# Managing Gallery Lists

The following exercise will step through the process of adding and changing the contents for a gallery.

Upon completion of these steps you will have performed the following:

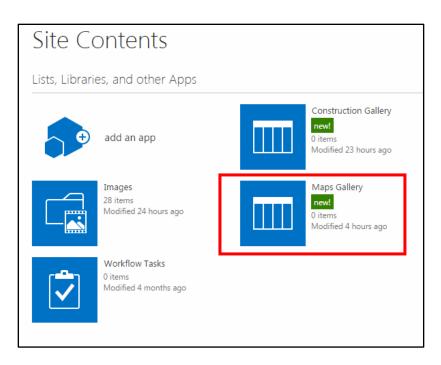
- Accessed the site contents and located the gallery list
- Added a new item to the gallery list
- Edited an item in the gallery list

#### Access the site contents and locate the gallery list

1. From your site, click the SharePoint cogwheel and select Site Contents.

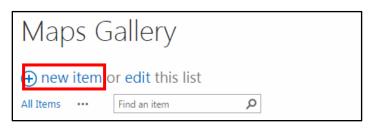
Newsfeed	OneDrive	Sites	Gi	roux, Karen 🗸 🔯
		🗘 SHAI	RE 1	Hide Ribbon
				Shared with
				Add a page
			Add an app	
		Site conte		Site contents
				Site settings

2. In the Site Contents, click on your gallery list



## Add an new item to the Gallery list

1. Click on new item



2. Fill in the screen that appears as follows. Note that the fields to fill in are different depending on whether you are adding an image or a video:

#### For an **image**

- Title Title for the item
- **Page Image** Select an image from SharePoint
- **Categories** Select one or more Categories (Categories appear if you have asked the developer to create categories)
- Active Check the Active box if you want the item to appear on the Gallery page (unchecked items will be in the list but will not appear on the gallery page).
- Weight Add a number to the item to make it appear "higher" or "lower" in the Gallery page. Tip: For a new list, start the first item at 5; then you can add a lower or higher weight to subsequent items.

For a **video** 

• **Title** – Title for the item

Λ

• **URL path** – Copy the url path of the video from the site on which the video is hosted.

On YouTube, the url path appears as a highlighted blue field under **Share > Share**.

A day in the life of the BC Children's Hospital Opera	ting Room (OR)
PHSACapers	1,397 view
🕂 Add 10 🏓 Share 🚥 More	infer 🕸
Share Embed Email	
f 💆 🚭 🥶 🕒 t 💿 🕏 💌 in 웆 👧 📎	
Share with playlist, starting from current video -	

• Video URL – Copy the embed code from the site on which the video is hosted.

On YouTube, the embed code appears as a highlighted blue field under **Share > Embed**.

	-
A day in the life of the BC Children's Hospital Operating Room (OR)	
PHSACareers       Subscribe     1	1,397 views
+ Add to A Share ···· More	1 🗰 4 🛛 🗭 🖬 O
Share Embed Email	×
Share with playlist, starting from current video -	
siframe width="560" height="315" src="https://www.youtube.com/embed/R3A-IPIqWqs?list=PLcE0nANeV5MoJ80V	/gA1J_C47hTpbYuvvK <sup>*</sup> fr
SHOW MORE	

- **Categories** Select one or more Categories (Categories appear if you have asked the developer to create categories)
- Active Check the Active box if you want the item to appear on the Gallery page (unchecked items will be in the list but will not appear on the gallery page).
- Weight Add a number to the item to make it appear "higher" or "lower" in the Gallery page. Tip: For a new list, start the first item at 5; then you can add a lower or higher weight to subsequent items.
- 3. Save the Gallery item

Title *	[
Summary	
Page Image	Click here to insert a picture from SharePoint. Page Image is a site column created by the Publishing feature. It is used on the Article Page Content Type as the primary image of the page.
UrlPath	
UrlDisplayText	
VideoURL	To be used INSTEAD of Page Image in case of embedded video.
Category	Enter Choice #1 Enter Choice #2 Enter Choice #3
Active *	
Weight	5 Save Cancel

4. It takes a few minutes for your addition to appear on your page (allow for up to 15 minutes), refresh your page until the item appears.

## Edit an item in a Gallery list

- 1. Access the Gallery list as shown above.
- 2. Select edit this list



3. Place the cursor in the title box for the item you want to edit and select Items, Edit Item.

BROWSE ITEMS LIST					
New New View Edit	Version Shared Delete		Attach File	Alert Me + Popularity Trends	Tags & Notes
New Marag	e		Actions	Share & Track	Tags and No
About	Sto	p edi	ting tl	his list	
Project Overview	All It	ems		Find an item	۶.
Teck Acute Care Centre					
Planning & Design	~	Title			2
Fact Sheets					
Newsroom					
News Releases		Test image <b>*</b>			
Media Kit					
Media Coverage					ŀ
Image Gallery					
Video Gallery					
Construction Information					
Construction Updates					
Construction Photos		Test item 2 <b>*</b>			
Maps					
Our Stories					
Blog					
People in Profile					

- 4. You can change any of the options for the item
- 5. If you want to make an item unavailable in the list, scroll down, uncheck the Active box
- 6. Once you have made all your changes, select Save.

VideoURL	
	To be used INSTEAD of Page Image in case of embedded video.
UrlPath	http://www.google.ca
UrlDisplayText	Learn more
Weight	0
Active *	
CallToAction	Highlight receives special styling in micro site highlights.
	4 11:35 AM by Giroux,, Karen Save Cancel

7. As with adding an item, it takes a few minutes (**up to 15 minutes**) for this change to appear on your page. Click Refresh until the change is evident.