Using WordPress: Adding and Managing Image Galleries

The image alignment buttons built into the text editor are not designed to handle complex photo layouts. Using image galleries will allow you to create attractive photo layouts with automatic thumbnail generation, multiple layout options, captions, descriptions and a large-size lightbox feature.

Adding a New Image Gallery

1. Place your cursor where you want the gallery to be inserted on the page or post and click the **Add Media** button above the text editor area.

2. Click the **Create Gallery** link in the left-hand column of the *Insert Media* screen.

3. You can choose to select items from your media library or upload new images:

   Upload Files: Click on this tab and drag or select new images for your gallery. When you are done it will show them in your *Media Library* tab. Continue with those instructions (below).

   Media Library: Click on this tab and click on all of the images you want to include in the gallery. A checkbox icon will appear on the upper right corner to confirm your selections. (Click on the checkbox icon to deselect the image.) Click the blue **Create a new gallery** button.

4. On this screen you can type a caption and description for the images if you wish. (This can always be edited later.) The caption will appear under the thumbnail (in most layouts) and the description (usually longer) will be displayed when the large image is shown in lightbox mode.

5. You can drag the images around to select the order you want them to appear. You can also check the **Random Order** checkbox under *Gallery Settings* to shuffle the images.

6. Under *Gallery Settings*, you will most likely want to change the *Link To* setting to "Media File" and keep the Size setting at "Thumbnail."

7. The *Type* setting under *Gallery Settings* changes the thumbnail layout on your page. Select one now and you can always preview and change it to another layout style later.

   Tip: The two most popular and recommended gallery types in use on the site are *Thumbnail Grid* (cropped thumbnails with captions) and *Tiled Mosaic* (grid of uncropped images with no captions).

8. When finished, click the blue **Insert gallery** button at the bottom of the screen.

9. At this point, you may want to preview the Page/Post to see if you like how the gallery looks. (It *will* look different on the actual webpage from what you see on the Post editing screen.)

Editing an existing gallery

1. Click anywhere on the gallery images and you will see a blue outline appear around the gallery with two icons at the top: a pencil and a X. Click on the **pencil icon** to edit the gallery.

2. This will open the *Edit Gallery* screen that will allow you to remove photos, adjust their order and change the gallery settings. Click on an image edit its caption, alt text or description. If you want to add more images, click on the **Add to Gallery** link in the left column.

3. When finished, click the blue **Update gallery** button at the bottom.

Deleting an existing gallery

1. Click anywhere on the gallery images and you will see a blue outline appear around the gallery with two icons at the top: a pencil and a X. Click on the **X** to delete the gallery.

Last updated: 6/22/18 11:34 AM