

Maintaining Photos with NextGen Gallery

Note: NextGen uses the term “Album” to describe a collection of “Galleries”. So your Image Gallery page is actually displaying an *Album* of all the *Galleries*. Confusing, yes, but hopefully knowing this makes the admin area easier to grasp.

Creating a Gallery

1. **Create a new gallery** under **Gallery Menu: > Add Gallery/Images**.
2. To manage your new gallery **click Gallery Menu: > Manage Gallery** and then click on the Gallery you want to update.
3. In the drop-down menu “Create new page:”, **select “Photo Gallery”**. Click **Add page**. This will create a new page for displaying your new Gallery. The page will have the same title as the title you gave the Gallery. (If you wanted to link it to an already existing page you could use the “Page Link to” drop-down above.)
4. Save changes

Optional things you can do under Manage Gallery

- **change the “Preview image”** which is the thumbnail that represents this Gallery on the “Photo Gallery” page.
- Click the **Sort gallery** button to be able to change the order the photos appear in.
- Change the Alt & Title Text

Adding your Gallery to an Album

In order for your new gallery to show up in the Photo Gallery page, you need to add it to the album.

1. Click **Gallery Menu: > Album**
2. In the drop-down menu near the top of the page, Select the Album you'd like to add a gallery to.
3. Drag your new gallery over to the Album with the others.
4. Click **Update** to save.

Adding a Gallery to other pages in your site

In addition to your main image gallery, you might want to display photos in a blog post or another page. There are two ways to do this.

Insert a NextGen gallery

To insert any of the galleries you've set up in NextGen, click the NextGen Gallery button (example circled below). You'll see a NextGen pop-up. Choose a gallery to insert, then click update. There are a few other options in the pop up that you can play with. Go ahead and try them out, you won't break anything.

Insert a WordPress basic gallery

If you just want to add a very basic gallery of thumbnail images, you can upload images into the post, then choose to insert it as a WordPress gallery. You can learn more about that at:

<http://en.support.wordpress.com/images/gallery/>

