

Adding Multiple Galleries to a Page

You may wish to showcase your school events by creating one page to house multiple photo galleries.

Click on MEDIA – Photo Galleries – Create New

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	Photo Galleries	G 5,9 Theme S QL		Create New Show All
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			Created 12/09/2022	Actions
	Title			
	Title PCSSC		12/09/2022	/ 0

• Give your Gallery a title and then click on **Browse**

pload File/Photos	Add a Gallery
llery Title	ANZAC Day
load Image	Drag&Drop files here
	or
	Browse Files
	Add Gallery Cancel



• Choose the photos you wish to load in your gallery. You can do this in bulk as long as the batch is less than 10mb. (If you have large photos or many photos, select a few at a time). Then click **Open**.

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Desktop	100 Days of Learning 4.png	4	SUS KB	PNG image	17 NOV 2022 at 11:54 am	
Desktop	Advice 1.png	1	280 KB	PNG image	Yesterday at 12:35 pm	
Ownloads	Advice 2.png	3	313 KB	PNG image	28 Oct 2022 at 5:39 pm	
Creative	 Advice 3.png 	3	390 KB	PNG image	23 Nov 2022 at 2:54 pm	
	Advice 4.png	(570 KB	PNG image	17 Nov 2022 at 11:54 am	
Cloud	Advice 5.png	3	293 KB	PNG image	17 Nov 2022 at 11:54 am	
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	Manzac 2.png			PNG image	17 Nov 2022 at 11:54 am	
Documents	Anzac 3.png		427 KB	PNG image	17 Nov 2022 at 11:54 am	
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	Anzac 5.png			PNG image	28 Oct 2022 at 5:39 pm	
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• Scroll to the bottom and click Add Gallery

	Promo Image Title :	Remove	0
	Promo Image Title :	Remove	0
Add Gallery Cancel			

• If you have more images to load, click on the pencil and add the next batch of images.

Upload	File/Photos Photo Galleries HG 5,9 The	ime 5 QL	sei	Create New Show All
Man	age Photo Galleries	3		
	Title	Promo Image	Created	Actions
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 To create a new page to house your photo gallery, go to Website Content – Pages – Create New

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• Choose normal page.

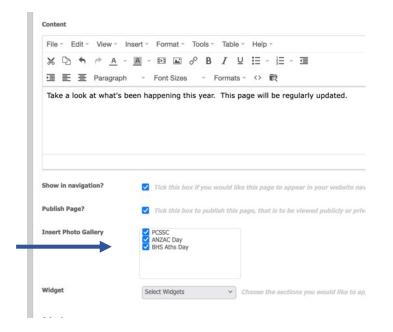
	Add/E	dit a Webpa	ge	
Туре	✓ Select Externa	I Link		

• Give the page a title and add a blurb if you would like.

	Add/Edit a Webpage
уре	Normal Page v
Page Title	2023 Photos
	Type the name of the Webpage here.
Meta Description	
Meta Keywords	
	Keywords are used for search engine optimisation, please enter keywords separated by a comma.
Content	
File - Edit - View -	Insert - Format - Tools - Table - Help -
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• Underneath the content box you will see all the galleries that you have created in the media folder. Select the gallery/galleries you wish to display on the page. Scroll to the bottom and click **Submit**.

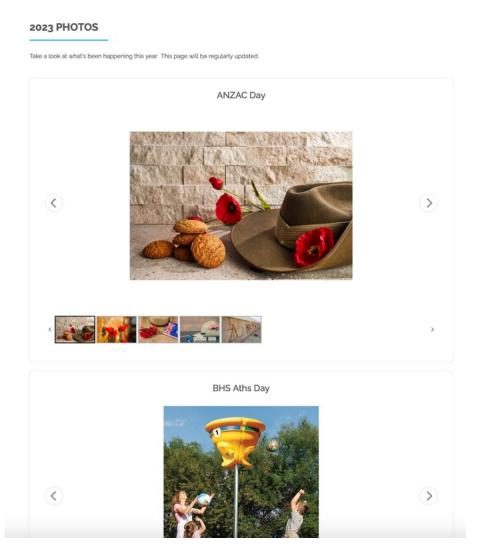


• Click on the URL beside your page to preview your work

Pages	App Pages	Navigation	Widgets	Homepage	Widget Selector	Quick Push			Create Ne	w Sho	ow All
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• Your most recently created gallery will appear at the top, the rest of the galleries will display underneath.



- To add this page to your website Navigation, follow the guide "Working with Navigation"
- The same process works for **Recent News articles** the galleries will be displayed under the **Read More** button.