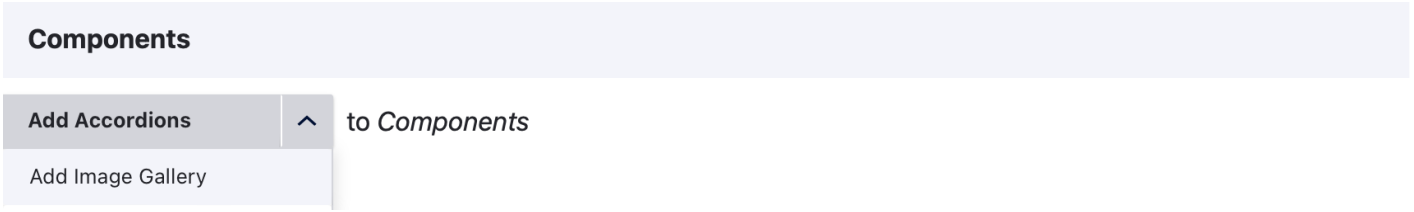
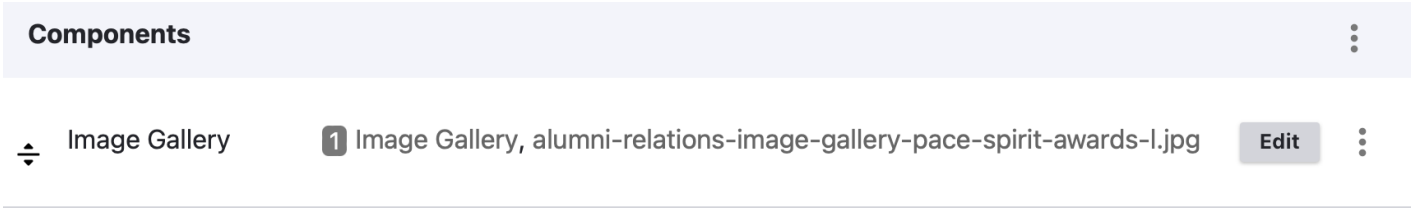
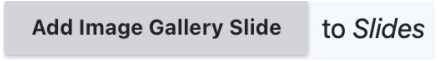
Adding and Editing an Image Gallery Component

- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Image Gallery**

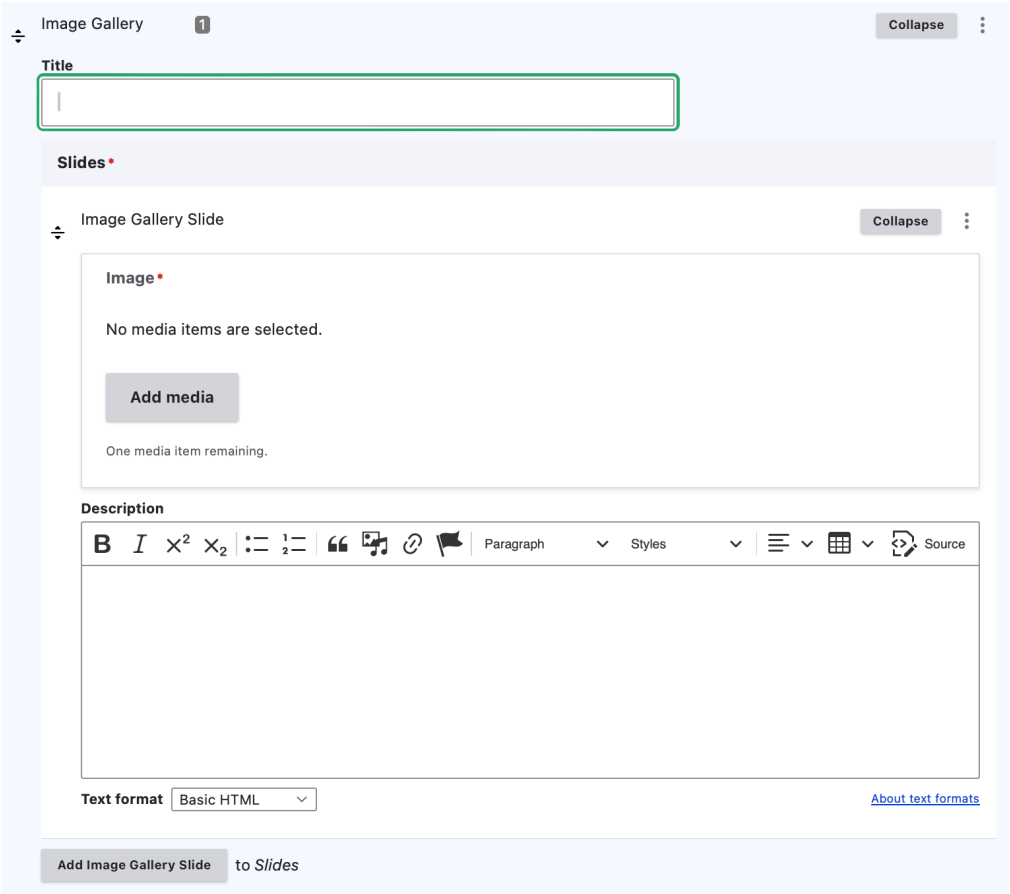


- Or, if you are editing an existing Image Gallery Component, Click the **Edit** button



- There are four fields to start when you add an Image Gallery component.
- **Title**, **Image**, **Description**, and the **Add Image Gallery Slide to *Slides*** button. 

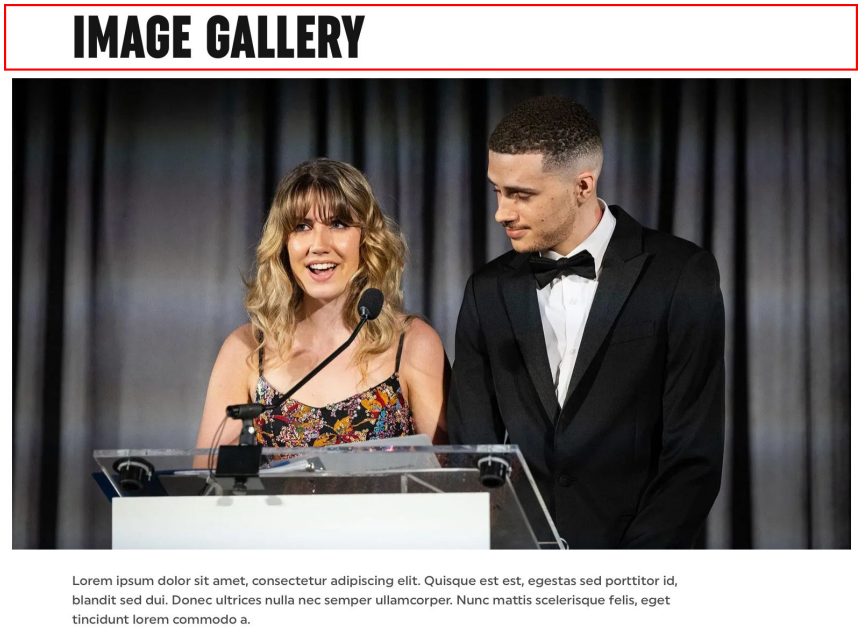
- By default, an Image Gallery component will start with one empty Image Gallery Slide.



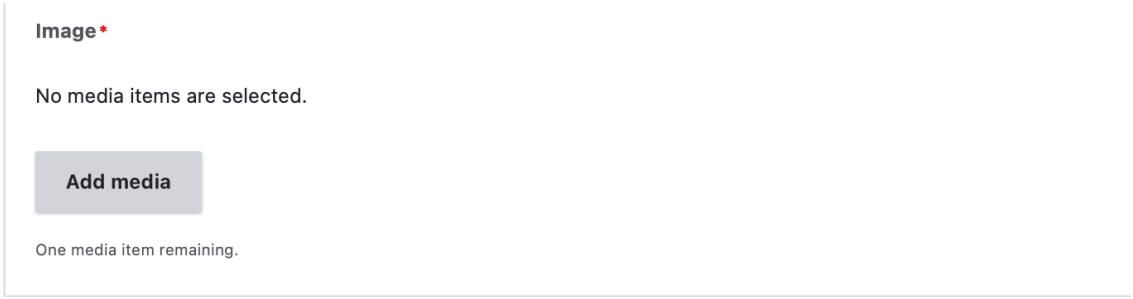
- The **Title** above the cards is not a mandatory field, but you can add a Title here if needed.
- The **Title** will appear above your Image Gallery as a Heading. For example, if you added the title “Image Gallery” above your gallery like this:



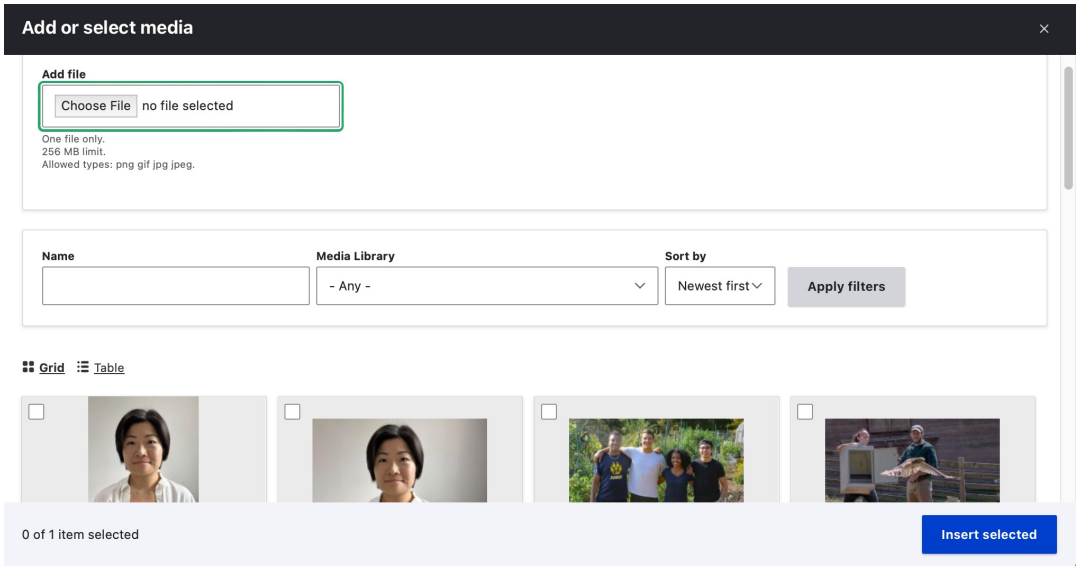
- It would appear above your images like this:



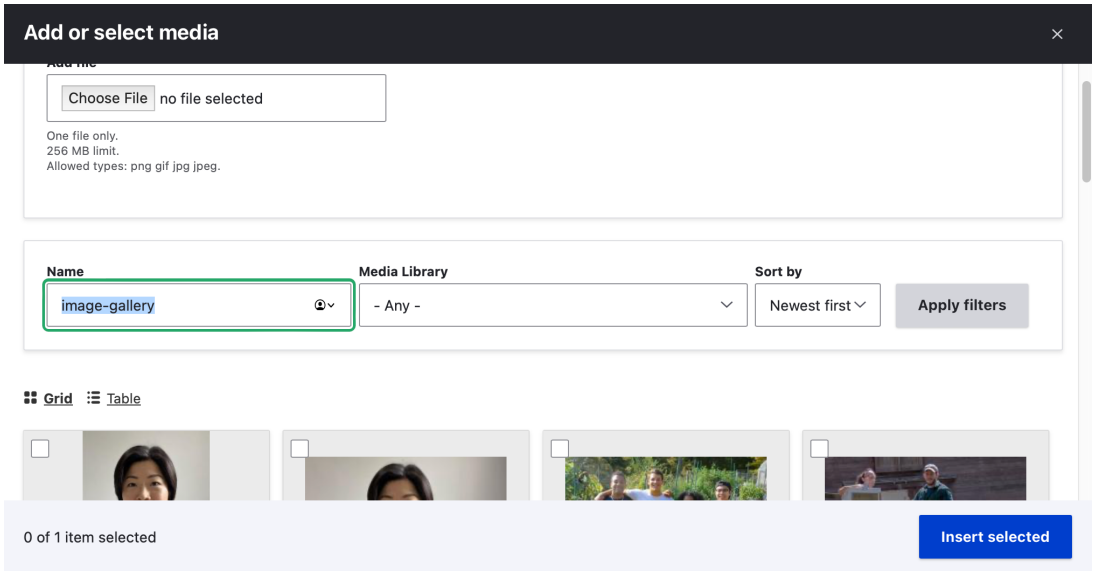
- To create your Image Gallery Slides, add an existing image from our media library or upload a new image into the first auto-generated slide using the Add Media button.



- You will be presented with the option to select an existing image from the library or upload a new image.



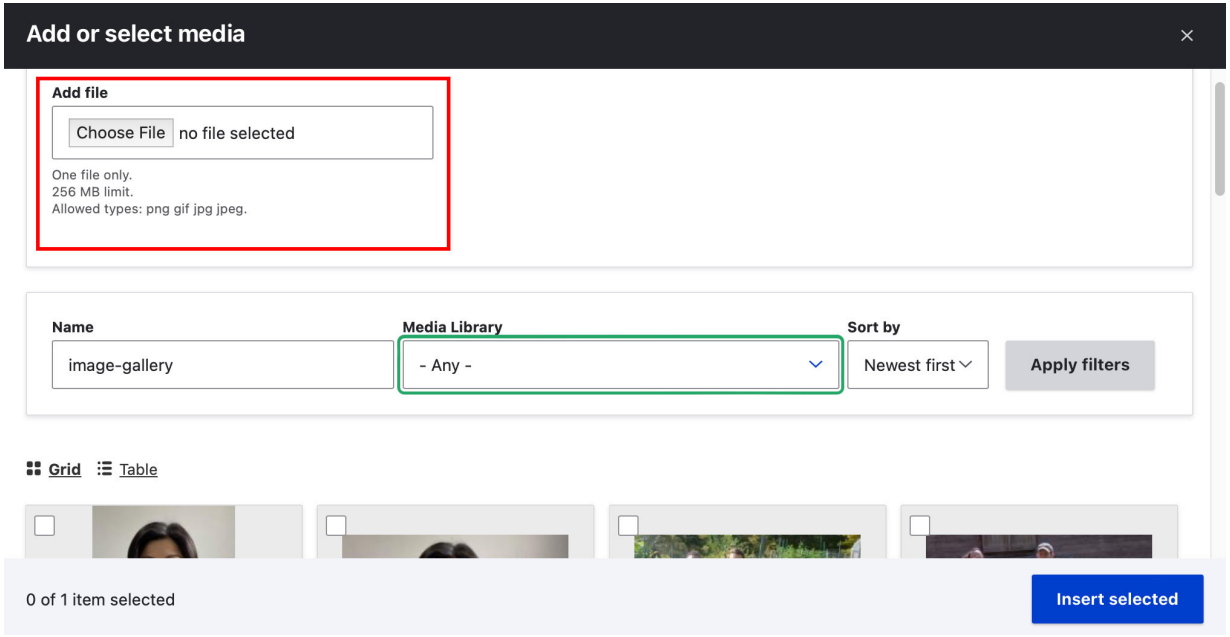
- Our media library contains thousands of images. An easy way to find existing images in our Media Library, is to type **image-gallery** into the **Name** field. This will display only images that are named with the text "image-gallery".



- You can narrow the results even further by selecting your department in the **Media Library pulldown menu**. If your department images are tagged properly, this will help to display images that are named with "image-gallery" and are one of your department images.

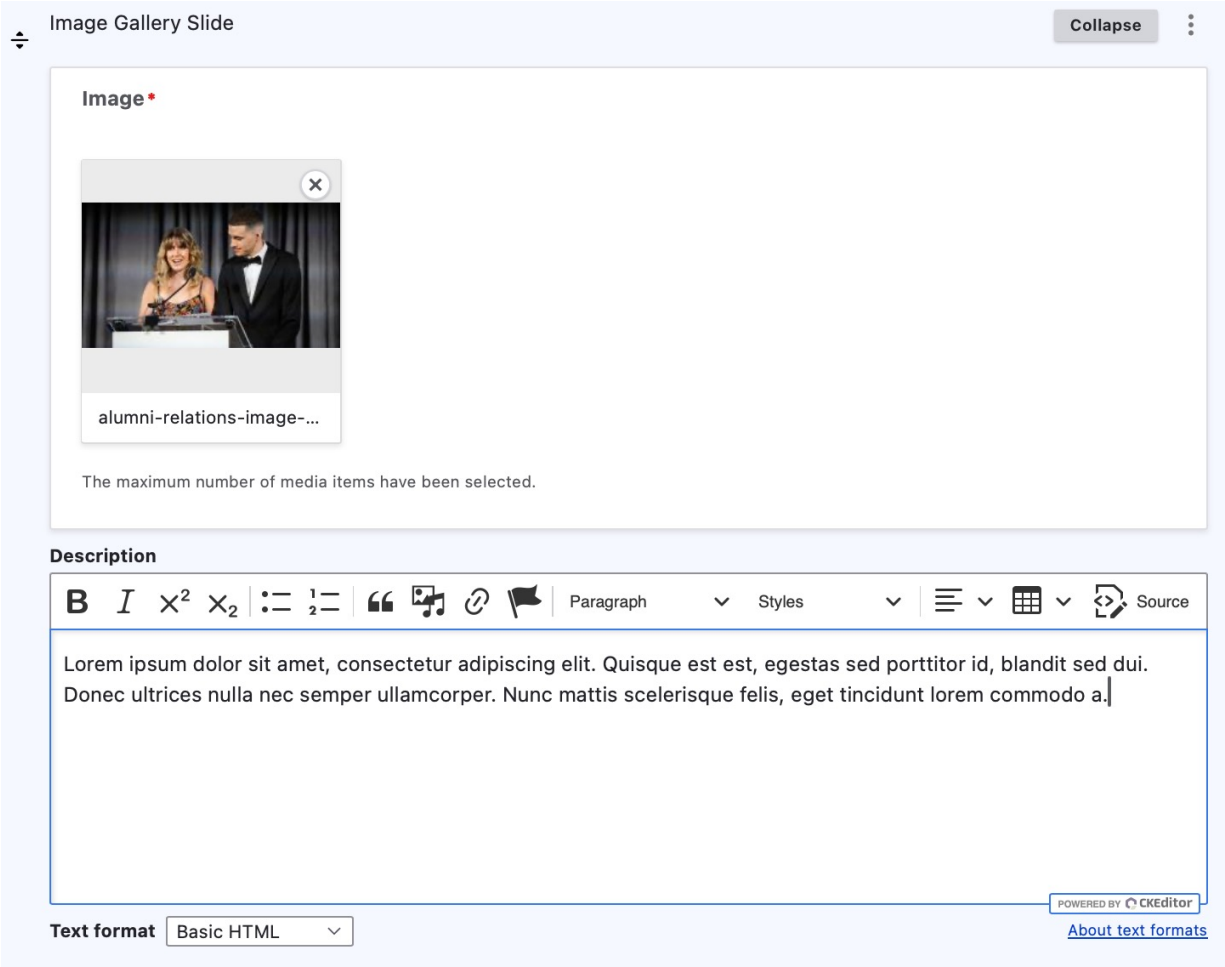


- Your other option is to upload a brand-new image that doesn't already exist in our Media Library using the **Choose File button**. After clicking the Choose File button, you be prompted to select an image from your computer.

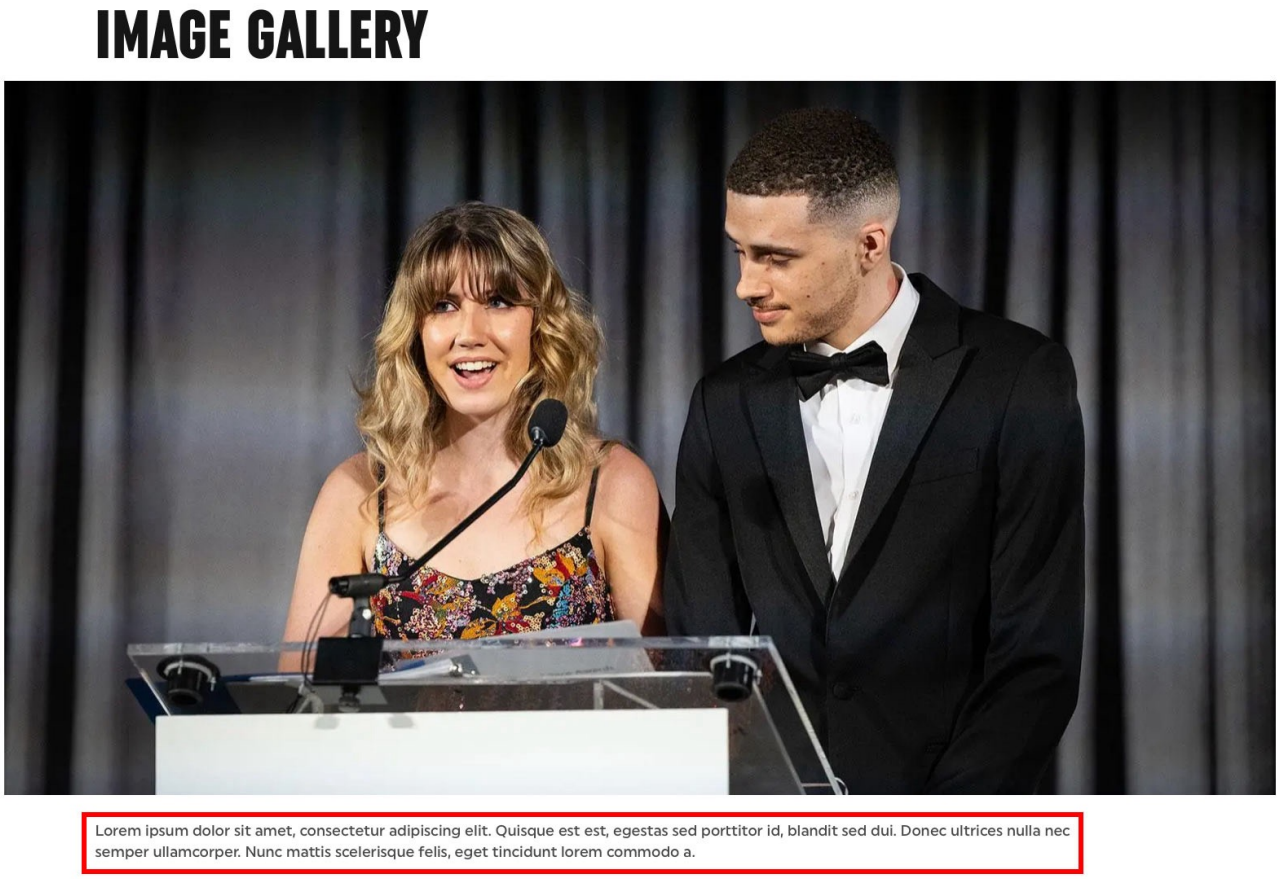


- If you upload a new image, please follow the naming and size guidelines for Image Gallery images.
  - See the image guidelines on the last slide of this presentation.

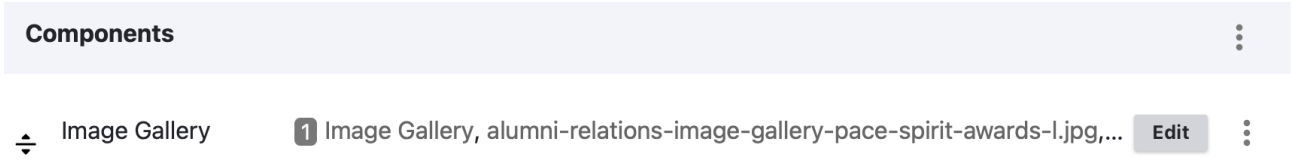
- Once you have added an image to your gallery, you can add a **Description** underneath the image. This is not mandatory, but it is helpful if you want to tell the user what the image is.



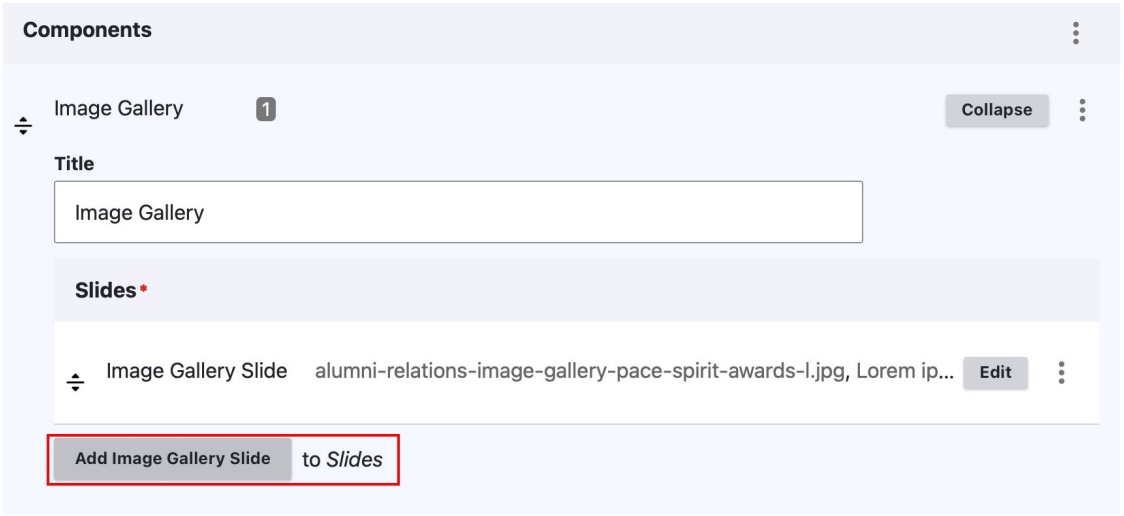
- The **Description** will appear underneath the image like the example below.



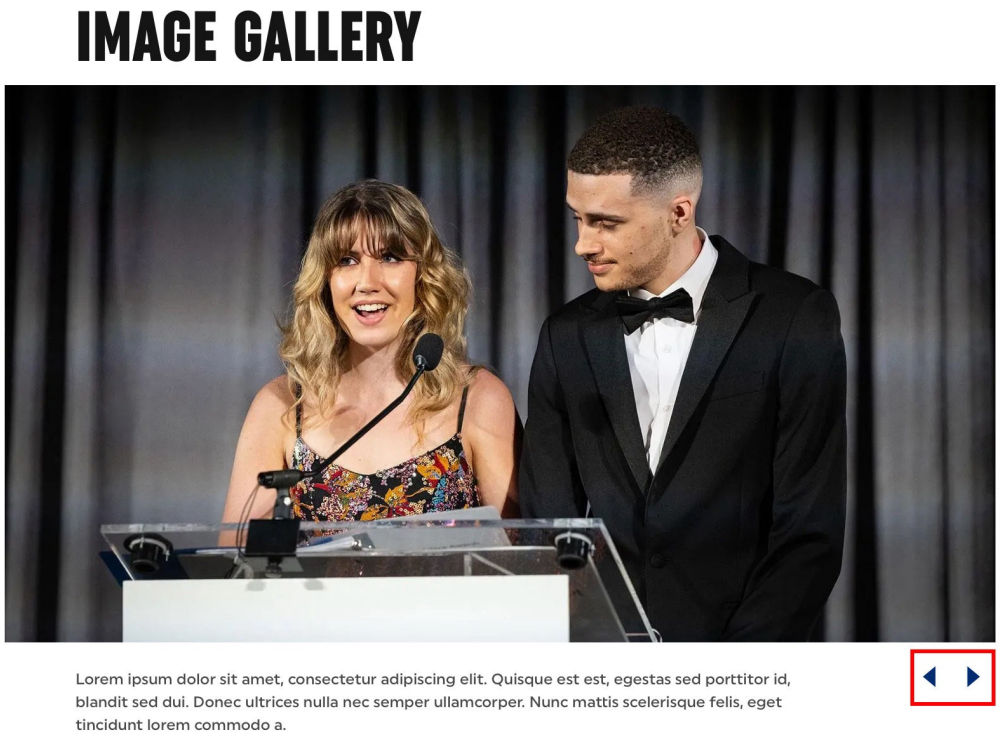
- To add more images to your gallery, click **Edit** on the top of your page.
- Then click **Edit** next to your Image Gallery component.



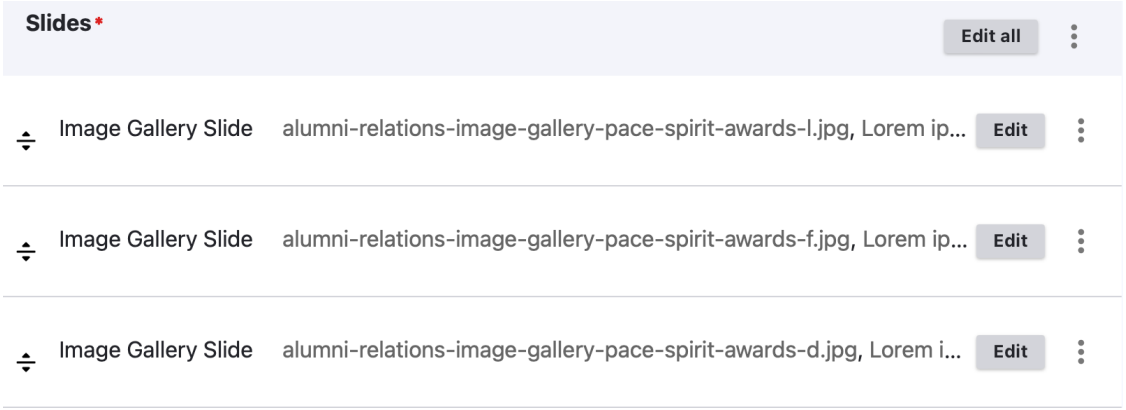
- Then click the **Add Image Gallery Slide to *Slides*** button and fill in the fields on your new image gallery slide.



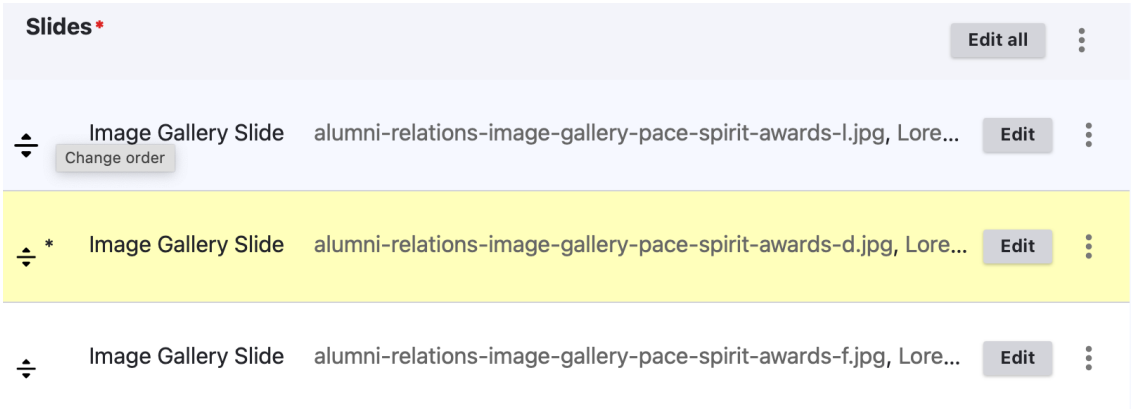
- When you're done adding images to the slideshow, click **Save** on the bottom of the page.
- We recommend to use more than 3 images, but less than 10 images in a slideshow.
    - More images = Slower pages = Worse for the page SEO.
- Once you have added 3 or more images and clicked Save, you will now see directional buttons under the image that allows the user to cycle through the images.



- You can change the order of your slides by using the **Change Order icon** to the left of the slide



- For instance, if you wanted slide 3 to appear in the second slot, you can drag and drop it below slide 1



- To apply this change, **click save** at the bottom of your edit page.

Image Gallery Guidelines

- Image Galleries are not intended to house more than 10 images. There are occasions where you may have more than 10 images. 11 to 15 images is reasonable if you need to add more, but please don't overdo it. We don't want to see 30 images in a gallery.
- Images for this component must be cropped to 1600x900 pixels
- Images for this component must named using using the correct naming convention (all lowercase)
    - [department-or-school]-image-gallery-[title-or-subject-of-gallery]-[#-of-image].jpg
    - Using this naming convention, If you were creating an image for a gallery titled "Staff Picnic", on a University Relations webpage, you would name your first gallery image **university-relations-image-gallery-staff-picnic-1.jpg**