



Managing Galleries using the NextGEN Gallery WordPress Plug-in

A *simple* set of instructions for users to manage galleries and images.

Introduction

NextGEN Gallery is a fully integrated Image Gallery plugin for WordPress with a slideshow option.

This document teaches the absolute basics for users to manage their galleries, covering the following areas:

1. Preparing your images
2. Adding galleries
3. Uploading images
4. Managing a gallery
5. Inserting your gallery into a page or post

Please note that this document explains the absolute basics only and does not cover every different method available. We've deliberately kept things very simple.

We do not cover the use of *Albums* (collections of one or more galleries).



Section 1 - Preparing your images

Although it's not strictly necessary to prepare images in advance, if you are working with very large images (e.g. from a high end camera) you may find that the images are too big to be uploaded to your server.

Regardless of this, we recommend that you 'pre-process' images in advance of uploading as your images will upload more quickly and easily. And, you'll have the opportunity to do any enhancements such as cropping, brightness, colour balance, etc.

Image Editing Software

In order to prepare images *image editing* software is required. We highly recommend **Adobe Photoshop Elements** which can be purchased for £58 (from *Amazon* at the time of writing). It's easy to use and very powerful. Built in friendly tutorials are included.

The Gimp offers a free software solution. This can be downloaded for free from www.gimp.org.

Recommended image settings

Images should be enhanced as far as your software skills permit. Cropping is often essential. Finally, you can save your image as web ready size:

- at least or exactly 800 pixels wide for landscape images
- at least 600 pixels tall for portrait images

It's also recommended to save your images at 72dpi (dots per inch).

! beware of large file sizes

If you do not pre-process your images in advance, beware of large file sizes. This can cause slow upload speeds, upload failure and require heightened storage requirements on your hosting server. If your internet connection is known to be slower than average, this can also accentuate upload problems.

! before moving on...

Whether you have pre-processed your images, ensure your photographs are organised.

Before proceeding, you should be familiar with the folder locations which store the images you wish to use. You should also be aware of the filenames of the image files to be uploaded.

All the following steps assume that you are logged into your administration panel.

If you don't know how to log in or have forgotten your username or password, contact your web designer.

If you do not see the Gallery option available in your menu bar, check with your web designer as they may not have set the role of user id to be able to do this.

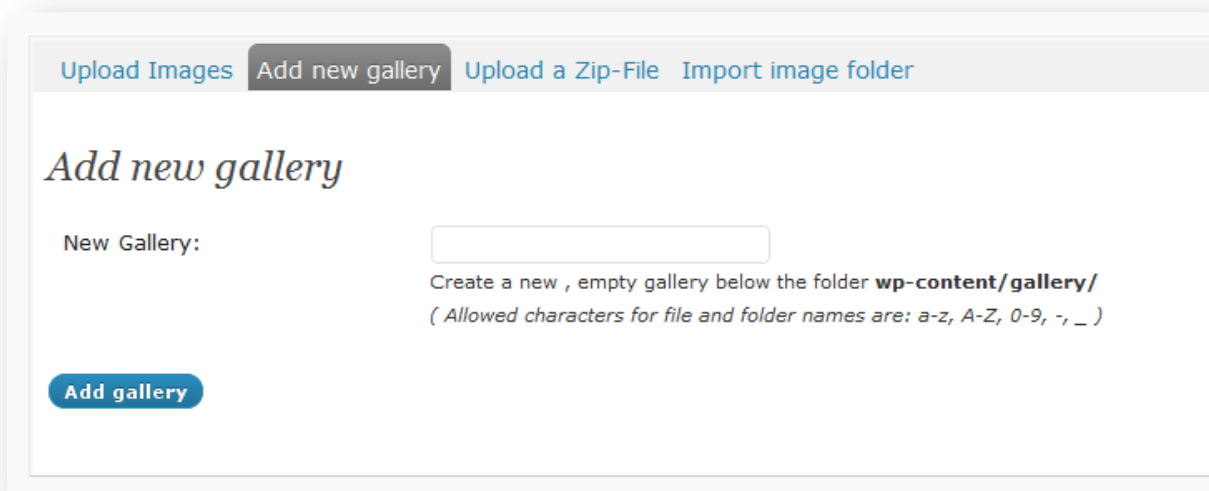
Section 2 - Adding galleries

'Galleries' are collections/sets of images which can be displayed as a single gallery on your website.

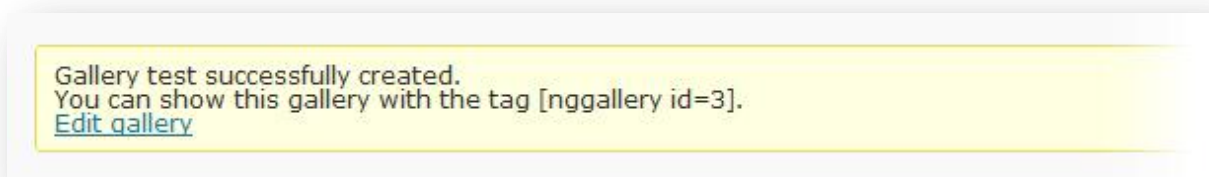
1. Click **Add Gallery / Images** under **Gallery** (left bar).



2. Click the **add new gallery** tab.



3. Type in the name for your new gallery and click **Add gallery**.
4. A confirmation message should be received.

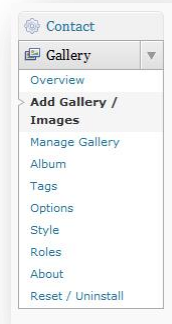


You now have a gallery ready to upload photos to (see next step).

Section 3 - Uploading images

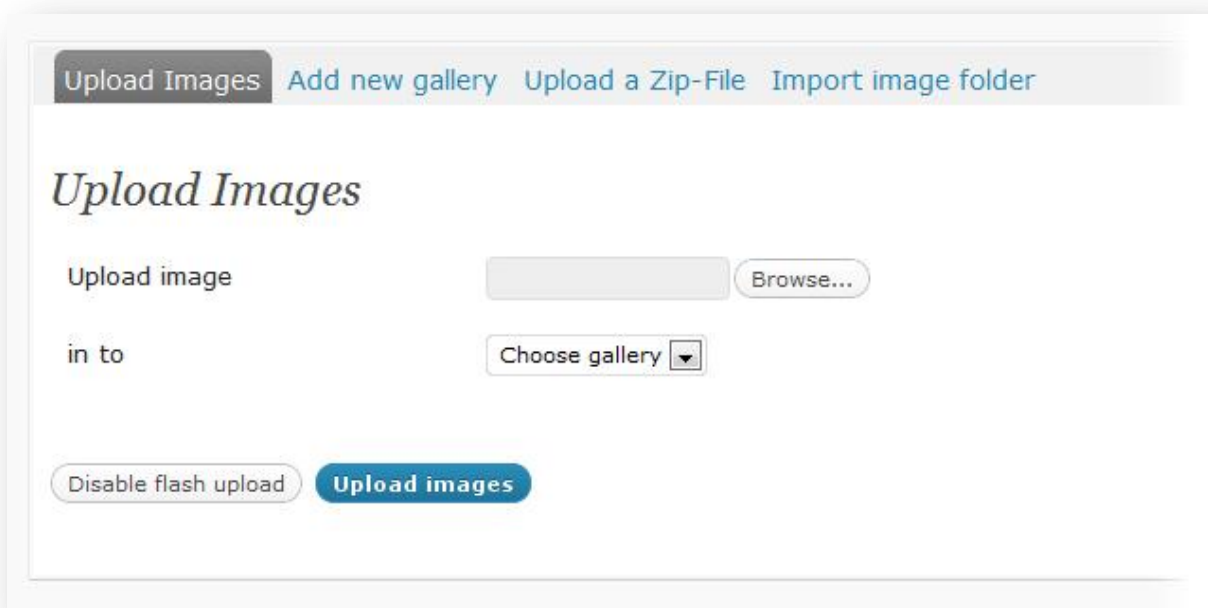
Before you start, ensure you have set up a gallery to upload your images to (see page 3)

1. Click **Add Gallery / Images** under **Gallery** (left bar).



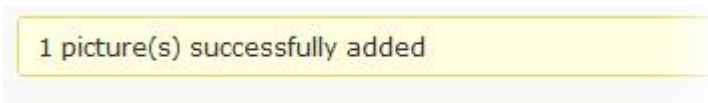
2. On the **Upload Images** tab, click **Browse** and select the image file from your computer to be uploaded.

After selecting the gallery to upload your image into, click **Upload Images**.



3. A progress bar will display as the image is uploaded. The upload process can take a long time depending on the speed of your internet connection and the file size.

Once successful, a confirmation message will be displayed.



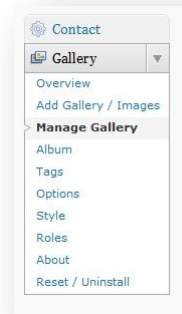
4. Further images can be uploaded by repeating the above steps.

Section 4 – Managing a gallery

By now you should have at least one gallery with at least one photo in it.

The facilities for managing your gallery are useful for the following sample tasks:

- Change the title of a gallery
- Setting captions/descriptions for each image
- Reordering images



1. Click **Manage Gallery** under **Gallery** (*left bar*).

2. Click on *the name of the gallery to be managed*.
3. The next screen allows you to change the gallery title and add further descriptive information about each image.
4. To reorder the images, click **Sort Gallery**.











The images can be sorted using the 'presorts' available or you can drag and drop the images in between each other to choose your own order.

Don't forget to click **Update Sort Order** afterwards to commit to the changes.

Sort Gallery

Update Sort Order

Presort : **Unsorted** | Image ID | Filename | Alt/Title text | Date/Time | **Ascending** | Descending

					
The Temple, Holkham Park	Boxed Wrist Corsage	Greens and Whites	Laurence and Tanya	Martini Glass	Martini Glasses
					
Tanyas Bouquet	Tanyas Cascade	Tanyas Martinis	Wris Corsage		

Section 5 – Inserting your gallery into a page or post

If your gallery isn't already displayed on the website, you can add a gallery to any page or post.

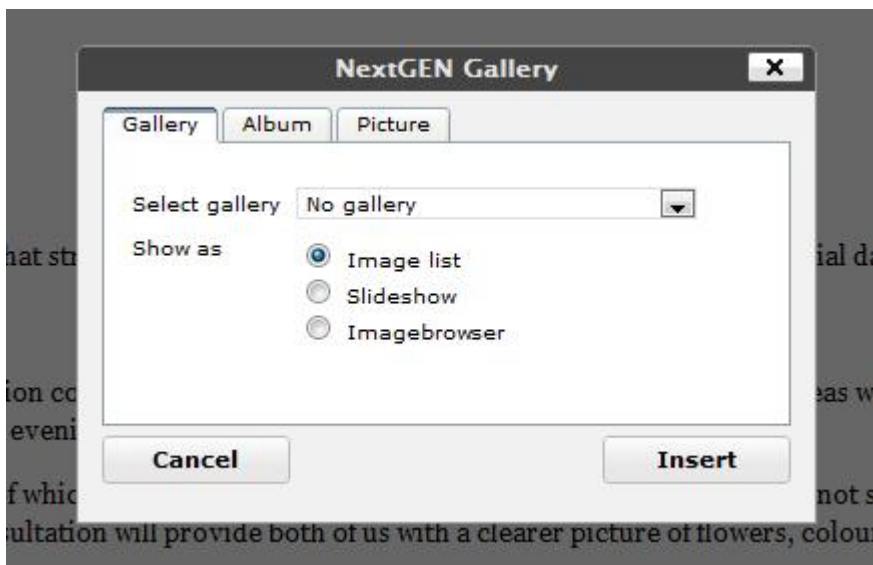
1. First create a new page or post (or edit an existing one).
2. Position your cursor in the content where the gallery should be inserted.
Adding a new blank paragraph is advisable in most cases.
3. On the button toolbar, click the **Add NextGEN Gallery** button.
This is the last button on the first row.



4. When prompted, select the gallery to be displayed.

Choose how you wish to show your gallery. *Image list* is a popular choice.

Click **Insert**.



A code representing your gallery will be displayed.

Don't forget press **Update** or **Publish** (for the page or post) afterwards or your gallery addition won't be actioned.