Using the Gallery System

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Preparation

Before accessing the Gallery System, make sure you have prepared your images correctly.

Images should be less than 120kb each.

Accessing the system

1. Log in at https://www.aber.ac.uk/admin-panel/galleries/gallery/listing

2. Alternatively if you're already logged into another part of the Admin Panel (e.g. Courses), click on 'Admin panel home' at the bottom of the left menu, then click Galleries in the left menu.

Preview

When you are working on a gallery, you can preview it from the edit screen by clicking the 'Preview' button at the top of the list of images. This will open in a new tab and show you how the gallery will look in an example page.

You can also preview galleries from the 'My Galleries' (Gallery Listing) page, by clicking 'Preview' in the last column of the table for the relevant gallery.

Adding a new gallery

Creating the gallery

1. Click on 'Add a New Gallery' in the left menu.

2. Fill out the gallery details:

- Name - give the gallery a name

- New style or old style page? - if the site where the gallery will go is still using the old style select it, otherwise use 'New Style / Snow White'

- Language(s) - choose the appropriate option depending on whether the gallery is going into a bilingual or monolingual site.

3. Click 'Save' to continue.
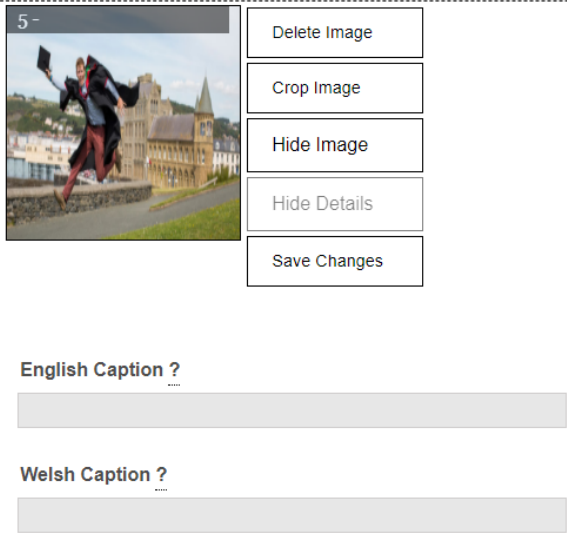
4. You will now see the Gallery information screen:

Adding your images

1. Click on the 'Add new Image' button:

2. An upload box will appear - drag an image onto it to upload the image from your PC.

> **Note**: Images for galleries must be less than 120kb in file size. If you choose a larger image when creating the gallery for the first time it won't work and you'll see an error message 'File is too big'.

3. When you have successfully uploaded your image it will be displayed:

4. Under the image, add captions if required:

   o **English caption** (optional) - the caption you want to be displayed with the image on the English version of the page where it will appear

   o **Welsh caption** (optional) - the caption you want to be displayed with the image on the Welsh version of the page where it will appear
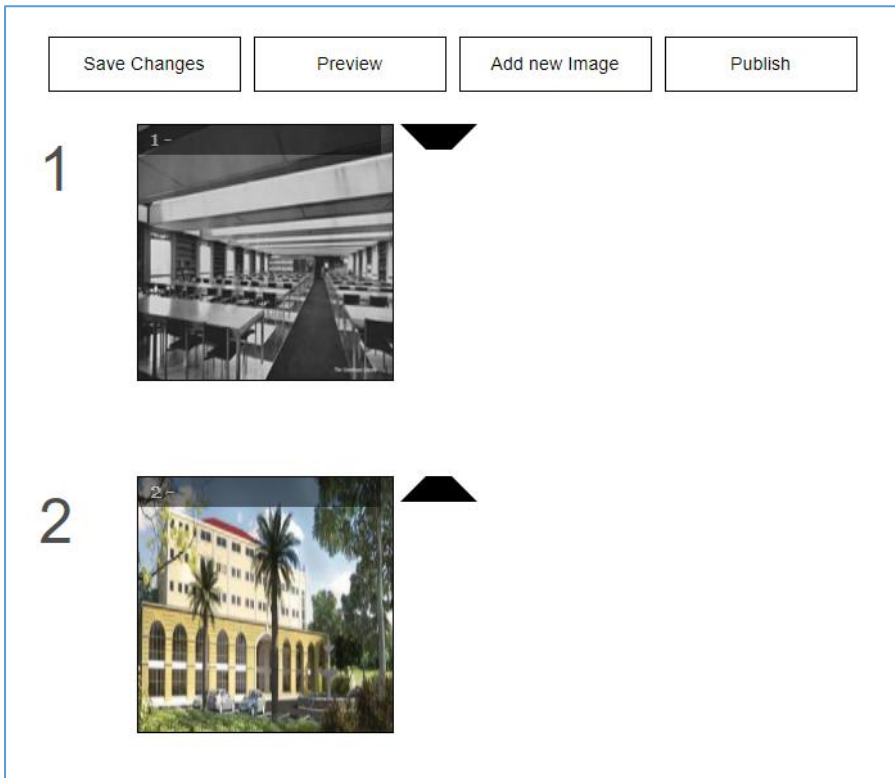
> **Note:** if you have set your gallery to be monolingual, you will only see the English or Welsh items above, depending on the language you chose.

5. Click the 'Save Changes' button on the right of the image.

6. Repeat steps 1-5 for each image you want to add to the gallery.

Re-ordering images

If the images are not in the correct order, you can re-order them using sort mode.

1. Click on the 'Sort' button above all the gallery items.

2. The images will now be displayed in sort mode:

3. Use the up and down arrows on the right to move the images into the correct position.

4. Click the 'Save Changes' button to finish.

5. The images will now be displayed in the new order, in editing mode.

Publishing the gallery

1. When you have finished adding your images, click the 'Publish' button to finish.

2. You will see a message to tell you that the gallery has been published. This message will also tell you the web address to use for the gallery, e.g. https://www.aber.ac.uk/en/gallery-html/gallery-308.php

Add a New Gallery	*English Gallery published successfully.*
User Admin	*Use this address in the cms*
Other options	*https://www.aber.ac.uk/en/gallery-html/gallery-308.php*
Admin panel home	*Welsh Gallery published successfully*
	Use this address in the cms
Logout	*https://www.aber.ac.uk/cy/gallery-html/gallery-308.php*

3. If you have edited a number of galleries you may wish to publish them from the Gallery Listing page.

   o Click on My Galleries in the left menu.

   o Click on 'Publish' in the Actions column for the gallery you wish to publish.

   o A 'Publishing was successful' message will appear for a short time.

   o Repeat for each gallery you wish to publish.

Adding the gallery to the site using the CMS

1. Navigate to the section in the CMS that represents the page where the gallery should go.

2. If the page already has a gallery that you are replacing, edit the content that is using the 'Image Gallery or Slideshow Import', otherwise create a new piece of content using this template.

Note: If the department has never had a gallery before you may need to ask the Web Team to enable the 'Image Gallery or Slideshow Import'.

3. Type or paste in the web address for the gallery that you saw in step 16 into the 'URI' box.

4. Click the 'Save changes' button to finish.

Note: Don't forget to preview your page to make sure it looks as expected, and approve the content so that it can be published out.

Editing an existing gallery

Opening the gallery

1. Click on 'My Galleries' in the left menu to view the 'Gallery Listing' page:

2. Choose the gallery you want to edit and click Edit in the Actions column for the appropriate gallery

3. The gallery editing screen appears:

Editing gallery details

If necessary, you can change the gallery details. Only edit these settings if there have been changes to the site where the gallery appears or if mistakes have been made. Changing the settings can break the gallery, so be careful if the gallery is already live on the website.

- **Gallery Name**: you can change the gallery's name if it is incorrect or the department name has changed.

- **New style or old style page?:** If the gallery has mistakenly been given the wrong style, you can fix this here. **Note**: if you use the wrong style the gallery will not appear correctly on the website.

- **Language(s)**: If the language has been set incorrectly you can fix this here. **Note**: if you use a monolingual setting for a gallery that is in a bilingual site, this will result in the gallery disappearing from one language.

If you make any changes, click **SAVE** before proceeding.

Editing image details

1. Click on the 'Edit Details' button to the right of the image.

2. Add or edit the text you want to use in the 'English caption' and 'Welsh caption' boxes.

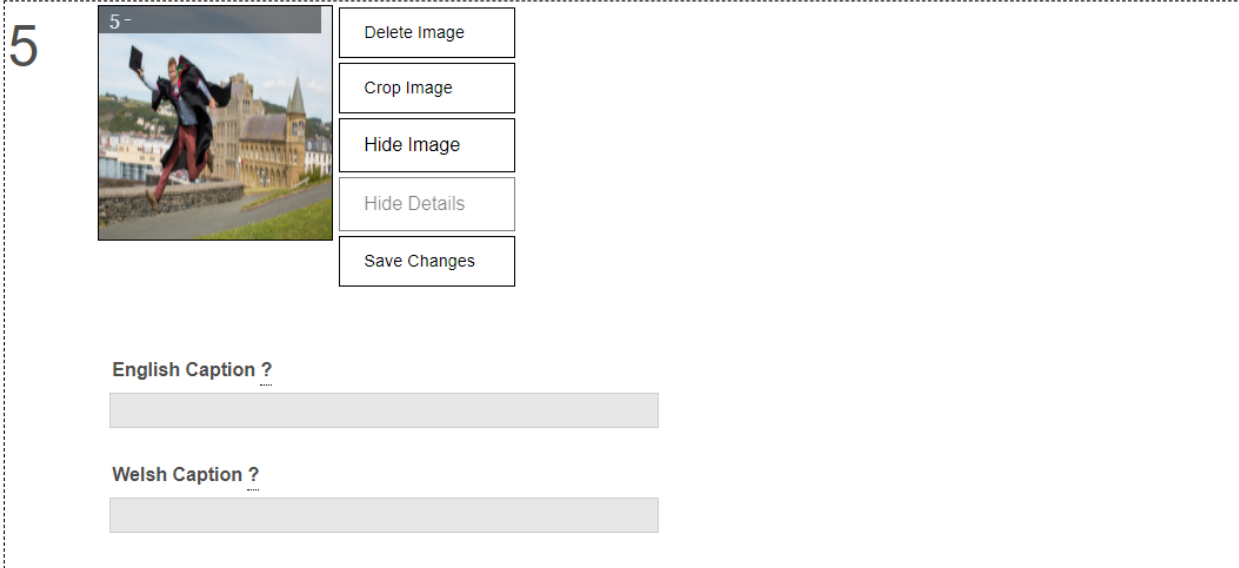3. Click the 'Save Changes' button on the right of the image to finish.

Adding an image

1. Click on the 'Add new Image' button:

2. An upload box will appear - drag an image onto it to upload the image from your PC.

> **Note**: Images for galleries must be less than 120kb in file size. If you choose a larger image when creating the gallery for the first time it won't work and you'll see an error message 'File is too big'.

3. When you have successfully uploaded your image it will be displayed:

4. Under the image, add captions if required:

    o   **English caption** (optional) - the caption you want to be displayed with the image on the English version of the page where it will appear

    o   **Welsh caption** (optional) - the caption you want to be displayed with the image on the Welsh version of the page where it will appear

> **Note:** if you have set your gallery to be monolingual, you will only see the English or Welsh items above, depending on the language you chose.
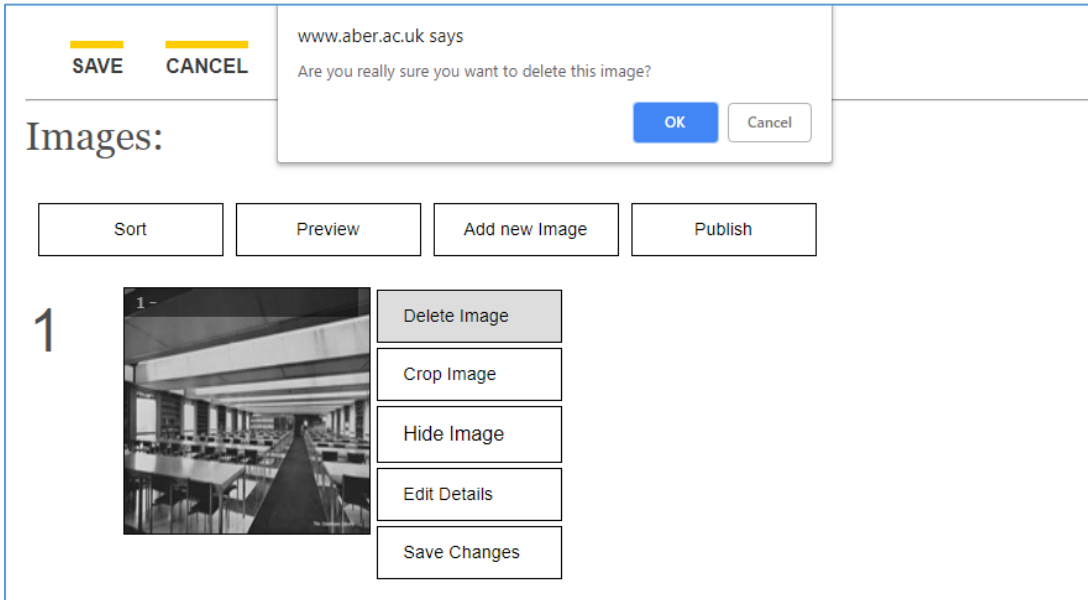
5. Click the 'Save Changes' button on the right of the image.

6. Repeat steps 1-5 for each image you want to add to the gallery.

Removing an image

When removing an image, you can either remove it completely, or hide it. Hiding an image can be useful if it will be needed again in future.
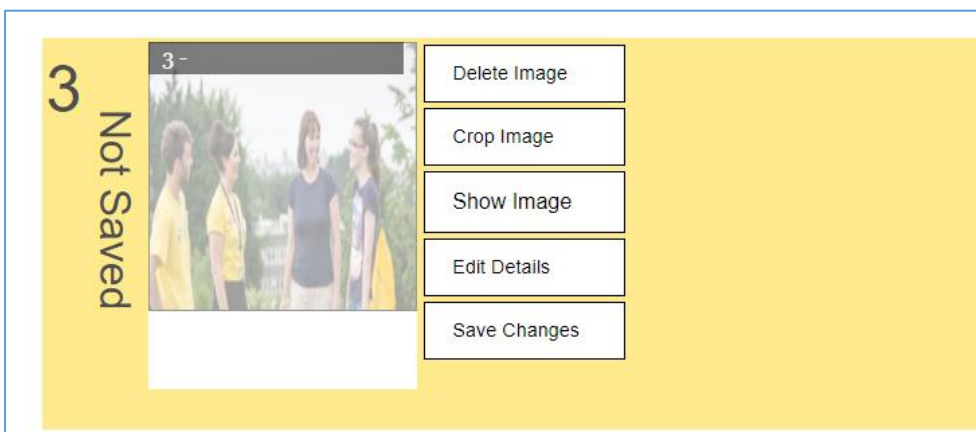
Deleting an image

1. Click on the 'Delete Image' button to the right of the image you want to delete.

2. A message will pop up, asking you 'Are you really sure you want to delete this image?'

3. Click OK to finish.

4. The image will no longer be displayed.

Hiding an image

1. Click on the 'Hide Image' button to the right of the image you want to hide.

2. The image will be greyed out and a yellow highlight added to the slide with the text 'Not Saved' written on the left:
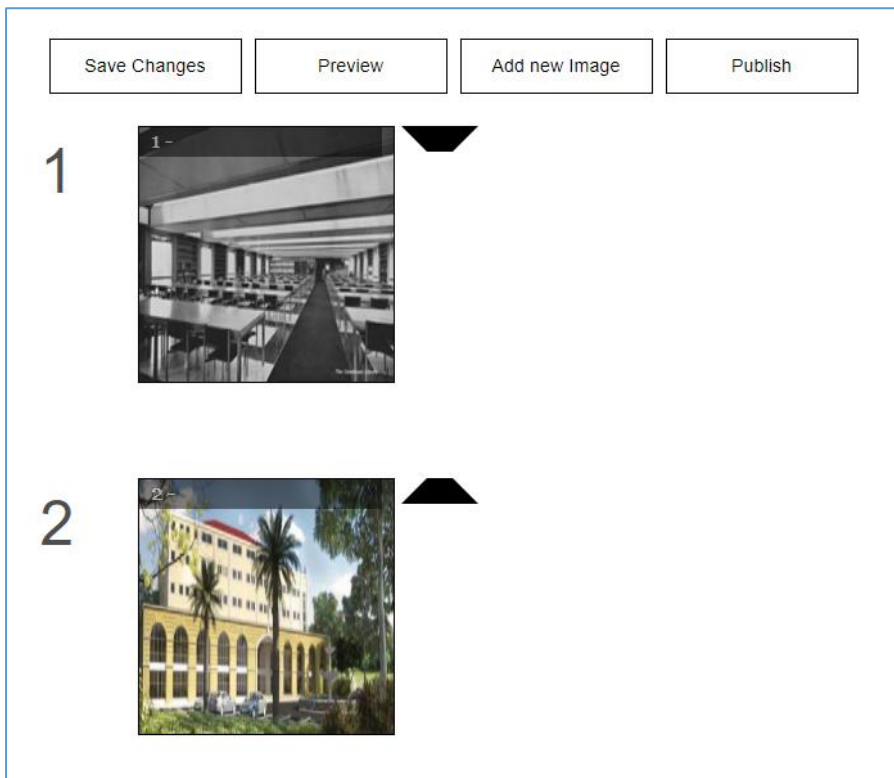

3. Click the 'Save Changes' button on the right of the image to confirm you want to hide it.

4. The image will be moved to the bottom of the list of images and will be greyed out.

Note: You can reinstate a hidden image by clicking the 'Show Image' button on the right of the image.

Re-ordering images

If the images are not in the correct order, you can re-order them using sort mode.

1. Click on the 'Sort' button above all the gallery items.

2. The images will now be displayed in sort mode:

3. Use the up and down arrows on the right to move the images into the correct position.

4. Click the 'Save Changes' button to finish.

5. The images will now be displayed in the new order, in editing mode.

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1. When you have finished editing the gallery, click the 'Publish' button to finish.

2. You will see a message to tell you that the gallery has been published. This message will also tell you the web address to use for the gallery, e.g. https://www.aber.ac.uk/en/gallery-html/gallery-308.php

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	Use this address in the cms
Logout	*https://www.aber.ac.uk/cy/gallery-html/gallery-308.php*