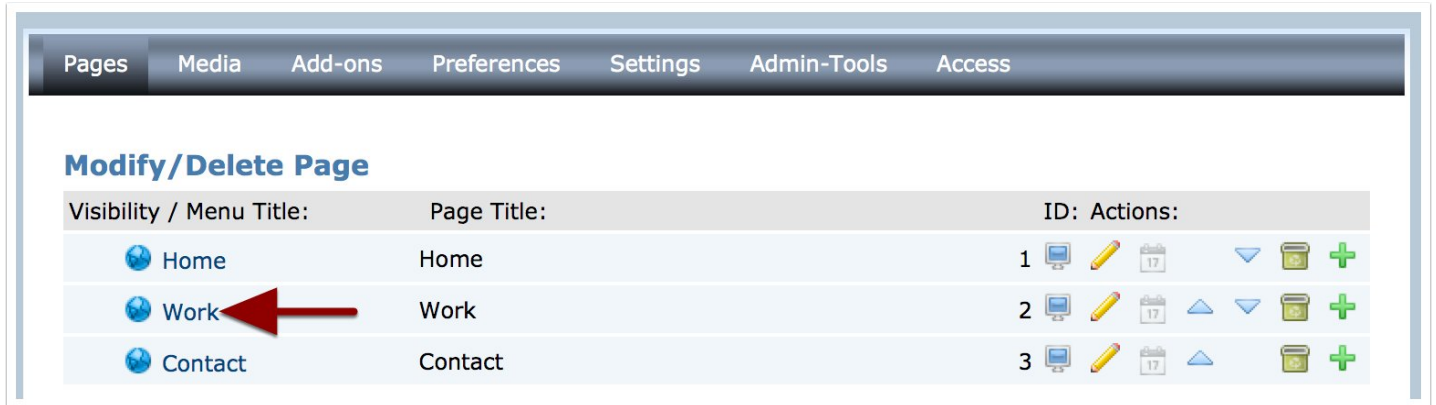
























## Editing an existing gallery

Log in to the admin system and click 'Pages' then choose your galleries page title from the list.

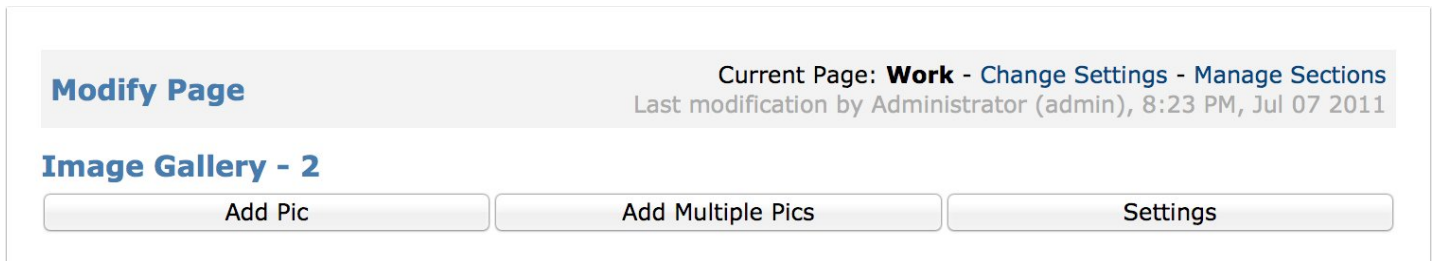


The screenshot shows the 'Pages' menu in the admin system. The 'Modify/Delete Page' section contains a table with the following data:

Visibility / Menu Title:	Page Title:	ID:	Actions:
 Home	Home	1	     
 Work	Work	2	      
 Contact	Contact	3	     

## Add an image

On the edit page click the 'Add Pic' button



The screenshot shows the 'Modify Page' section for the 'Work' page. The 'Image Gallery - 2' section is visible, containing the following buttons:

- Add Pic
- Add Multiple Pics
- Settings

## Enter details to accompany new picture

Give the image a title (may appear under thumbnail images - so keep short!).

Alt title is to help search engines understand your image and is not visible on the page. Repeat the title or add one or two words which are more descriptive. Still best to keep this short.

Further down the edit page there is a free text area where further details about an image may be entered. This information will display under the enlarged (detail) view of the image.

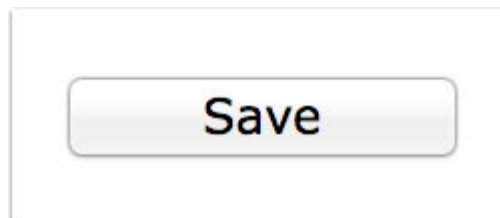
Click the 'Browse' button to select an image on your computer to upload to the website. It will be re-sized for the thumbnail and the enlargement when uploaded. Source images must be .jpg format and should be no larger than around 2mb. If you try a larger file and it fails to upload just re-size it using whatever tools you have available on your computer (or a website such as [pixlr.com](http://pixlr.com)) and try again.

### Modify/Move/Delete Pic

<b>Title:</b>	<input type="text" value="Title of new image"/>
<b>Alt Title:</b>	<input type="text" value="new image"/>
<b>Image:</b>	<input type="button" value="Browse..."/> No file selected.
<b>Active:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

## Save your work

Click 'Save' at the foot of the edit page to save your work.



## More images.

Repeat this sequence to add further images.

## Re-ordering and deleting images

If you want to re-order images in a gallery click the small up or down arrow to the right next to the relevant item.













To delete an image click the small dustbin icon at the far right. (You cannot undo this action).

**Modify Page** Current Page: **Work** - [Change Settings](#) - [Manage Sections](#)  
Last modification by Administrator (admin), 8:23 PM, Jul 07 2011

**Image Gallery - 2**

[Add Pic](#) [Add Multiple Pics](#) [Settings](#)

**Modify/Move/Delete Pic**

 Lillies at Night	Active: Yes	▼	
 Alighting	Active: Yes	▲ ▼	
 Seabass	Active: Yes	▲ ▼	
 Yellowhammer on a Melon	Active: Yes	▲ ▼	
 Clementine	Active: Yes	▲ ▼	
 Blackbird	Active: Yes	▲ ▼	

## Adding a new Gallery Page

To add a new gallery choose 'Pages'. At the foot of the list of existing pages there is an area to add a new page.

Give your new page a title (this will appear on any menu, so keep it short)

Choose 'Image Gallery' from the drop-down list as the page type. (The default is WYSIWYG for a standard page of mixed text and images).

Set a Parent if you do not want the new page to be on the top level menu. Choose an existing page for which your new gallery can be a sub-category. If you leave it as 'None' the page will be on the menu assuming Cisibility is also 'Public'.

Leave visibility as 'Public' unless you want to hide the new page from the menu in which case set to 'hidden'. A hidden page is still live on your website, just not on the menu, so you will have to give people the full page address, or, more likely, add a hyperlink to the page from some text or an image elsewhere on your site.

### Add Page

Title:

Type:

Parent:

Visibility: