LUTHERAN CHURCH–CANADA

CONGREGATIONAL SITE TOOLKIT

How do I update or add a photo gallery on my congregational website?

CREATING A PHOTO GALLERY

1. While editing the Page where the gallery will be featured, click **"Add Media"** (in the same way you would if you were adding a single photo).

2. Select the option to **"Create Gallery"** on the left hand side,

3. Upload or select images that should go in the gallery, then click **"Create a new gallery"** on the bottom right.

4. From there, you can drag and drop to reorder photos; select the number of columns for display; and select a size for the images to display at when people click through your photo gallery. Once you are happy with the settings you have selected, click **"Confirm"** and insert the gallery into the desired Page.

NOTE: It is a good idea to **"Preview"** your Page before publishing so that you can ensure your gallery is displaying correctly.

EDITING AN EXISTING PHOTO GALLERY

1. While editing the Page where an existing photo gallery is already featured, simply click the gallery box. Two icons will pop up. Select the **"Edit"** button that looks like a pencil.

2. This will bring up the gallery settings and, there, you can rearrange photos or make any other changes. Once you are happy with your changes, click **"Update gallery"**.

NOTE: On the live site, you will able to click on any of the images in the gallery. This will expand the image and also allow you to click through the other photos in the gallery.