Transcript
LibGuides Tutorial 8: Adding a Gallery of Images

You may want to add a gallery of royalty-free images, images you have taken, or images from the university photographer. You can also add a single image to a gallery. Gallery boxes only hold images so you cannot place additional text other than a tag and a caption in a gallery box. Therefore, if you are looking to have an image surrounded by a significant amount of text, you will want to view the tutorial on “How to Add an Image to a Standard Box.” When you are creating a gallery, remember to label your images because it is important for those who use assistive devices to know what the image is and its significance. If you would like to place a gallery at the top of the page, click on Add Top Box. Then enter the name that you would like to call your box. In this case, I am going to enter the name “IUP Libraries Image Gallery.” Then click on the down arrow next to Box Type to select the type of box you are creating. Since you are adding images, click on Gallery on the dropdown menu. Then click on the Save button.

Next you will want to add content to the box. Since it is a gallery box, you will be adding pictures. Click on the gear icon in the box header to add content.

You will need to label your images. You can add a caption, but it is not required. Once you have added your label and caption, click on Browse next to image URL. I am going to label my first image “Students Using Computers at IUP Libraries” and write in the caption field “There are Many Computers Available at the IUP Libraries, including computers in the lab, media pods, and laptops.” It is recommended that you upload your images rather than using a link, because photographs on links can change or the link can become inactive. To add the image, I am going to click on the Browse button which will take me to the Image Manager.

For this gallery, I am using images from the IUP Libraries newsletters. To add an image to the Image Manager, click on Upload New Image and select your image to upload. I am going to upload a picture of students using the computers. ALL OF THE PICTURES IN YOUR GALLERY MUST BE THE SAME SIZE, otherwise the content on your Guide will move around as the pictures change. You can use Adobe Photoshop to adjust the size of your images to make them all the same size. If your gallery contains only one picture, then the size does not matter.

Once you have uploaded your image, you will need to click on the link icon, which looks like two chain links together to obtain the link for the photograph, so you can paste it as the URL for the image in the pop-up box that is open on your LibGuide.

Copy the link from the Image Manager window and then click on Close.

Then click on the X in the top right hand corner of the smaller window to close your Image Manager.

Next paste the link to your image in the field below Image URL, and then click on Create. Continue this process until you have added all of the images you would like to include in this particular gallery.
Once you have added all of the pictures that you would like to have in your gallery, click on **OK**. View your gallery in motion and make sure that the images are the same size, otherwise the content will continuously move up and down on the page. Even the slightest difference and size can make a page difficult to read as the text shifts up and down as the images change.

Images for a top box gallery must be wide, rather than narrow. You may find that you need to delete an image from the Image Manager in order to replace it with a resized image for your gallery. To delete an image from the Image Manager, go up to your LibGuides control bar and click on the **Content** button. From the dropdown menu, click on **Image Manager**. Once you are in the Image Manager, click on the **X** in the box that contains the image you would like to delete. Then click on **Delete** to confirm that you want to delete the image from the Image Manager.