

Image Galleries

Last Modified on 03/20/2024 3:22 pm PDT

In certain instances, you may find that an interactive collection of images will help you tell your story online, thereby leading you to utilize an image gallery instead of just one or two standalone [Images](#). Image galleries come in multiple layouts, giving you the ability to choose the option that works best for your page layout.

icon for best view.

How to Create an Image Gallery

1. Build a New Image Gallery Asset

To start an image gallery, click the [Assets](#) menu at the top of the screen and choose the [New Image Gallery Asset](#) option. On the **Assets** page, click the [New Image Gallery Asset](#) button and choose the [New Image Gallery Asset](#) option.

2. Configure the New Image Gallery Asset

On the **New Image Gallery Asset** page, complete the field sections for **Asset Info** and **Access Settings**. Who may edit an image gallery is set by the **Access Group** field, while who may use an image gallery is set by the **Available To** field, as seen in the example below. (Note that these fields are set by default to "Everyone" at the time of creation, but they can be edited later by visiting the [Access Settings](#) tab for the image gallery.)

Still on the **New Image Gallery Asset** page, scroll down to complete the field section for **Gallery Options**. When you are finished completing the fields on the **New Image Gallery Asset** page, click the [Save](#) button, as seen in the example below.

EXTRA INSIGHT: By default, the **Maximum Thumbnail Size** is set to 100 pixels x 100 pixels. If you would like to have sharper thumbnail images, edit this setting to be 400 pixels x 400 pixels.

3. Upload Images

In the new field section for **Images** that has been created, click the [Add Image](#) button to add image files to the image gallery (note that vertical images will be cropped), as seen in the example below.

4. Enter Metadata

As you upload image files, they will display on the screen in a small window. To add information about each image, enter the **Title**, **Description**, **Caption**, and **Link** (optional), as seen in the example below.

5. Save and Publish

When you are finished entering information about each image, click the [Save](#) button and [Publish](#) button to update the image gallery with your images.

How to Insert an Image Gallery Into a Page

1. Insert Asset

Once you have created an image gallery, you are ready to insert it into your page. While you are [Editing a Page](#), place your cursor where you want the image gallery to be located and click the **Insert Asset** tool.

In the **Select Asset** window, enter the name of your image gallery in the **Filter by name** search box and click the entry for your asset in the search results. Then, click the [Insert](#) button to insert the image gallery into your page, as seen in the example below.

2. Save and Publish

To update the CalLutheran.edu website with your edits, click the [Save](#) button and [Publish](#) button (or if you prefer to change the **Gallery Type** first, see the below information before publishing).

How to Change the Gallery Type

1. Go to Page Properties

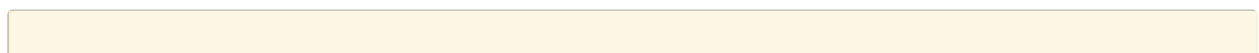
After an image gallery is inserted into your page and the [Insert](#) button has been clicked, click the [Page Properties](#) tab at the top of the screen.

2. Choose a Gallery Type

Scroll to the **Image Gallery** field and click the **Gallery Type** drop-down menu to choose the **Thumbnail Lightbox** or *Slideshow* option, as seen in the example below.

Here is an example layout of the **Thumbnail Lightbox** gallery type (clicking an image opens it in a lightbox):

Here is an example layout of the **Slideshow** gallery type (clicking an arrow moves it forward or backward):



PRO TIP: Choose *Thumbnail Lightbox* if you need to display all of the images together in the default page view. Choose *Slideshow* to create the most immersive user experience for your audience.

3. Save and Publish

To update the CalLutheran.edu website with your edits, click the [] button and [] button.

How to Edit an Image Gallery

1. Search for the Image Gallery

If you would like to add, delete, or update the images in an existing image gallery, first locate the Image Gallery by clicking the [] menu at the top of the screen. Choose [] and search for the name of the image gallery you are looking to edit. Then, click on the image gallery to open it.

2. Click the Lightbulb Icon

To make changes to an image gallery, click the **Lightbulb** [] icon. After clicking, the **Lightbulb** icon will turn yellow to indicate that the image gallery is now "checked out" to you for editing.

3. Make Changes to Images

Click the [] tab to access the main content within the image gallery. Within the **Gallery Options** section or **Images** section, make changes to images as needed. If needed, refer to the steps for managing images in the How to Create an Image Gallery instructions above in this article.

4. Save and Publish

To update the CalLutheran.edu website with your edits, click the [] button and [] button. All pages that the Image Gallery are on will be automatically updated.

[< Previous Article](#)

[Next Article >](#)
