



Using the Photo Gallery

Images must be uploaded to the Image Manager before attempting to insert them.

Add a New Image

1. Go to the 'Photo Gallery – Add Image' page on the main menu.

Photo Gallery : Add Image

Title: *

Description:

Image: ▼ *

Category: ▼

2. Enter your text into the boxes. The red asterisks indicate that the box is not optional.
3. Select an image from the dropdown list. Images must be preloaded into the 'Image Manager' before you start to add gallery items.
4. Adding categories is optional. To add a new one, type the title into the box. If you have an existing category, select it from the dropdown list. Your images will display in the category selected.

Edit an Existing Image

1. Go to the 'Photo Gallery – Edit/Remove Image' page.
2. Scroll down and you will see all of the images that are currently being displayed on your gallery. Click 'Edit' above the image you want to edit.
3. Enter your changes and click 'Submit' to save.



Remove an Existing Image

1. Go to the 'Photo Gallery – Edit/Remove Image' page.
2. Scroll down and you will see all of the images that are currently being displayed on your gallery. Click 'Remove' above the image you want to delete.
3. Click on the 'Click here to delete' link. This confirms the deletion and the item will be removed.

Edit/Remove Category

1. Go to 'Photo Gallery - Edit/Remove Category' on the menu.

A screenshot of a web interface for editing or removing a category. At the top, there is a dropdown menu with 'Great Links' selected, followed by a right-pointing arrow and an empty text input box. To the right of the text box is a blue button labeled 'Edit Category'. Below this, the text 'Delete A Category' is displayed. At the bottom, there is another dropdown menu with 'News Websites' selected, followed by a blue button labeled 'Delete Category'.

2. Select a category to edit from the drop down.
3. In the text box type the new name for the category.
4. Click 'Edit Category' button to save changes.
5. To remove a category, select a category to edit from the drop down and click the 'Delete Category' button to save changes.

Image Settings

Settings control how your photo gallery displays on your website and which features are enabled. You can adjust these settings at anytime.

1. Go to the 'Photo Gallery – Image Settings' on the main menu.



Photo Gallery : Image Settings

Display search box?

Display 'Photo Gallery' on menu?

Your Photo Gallery is located at: <http://www.yourwebsite.uki.net/gallery.php>

Name of Photo Gallery section:

Display the gallery in

2. **Display search box?** - To turn this on, tick the box. A search box will display on your site enabling your visitors to search your images by category or by typing keywords.
3. **Make 'Photo Gallery' secure?** - To turn this on, tick the box. This option will only appear if you have 'Secure Pages' enabled. If this is on, visitors to your site will need a username and password before they can login and access your images.

For more information about using this setting see our Secure Pages help sheet.

4. **Display 'Photo Gallery' on menu?** - To display on your menu, tick the box.

If you don't want this section displayed as part of your main menu un-tick the box. A link showing what the name of the page is, will appear 'Your Photo Gallery is located at: <http://www.yourwebsite.uki.net/gallery.php>'. You can use this link to access the photo gallery whilst it is not linked from your main menu.
5. **Name of Photo Gallery** – Type the name into the text box. This will display on your menu button and as your gallery title.
6. **Display the gallery in rows or columns** - Select an option from the dropdown menu.
7. When you have finished making your changes, click the 'Submit' to save the settings.