User Manual

EDUkIT Content Management System
(www.edu.kh.ua)

"Adding and editing image galleries"

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1. Image galleries

Press on the icon [icon] on the Administrator's page if you want to manage images and image galleries: create new categories, change or delete the existing categories and change the position of an image gallery on the website. New images can be added **only** in **.JPEG**, **.JPG**, **.PNG**, and **.GIF** formats. Their order can be changed within a given category, otherwise you can choose the item **Gallery** in the menu, for example:
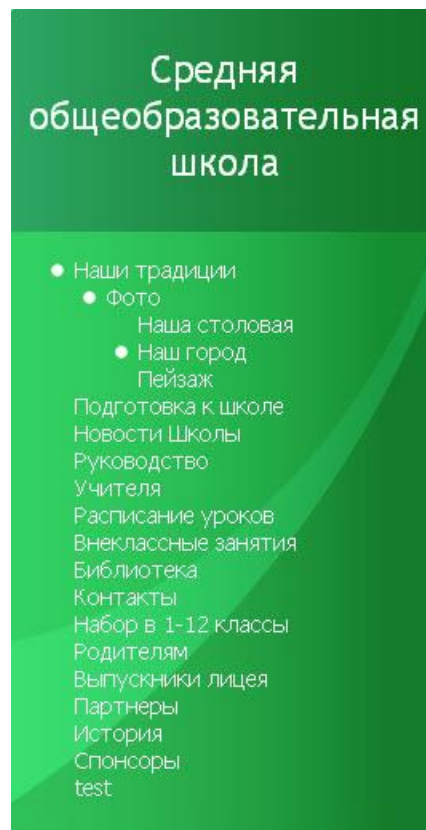

PIC. 1

You will see various galleries on the page. With a left mouse click, select the gallery you want to edit. Here you can see, add, move or delete images:
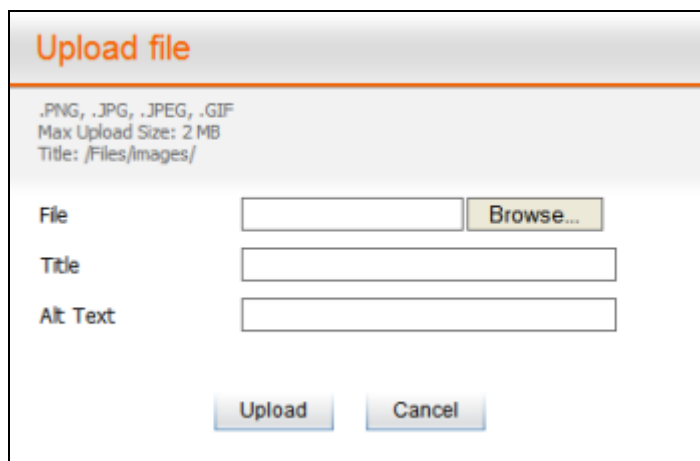
PIC. 2

If you want to add an image, press .

After that you will see the following window:

PIC. 3

Press **"Browse"** (this button can be called differently depending on the language of your browser), select the file you want and press **"Upload"**. The window that will appear will look like that:

Add a suitable **title** and **alt text**.

If you want to delete an image, highlight the necessary image and press

.

If you want the highlighted image to be the start image, mark it above the image in the item **"Set as start"**.

Under each image you will find the following functional element: . It will enable you to move your image one position right/left or delete it.

If you left-click on one of the images, you will zoom it in. Press if you want to see the
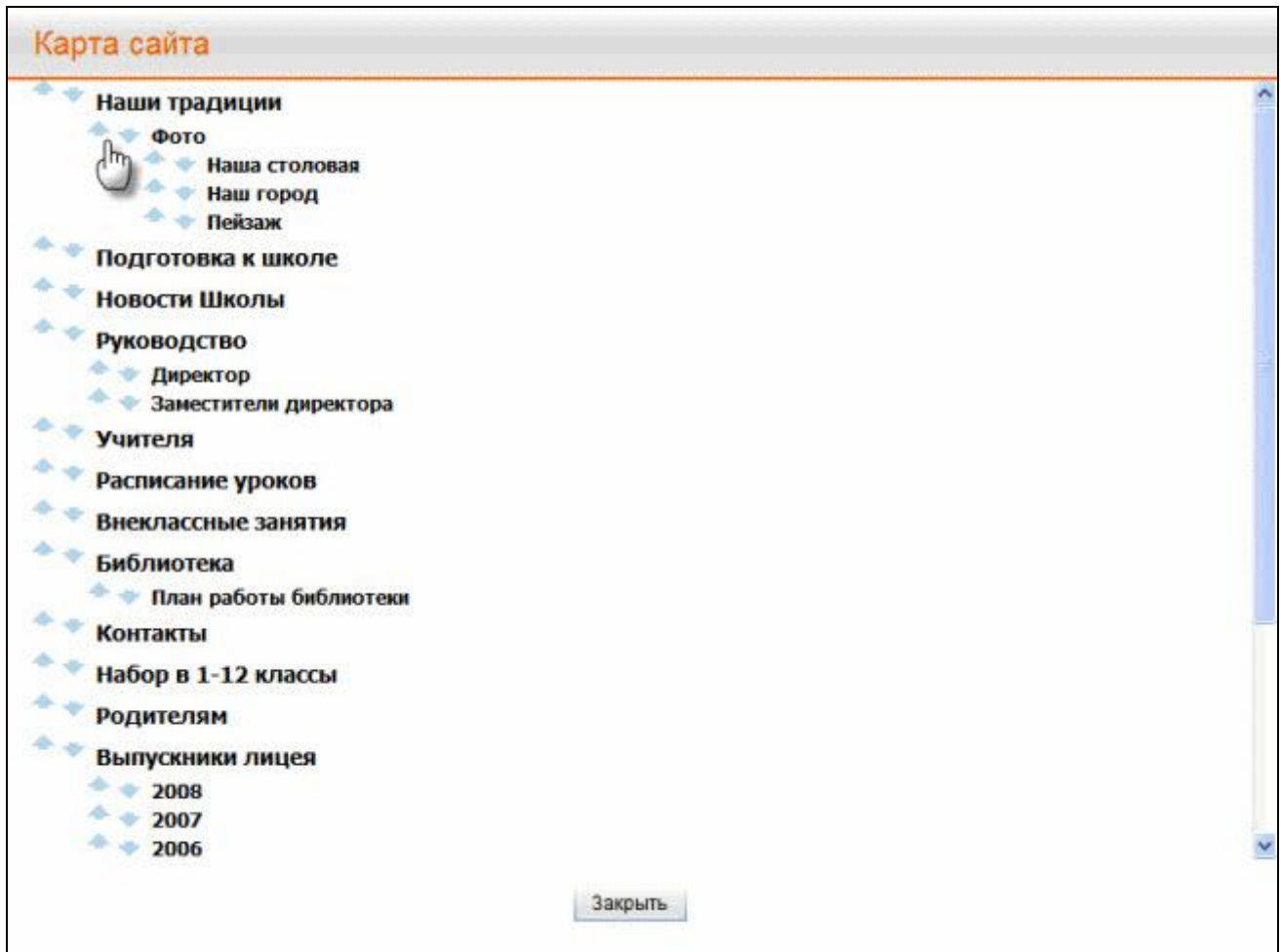
previous image, or if you want to see the next image.

If you want to create a new gallery, do the following:

Create a new page (see chapter **"Creating and editing pages"**). Set the type of page you want to create in the dialogue box: GALLERY. Next you can create a new gallery or choose the existing one.

How can I change the position of an image gallery?

Just move the page into a new position. You can do it in the dialogue box **"Site map"**.

PIC. 4