

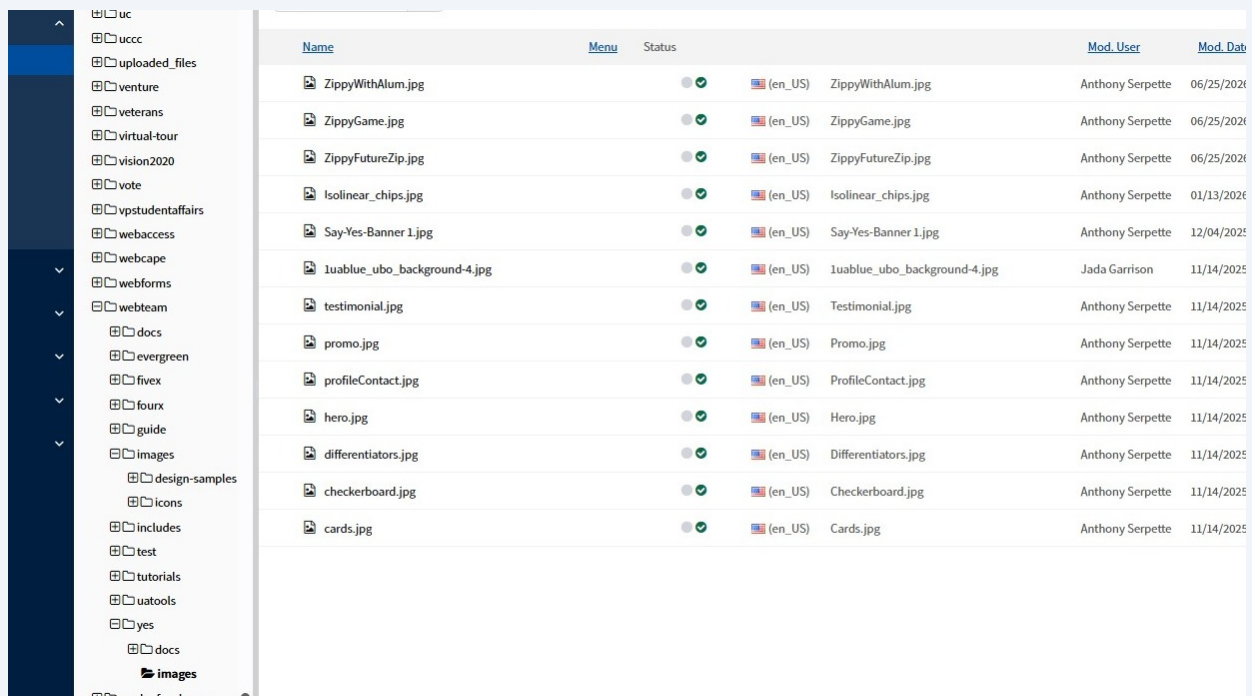
Creating an image gallery

An image gallery can highlight a few key images from an event or project. Make sure your images are unique and share a distinctive story. Too many images can be overwhelming to the users - quality is more important than quantity.

Images should be resized to reduce the file size, but proportions are less important. Your initial images should be uploaded to dotCMS before creating the gallery - additional images can be added later.

1

Navigate to <https://www.uakron.edu/c> and log in with your UA credentials.



The screenshot shows the dotCMS admin interface. On the left is a dark sidebar with a file tree. The main area displays a table of uploaded files. The table has columns for Name, Menu, Status, Mod. User, and Mod. Date. The files listed include various image files like ZippyWithAlum.jpg, ZippyGame.jpg, ZippyFutureZip.jpg, Isolinear_chips.jpg, Say-Yes-Banner 1.jpg, 1uablue_ubo_background-4.jpg, testimonial.jpg, promo.jpg, profileContact.jpg, hero.jpg, differentiators.jpg, checkerboard.jpg, and cards.jpg. All files are in English (en_US) and have a status of 'OK'.

Name	Menu	Status	Mod. User	Mod. Date
ZippyWithAlum.jpg		OK	Anthony Serpette	06/25/2021
ZippyGame.jpg		OK	Anthony Serpette	06/25/2021
ZippyFutureZip.jpg		OK	Anthony Serpette	06/25/2021
Isolinear_chips.jpg		OK	Anthony Serpette	01/13/2021
Say-Yes-Banner 1.jpg		OK	Anthony Serpette	12/04/2020
1uablue_ubo_background-4.jpg		OK	Jada Garrison	11/14/2020
testimonial.jpg		OK	Anthony Serpette	11/14/2020
promo.jpg		OK	Anthony Serpette	11/14/2020
profileContact.jpg		OK	Anthony Serpette	11/14/2020
hero.jpg		OK	Anthony Serpette	11/14/2020
differentiators.jpg		OK	Anthony Serpette	11/14/2020
checkerboard.jpg		OK	Anthony Serpette	11/14/2020
cards.jpg		OK	Anthony Serpette	11/14/2020

2 Navigate to the folder containing the page where the image gallery will live.

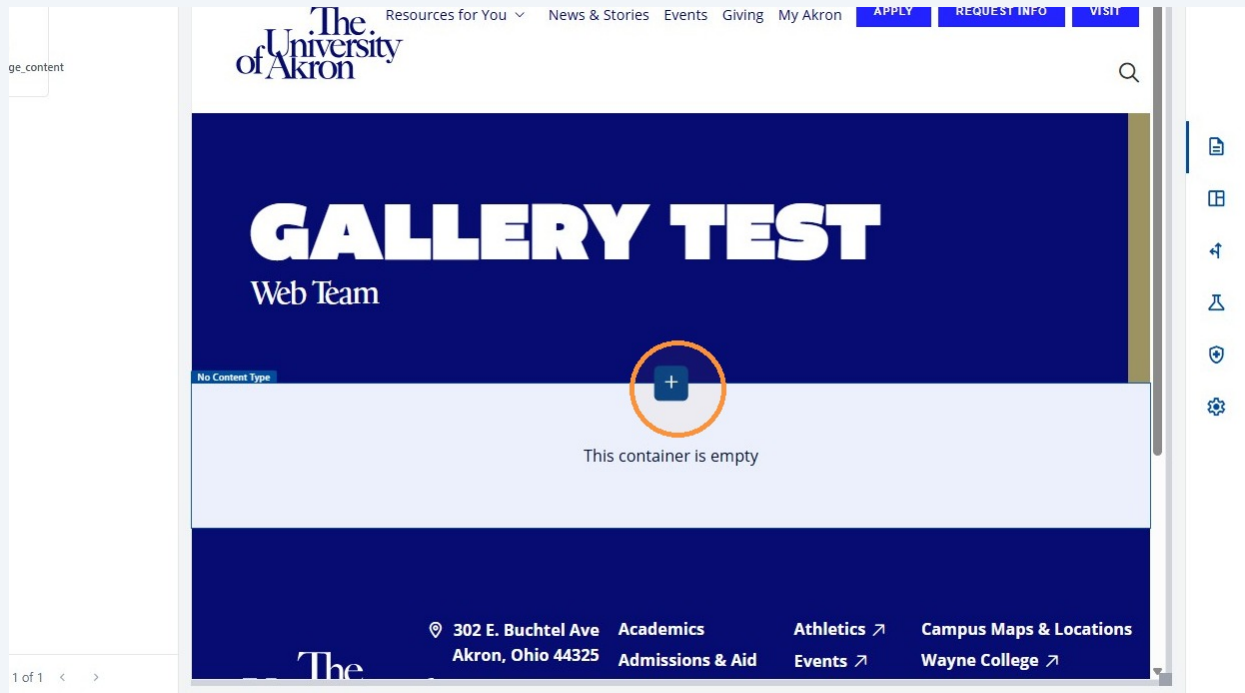
The screenshot shows the dotCMS interface. On the left, a dark blue sidebar contains a navigation menu with categories like Templates, Links, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The 'Content' category is expanded, and the 'images' folder is highlighted with an orange circle. The main area displays a list of files and folders. The files listed are: ZippyGame.jpg, ZippyFutureZip.jpg, Isolinear_chips.jpg, Say-Yes-Banner.1.jpg, 1uablue_ubo_background-4.jpg, testimonial.jpg, promo.jpg, profileContact.jpg, hero.jpg, differentiators.jpg, checkerboard.jpg, and cards.jpg. Each file entry includes a status icon, a language code (en_US), the file name, and a user name (Ant or Jac).

3 Double-click your gallery page to enter edit mode.

The screenshot shows the dotCMS interface in the 'Browser' view. The left sidebar is the same as in the previous screenshot. The main area shows a list of pages and folders. The 'gallery-test' page is highlighted with an orange circle. The list includes: gallery-test, general-page-full-width, index.dot, landing-page, bios-profiles-on-pages, duplicates-test, important-archive, important, docs, general-page-with-left-nav, and images. Each entry shows a status icon, a language code (en_US), the page name, and a user name (Ant or Jac).

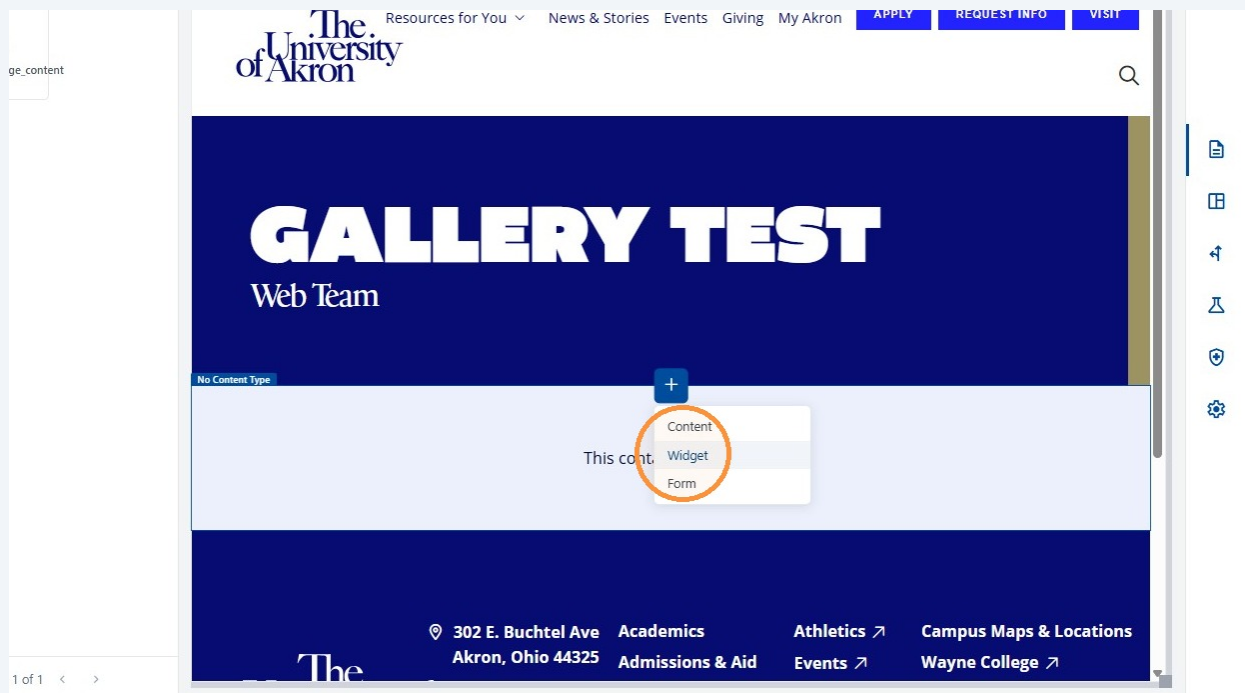
4

In edit mode, click the blue square to add a new item to the page.

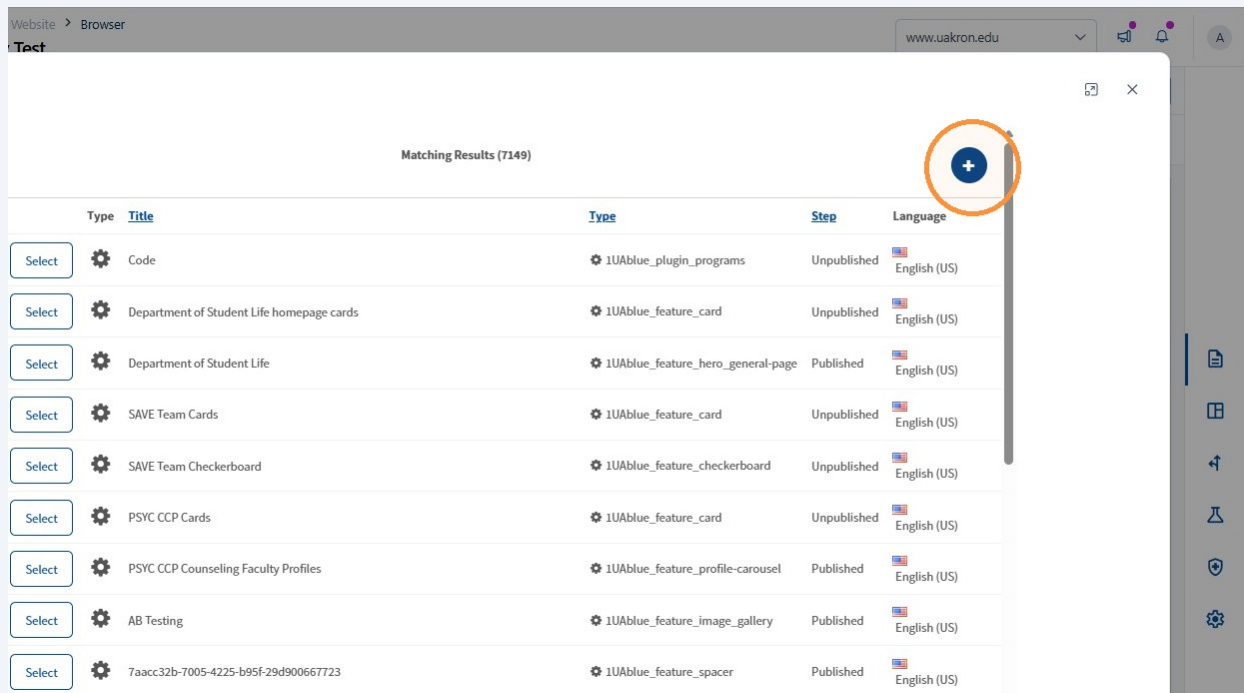


5

From the drop-down, Click "Widget"



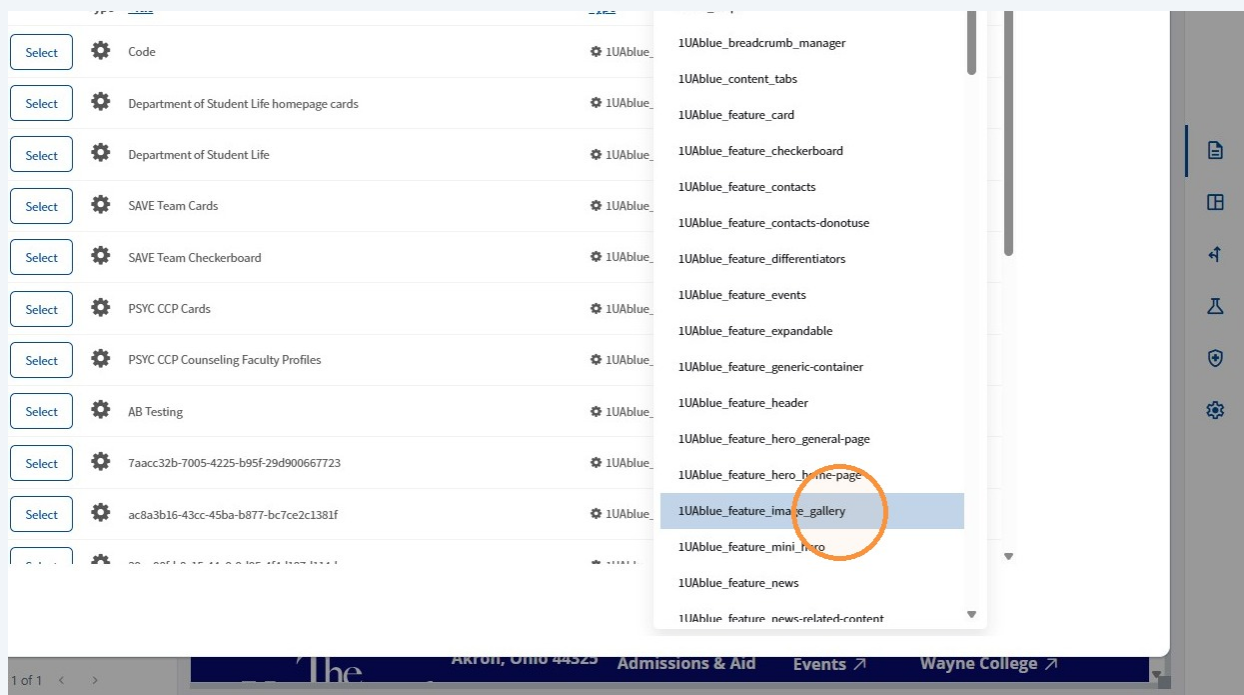
6 Click the blue circle to open the list of available widgets.



Matching Results (7149)

Type	Title	Type	Step	Language
Select	Code	1UAblue_plugin_programs	Unpublished	English (US)
Select	Department of Student Life homepage cards	1UAblue_feature_card	Unpublished	English (US)
Select	Department of Student Life	1UAblue_feature_hero_general-page	Published	English (US)
Select	SAVE Team Cards	1UAblue_feature_card	Unpublished	English (US)
Select	SAVE Team Checkerboard	1UAblue_feature_checkerboard	Unpublished	English (US)
Select	PSYC CCP Cards	1UAblue_feature_card	Unpublished	English (US)
Select	PSYC CCP Counseling Faculty Profiles	1UAblue_feature_profile-carousel	Published	English (US)
Select	AB Testing	1UAblue_feature_image_gallery	Published	English (US)
Select	7aacc32b-7005-4225-b95f-29d900667723	1UAblue_feature_spacer	Published	English (US)

7 Select "1UAblue_feature_image_gallery"



1UAblue_breadcrumb_manager

1UAblue_content_tabs

1UAblue_feature_card

1UAblue_feature_checkerboard

1UAblue_feature_contacts

1UAblue_feature_contacts-donotuse

1UAblue_feature_differentiators

1UAblue_feature_events

1UAblue_feature_expandable

1UAblue_feature_generic-container

1UAblue_feature_header

1UAblue_feature_hero_general-page

1UAblue_feature_hero_home-page

1UAblue_feature_image_gallery

1UAblue_feature_mini_hero

1UAblue_feature_news

1UAblue_feature_news-related-content

8

Click in the widget title field and add a title. This is not visible to the users but will be helpful with the internal search.

The screenshot shows the dotCMS interface for creating a widget. The breadcrumb trail is 'Home > Website > Browser'. The page title is 'Gallery Test'. The form is titled 'Create OneuablueFeatureImageGallery' and has four tabs: 'CONTENT', 'CONFIG', 'PERMISSIONS', and 'HISTORY'. The 'CONTENT' tab is active. The 'Widget Title *' field is highlighted with an orange circle. Below it is the 'Site or Folder *' dropdown menu, which currently shows 'www.uakron.edu'. The 'Section Heading' field is empty. The 'Section Intro Content' area contains the text 'Start writing or type / to choose a block'. On the right side, there is a 'Language' section with 'English (U)' selected, and a 'Workflow' section with 'Content Typ:', 'Workflow:', 'Step:', and 'Assignee:' fields.

9

Use the "Site or Folder" drop down to select your top-level folder.

The screenshot shows the same dotCMS interface as before, but now the 'Widget Title' field contains the text 'Zippy Gallery'. The 'Site or Folder *' dropdown menu is highlighted with an orange circle, indicating it should be used to select a top-level folder. The rest of the form remains the same.

- 10 Click in the Section Heading field and add in the visible title for this section.

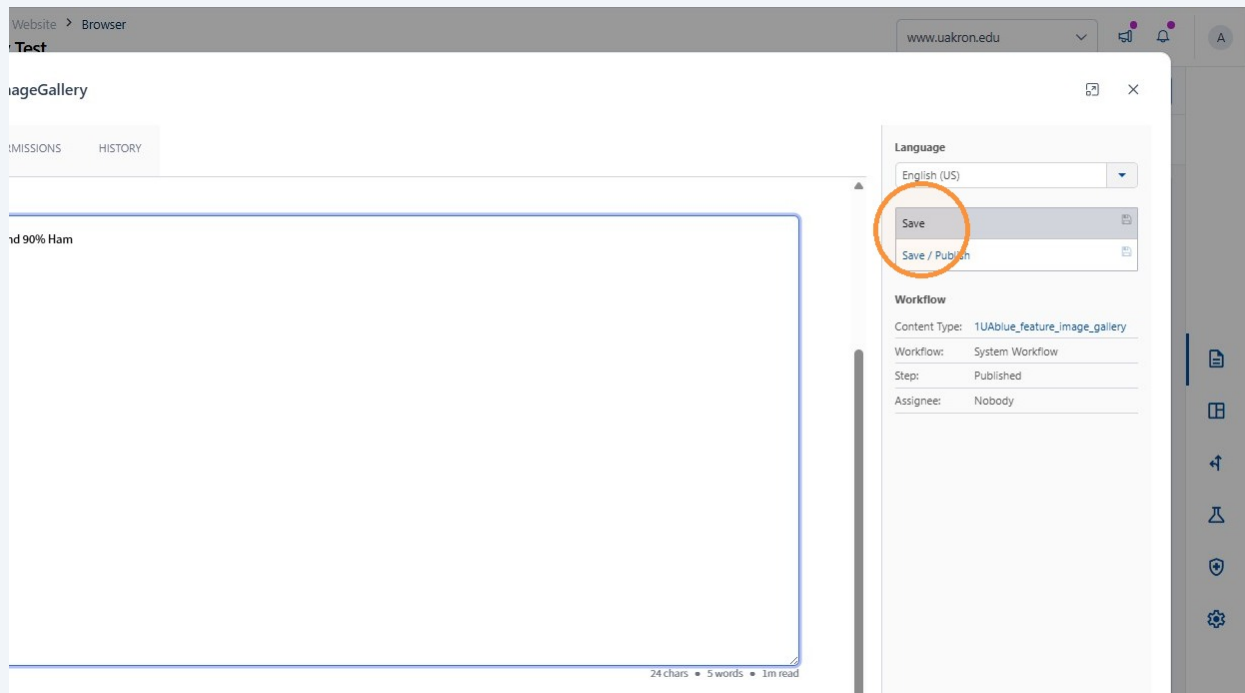
The screenshot shows the 'Create OneuablueFeatureImageGallery' form in dotCMS. The 'CONTENT' tab is selected. The 'Widget Title' field contains 'Zippy Gallery'. The 'Site or Folder' dropdown is set to 'www.uakron.edu/webteam/'. The 'Section Heading' field is empty and highlighted with an orange circle. The 'Section Intro Content' field contains a placeholder '+ Start writing or type / to choose a block'. The right sidebar shows 'Language' set to 'English (U)' and 'Workflow' options.

- 11 Optionally, use the block editor to add in additional detail about the event or project.

The screenshot shows the same 'Create OneuablueFeatureImageGallery' form. The 'Section Heading' field now contains 'Our friend Zippy'. The 'Section Intro Content' field is highlighted with an orange circle, showing the placeholder '+ Start writing or type / to choose a block'. The right sidebar remains the same.

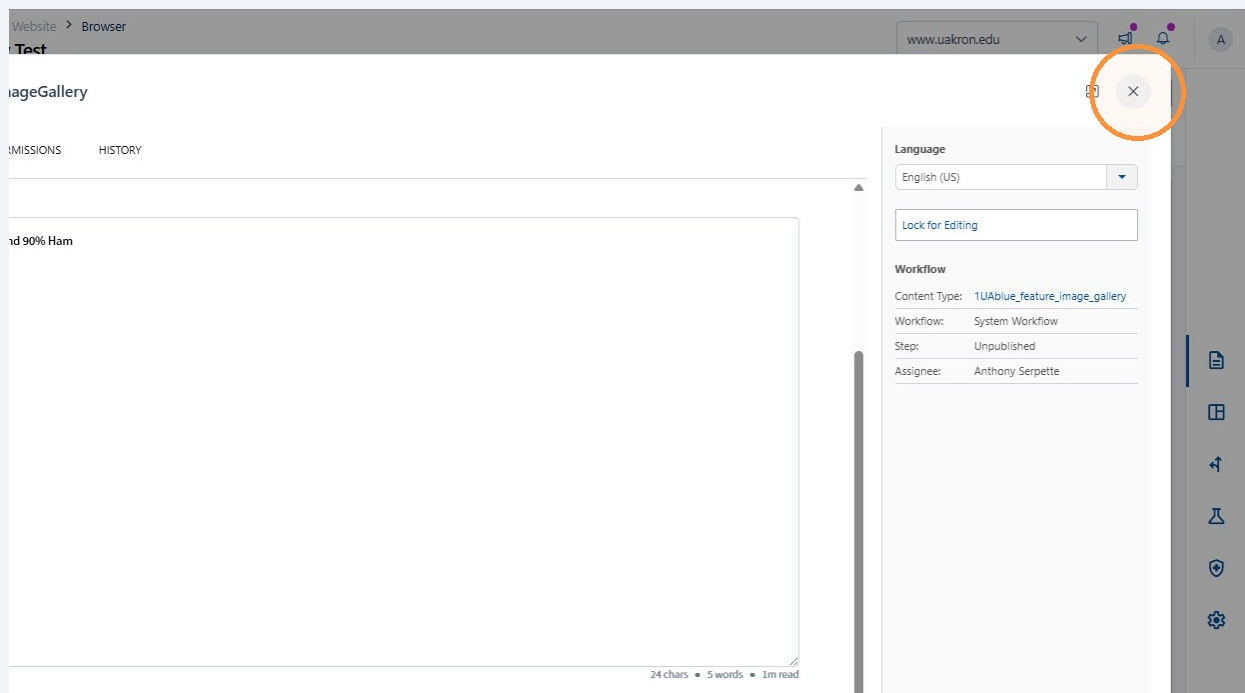
12

Before we can add in new image gallery media, we'll need to save, then exit the widget, and return. Click Save.

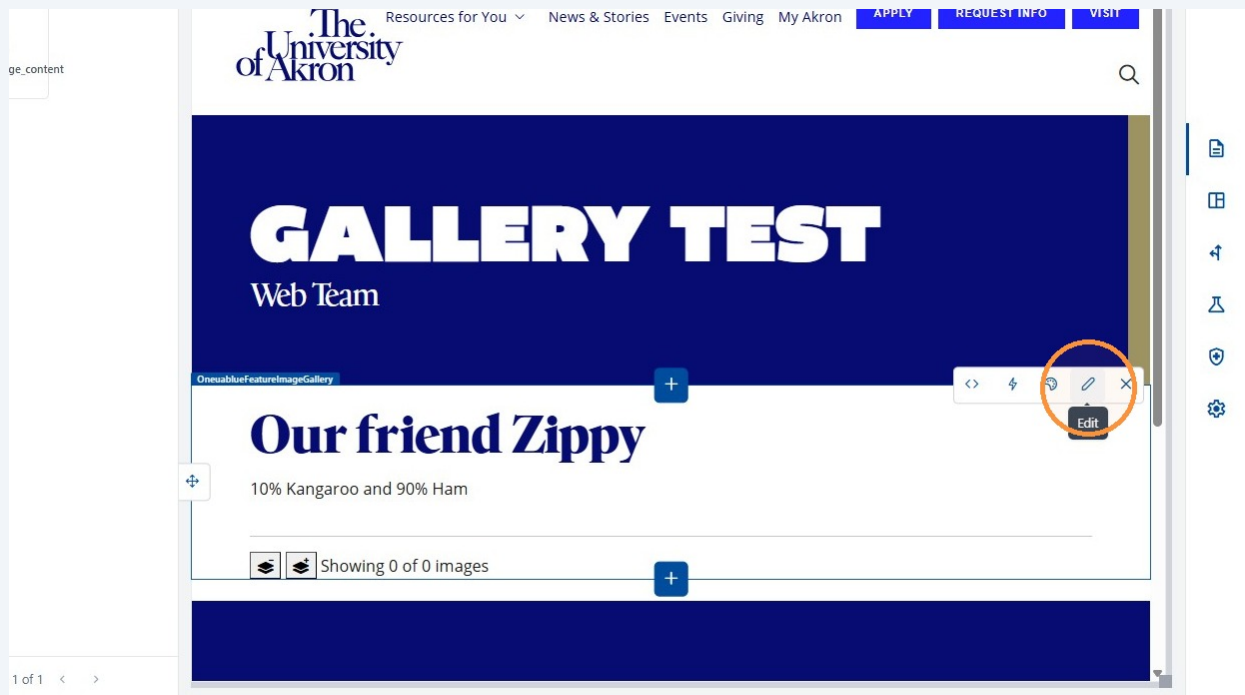


13

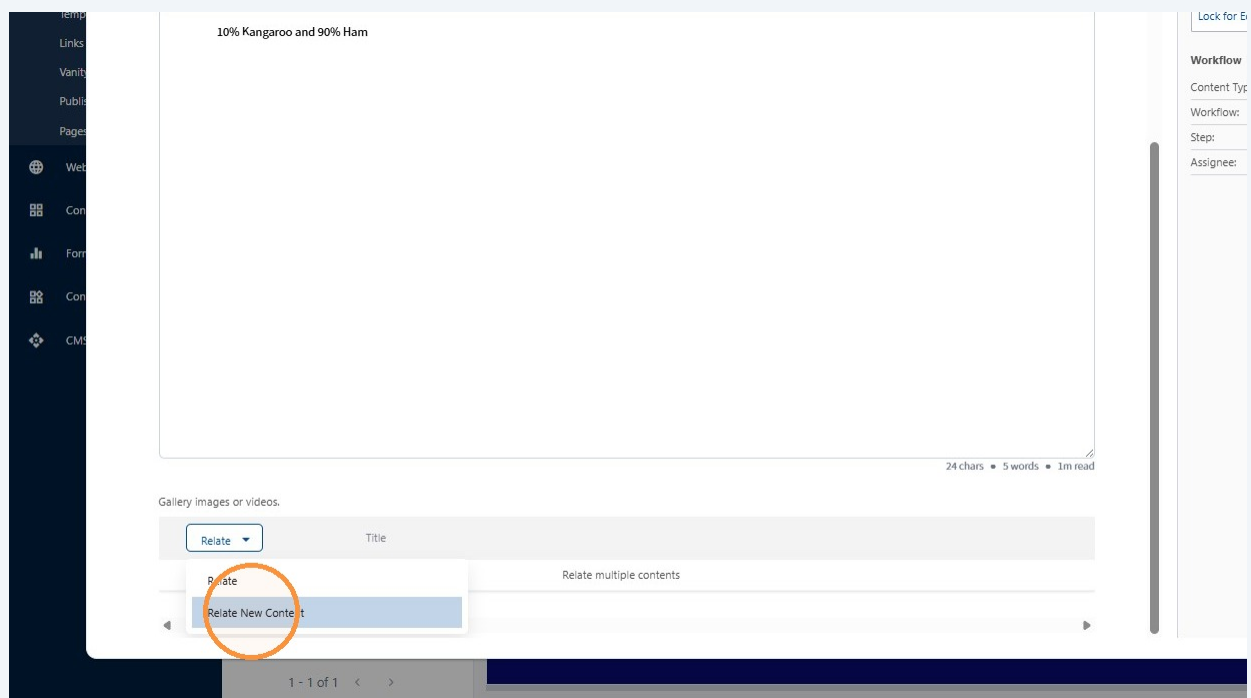
Click the "x" to close the widget.



- 14 At the page view, click the pencil icon to re-enter the Image Gallery widget.

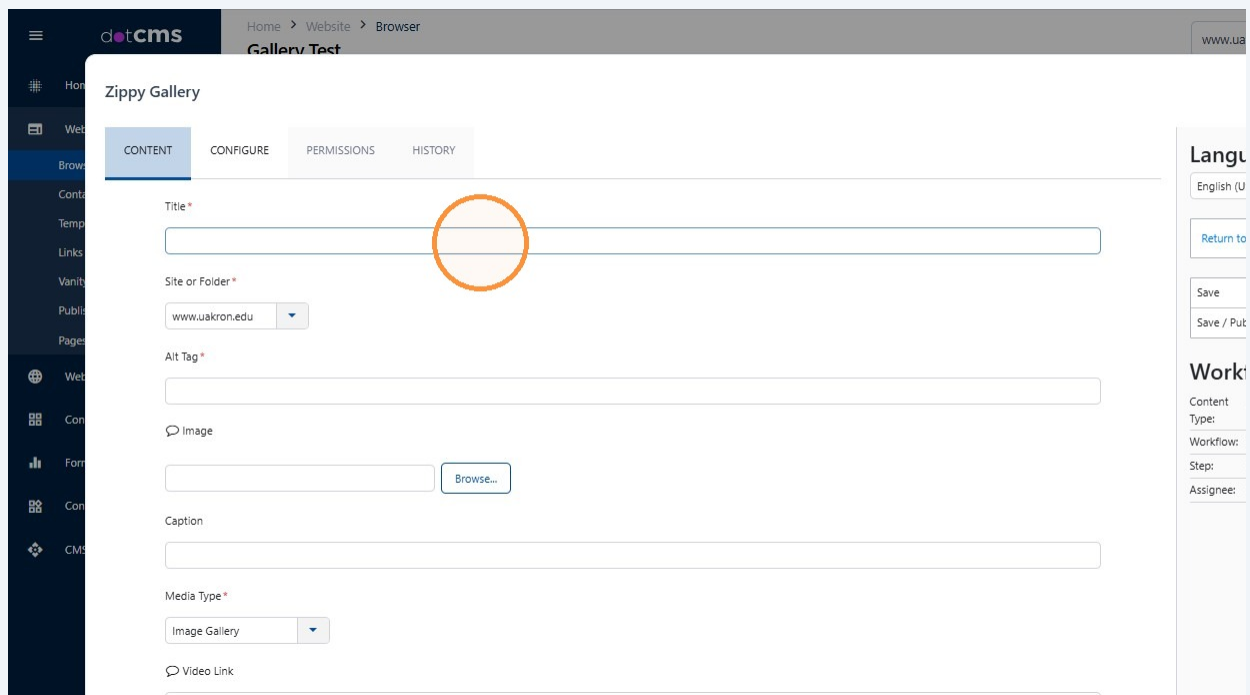


- 15 Click the Gallery Image or Video drop-down and select Relate New Content.



16

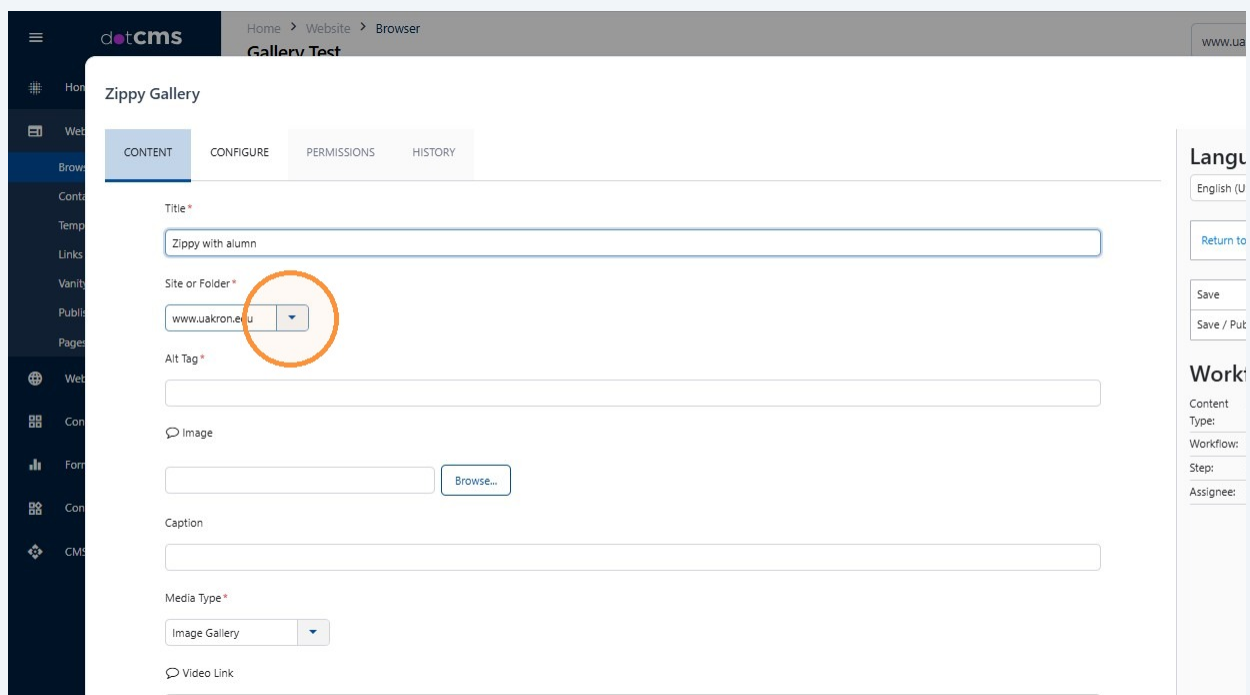
Click Lock for Editing on the right-side of the screen to begin. Click in the Title field to add in a title for the image - this is not visible to the users.



The screenshot shows the dotCMS interface for editing a 'Zippy Gallery'. The left sidebar contains navigation icons for Home, Website, Browser, Content, Links, Temp, Vanity, Publish, Pages, Web, Content, Form, Content, and CMS. The main content area has tabs for CONTENT, CONFIGURE, PERMISSIONS, and HISTORY. The 'CONTENT' tab is active. The form fields include: 'Title *' (highlighted with an orange circle), 'Site or Folder *' (a dropdown menu showing 'www.uakron.edu'), 'Alt Tag *', 'Image' (with a 'Browse...' button), 'Caption', 'Media Type *' (a dropdown menu showing 'Image Gallery'), and 'Video Link'. On the right side, there are sections for 'Language' (English (U)) and 'Workflow' (Content Type, Workflow, Step, Assignee).

17

Use the "Site or Folder" drop down to select your top-level folder.



The screenshot shows the same dotCMS interface as before, but now the 'Title' field contains the text 'Zippy with alumni'. The 'Site or Folder *' dropdown menu is highlighted with an orange circle, showing the current selection 'www.uakron.edu' and a dropdown arrow. The other form fields and the right sidebar remain the same.

18 Add in Alt-Text for an accessible description.

The screenshot shows the 'Zippy Gallery' configuration page in dotCMS. The 'CONTENT' tab is selected. The 'Alt Tag' field is highlighted with an orange circle. The 'Image' field is also highlighted with an orange circle. The 'Caption' field is empty. The 'Media Type' is set to 'Image Gallery'. The 'Video Link' field is empty. The 'Search Video' button is at the bottom.

Zippy Gallery

CONTENT CONFIGURE PERMISSIONS HISTORY

Title *
Zippy with alumni

Site or Folder *
www.uakron.edu/webteam/

Alt Tag *

Image
 [Browse...](#)

Caption

Media Type *
Image Gallery

Video Link

Search Video
[Search dotCMS for video path](#)

Language
English (U)
[Return to](#)
Save
Save / Put

Workflow
Content Type:
Workflow:
Step:
Assignee:

19 Click "Browse", navigate to the folder where the images are stored.

The screenshot shows the 'Zippy Gallery' configuration page in dotCMS. The 'Alt Tag' field is now filled with 'Zippy taking a photo with an Alumni'. The 'Browse...' button is highlighted with an orange circle. The 'Image' field is also highlighted with an orange circle. The 'Caption' field is empty. The 'Media Type' is set to 'Image Gallery'. The 'Video Link' field is empty. The 'Search Video' button is at the bottom.

Zippy Gallery

CONTENT CONFIGURE PERMISSIONS HISTORY

Title *
Zippy with alumni

Site or Folder *
www.uakron.edu/webteam/

Alt Tag *
Zippy taking a photo with an Alumni

Image
 [Browse...](#)

Caption

Media Type *
Image Gallery

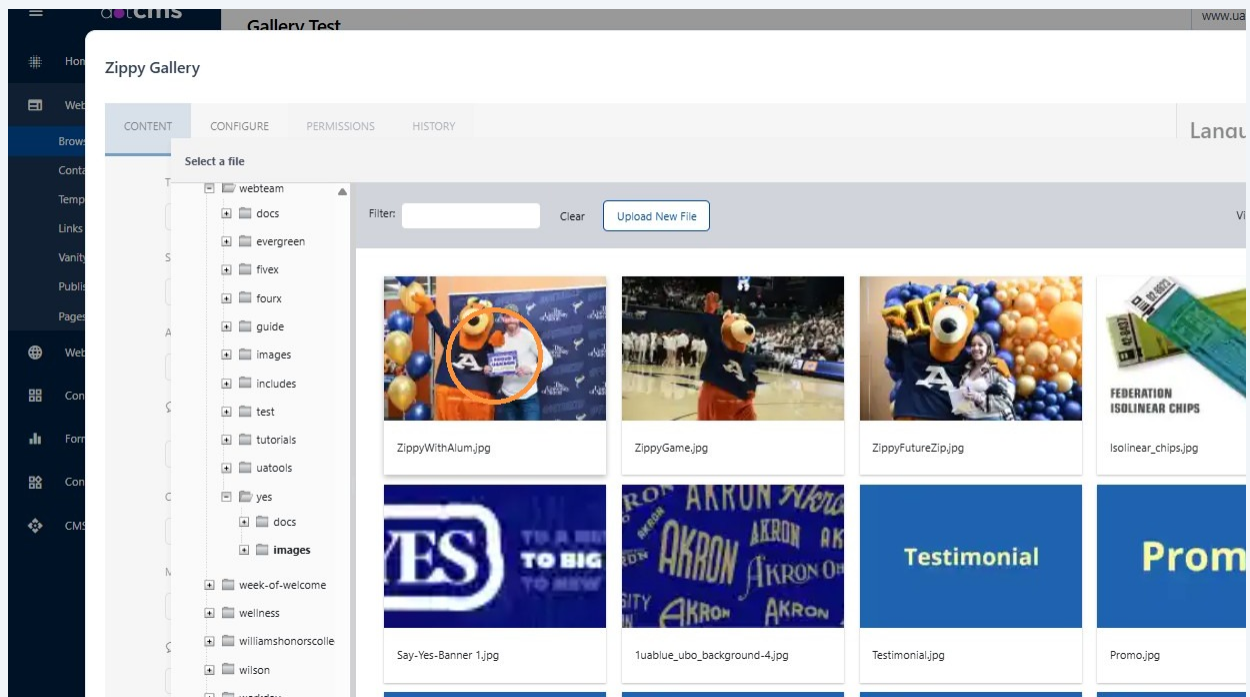
Video Link

Search Video
[Search dotCMS for video path](#)

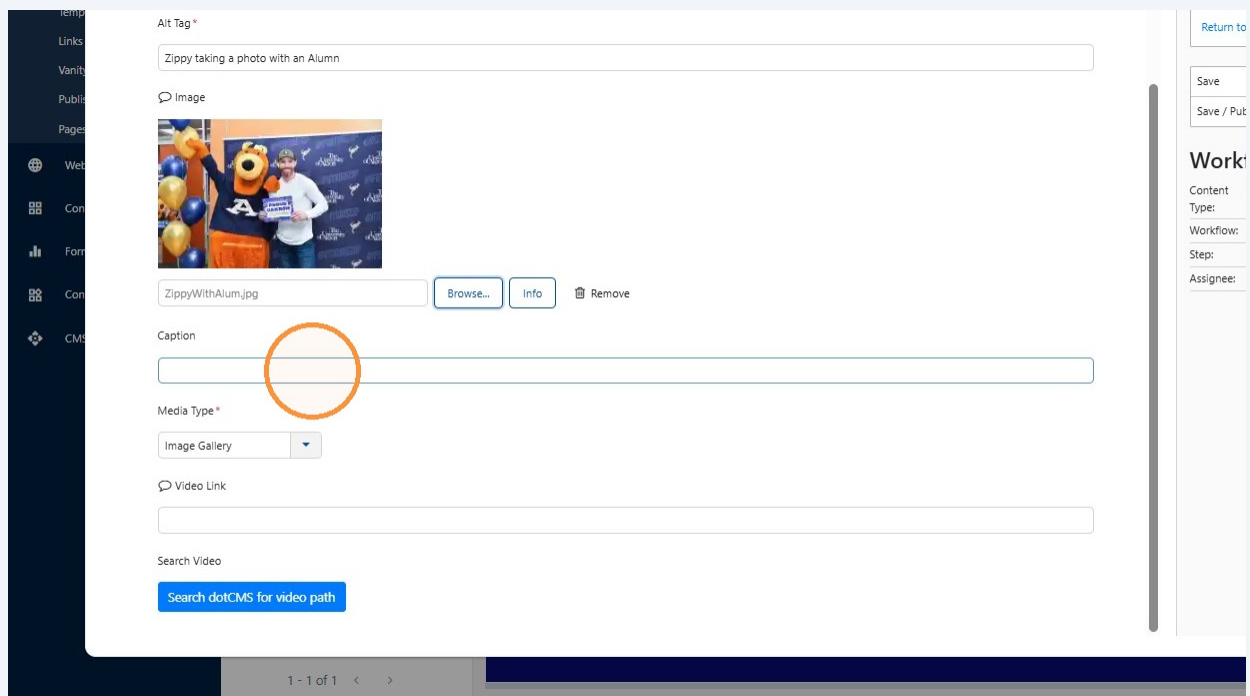
Language
English (U)
[Return to](#)
Save
Save / Put

Workflow
Content Type:
Workflow:
Step:
Assignee:

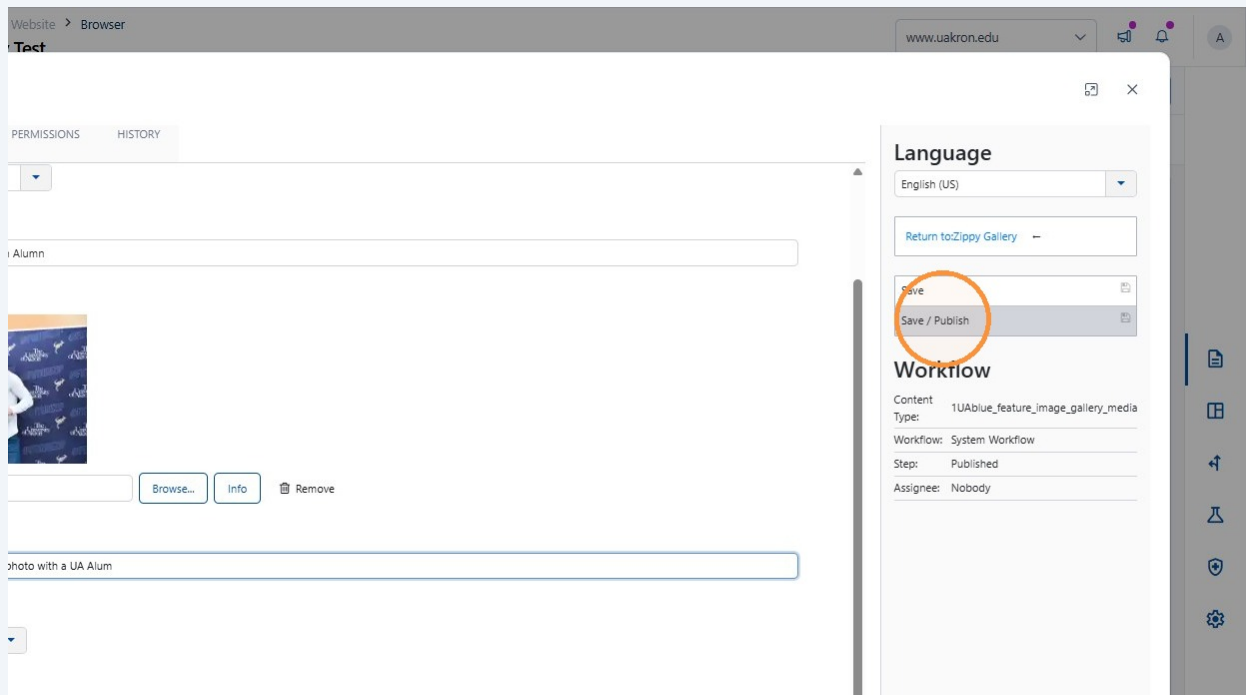
20 Click the image to select it.



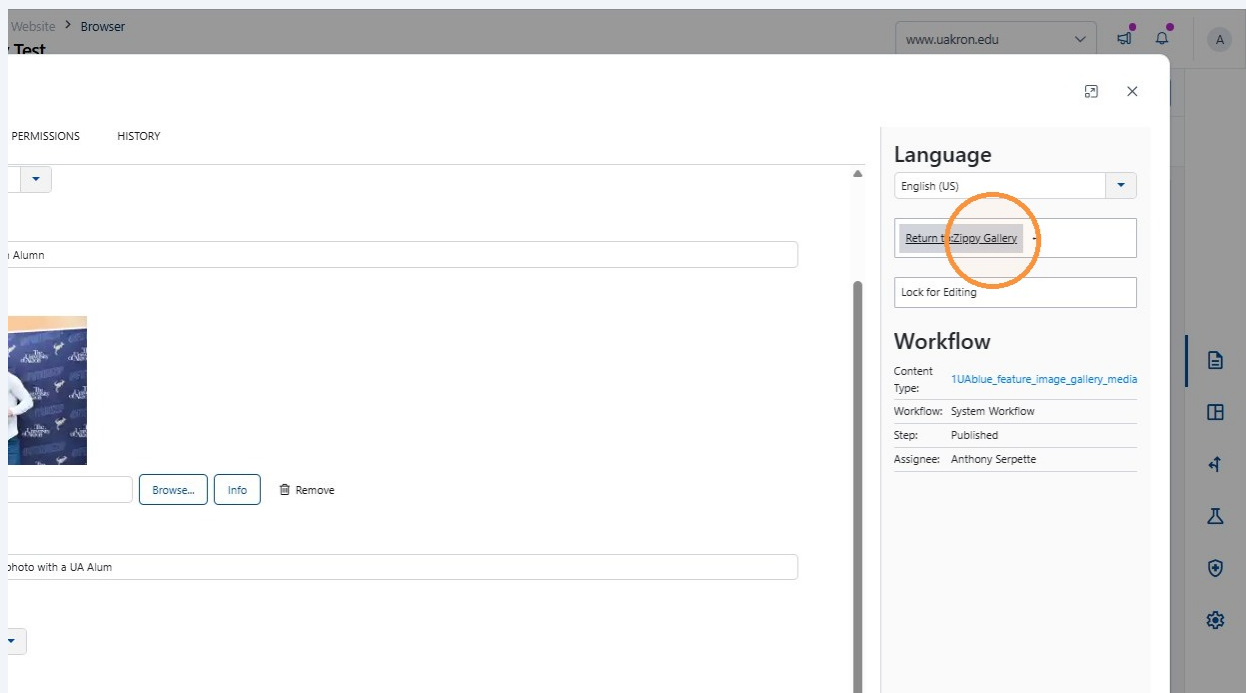
21 Add in a caption. Captions are visible to the gallery viewers when selecting an image and can add helpful context.



22 When finished with the image gallery media item, click "Save" or "Save / Publish".

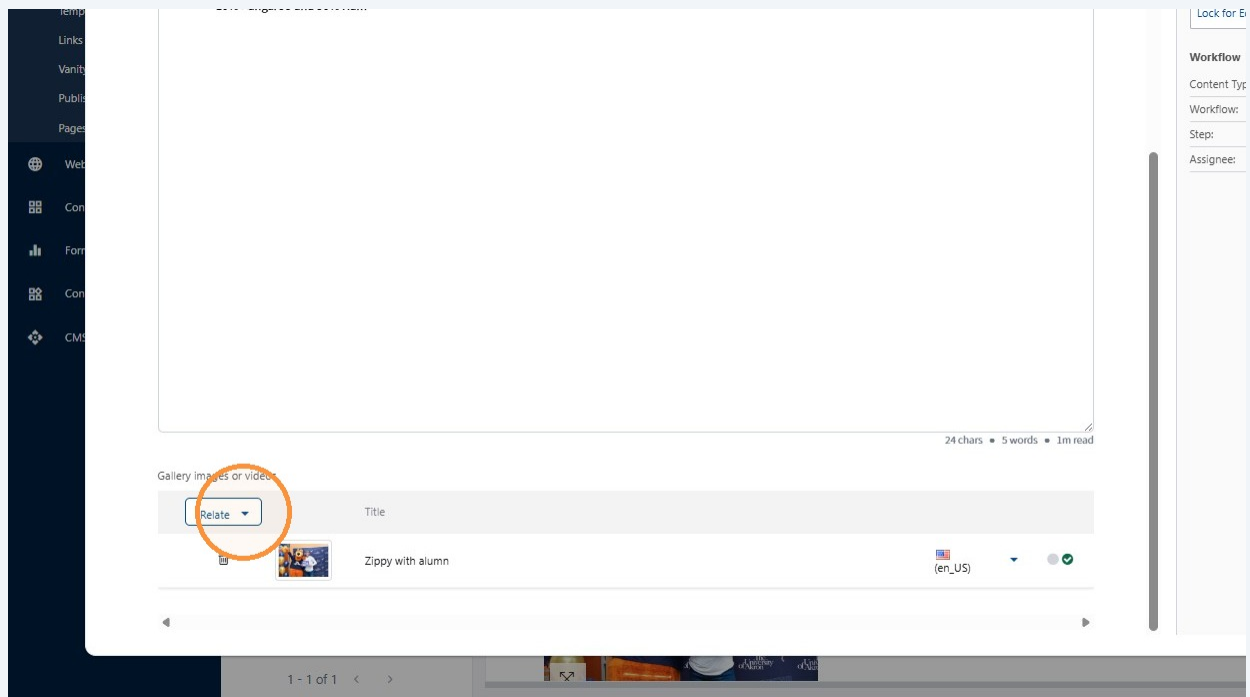


23 Click "Return to: (your page)"



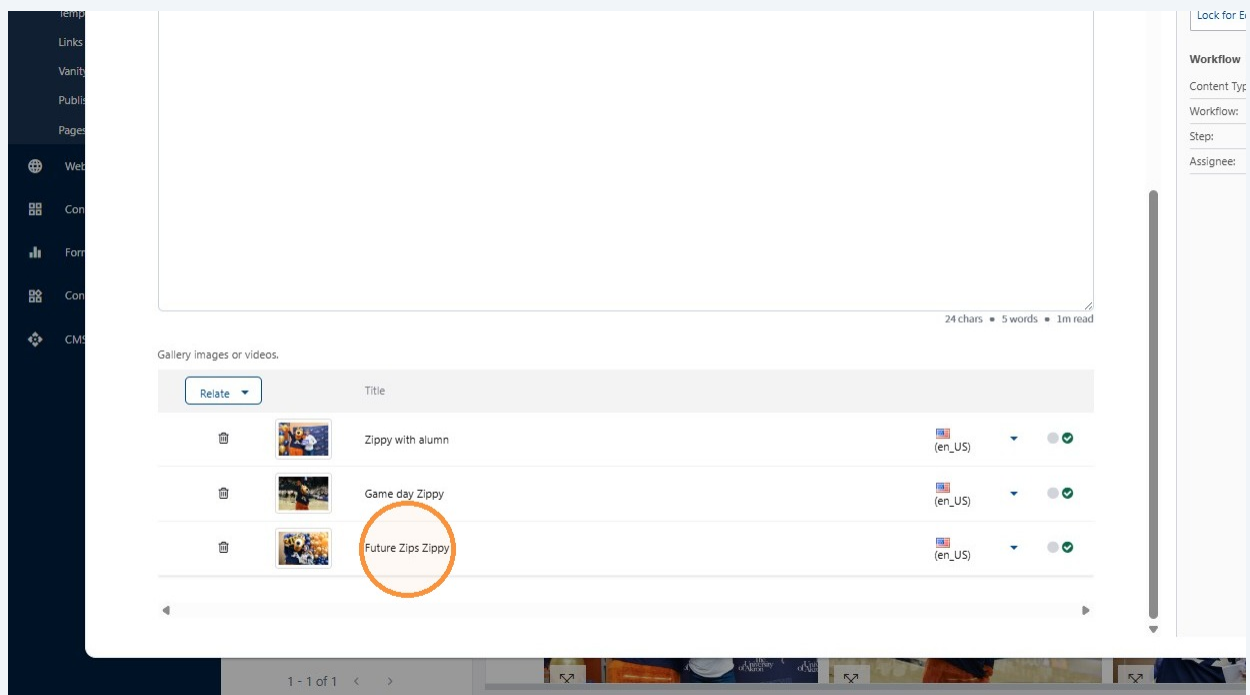
24

Use the "Gallery image or video" drop down to select **Relate New Content** and repeat this process to add additional gallery images.

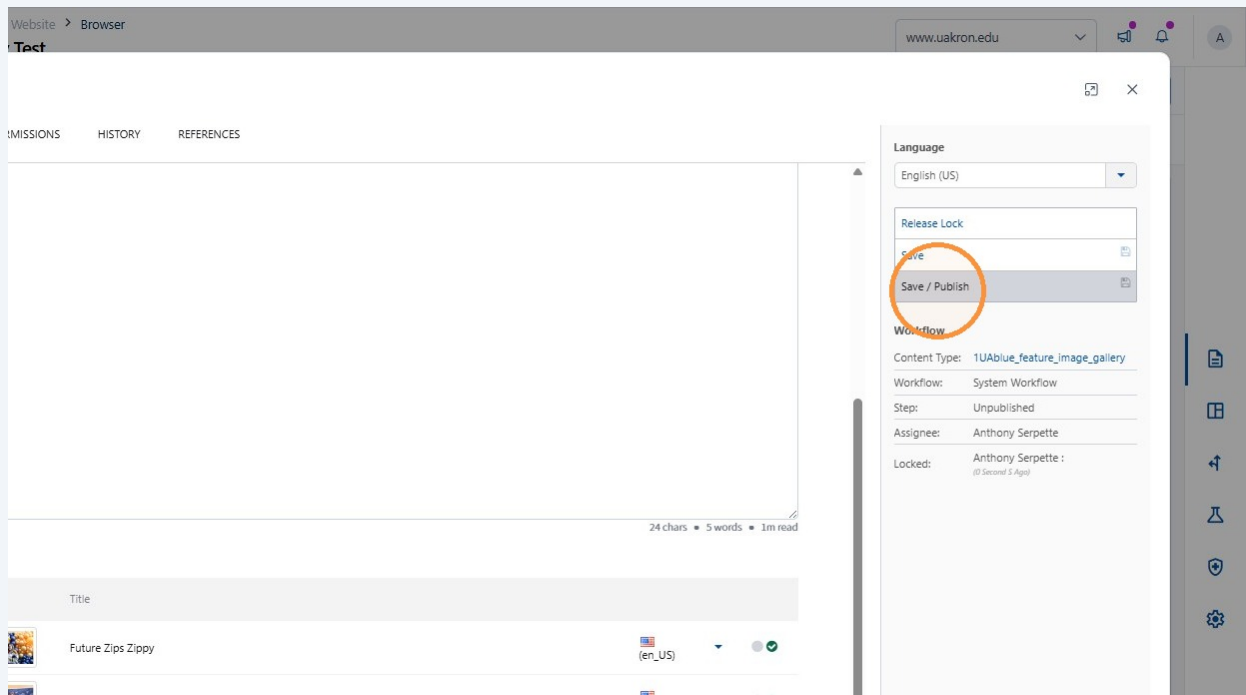


25

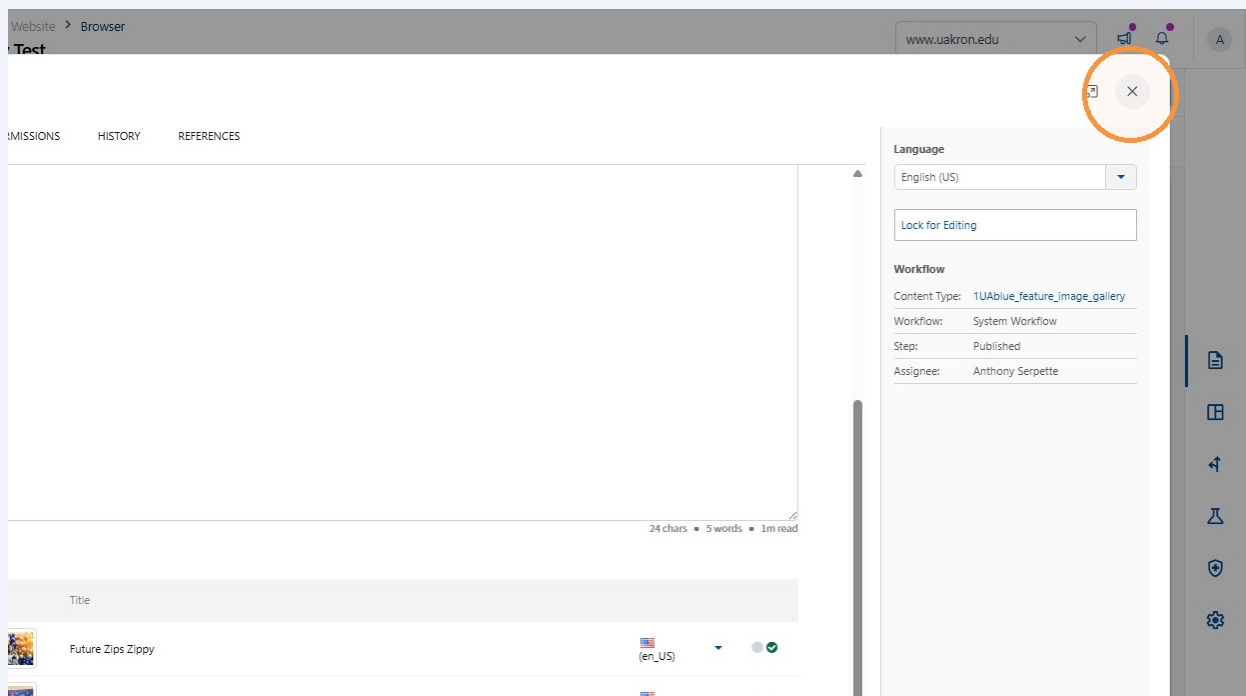
Once your gallery media items are added, you can drag-and-drop to rearrange the order, click the individual items to re-edit, or delete them with the trashcan icon. Be sure that all items have the green Published indicator so they will show on the Live site.



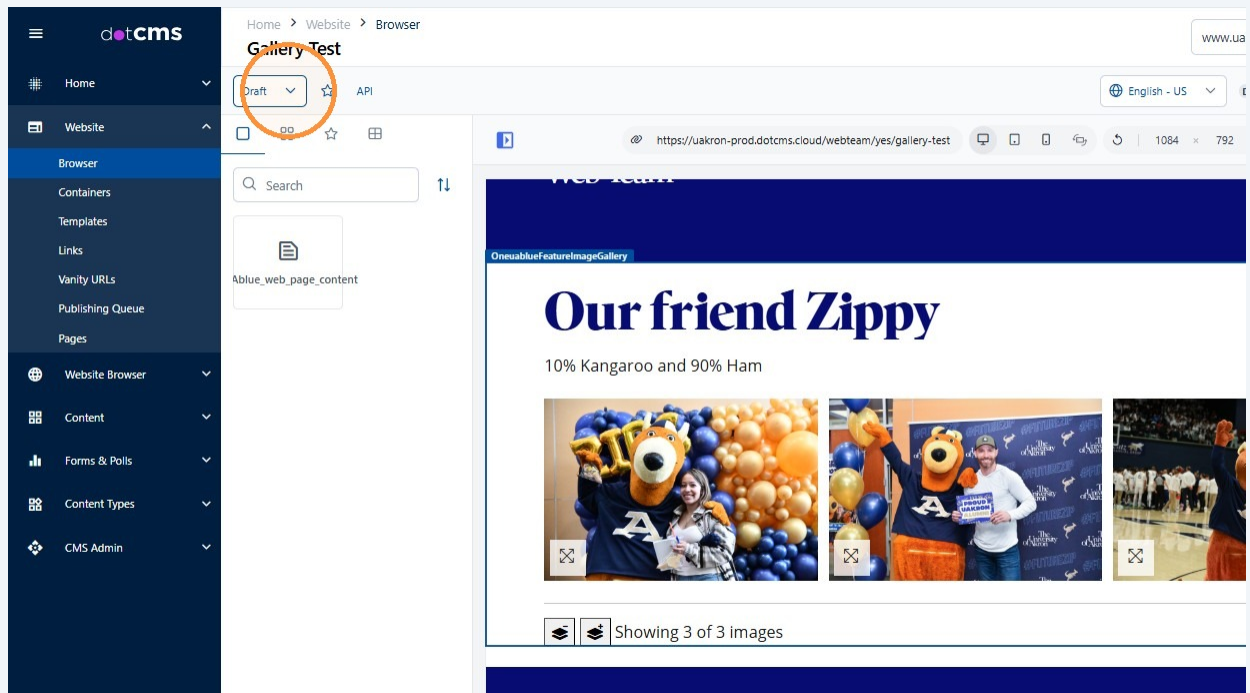
26 When you are done with your gallery, click "Save" or "Save / Publish".



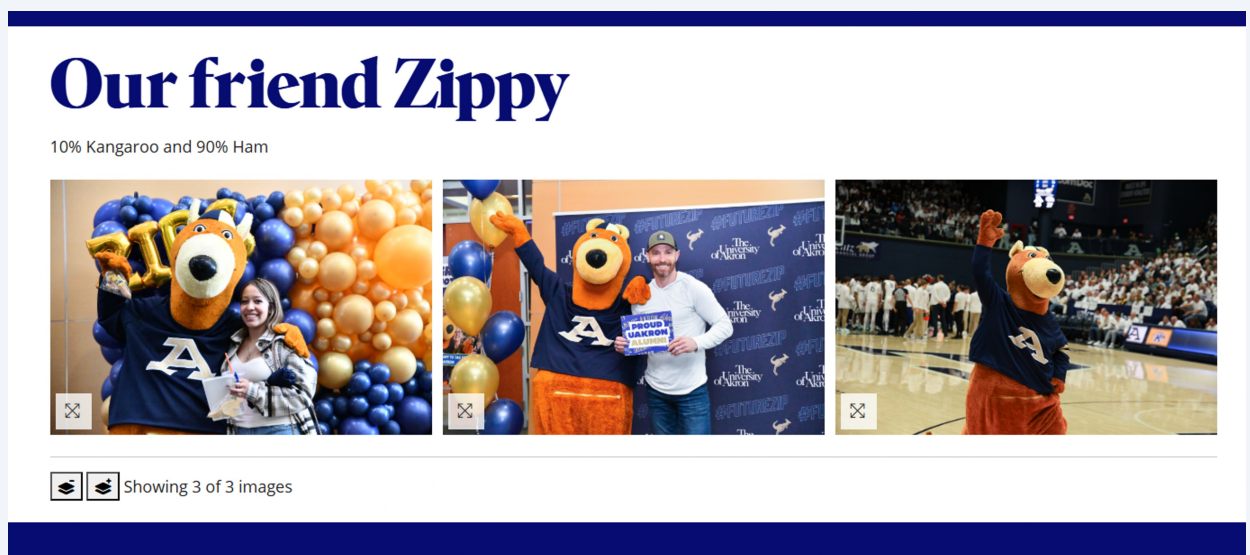
27 Click the "x" to close the widget and return to the page.



28 The preview mode may result in an error if the page itself is not published.



29 In Live mode, the page will look like this:



30

Users can click the image to see the full image and caption in a light-box. They can navigate through the images or close the window to return to the page.

