



# Adding a media gallery in Contensis CMS

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## About media galleries

For best results, media galleries should consist of either portrait or landscape images. This is so images fit snug against each other.

Each gallery requires its own folder in which to pull images from or images can be assigned keywords and the gallery control can be set to pull in any images from anywhere in Contensis that use that keyword.

All users have permissions to create a media gallery.

## Images

For best practice, before uploading images, try to **ensure they are all the same size**.



## Photo editing

If you don't have access to Photoshop (for example), GIMP should be available as standard in your university computer programs.

## Sizes

We recommend:

- portrait images are **488px wide by 710px high**
- landscape images are **710px wide by 488px high**

The above sizes are what you will see when you click to enlarge a thumbnail from your gallery page.

## Where to store images

### Option one – use keywords for specific sets of images

With this option, it doesn't matter where your images are stored in Contensis. Give all the images you want to be displayed in a particular gallery, a particular keyword, such as galleryGeneral).

Then when you create your control, you can set it to pull through all images with the keyword of galleryGeneral. This option is useful if you have a number of galleries across your site and want to use the same images on multiple galleries.

You would need to **make sure your keyword isn't something used elsewhere**, as then it might pull in other images already tagged with that keyword.

### Option two – a folder for each set of images

Create a folder for a specific gallery. Set the control to pull through all images within that folder. This is useful if you only intend on having one gallery on your site.

## Uploading images

1. Click the new folder and either batch import (from a .zip file) or upload images individually
2. Each image will require the following:
  - **Title** - something recognisable and brief
  - **Menu** - something recognisable and brief (can be the same as title)
  - **Alt** - a brief description of what the image is showing



- **Description** - a full description of what the image is (appears when the image is enlarged)
- **Keyword** - you may wish to assign a keyword to the image

Ensure this is done for each image. If you batch import your images, you need to go into the properties of each image and add this information after uploading.

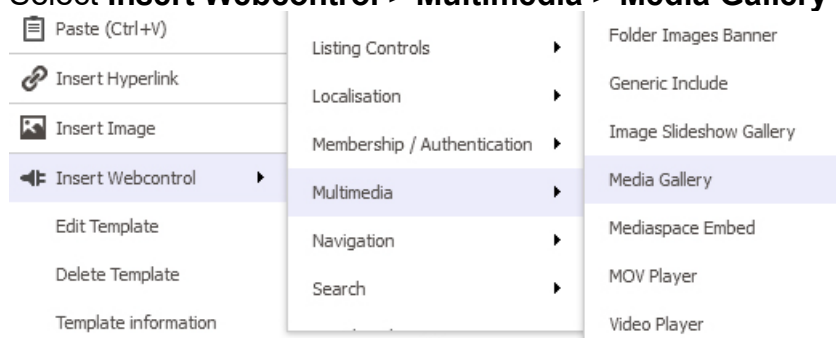
**Note:** Only images that you want to appear in your media gallery should be stored in your gallery folder. **Do not create variations of sizes within this folder** as both the original and the variation will show in the gallery giving you random sizes and poor visual quality.

## Order of images

As default, images will be ordered by their title (not file name) in descending order. You can change this by applying a rule to the 'Order by' setting in your control (see instructions below).

## Adding the media gallery tool to your page

1. In the edit mode of your page, right click where you want to place your gallery
2. Select **Insert Webcontrol > Multimedia > Media Gallery**



3. Apply the following settings:

Step	Description
<b>Enable Title</b>	If you would like to show a title next to the RSS/Atom option, check this box



<b>Render Mode</b>	Definition list
<b>Heading</b>	This option will only show if you Enable title. Select which heading you require. This will probably be H2 depending on your heading structure on your page.
<b>Sub-Item Heading</b>	H3
<b>Title Text</b>	Leave this blank unless you are enabling RSS/Atom feed. If you enable RSS/Atom, please add Subscribe as your title text or something suitable.
<b>No Results Text</b>	Sorry, there are no images to display.
<b>Enable RSS/Atom</b>	Check this if you wish users to subscribe to this feed
<b>Enable Lightbox</b>	Checked
<b>Enable A to Z Bar</b>	Unchecked
<b>Enable Animation</b>	Unchecked
<b>Shuffle Data Source</b>	Unchecked (unless you want your images to display in random order)
<b>Theme</b>	None
<b>ID</b>	This can be anything (but you can't have the same ID more than once on a page)
<b>Enable Description</b>	Unchecked (unless you want the description to show in the popup tooltip)
<b>Enable Thumbnail</b>	Checked
<b>Maximum Thumbnail Width</b>	If using landscape images, we recommend 150. If using portrait images, we recommend 120.



<b>Maximum Thumbnail Height</b>	If using landscape images, we recommend 130. If using portrait images, we recommend 170.
<b>Icon Display</b>	None
<b>Icon Position</b>	Leave as is (this setting depends on the above)
<b>Holder Width</b>	Set the same as maximum thumbnail width
<b>Holder Height</b>	Set the same as maximum thumbnail height
<b>Items Per Row</b>	0
<b>Enable JQuery Tooltip</b>	Checked (this will show the image description in a popup)
<b>Speed Tooltip Shows</b>	100
<b>Speed Tooltip Hides</b>	100
<b>Items Per Page</b>	10 (or as many as you require)
<b>Maximum Items</b>	10 (or as many as you require)
<b>Pager Position</b>	Bottom (or None if you don't want images split into pages)
<b>Layout</b>	Ignore this section
<b>Enable Dynamic Folder Auto Filtering</b>	Unchecked
<b>Data Filters</b>	Click Add Filters  If you are filtering by folder, use these settings: <b>Property_F_ID &gt; EqualTo &gt; The folder ID of images folder</b>



	<p><b>filtering</b> (this can be found by clicking on the folder that contains your images and selecting Information and then scrolling down to ID and copying the number that appears there)</p> <p>If you are filtering by keywords, use these settings: <b>MD_Keywords &gt; Contains &gt; yourchosenkeyword</b></p>
<b>Order By</b>	<p>Leave blank to use the default order or apply one of the following:</p> <p>PROPERTY_Title asc – Order by title PROPERTY_Title desc – Reverse order by title</p>

**Save** the settings. Save and preview your page. If you are happy with the gallery, submit and approve your page.