Topic: Creating an Image Gallery

In WordPress, adding single photos is not the only option you have. You can add a whole image gallery so you have multiple photos clustered together representing your post.

STEP 1:

Before inserting your image gallery, you must set it up. Start by putting your cursor where you would like the gallery to go within the post. Continue by clicking **Add Media**.

Add Media

STEP 2:

You will automatically be brought to the Insert Media page, but for the gallery you will need to click **Create Gallery** at the top left side of the media window.

Insert Media

Create Gallery

Set Featured Image

Insert from URL

STEP 3:

In the Create Gallery window, click **Upload Files**.

Insert Media

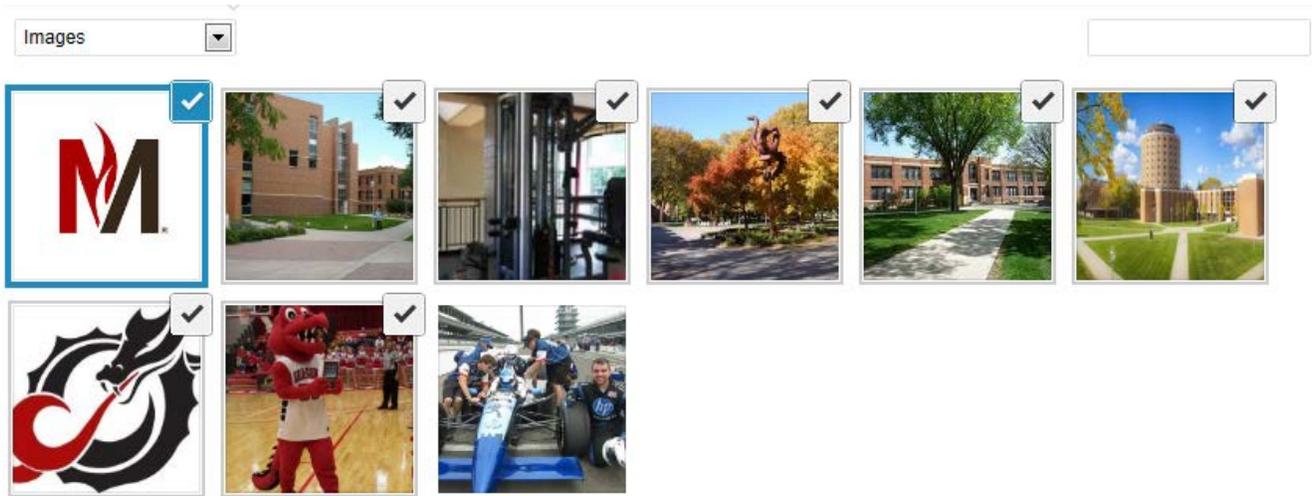Upload Files | Media Library

STEP 4:

You can then click the **Select Files** button in the middle of the page.
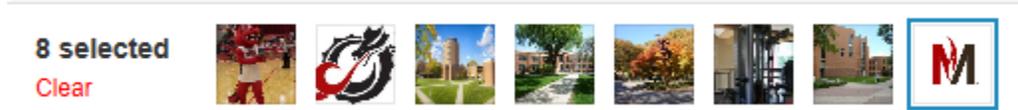
Select Files

STEP 5:

Next, you will choose the pictures from your computer that you would like to put into the gallery and click Open. You can then select the photos that you want to go into a gallery together in this particular post.

The photos that you select will have the white checkmark by them or you can look at the bottom of the screen to see which images are selected.

OR

NOTE: As you can see, there are 9 photos in the top image and only 8 in the bottom. This is because I did not select the last picture within the images to be put into this gallery. To deselect pictures, click the check mark and it will turn into a minus sign which will deselect it.

STEP 6:

You can then click **Create a new gallery** on the bottom of the page.

STEP 7:

This is going to take you to the Edit Gallery page where you can make some adjustments to the settings of this particular gallery.
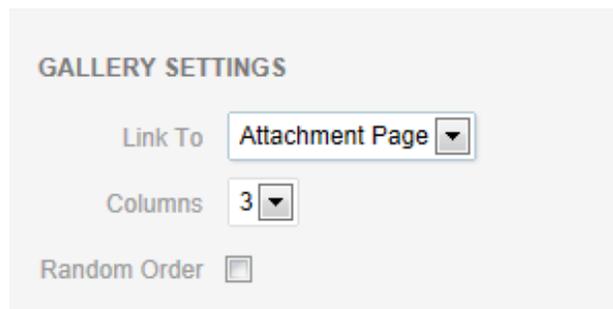
One of the options here is to just drag and drop the images to reorder them or you can also click the Reverse order button which will rearrange your photos opposite to how you put them into the gallery.

STEP 8:

Those are just two options that you have for changing the look of your gallery without touching the settings. You can see the gallery settings are off to the right side of the window. We have three options here:

- Link to
- Columns
- Random Order

Link to gives you options of you where you want your readers to be directed to if they click on the thumbnail of an image. The options are **Attachment Page**, which would take them to the attachment page where they can click through the rest or the photos and **Media File**, which would open the photos into a slideshow format. The last option is **None** that would not direct the reader anywhere when they click on the thumbnail.

The **Columns** option lets you choose how many columns you want your photos to be separated into. You can have from 1 to 9 columns.

Lastly, **Random Order** simply puts your photos into a random order from the order you put them into the gallery.

STEP 9:

The gallery will then be inserted into the editing page, but you will notice that the gallery itself won't show up in the editing page. An image like the photo below will appear in the post editor. You will have to Preview the post to see how your gallery will show up in the post.

Once you preview, you will see exactly how your gallery will look to your readers.

support services and social and community opportunities.

STEP 10:

If the gallery turns out to be just the way you wanted it to be, you can go ahead and publish the post.

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.