

Managing Gallery Lists

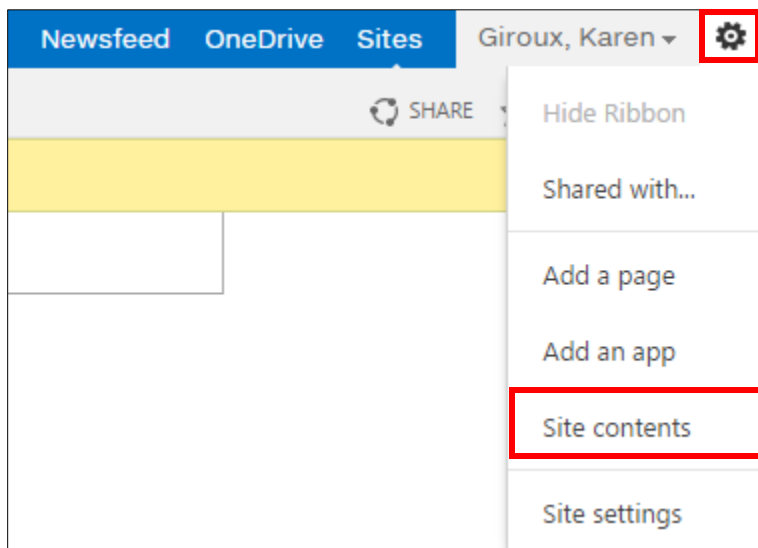
The following exercise will step through the process of adding and changing the contents for a gallery.

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

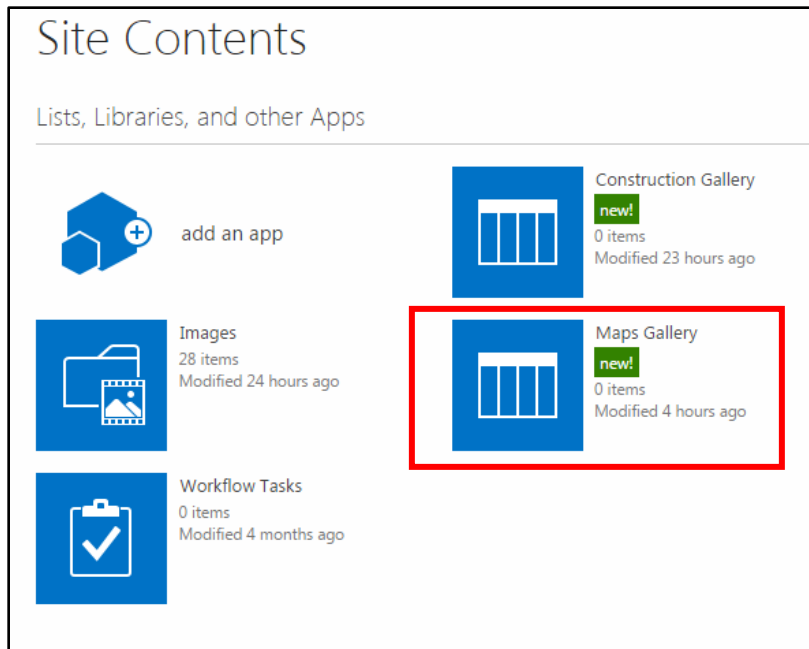
- Accessed the site contents and located the gallery list
- Added a new item to the gallery list
- Edited an item in the gallery list

Access the site contents and locate the gallery list

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

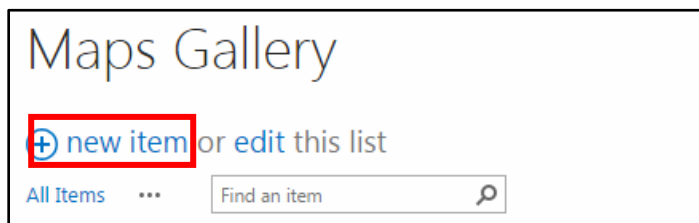


2. In the Site Contents, click on your gallery list



Add a 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:

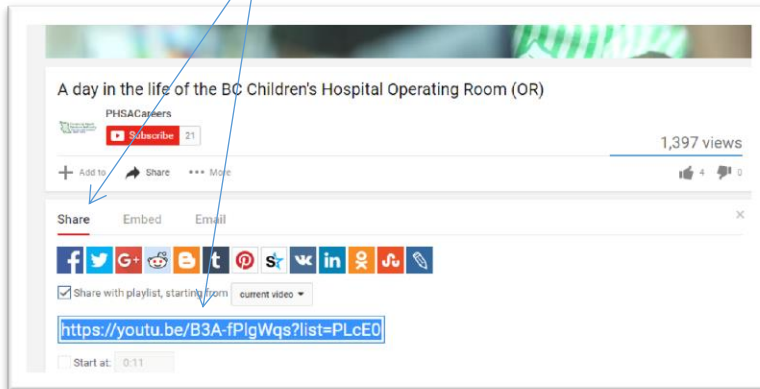
For an *image*

- **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*

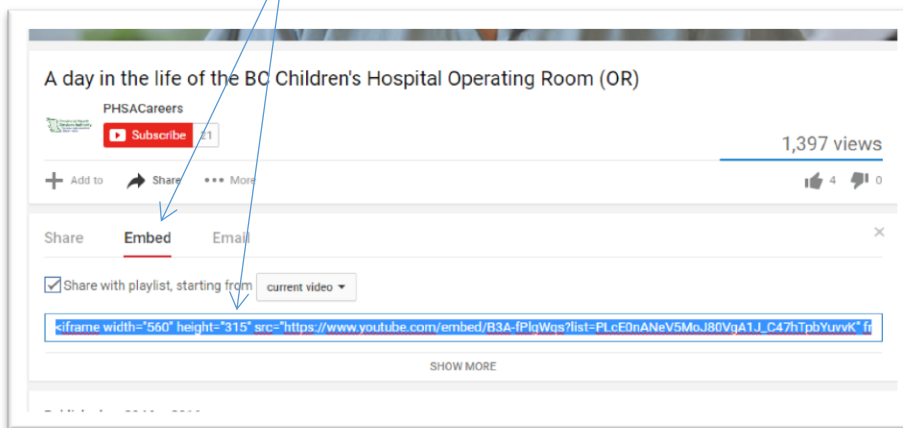
- **Title** – Title for the item
- **URL path** – Copy the url path of the video from the site on which the video is hosted.

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



- **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**.



- **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.

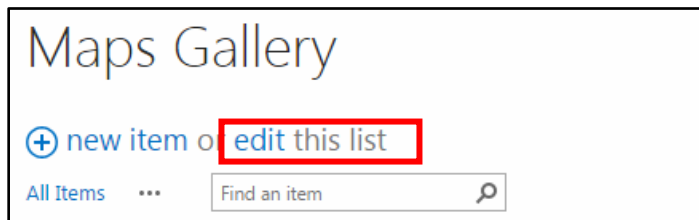
3. Save the Gallery item

Title *	<input type="text"/>
Summary	<input type="text"/>
Page Image	<input type="text" value="Click here to insert a picture from SharePoint."/> <small>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.</small>
UrlPath	<input type="text"/>
UrlDisplayText	<input type="text"/>
VideoURL	<input type="text"/> <small>To be used INSTEAD of Page Image in case of embedded video.</small>
Category	<input type="checkbox"/> Enter Choice #1 <input type="checkbox"/> Enter Choice #2 <input type="checkbox"/> Enter Choice #3
Active *	<input type="checkbox"/>
Weight	<input type="text" value="5"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

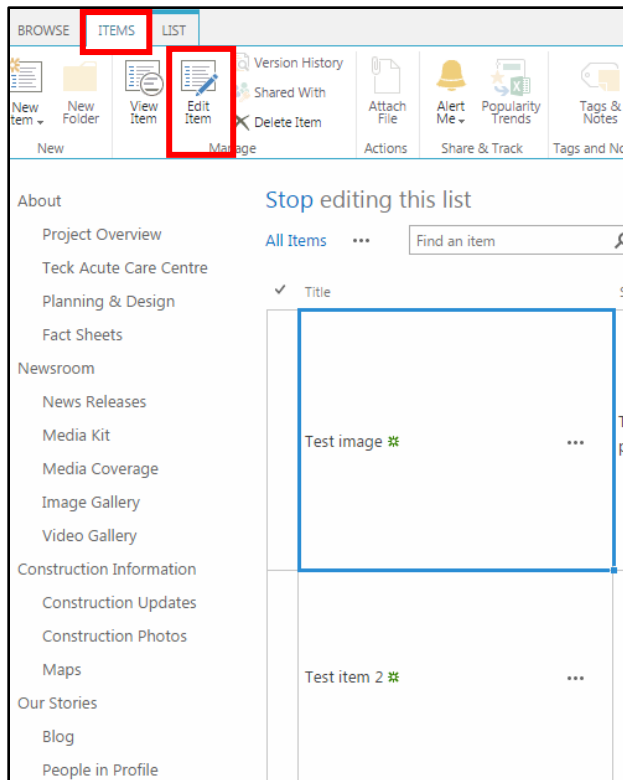
- It takes a few minutes for your addition to appear on your page (**allow for up to 15 minutes**), refresh your page until the item appears.

Edit an item in a Gallery list

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



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



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.

A screenshot of an item configuration form. The form has several input fields: 'VideoURL' (with a note 'To be used INSTEAD of Page Image in case of embedded video.'), 'UrlPath' (containing 'http://www.google.ca'), 'UrlDisplayText' (containing 'Learn more'), 'Weight' (containing '0'), 'Active *' (with a checked checkbox highlighted in red), and 'CallToAction' (with an unchecked checkbox and a note 'Highlight receives special styling in micro site highlights.'). At the bottom, there is a 'Created at' and 'Last modified at' section with user information for 'Giroux, Karen'. A 'Save' button and a 'Cancel' button are at the bottom right, with the 'Save' button highlighted in red.

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.