

How to Edit Your Image Gallery

Photo Gallery | Picture Gallery

Note: The terms photo gallery, Image gallery and picture gallery all mean the same thing.

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Image Gallery

- **Definition:** An image gallery or picture gallery is where a number of images can be uploaded which will then be shown on the web site in a predefined format.
- All GTP CMS sites have an area for uploading images that can be used or shown in an image gallery.
- Most new GTP web sites will have basic image gallery code available for use at www.yourdomain.com.au/gallery
- The image gallery styling may not be immediately suitable for your site. If this is the case additional investment is required to style the gallery to your desired requirements. Please ask for a quote.

Image Gallery Category Template

Your images can be split into categories

The first page that will load on entering the image gallery is a category page which by default will be styled similarly to the example shown here.

Clicking on an image or text will take you into that particular image gallery

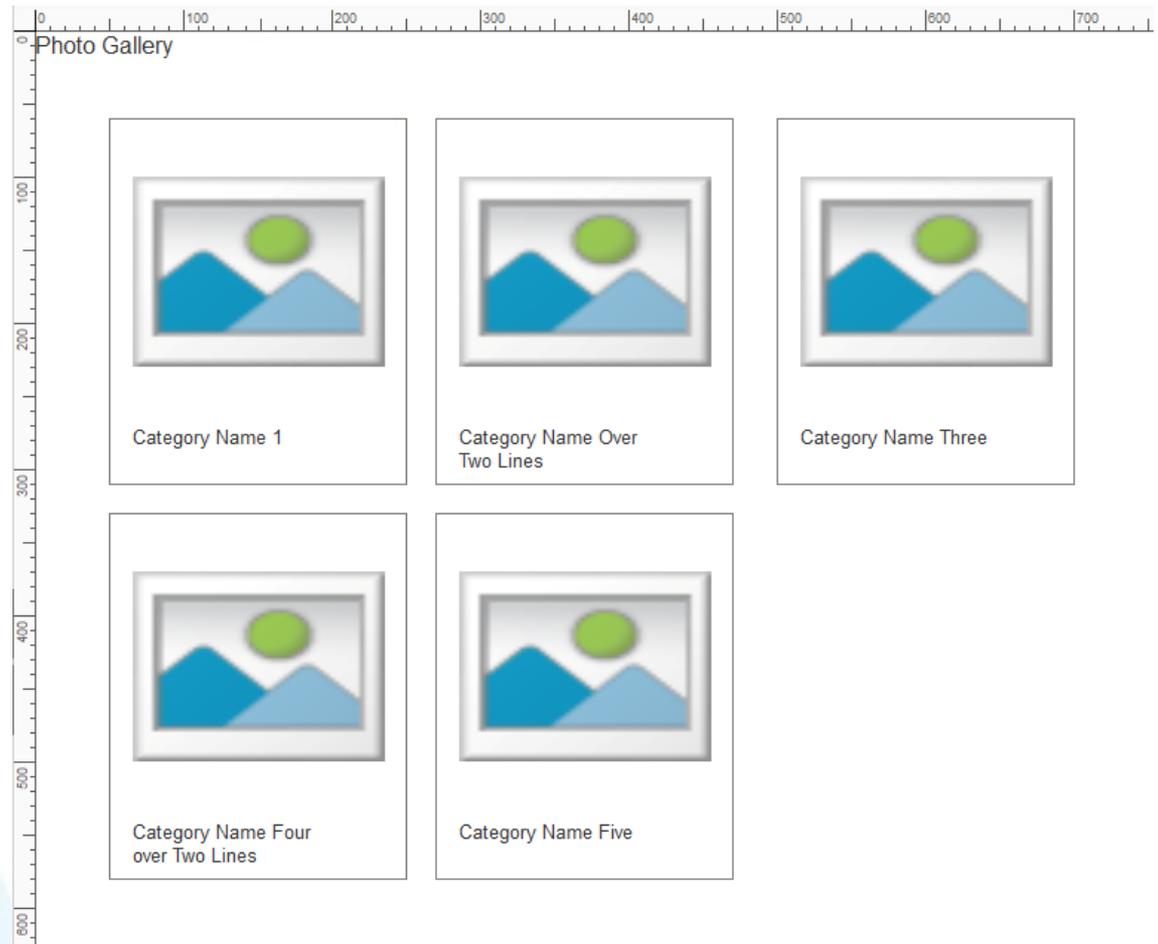


Image Gallery – Gallery Template

This is the default layout of the image gallery itself.

The image will usually change every few seconds

The thumbnail images appear below can be clicked on to load a larger image

If a short summary of the image has been entered then it will be displayed below the main image.

Category Name

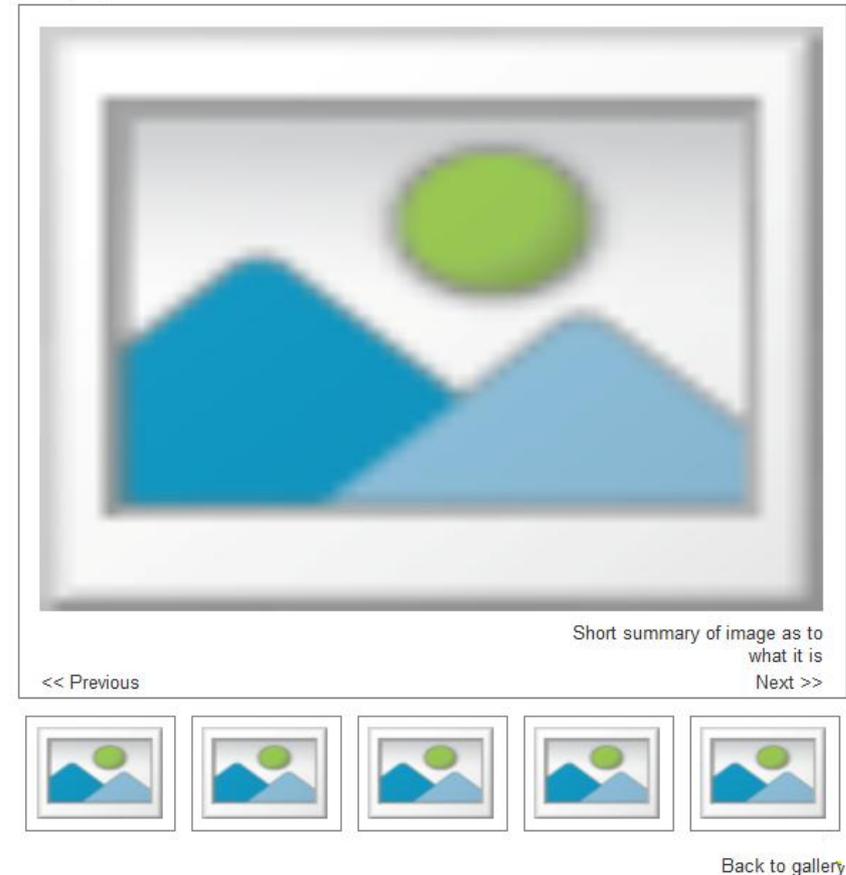
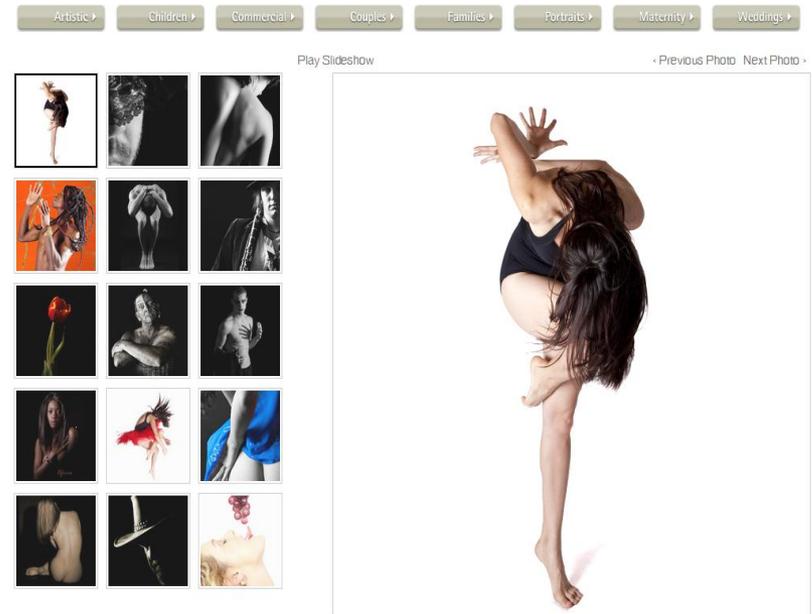


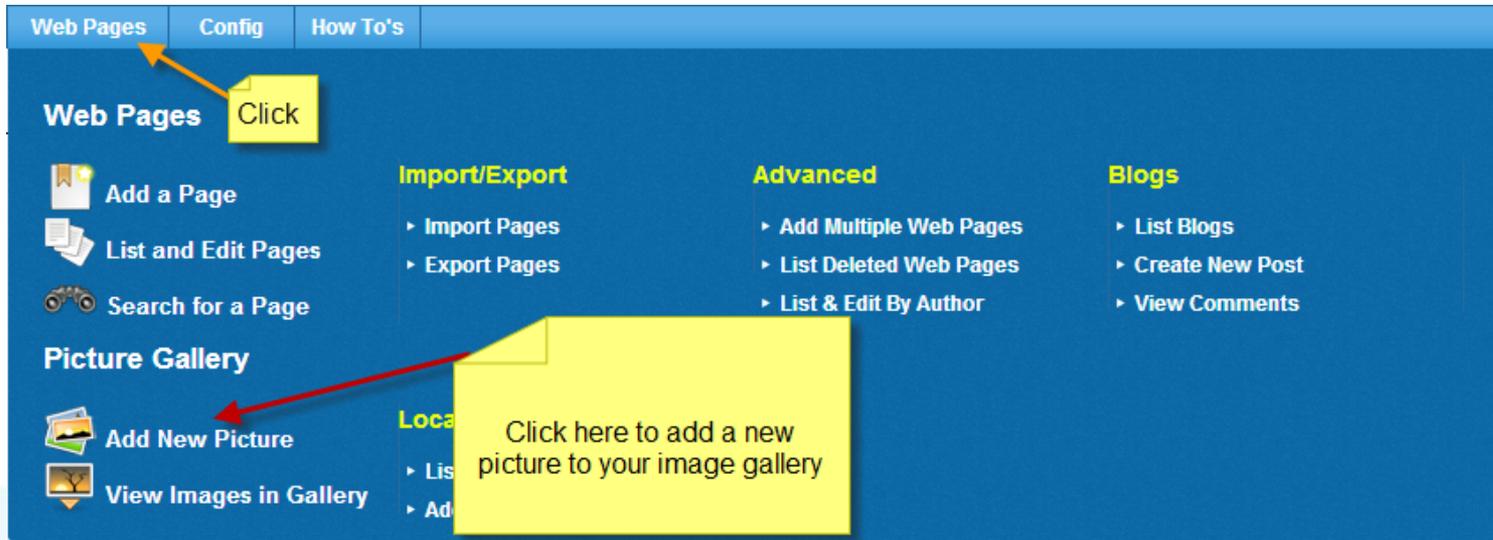
Image Gallery Example - Styled

- The example right is of an image gallery that has been styled differently to the default template.



How to Add Images to Your Image Gallery

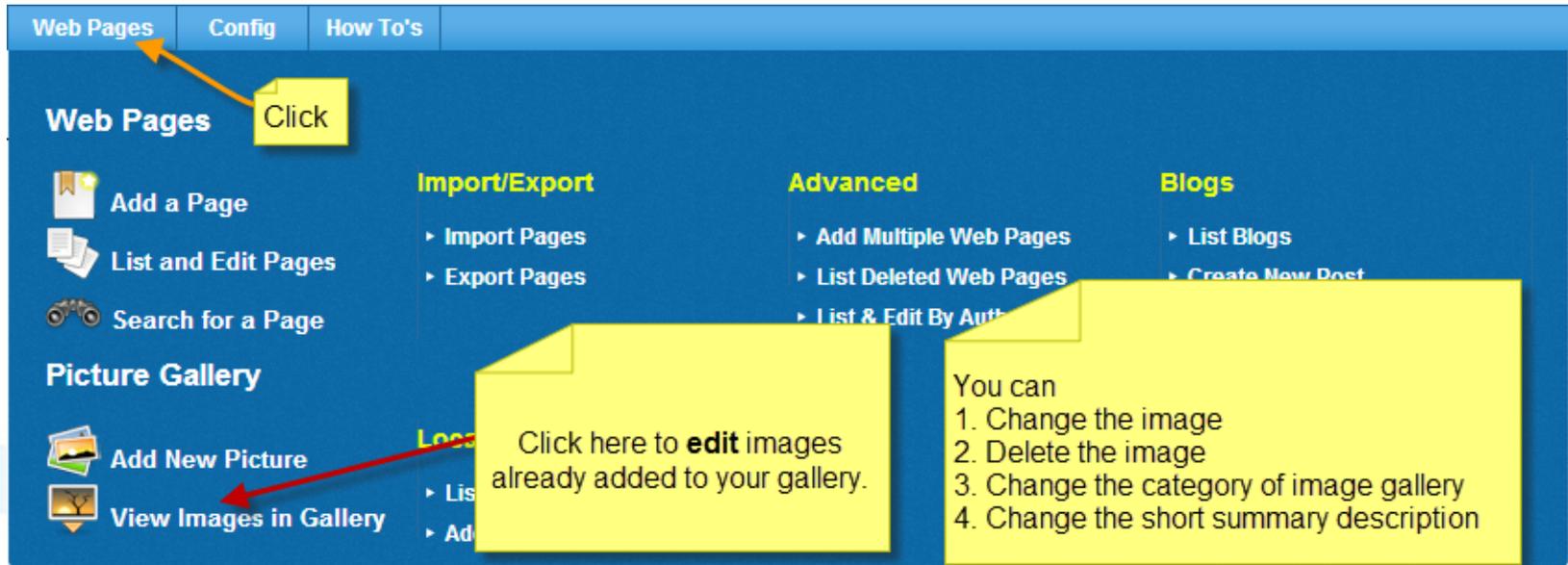
How to Insert Images into Your Image Gallery



- To **add** a new image click “Add New Picture”

Image gallery management is located under the “Web Pages” tab.

How to **Edit Images** already in Your Image Gallery

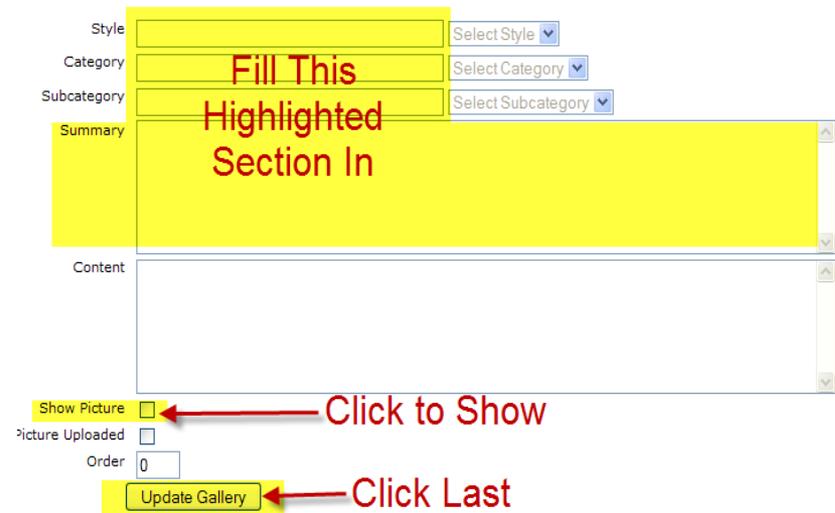


The screenshot shows a navigation menu with several sections. An orange arrow points to the 'Web Pages' tab, with a yellow callout box containing the text 'Click'. Below this, the 'Web Pages' section includes 'Add a Page', 'List and Edit Pages', and 'Search for a Page'. The 'Picture Gallery' section includes 'Add New Picture' and 'View Images in Gallery'. A red arrow points to 'View Images in Gallery'. A yellow callout box next to it says 'Click here to **edit** images already added to your gallery.' To the right, there are sections for 'Import/Export', 'Advanced', and 'Blogs'. A larger yellow callout box lists actions: 'You can 1. Change the image 2. Delete the image 3. Change the category of image gallery 4. Change the short summary description'.

To **edit** existing image entries click “View Images in Gallery”

Image Gallery - Adding A Picture

- To add a new image click “Add a Picture”
- Put in a descriptive heading for Style, Category and Subcategory.
- They can all be the same e.g. “Image Gallery” if you are stuck.
- Put in a summary description what the image is about.
- Click show Picture checkbox
- Click Update Gallery



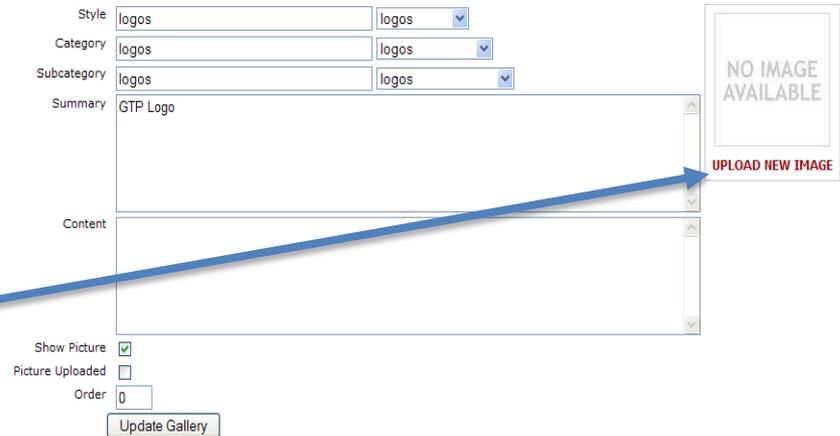
The screenshot shows a form for adding a new image to a gallery. The form fields are highlighted in yellow, and red arrows point to specific controls with instructions:

- Style:** A text input field with a dropdown menu labeled "Select Style".
- Category:** A text input field with a dropdown menu labeled "Select Category".
- Subcategory:** A text input field with a dropdown menu labeled "Select Subcategory".
- Summary:** A large text area containing the text "Highlighted Section In".
- Content:** A large empty text area.
- Show Picture:** A checkbox with a red arrow pointing to it and the text "Click to Show".
- Picture Uploaded:** A checkbox.
- Order:** A text input field containing the number "0".
- Update Gallery:** A button with a red arrow pointing to it and the text "Click Last".

Image Gallery - Adding A Picture

Uploading the Image

- After updating the gallery entry the page will return showing an *Upload New Image* panel
- Click the words “*Upload New Image*”



The screenshot shows a form for editing a gallery entry. The form includes the following fields:

- Style: logos (dropdown)
- Category: logos (dropdown)
- Subcategory: logos (dropdown)
- Summary: GTP Logo (text area)
- Content: (empty text area)
- Show Picture:
- Picture Uploaded:
- Order: 0 (text input)
- Update Gallery (button)

To the right of the form is a panel with the text "NO IMAGE AVAILABLE" and a red "UPLOAD NEW IMAGE" button. A blue arrow points from the "Upload New Image" text in the list to this button.

Uploading Image

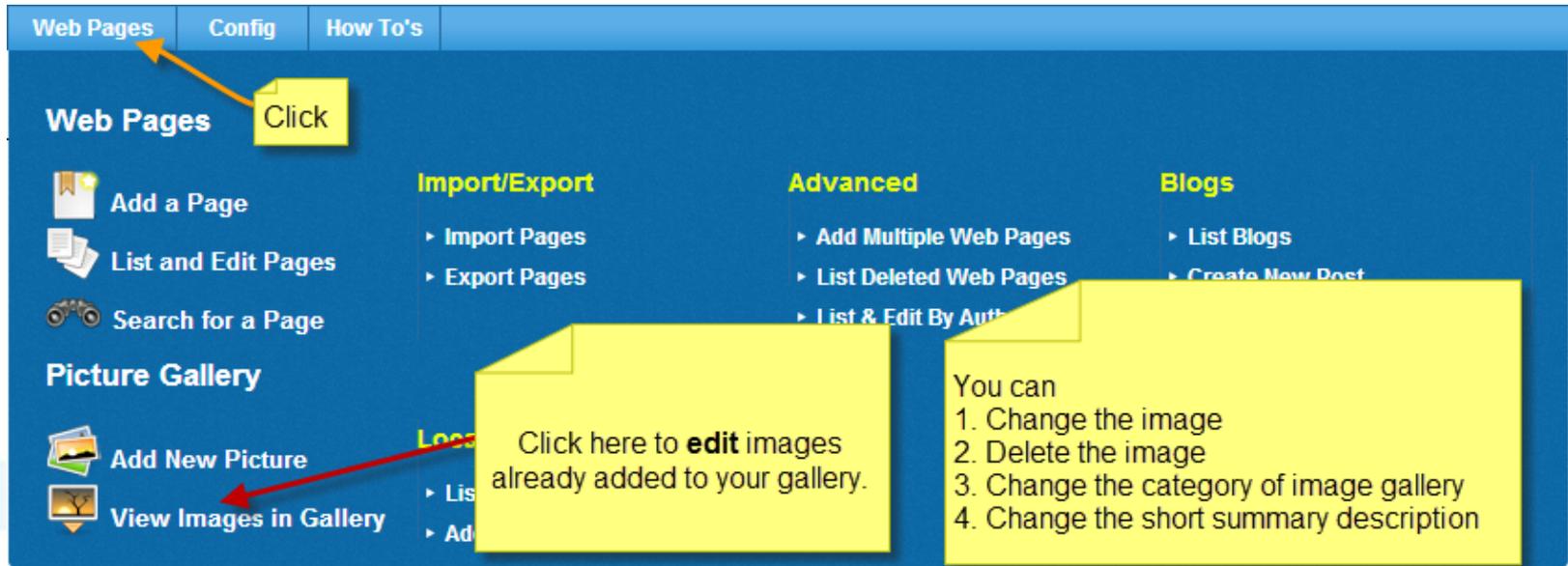
- Click Browse and find a jpg image on your computer
- Change thumbnail and Large Images Dimensions if desired (Optional)
- Change default sizes for next time if desired
- Click Upload Now

Picture Image

Location	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="radio"/> use image width and height values here	
Dimensions of Thumbnail	<input type="text" value="100"/> x <input type="text" value="100"/>	Set Image Sizes
	Width x Height	
Dimensions of Large Image	<input type="text" value="800"/> x <input type="text" value="800"/>	Click and Find Image
	Width x Height	
	<input type="checkbox"/> make large image a zip file (in testing)	
	<input checked="" type="radio"/> use default values	
	Note: default sizes are inserted as the width and height values here Edit default gallery image sizes	
	<input type="button" value="Upload Now"/>	Change Default Image Sizes Here

Image not changing? Click Here

Managing Your Picture Gallery



You can manage existing images in your gallery

- To delete images
 - To re-upload images and change them
 - To change categories, subcategories, styles and descriptions.
- Step 1. Click Web Pages – View Images in Gallery

Managing Your Picture Gallery

- Clicking the picture gallery link shows you your categories and subcategories of images already uploaded.
- Clicking a subcategory lists the images.
- Clicking an image name or image will take you back to the image editing screen.

There are 121 pictures in the database

Category	Subcategory
Artistic	Artistic
Children	Children
Commercial	Commercial
Couples	Couples
Families	Families
Portraits	Portraits
Pregnancy	Pregnancy
Weddings	Weddings

There are 15 pictures in this category

ID	Style	Summary	Image?	Show	Order	Add Like	Delete
304	Artistic	nicole2		Yes	0	Add Like	<input type="checkbox"/>
Click to Edit				Yes	0	Add Like	<input type="checkbox"/>
307	Artistic	rob		Yes	0	Add Like	<input type="checkbox"/>
306	Artistic	back		Yes	0	Add Like	<input type="checkbox"/>
305	Artistic	joromi		Yes	0	Add Like	<input type="checkbox"/>

Managing Your Picture Gallery

Add Like Function

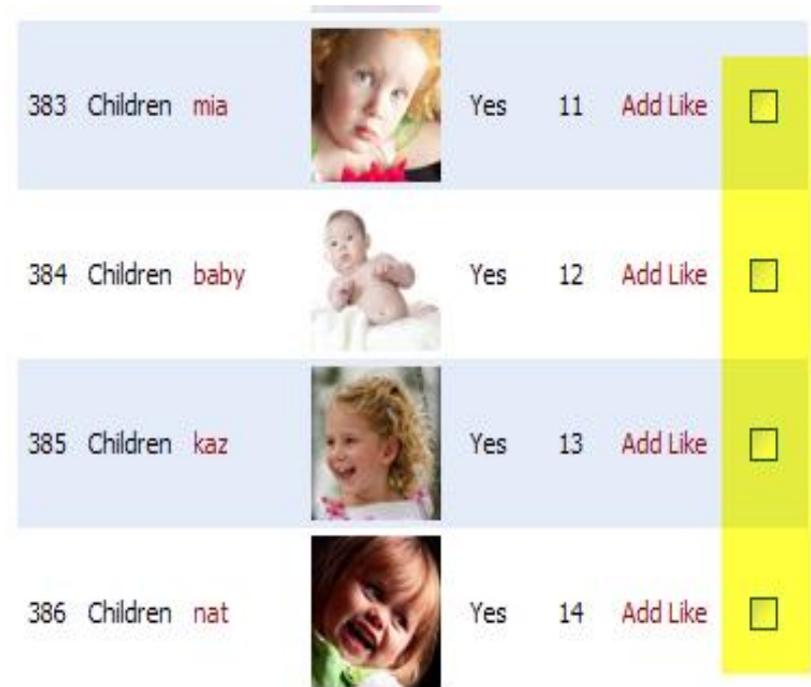
- The *Add Like* function clones an entry. It creates a new image entry containing all the same details as the image that it is based of.
- An image has to be uploaded for the Add like item however as no image is transferred, only the text.
- Once you have created a new entry with *Add Like* you can adjust it to suit the new item.
- *Add Like* can be a useful tool when adding images in the same category and subcategory as it speeds up data entry.

There are 15 pictures in this category

ID	Style	Summary	Image?	Show	Order	Add Like	Delete
304	Artistic	nicole2		Yes	0	Add Like	<input type="checkbox"/>
307	Artistic	rob		Yes	0	Add Like	<input type="checkbox"/>
306	Artistic	back		Yes	0	Add Like	<input type="checkbox"/>
305	Artistic	zoromi		Yes	0	Add Like	<input type="checkbox"/>
							

Deleting Images from Your Picture Gallery

- You can delete pictures from the list of images
- Click on the check box of any image you wish to delete
- Click on the “Delete Pictures” button.



Delete ALL



Delete Pictures

End of Image / Picture Gallery Section