

# Managing Thumbnail Galleries with the *NextGEN Gallery WordPress Plug-in* by Photocrati Media

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

## 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 thumbnail galleries, covering the following areas:

1. Preparing your images
2. Adding new images (and new galleries)
3. Managing a gallery
4. 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 or option available. We've deliberately kept things **very simple**.

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



## Section 1 - Preparing your images

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

Also, it's often a good idea to '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 a reasonable price. It's easy to use and very powerful. Built in, friendly tutorials are included.

For free image-editing try: [Gimp](#) (GNU Image Manipulation Program) or [Pixlr](#) (edit in your browser).

### *Recommended image settings*

Images should be enhanced as far as your software skills permit. Cropping is often essential. Finally, save your images as **web ready JPG** files. Go to **Gallery > Other Options > Image Options** to view the precise sizes used by your gallery. The following sizes provide a rough guideline.

- Usually 700-960 pixels wide for *landscape* images
- Usually 500-700 pixels tall for *portrait* images

Note that **only JPG, PNG and GIF** type image files can be displayed on web pages. Do not attempt to upload other types such as TIF and BMP. The **JPG** format (also known as JPEG) is most commonly used for photographs.

### *! 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 might 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 prepared and organised**. You'll need to locate them easily when uploading.

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.

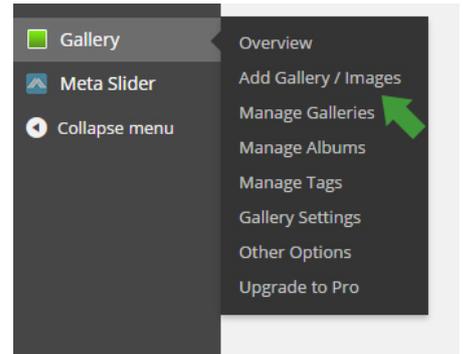
*Now you should be ready to upload your images to a NextGEN gallery.*

## Section 2 - Adding new images (and new galleries)

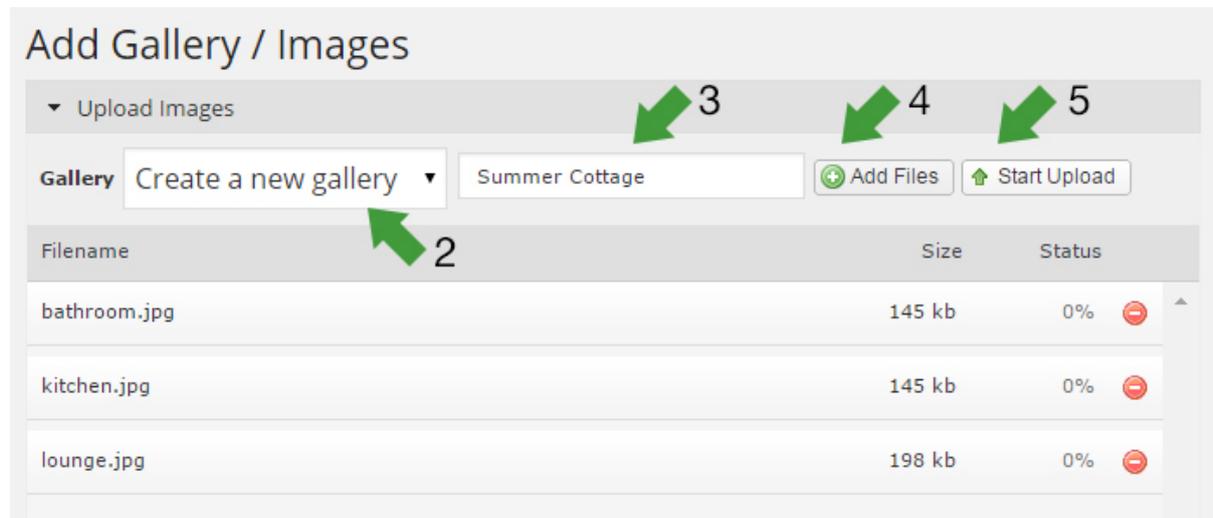
'Galleries' are collections/groups of images which can be displayed as a single gallery on your website. Your web designer may have already created all your galleries for you.

NB - to create a new gallery, at least one new image needs to be uploaded.

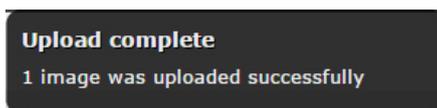
1. Click **Add Gallery / Images** under **Gallery** (left bar).  
If you can't find this option, check with your web designer.



2. Select a gallery or choose to create a new one.
3. If creating a new gallery, type a name for your new gallery.
4. Click *Add Files* and select image files to add to your gallery.
5. Click *Start Upload*.



6. An *Upload complete* message is show when all images have been uploaded.



Usually, you'll want to go to **Manage Galleries** afterwards for tasks like adding captions and changing the order of your images (see next page).

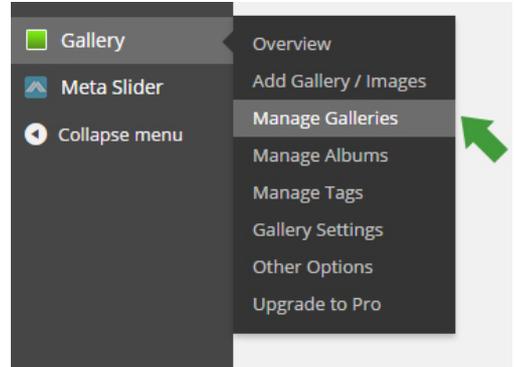
## Section 3 – Managing a gallery

By now you should have at least one gallery with at least one image.

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

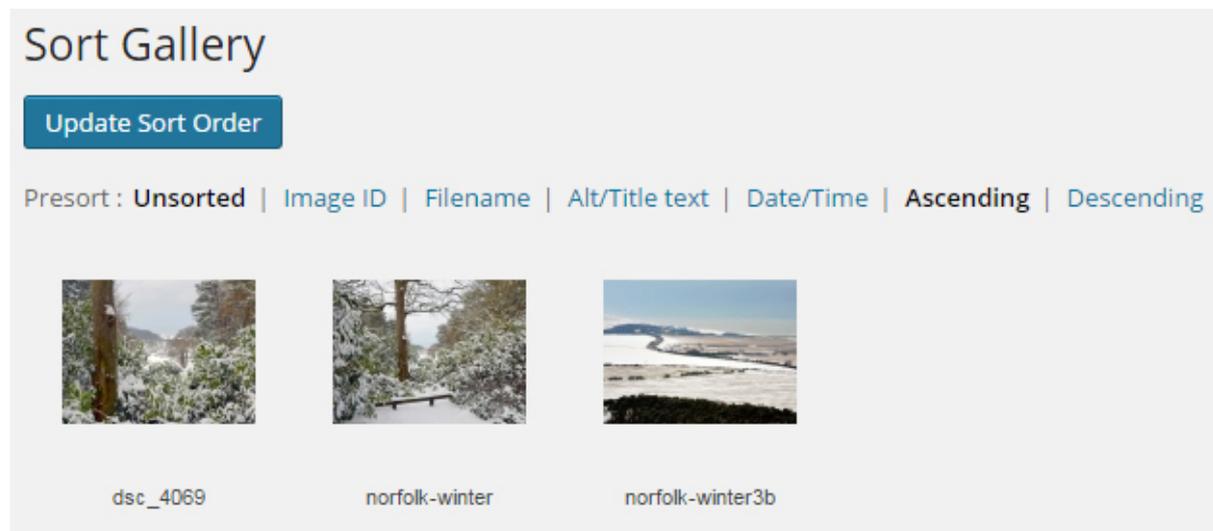
- Changing the title of a gallery
- Setting captions/descriptions for each image
- Sorting your images into a different order

1. Click **Manage Galleries** 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 text information about each image. Remember to click the *Save Changes* button afterwards.
4. To reorder the images, click the **Sort gallery** button.



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 save your new order.



## Section 4 – Inserting your gallery into a page or post

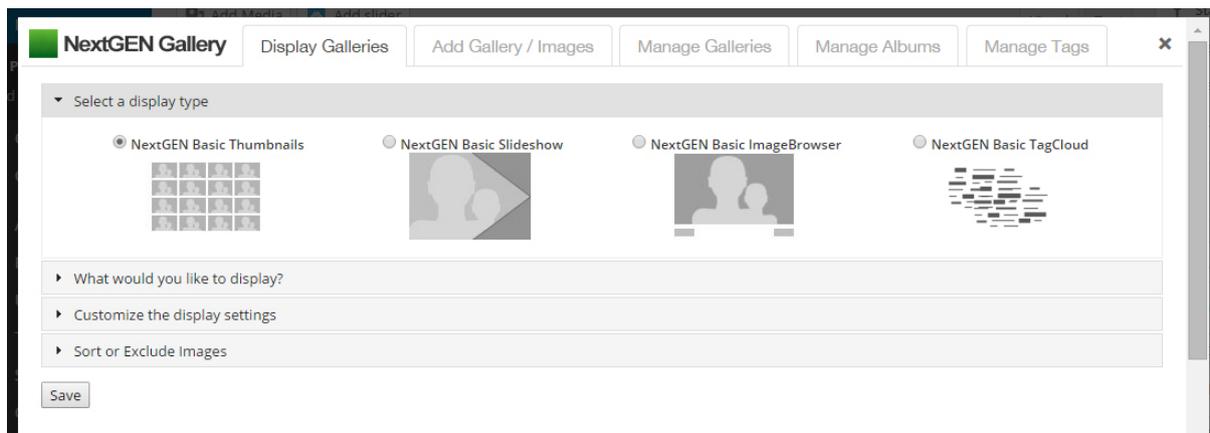
If your gallery isn't already displayed on the website, you can add a gallery to any page or post.

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 **Attach NextGEN Gallery to Post** button.  
This is the last button on the first row.



4. Select 'NextGEN Basic Thumbnails' for the *gallery type*.  
Under 'What would you like to display?' choose *Galleries*, then select your gallery.

Click the **Save** button to finish.



- Note that it's possible to add new galleries and images from this box (see extra tabs at top).
- There are so many options to apply, you're best to experiment and view the different results produced.
- A single image from your gallery will be displayed to represent your gallery. If you click this image, the gallery options box will display.
- Don't forget to press **Update** or **Publish** (for the page or post) afterwards or your gallery addition/changes won't be actioned.