

DNBC Website: GALLERIES – how to add or edit

Galleries

A Gallery is a collection of images, usually of the same event. They can be displayed on any page or added to the GALLERIES menu item on the Home Page. Generally, galleries which include members of the public (eg. Country Week, Ladies Gala Day etc.) are added to the GALLERIES menu item. Galleries of images from internal club events (eg. Christmas Party, Melbourne Cup, Presentation Day) are added to a page accessed from the *Social Event Pictures* link on the Member Area sidebar.

Preparation of the gallery images

See help documents:

IMAGES – preparation before adding to the library

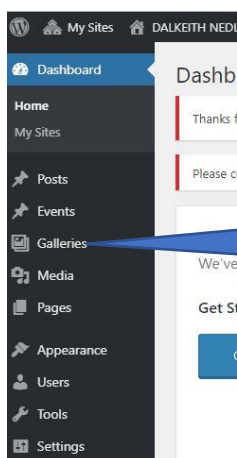
MEDIA LIBRARY- how to use

Before creating a gallery, all the images to be included should be added to the media library, preferably in a single folder or sub-folder.

In the list of media folders in the library are these two: *Site Gallery 1* and *Social*. Galleries to be shown on the public galleries should have their folder added as a sub-folder to the *Site Gallery* list; galleries to be included in the Member Area should have their folder added as a sub folder to the *Social* list.

Create the new folder then add all the prepared images to it.

Create the gallery



Click *Galleries* to display a list of all galleries.

To edit one of these galleries just click on the gallery name.

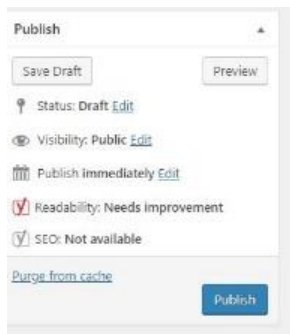
To add a gallery, click on *Add New* at the top of the Gallery page.

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The main steps to adding a gallery:

1. Enter a *Title* of the Gallery where the page shows **Enter title here**.
2. Enter some text if an explanation is required. Often the title will be enough. Whether text is entered or not, do enter *Please click on any image to start a slideshow* before adding the gallery.
3. Click *Add Media* to go to the media library.
4. In the media library, navigate to the folder that contains your images.
5. At the top left of the window click on item *Create a gallery*.
6. All images will now have an **X** at the top right corner. This is the last chance to remove any unwanted images – just click the **X** on those not wanted.
7. There is provision for adding a caption to each image – look below the picture.
8. When done, click *Insert gallery* at the bottom right. The system will return to the add new gallery page with the pictures inserted.

Preview and Publish

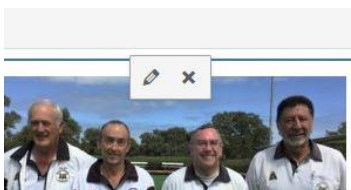


9. Click *Preview* to check how they look. While there, click on the first image to start a slideshow. Scroll through the pictures, then click anywhere on the background to exit the slideshow.

10. Return to the new gallery page (see how in note below) and click *Publish* to make the page visible on the website.



IMPORTANT: After a Preview, always click on the X on the Page tab at the top of the window, NOT on *Edit Page*.



If the new gallery does not look right, click anywhere in it then click the **X** at the top to remove. Start again at step 3.

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Make the new gallery accessible

Permalink: <http://www.dalkeithnbc.com.au/galleries/2599/> Edit

Right-click on the page address just under the title, then select *Copy Link Address*

It is a good idea to paste the link into Notepad or something like that so that it can be copied easily if you use the copy function for something else.

For galleries to be added to the member's social archive

1. Click on *Pages*
2. Search for *Member's Social Events*; when it shows click on the name.
3. You will find a list of past events with the latest on top. Place the mouse just in front of the first past event, press *Enter* to move the list down.
4. Now enter the name of the new picture gallery, followed by the date in brackets.
5. Highlight the event name only, click the  *Insert Link* tool.

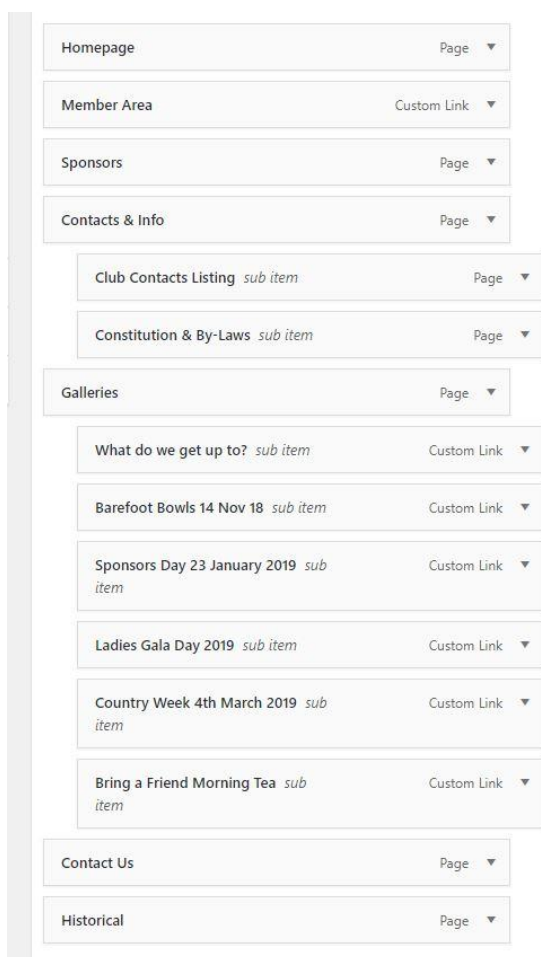
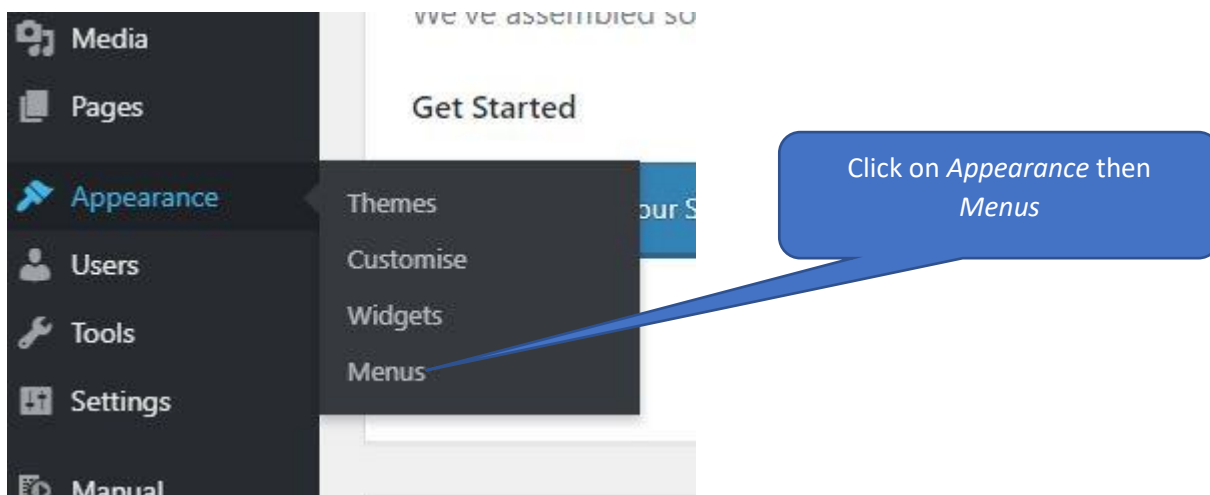


Paste the gallery address previously copied into the address area, click the save icon.

6. Click *Preview* to test the link.
7. Return to the page (see *Preview and Publish* above) and click *Publish*.

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For galleries to be added to the menu item GALLERIES



1. The picture at left is what will show; a list of menu items with the galleries listed under the main menu item *Galleries*. Notice the existing galleries are all offset to the right in sub-folders of the main menu item.
2. Click on *Custom Links* to the left of this section.
3. Paste the gallery address previously copied into the area labelled *URL*.
4. Enter a gallery name into area labelled *Link Text*.
5. Click *Add to Menu*.
6. Scroll down to the bottom of the menu where the new menu item will be found. Click and hold the new item, then drag it up to under the last of the gallery sub-menus, making sure it has the same offset.

7. Click *Save Menu* at the bottom right.
8. Now access the website to see if the new gallery sub-menu is displayed.