WordPress NextGEN Gallery Instructions

N.B.
A collection of photos is called a gallery; a collection of galleries is called an album
Each Gallery can be incorporated into more than one Album if desired

The most sensible sequence of actions is:
- Create one or more Galleries, each including one or more images (more images can be added later)
- Create an Album
- Add Galleries to Albums
- Add an Album or Gallery to a web page
- Edit the Galleries to ensure they display as you want
- Edit the Album(s)

From the Dashboard, the Gallery functions can be accessed from the lefthand sidebar.

Create a Gallery
- Click 'Add/Gallery /Images'
- Select 'Create a new Gallery'
- Give the Gallery a Title
- Click 'Add Files'. Files can be selected either
  - from your PC's File Explorer list (hold down the Ctrl key to select multiple images) and then click Open, or
  - by dragging image files on to the 'Create Gallery' page
- Click 'Start Upload' (more photos can be added later if desired)

Create an Album
- From the Dashboard sidebar, click 'Manage Albums'
- In the box next to 'Add new album', give the album a title
- Click 'Add'

Add Galleries to an Album
- From the Dashboard sidebar, click 'Manage Albums'
- Select the required album from the drop down list
- From the list of galleries shown under 'Select Gallery', drag the galleries you want to appear in the new album
- Click 'Update'

Add an Album to a webpage
- Navigate to the page where you want the Album to appear
- Enter Edit mode, and use the Visual tab of the Editor
- From the top toolbar, select the NextGEN icon to 'Add NextGEN Gallery to post'
- From the pop-up screen, click in the first box and select 'Albums', click in the second box to select the required album
- Select either 'Basic Compact Album' (recommended) or 'Basic Extended Album'
- Click 'Insert Gallery'
- In the page editor, click 'Update'

To add captions to images

- Go to Manage Galleries
- In the list of galleries, select the one you want
- There will be a list of the images in that gallery
- In the column 'Alt & Title Text / Description' enter the caption into the lower of the two boxes (it is difficult to see that there are two boxes)
- Click 'Save Changes'