

Crib Sheet: Adding Photos to a Gallery in a post

(these instructions apply if you are editing a post containing two or more photos arranged in a gallery, i.e. a block of photos containing one or more lines with, usually, 3 or 4 photos per line)

Key: **[something you click or choose]** **“text you enter”** “window or pane name”

You need to have prepared:

(a) the jpg image or images you wish to add... if possible please resize them to max width 1280px (i.e. pixels), not less than 900px.

(please discuss with me if resizing jpg images is a problem)

1. Login to the web site and view the post you want to edit. Click **[edit post]** in the top black menu. If you don't see the **[edit post]** button the post does not belong to you. If you think it should (e.g. its about one of your models) ask me to change the ownership.

2. you will now be in the "Edit Post" window and you should see the block of photos together with some text (assuming there is some text in the post). If you can't see any photo images but there is line saying something like

```
[gallery link="file" columns="4" size="medium" display="masonry" wpmf_folder_id="1234" ids="11111,22222,33333,44444"]
```

click the **[Visual]** tab above the *editing pane*.

3. Click somewhere over the block of photos - a box will appear around them and there will be a tab with a pencil and an "x". Click the **[pencil]** in order to edit the gallery.

4. You will now be in an "Edit Gallery" popup window. Click on **[Add to Gallery]** in the left hand grey column. This will take you to the *Media Library*.

5. drill down though the folders to find the folder with the original pictures. For a Scale member the sequence will be:

[Scale Section] > [Scale Members] > [members name] > [boat name]

There may appear to be no photos in the **[boat name]** folder... *don't panic!* If so, it is because all the photos that are in the folder are already being used in the gallery. You will only see photos which you have uploaded but have not used in the gallery.

6. click on the **[Upload Files]** tab and upload any new photos which you need to upload.

7. now in the "Media Library" tab, select the photos to add to the gallery. Click on **[Add to Gallery]** (bottom right); this will take you back to the "Edit Gallery" page.

8. Check the photos are in the order you want; you can change the order by dragging and dropping the images.

9. If you want to caption the photos in the Gallery select each photo in turn and type a short caption into the "Title" box, NOT the "Caption" box! (This is a software bug!).

10. You may want to adjust the number of columns shown under "*gallery settings*". For example if there were 4 photos before and you have added two photos then the gallery will look better if the number of columns is **[3]** rather than the previous **[4]**. Try not to end up with a gallery row containing only one photo.

11. The other "*gallery settings*" should be left unchanged. The important ones are: Theme = **[Masonry]** and Image size = **[Medium]**.

12. click on **[Update Gallery]** (bottom right). This will take you back to the "Edit Post" window.

13. in the "Publish" pane, click on **[Update]**

14. when the page has updated, click on **[view page]**.

End of Crib Sheet