

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

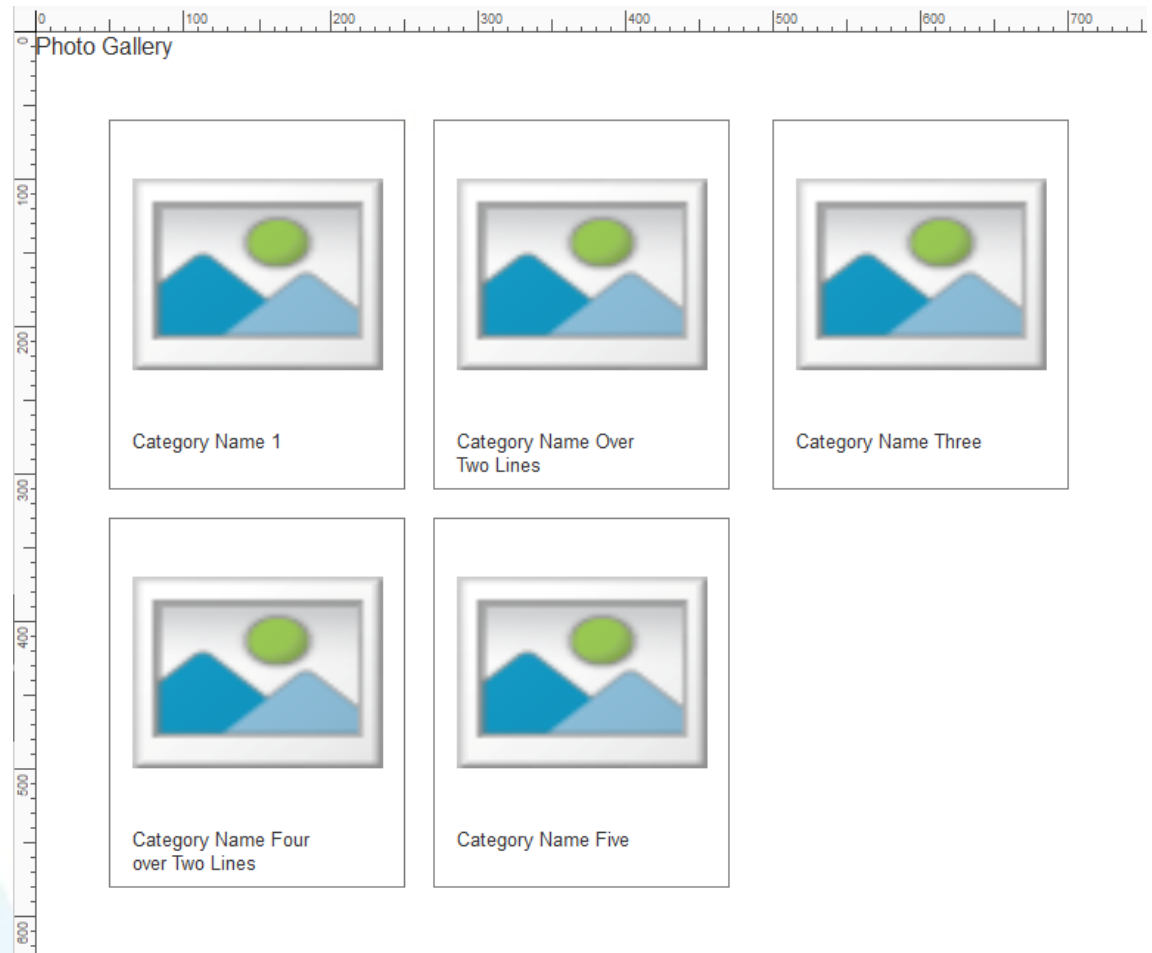


Image Gallery – Gallery Template

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.

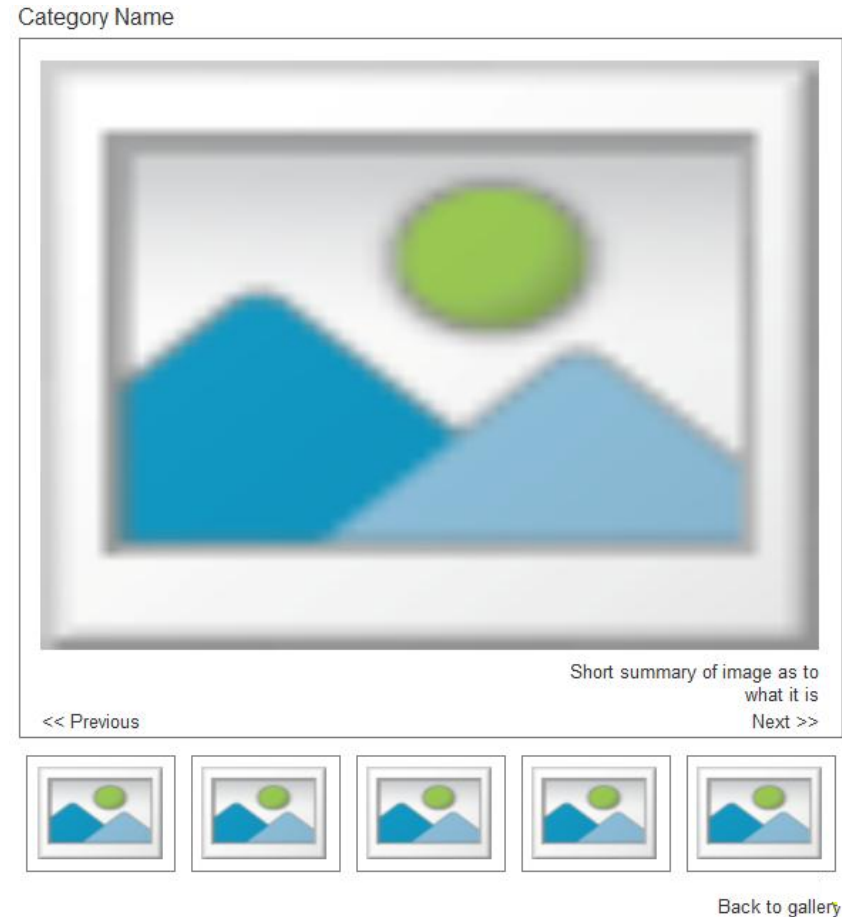
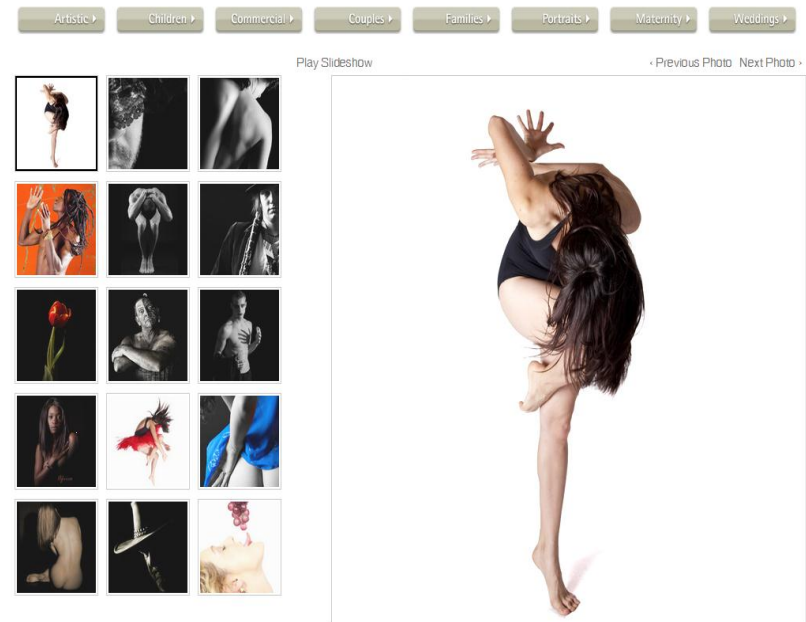
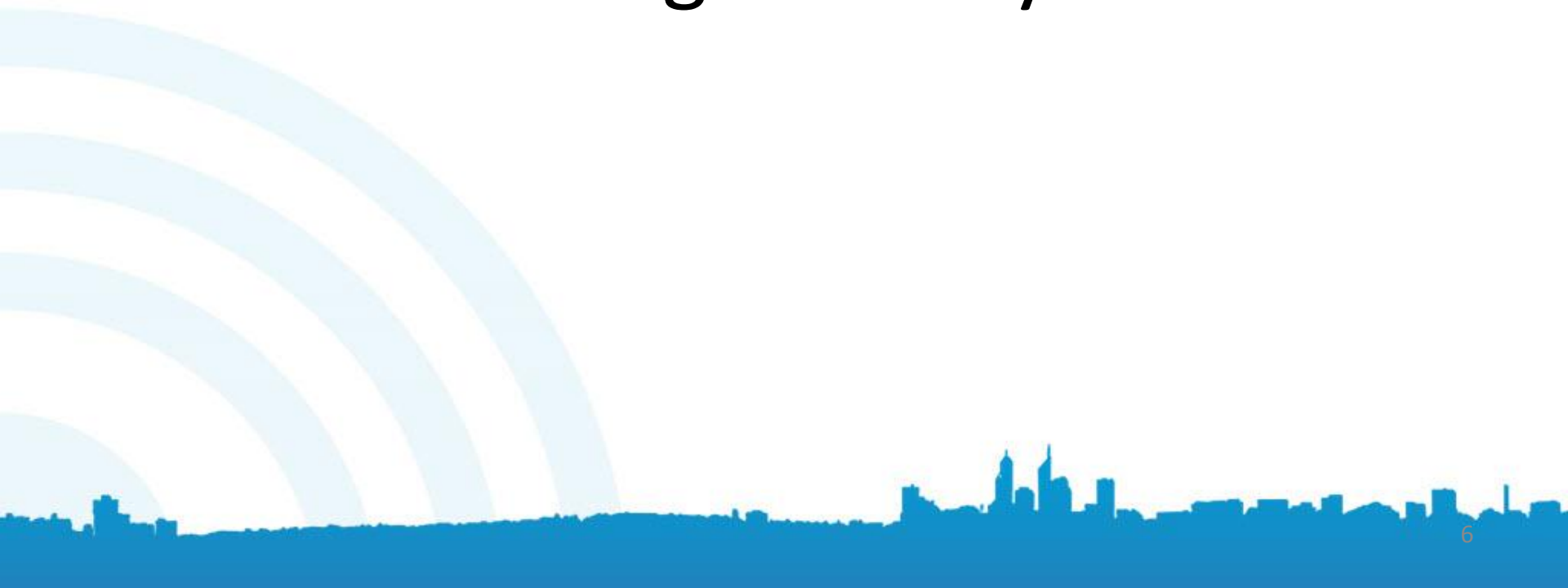


Image Gallery Example - Styled

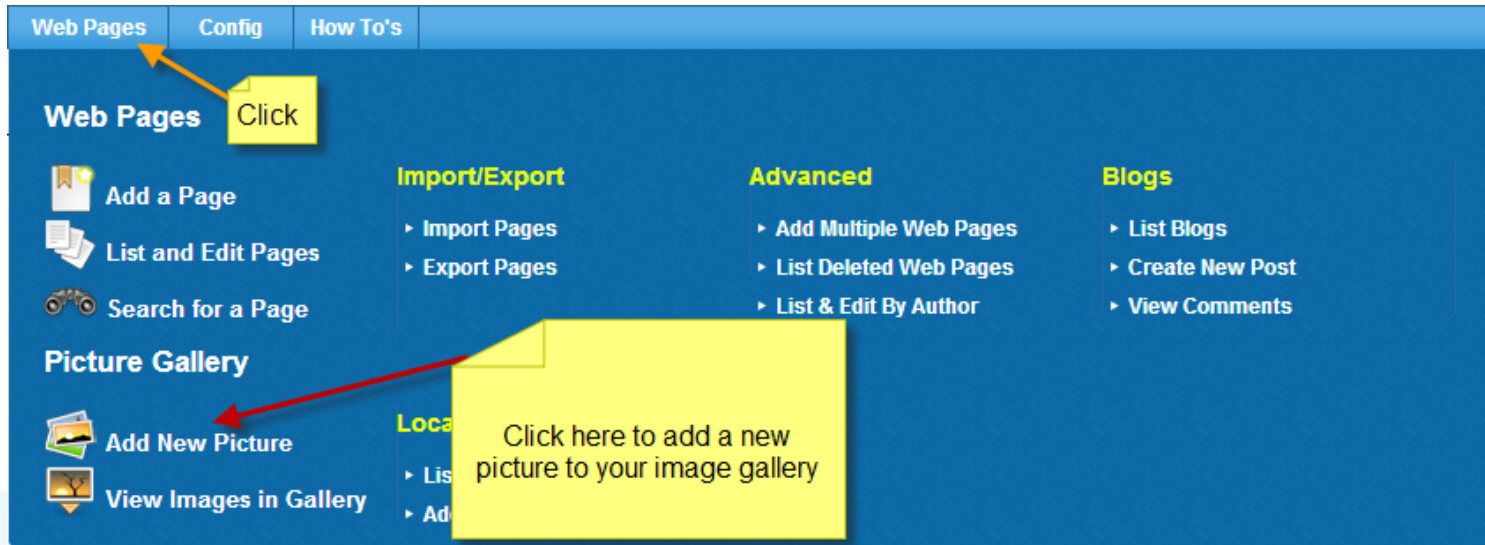
- The example right is of an image gallery that has been styled differently to the default template.



How to Add Images to Your Image Gallery



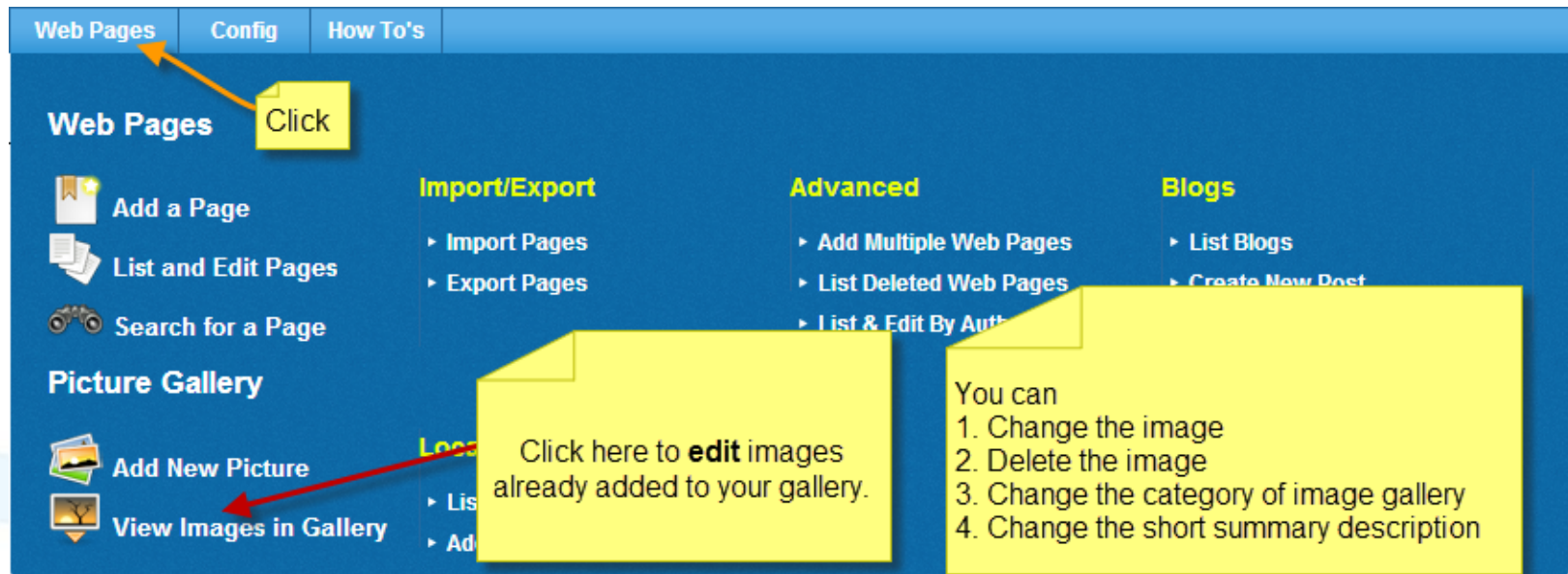
How to Insert Images into Your Image Gallery



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

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

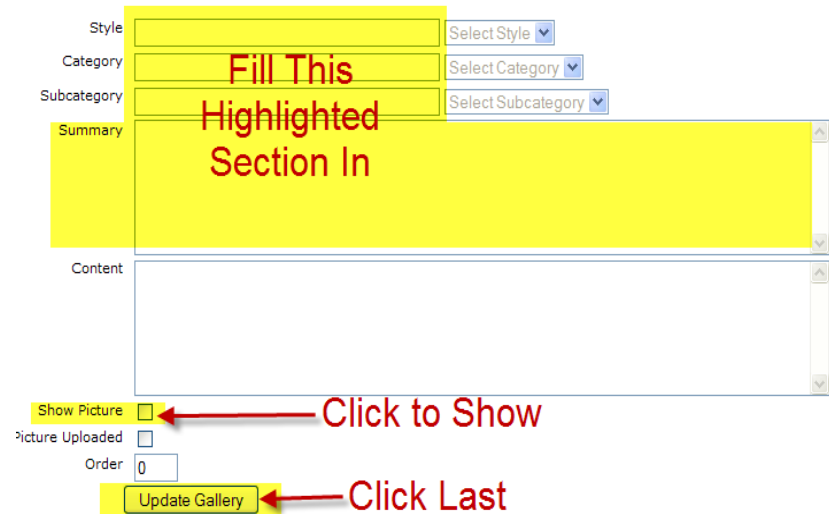
How to **Edit Images** already in Your Image Gallery



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 has several fields and buttons:

- Style:** A text input field with a dropdown arrow.
- Category:** A text input field with a dropdown arrow.
- Subcategory:** A text input field with a dropdown arrow.
- Summary:** A large text area for a descriptive heading.
- Content:** A large text area for a detailed description.
- Show Picture:** A checkbox.
- Picture Uploaded:** A checkbox.
- Order:** A text input field with the value 0.
- Update Gallery:** A button.

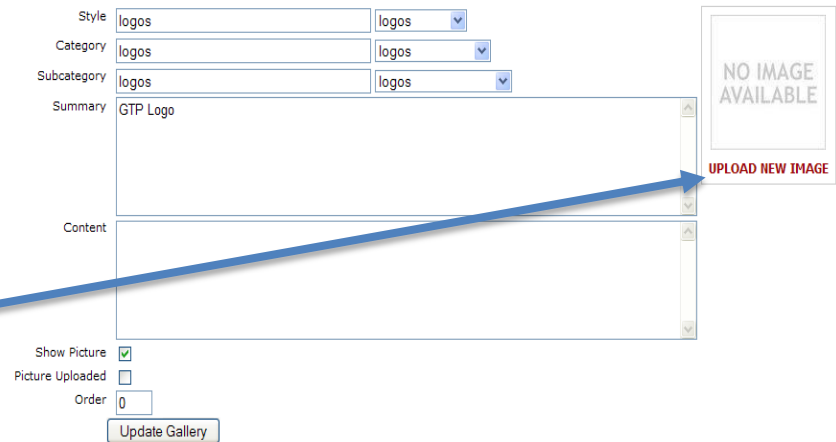
Annotations in red text and arrows point to specific elements:

- Fill This Highlighted Section In:** Points to the Summary text area.
- Click to Show:** Points to the Show Picture checkbox.
- Click Last:** Points to the Update Gallery button.

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 fields for Style, Category, Subcategory, Summary, and Content. The Style, Category, and Subcategory fields are all set to 'logos'. The Summary field contains 'GTP Logo'. The Content field is empty. To the right of the Content field is a placeholder image with the text 'NO IMAGE AVAILABLE'. Below the Content field is a red button labeled 'UPLOAD NEW IMAGE'. A blue arrow points from the 'Upload New Image' text in the list to this button. Below the Content field are checkboxes for 'Show Picture' (checked) and 'Picture Uploaded' (unchecked), a text input for 'Order' with the value '0', and an 'Update Gallery' button.

Style	logos	logos
Category	logos	logos
Subcategory	logos	logos
Summary	GTP Logo	
Content		
Show Picture	<input checked="" type="checkbox"/>	
Picture Uploaded	<input type="checkbox"/>	
Order	0	
<button>Update Gallery</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

☐ use image width and height values here

Dimensions of Thumbnail x **Set Image Sizes**

Width x Height

Dimensions of Large Image x **Click and Find Image**

Width x Height

☐ make large image a zip file (in testing)

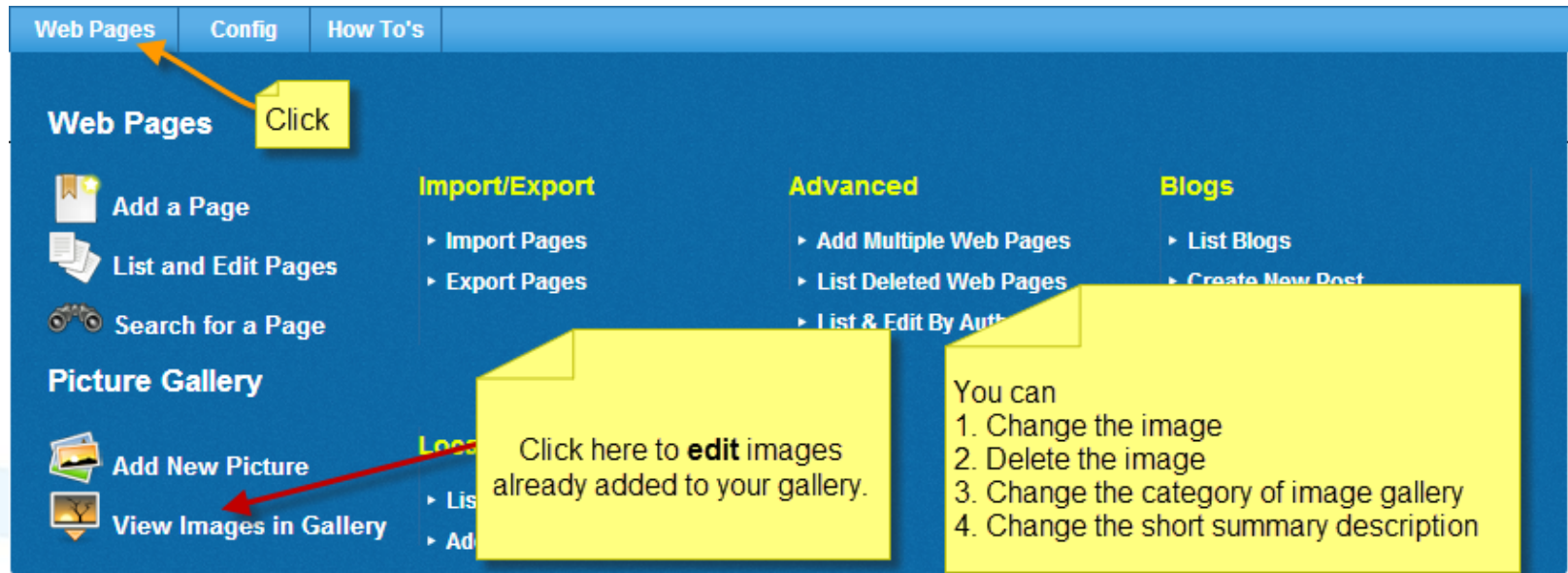
☒ use default values

Note: default sizes are inserted as the width and height values here

[Edit default gallery image sizes](#) **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"/>
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	goromi		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.



End of Image / Picture Gallery Section

