



# How to add a Gallery

## Step-by-step Instruction

**WordPress version:**

**3.7.1 \***

**Gallery version:**

**4.1.0 \***

\* When using other versions some differences are possible to occur

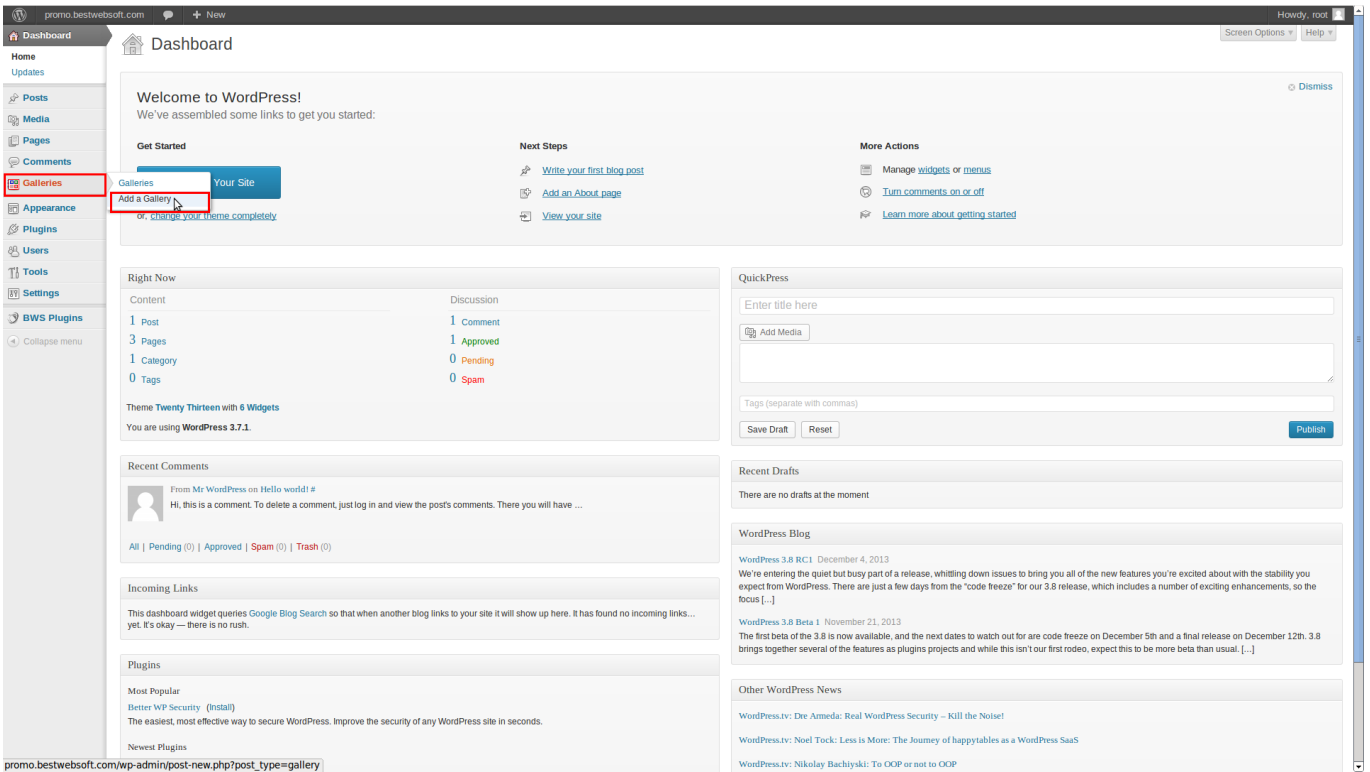
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## 0. Table of Contents

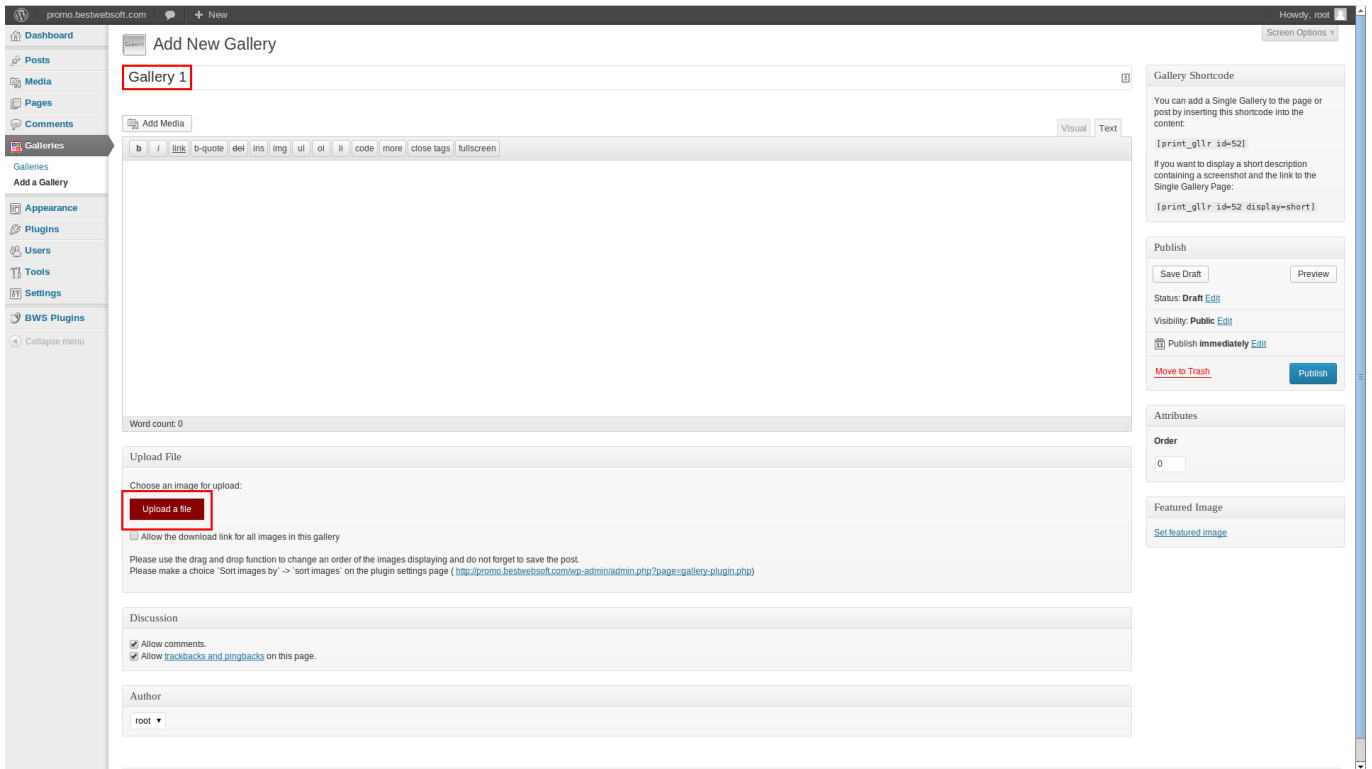
- [1. How to add images to the gallery using the custom uploader](#)
- [2. How to add images to the gallery using the standard WP uploader](#)
- [3. How to add existing galleries to a page](#)

# 1. How to add images to the gallery using the custom uploader

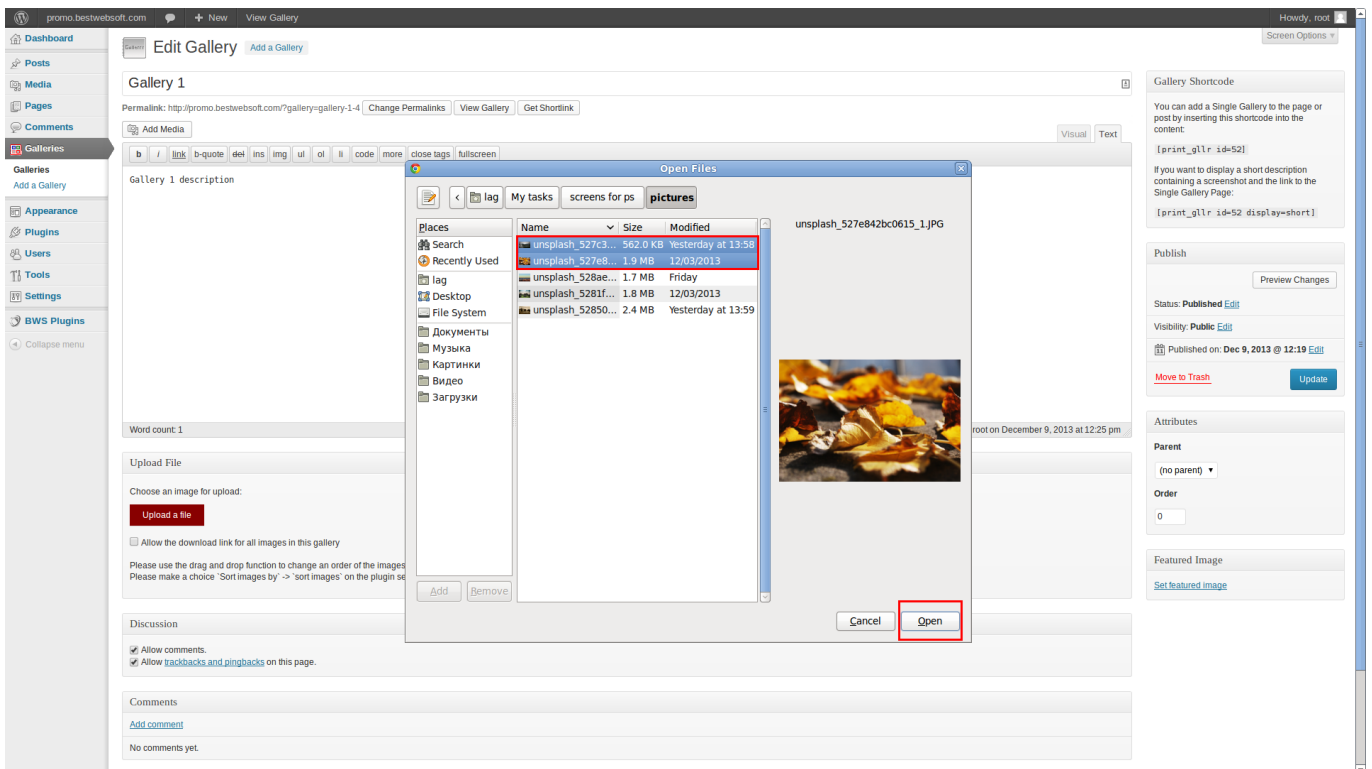
1. Click “Galleries” => “Add a gallery” in the menu on the left.



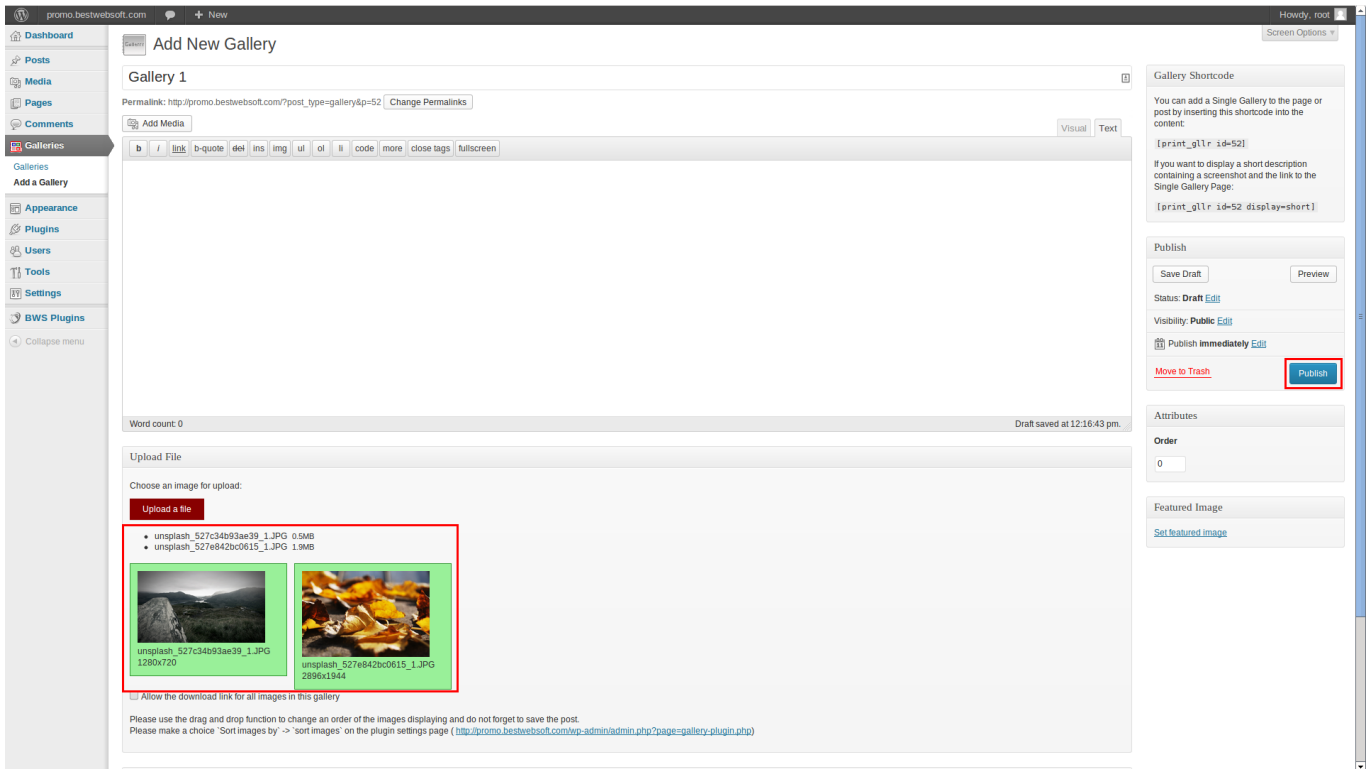
2. Type the title for your gallery and click **“Upload a file”** to choose an image for upload.



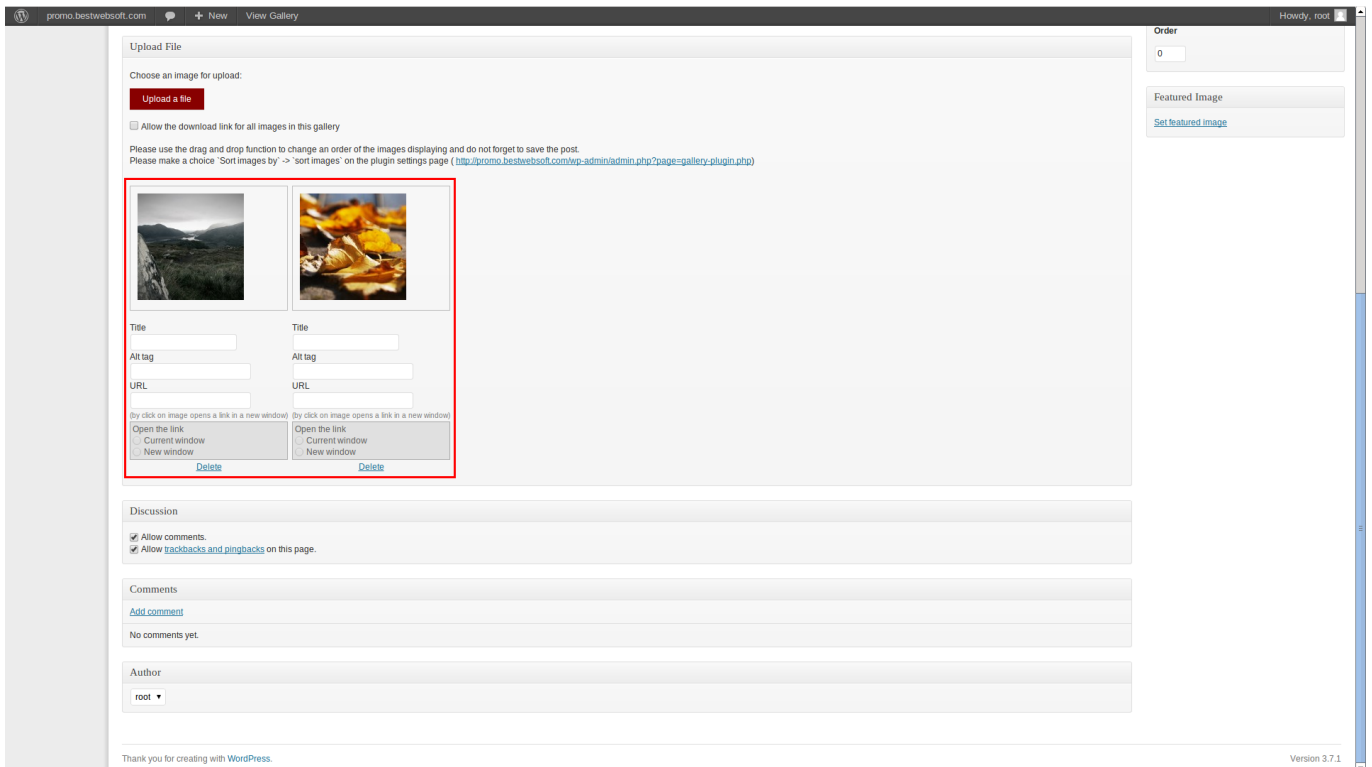
3. Choose the images to upload and click **“Open”**



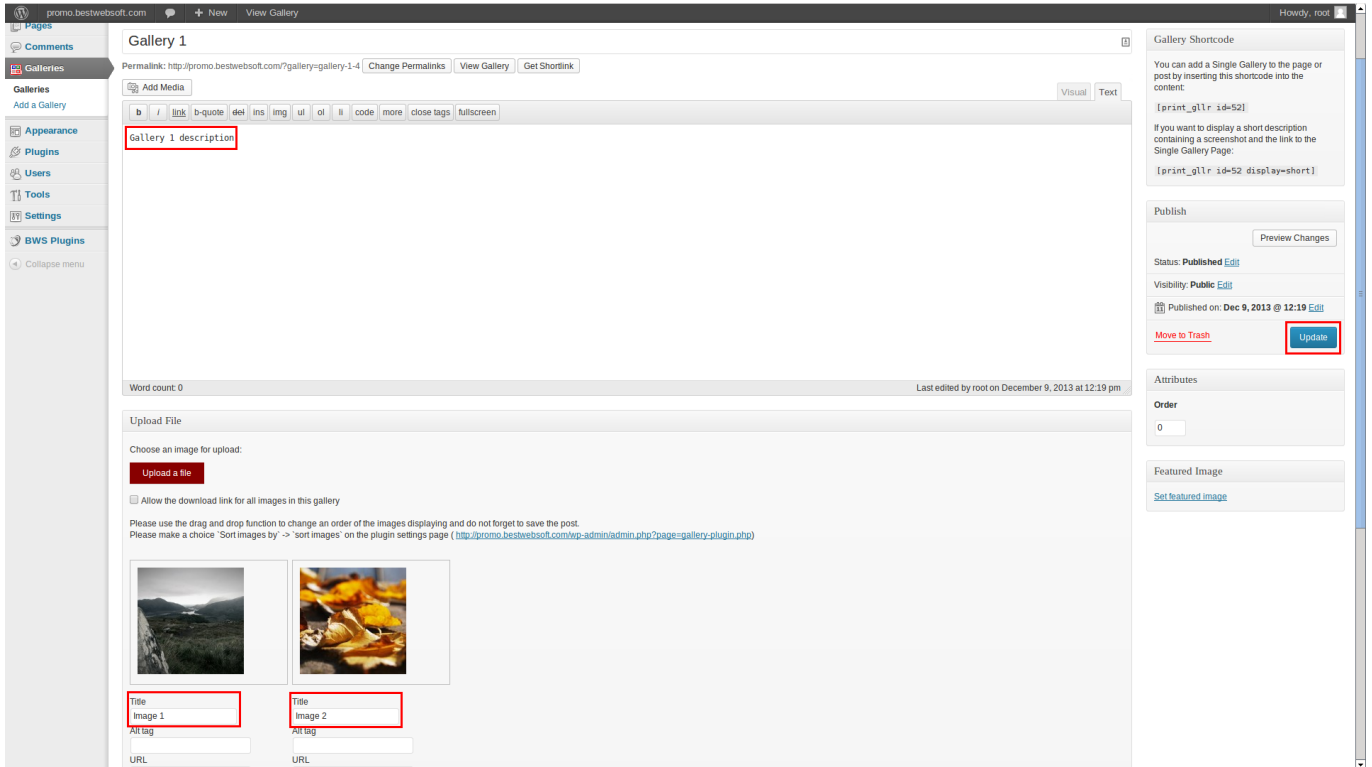
4. In order to add these images to your gallery click **“Publish”**.



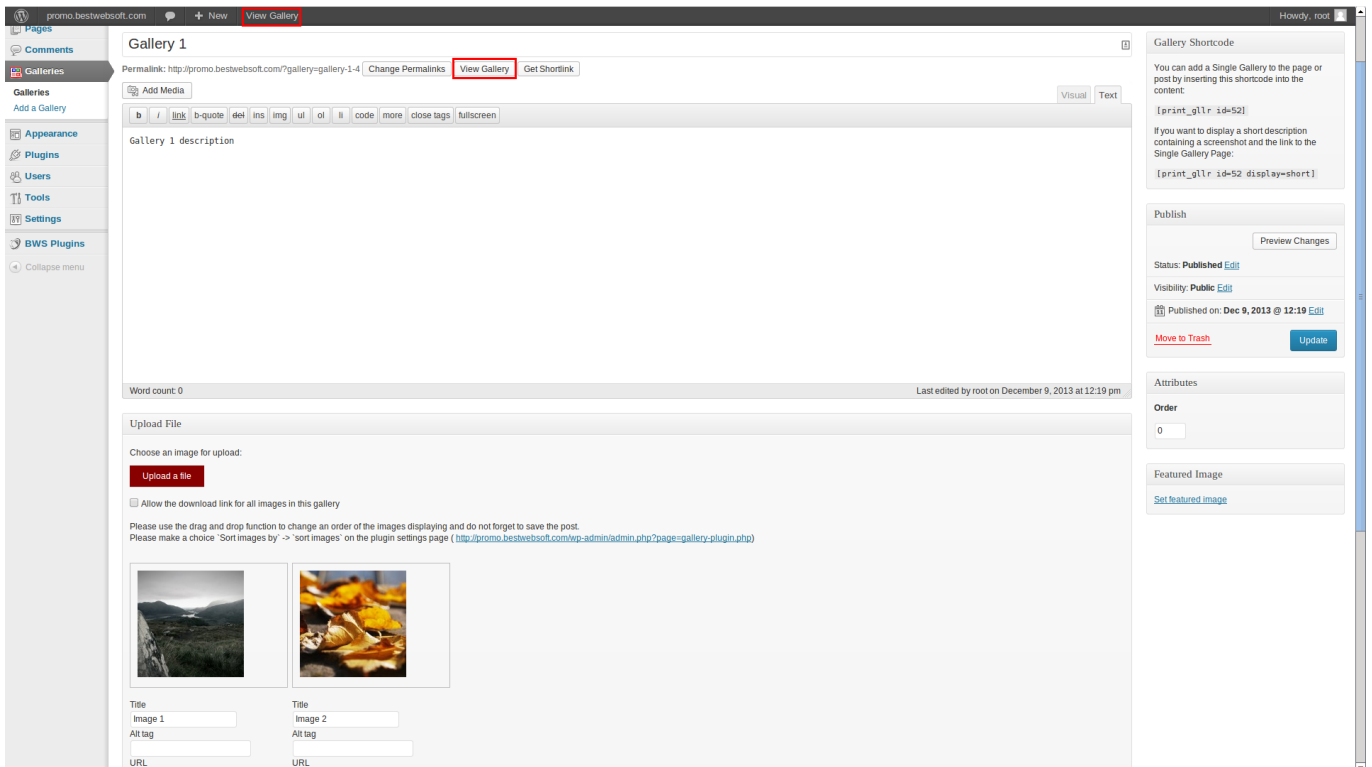
5. They will appear in the meta box.

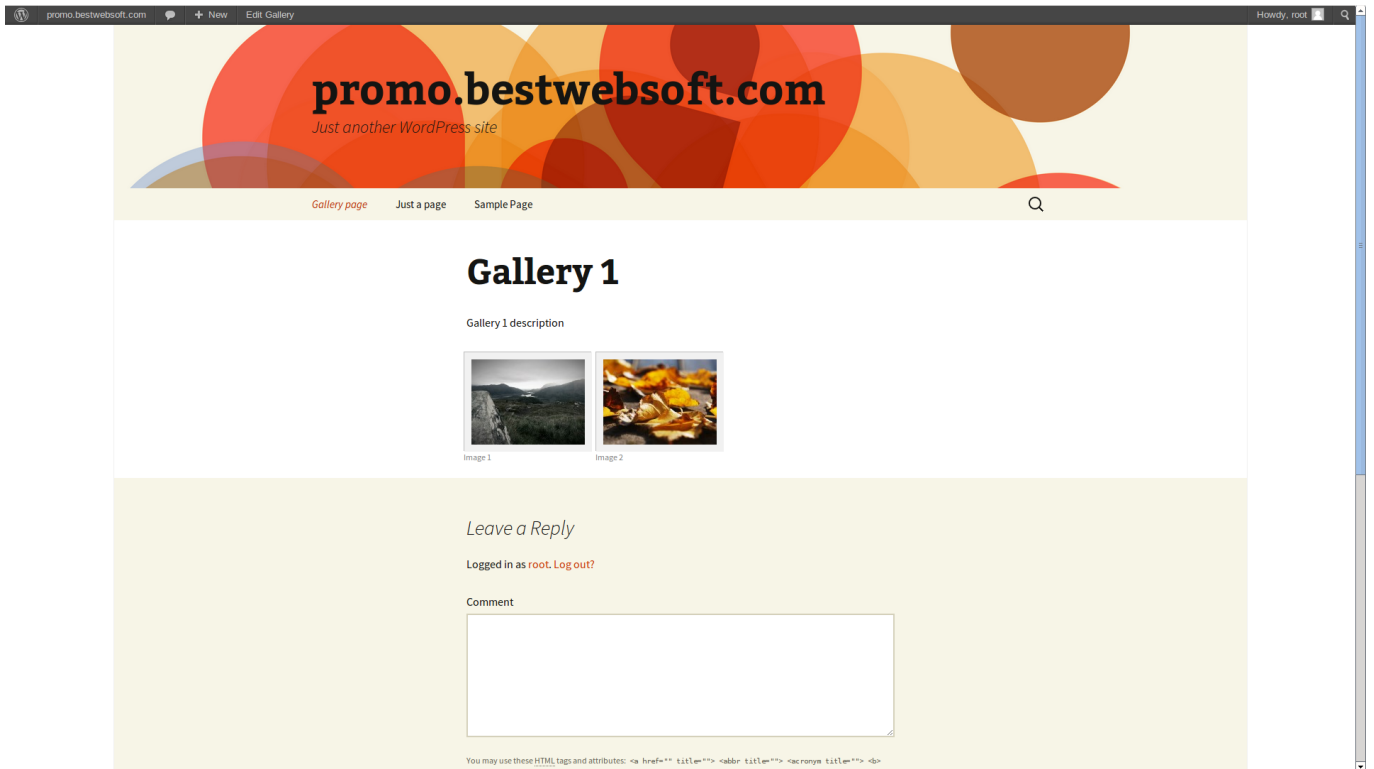


## 6. You can type titles for the images and description for the gallery. Click **“Update”**



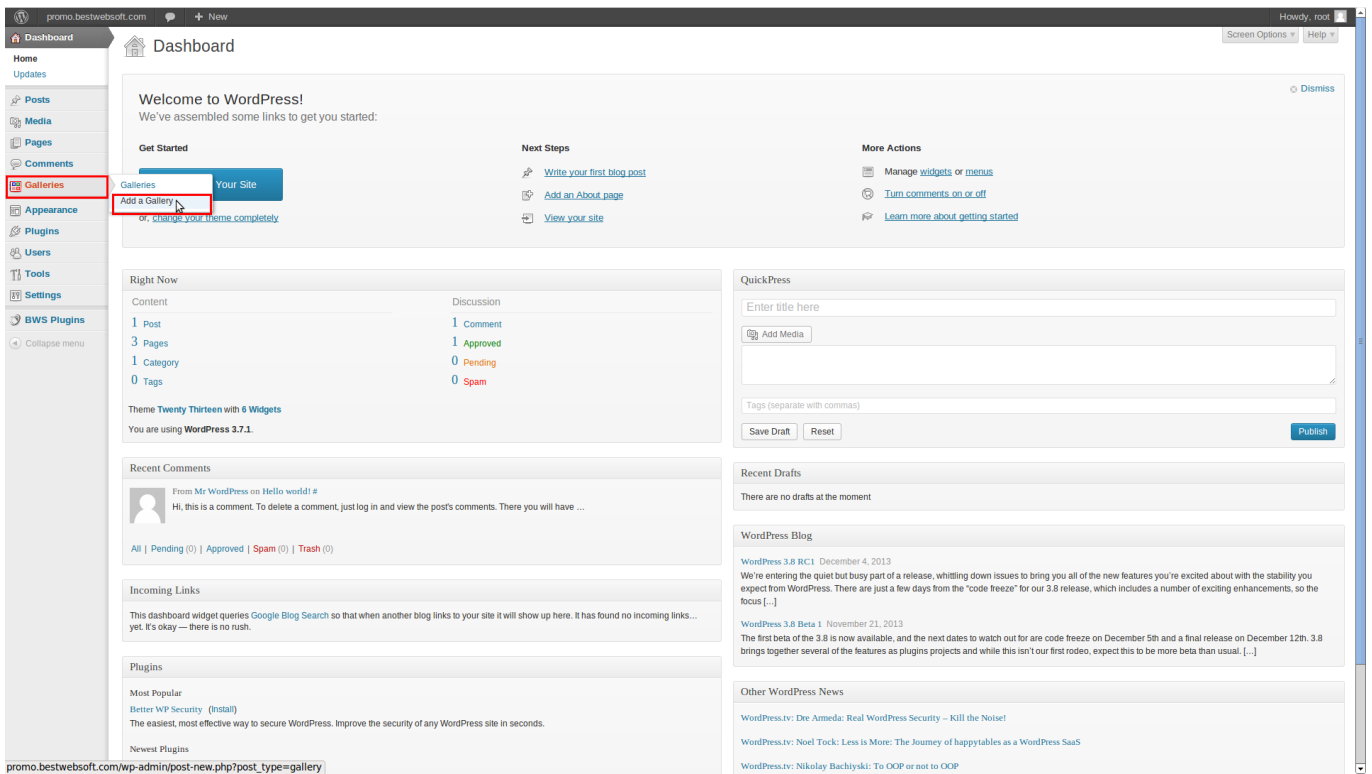
## 7. Click **“View Gallery”** to see your gallery on the page.



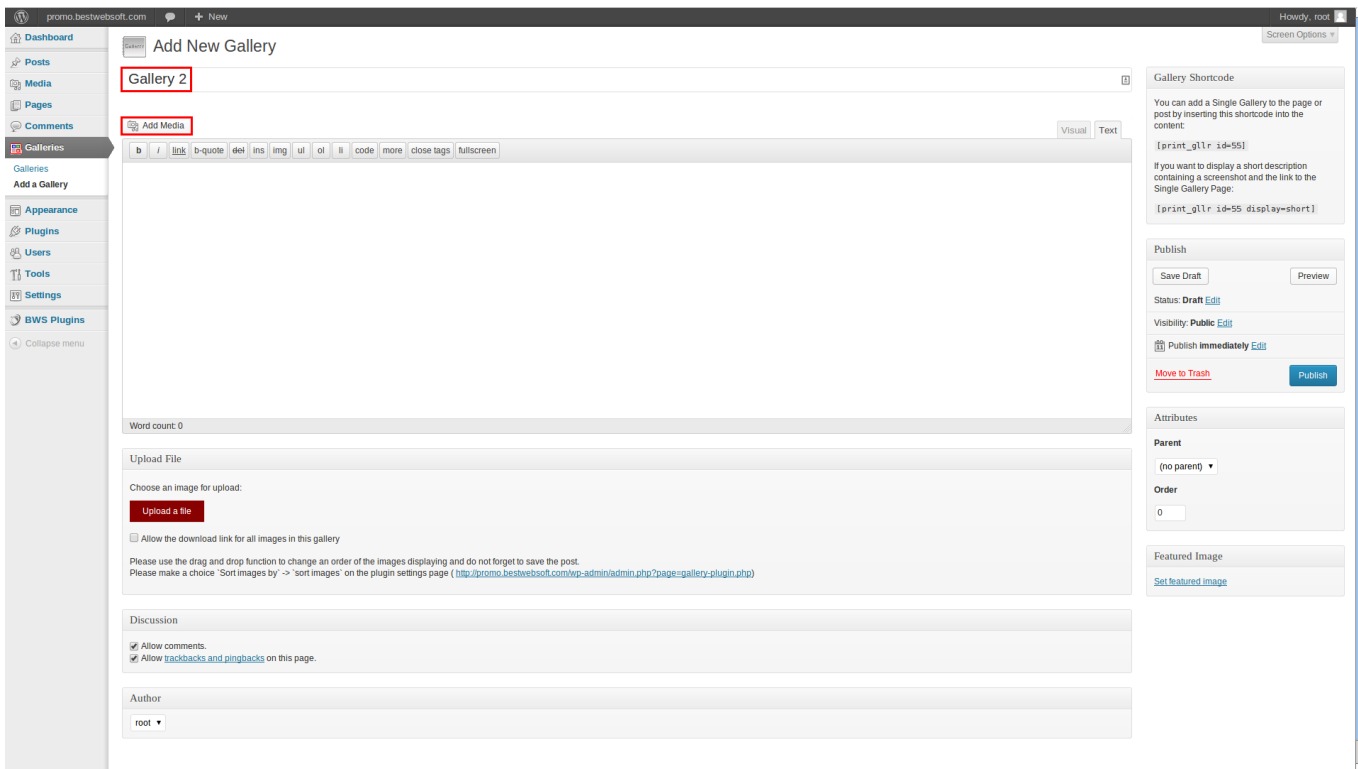


## 2. How to add images to the gallery using the standard WP uploader

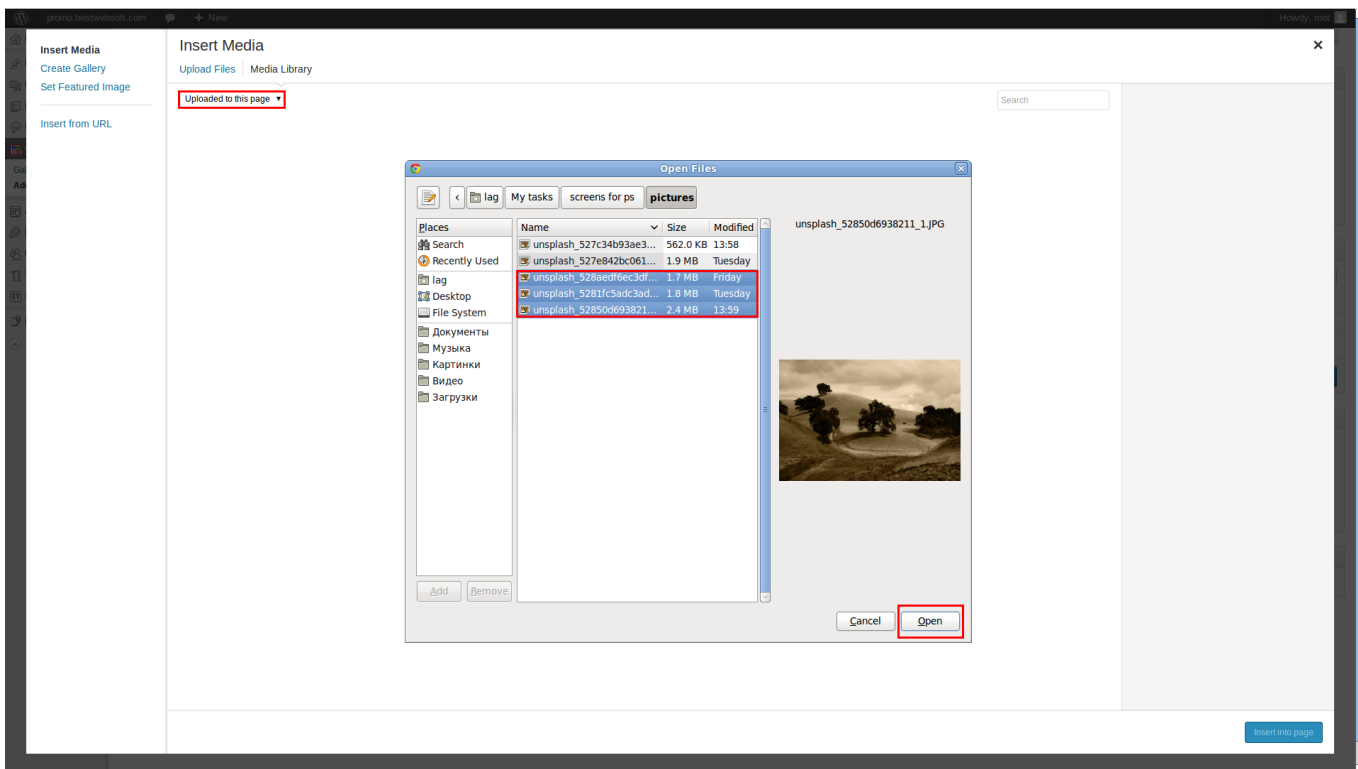
1. Click “Galleries” => “Add a gallery” in the menu on the left.



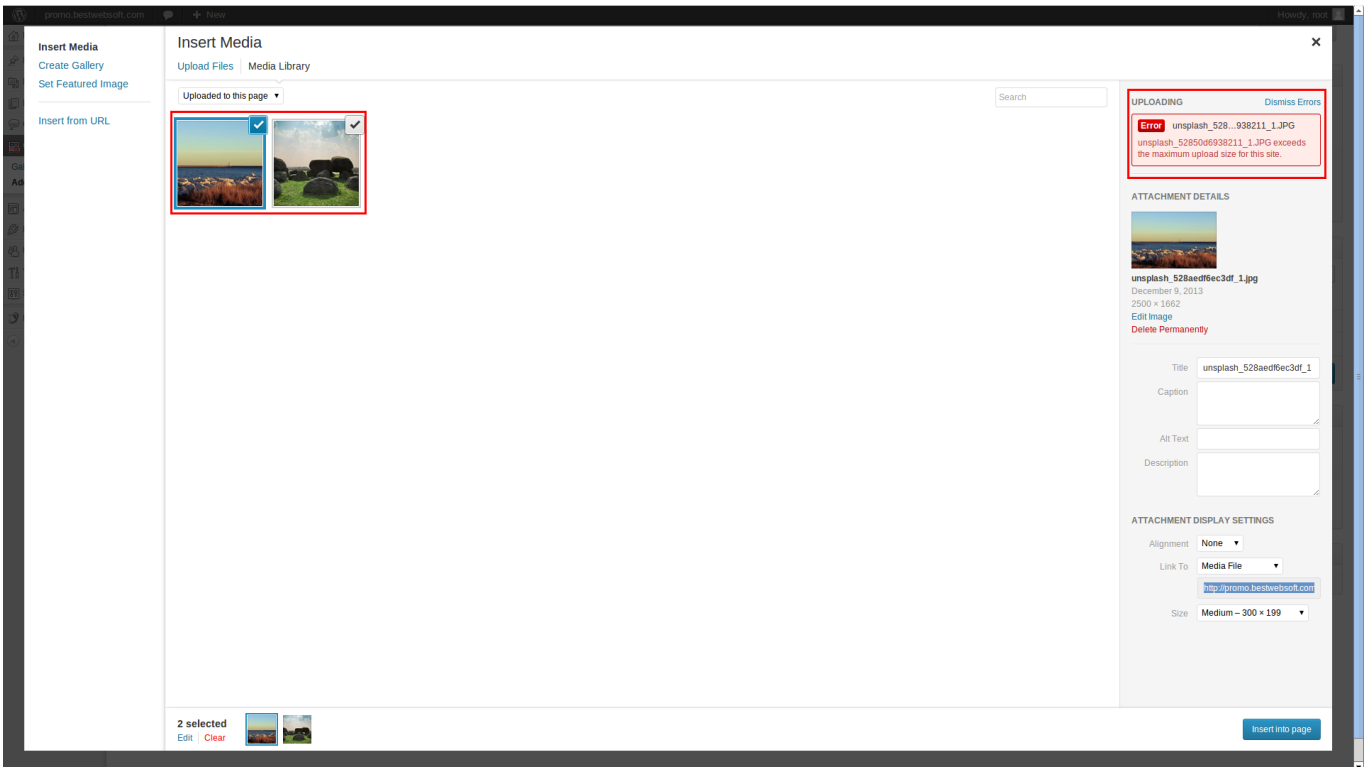
2. Type the title for your gallery and click **“Add media”** to choose an image for upload.



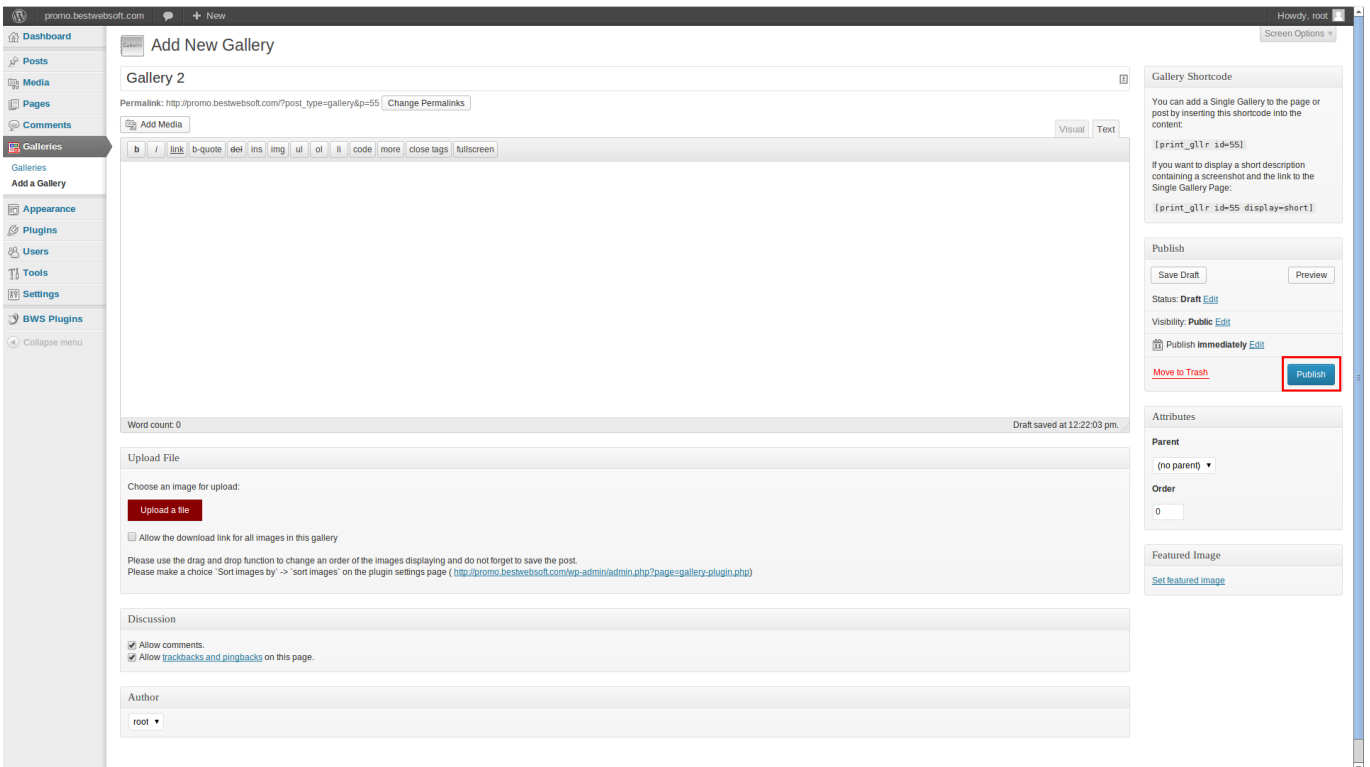
3. Select **“Uploaded to this page”** in the drop-down menu at the top of the page, click **“Upload files”** select the necessary images and click **“Open”**.



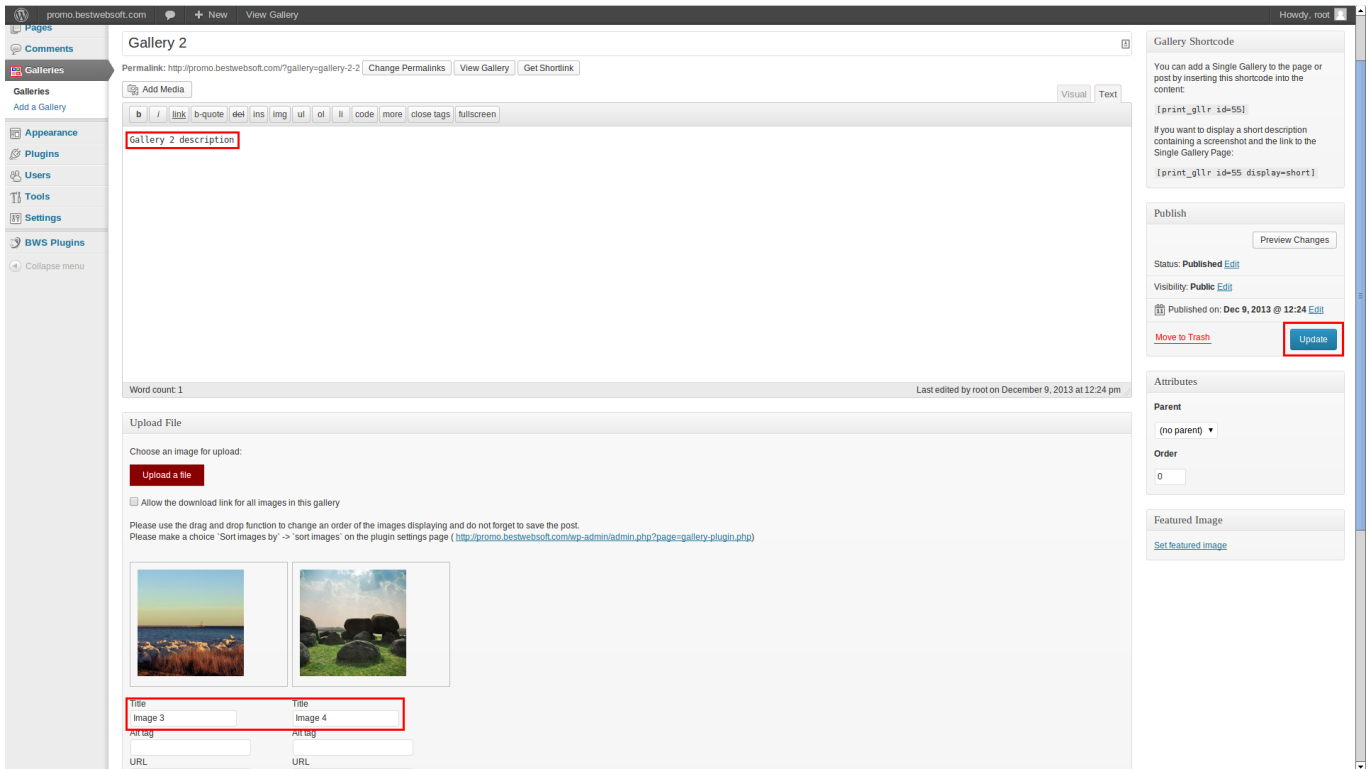
- If the image's size exceeds the maximum upload size, you will see an error and it won't be uploaded, the rest of the images will be uploaded:



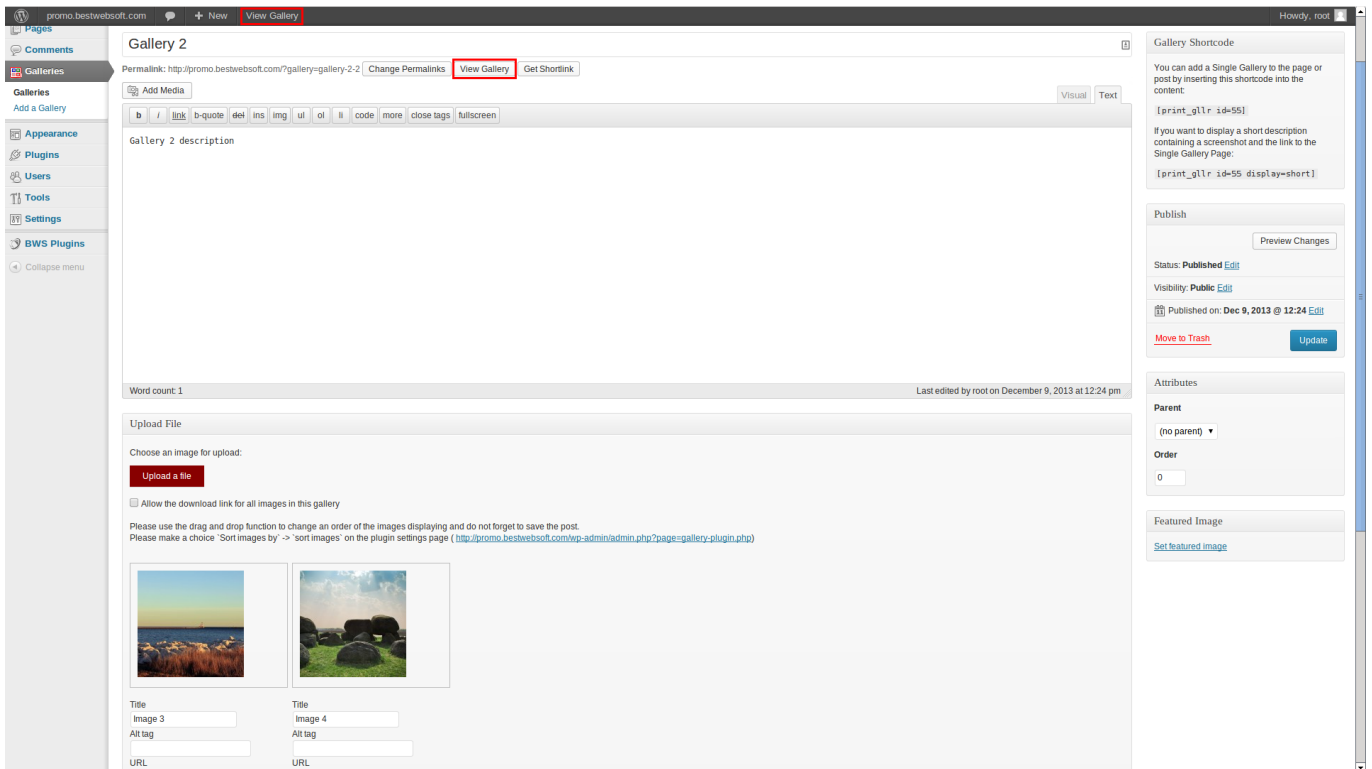
- Return to gallery editing page by clicking a cross in the top right corner and click **“Publish”**:



- You can type titles for the images and description for the gallery. Click **“Update”**.



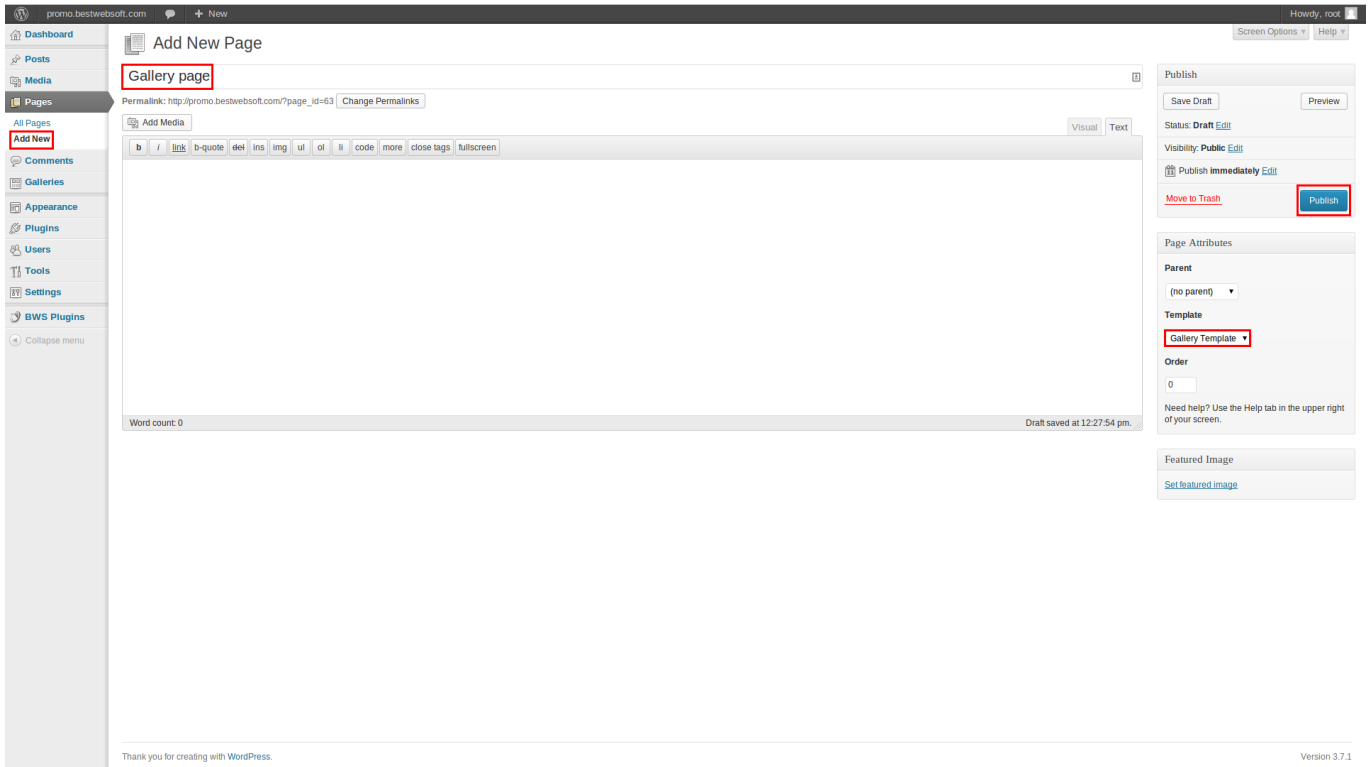
## 7. Click "View Gallery" to see your gallery on the page.



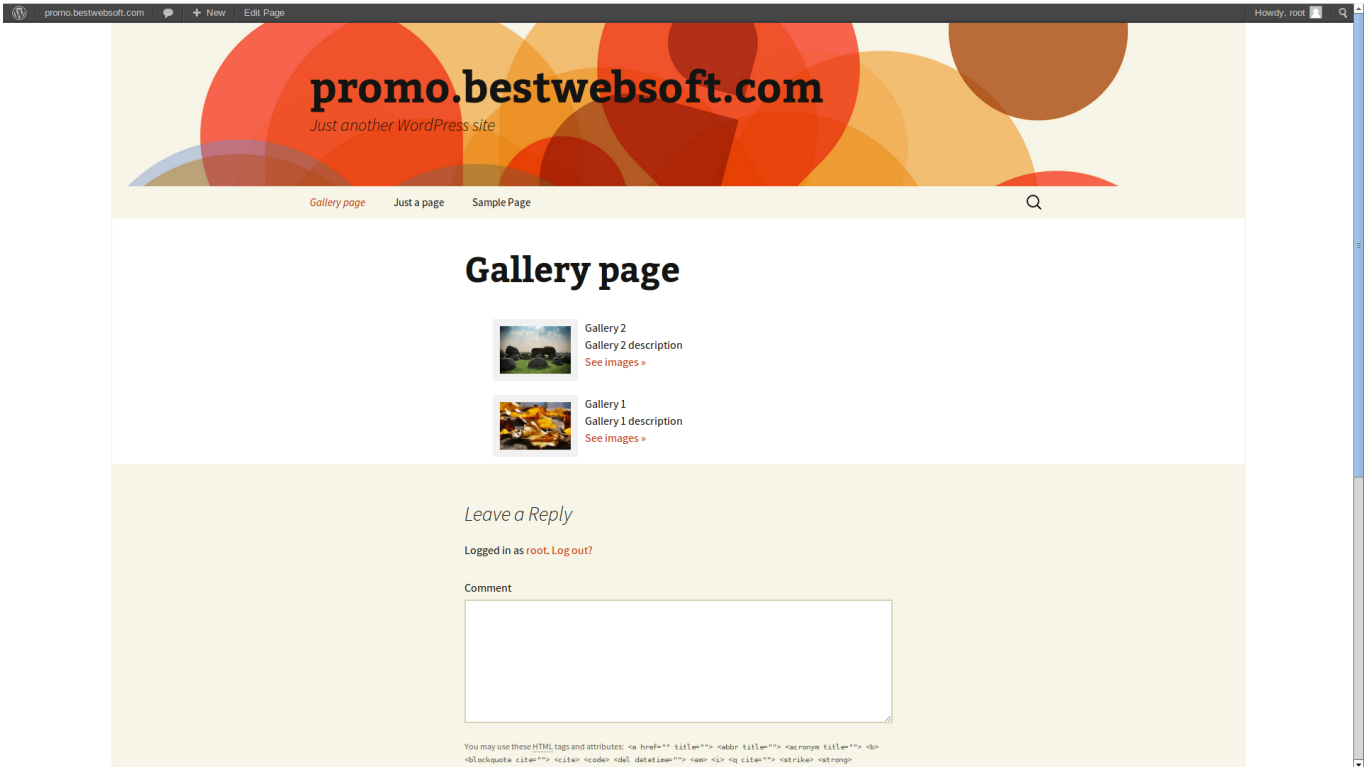


### 3. How to add existing galleries to a page

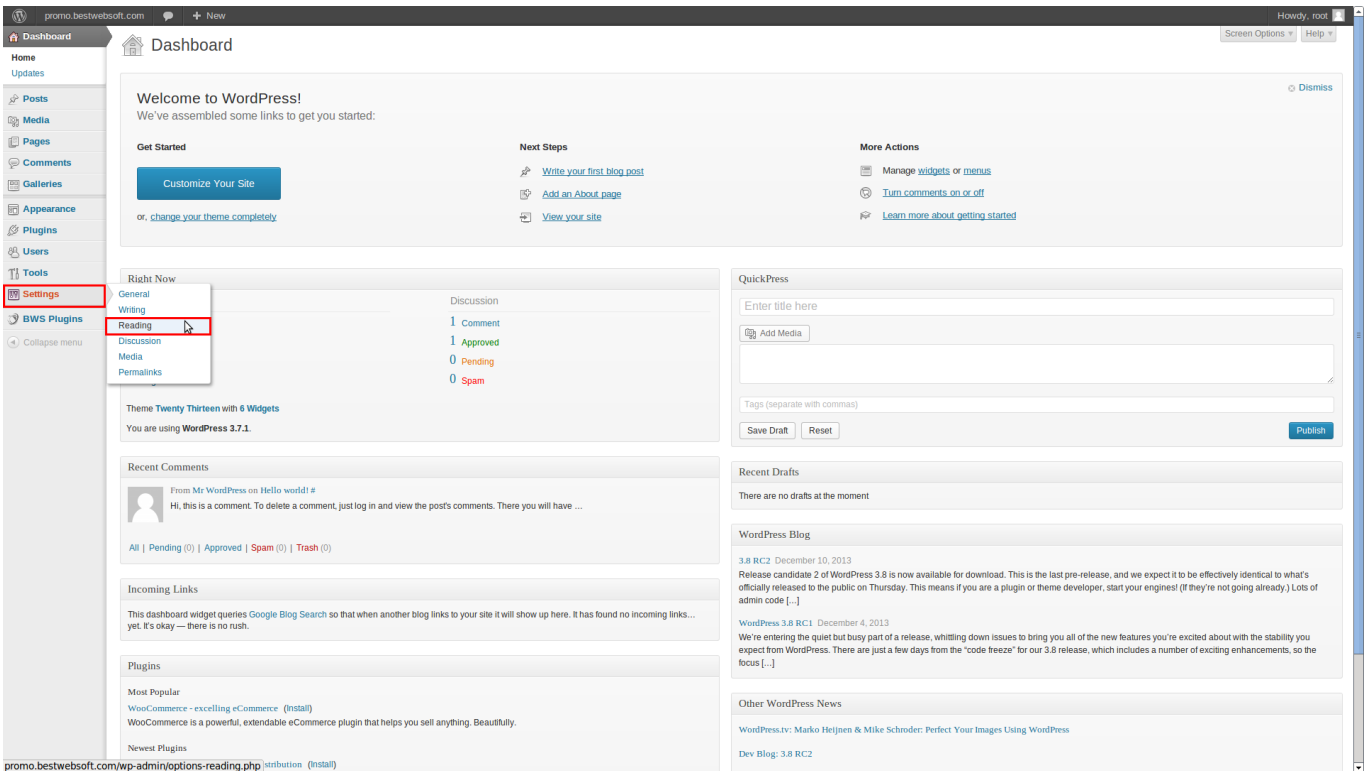
1. Create a new page, type a title for it, select “Gallery Template” and click “Publish”.



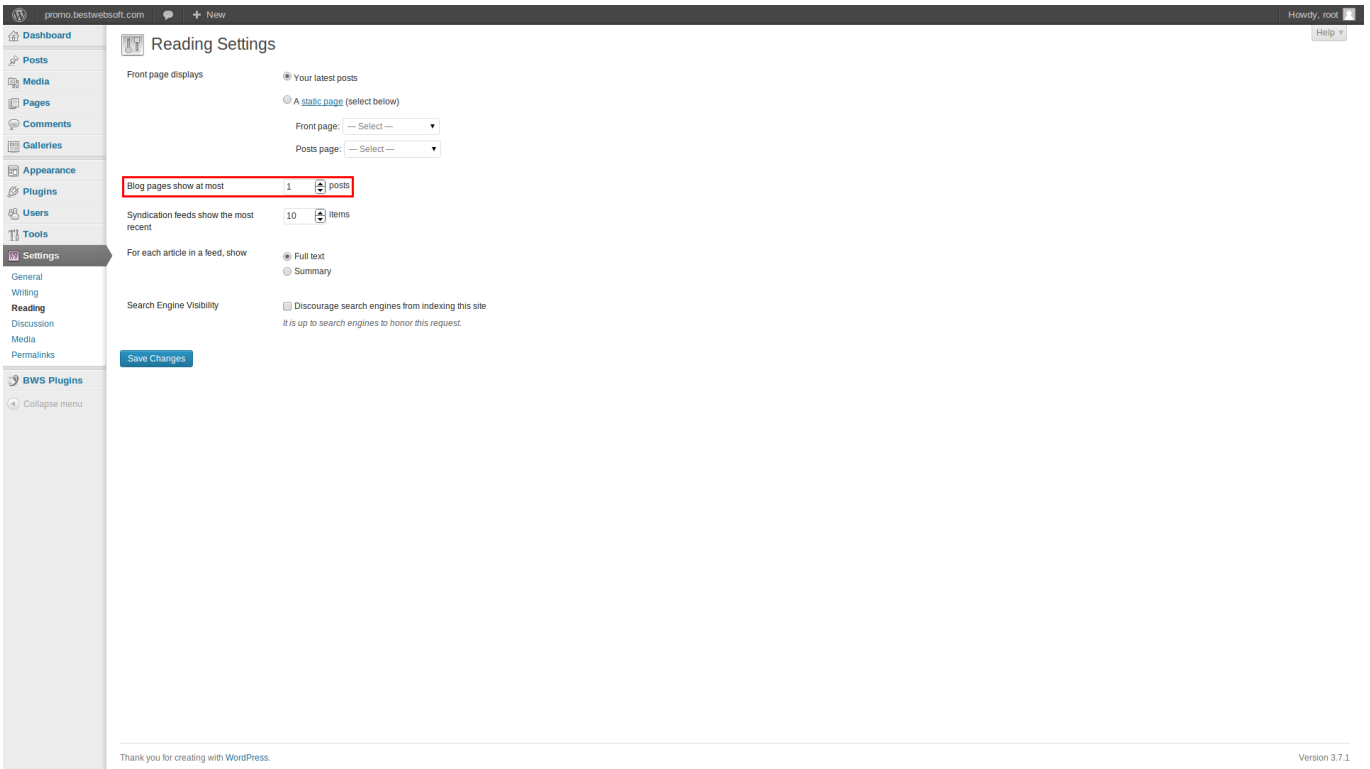
2. The existing galleries will be added to this page automatically.



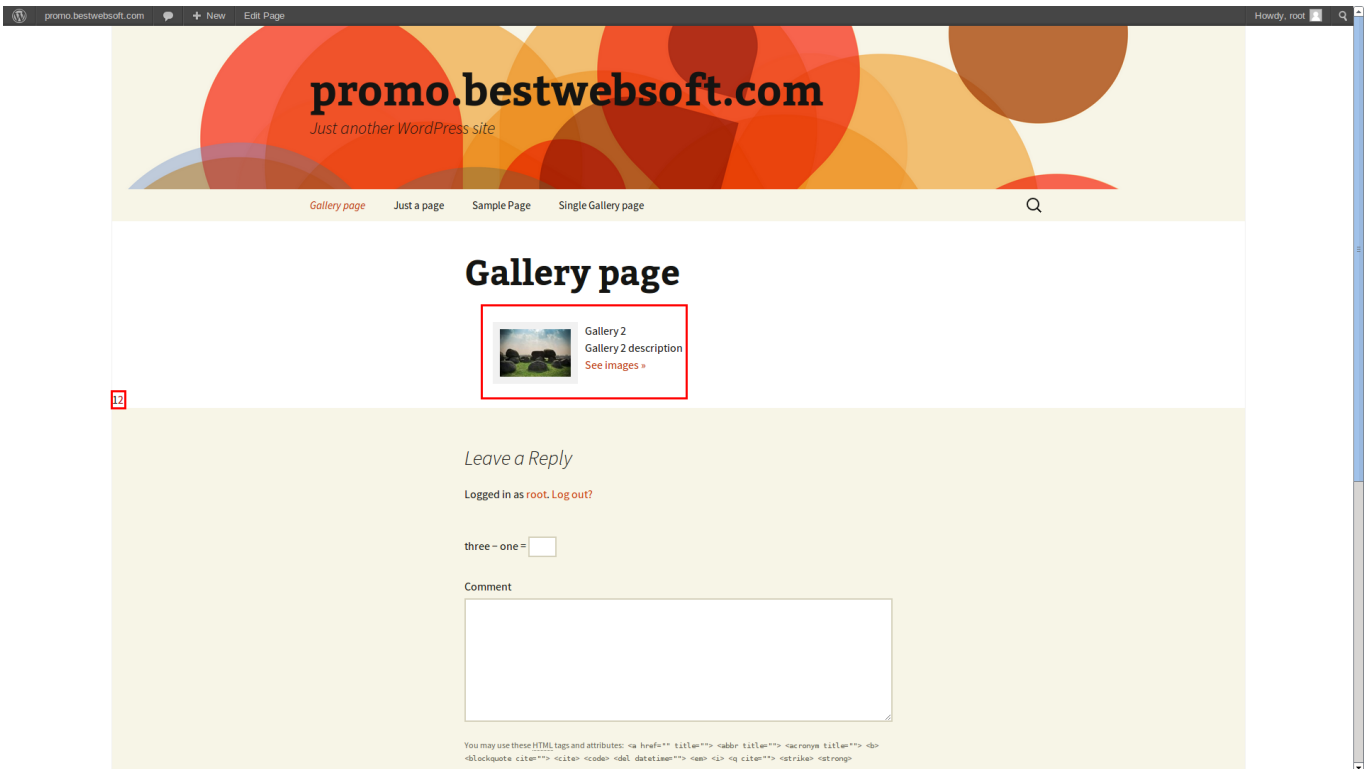
3. If you want to implement paginal navigation, go to "Settings" => "Reading"

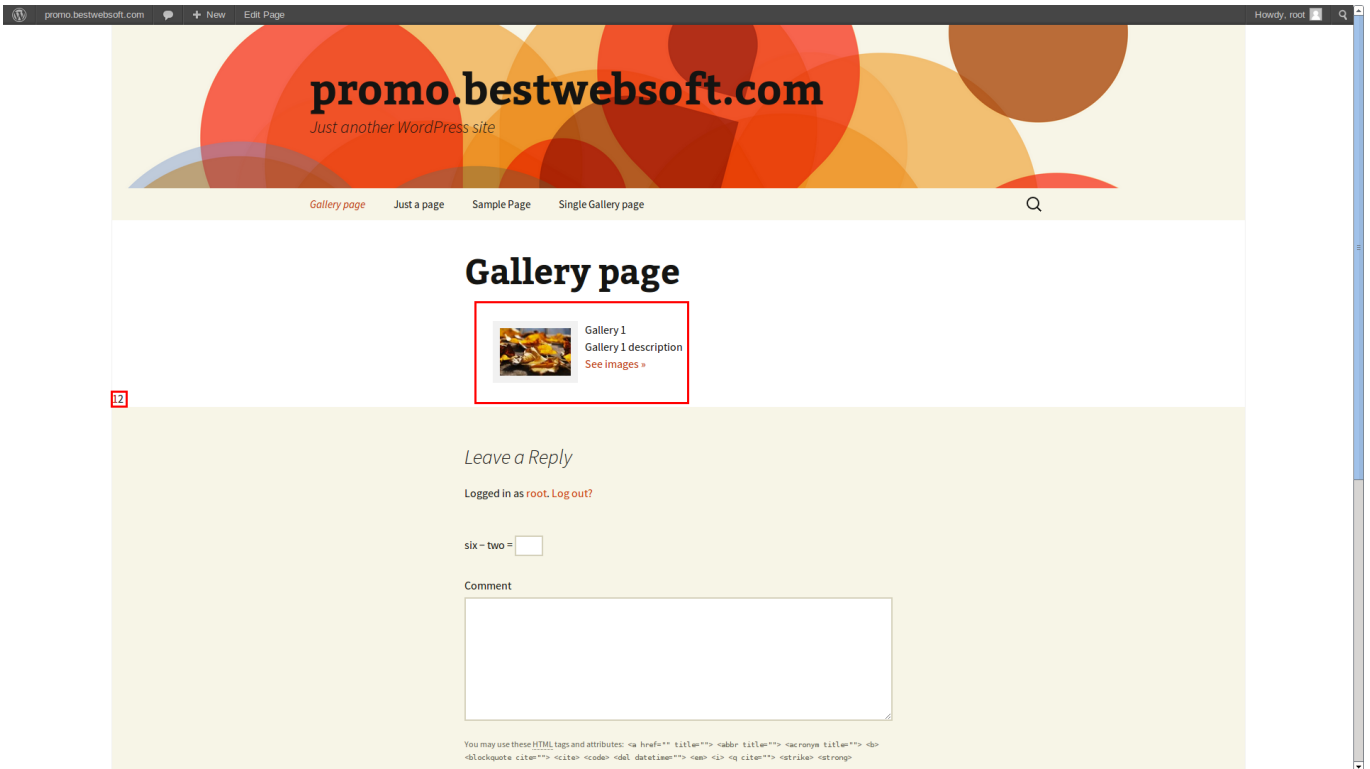


and set "1" in block "Blog pages show at most" (it will also be applied to galleries).

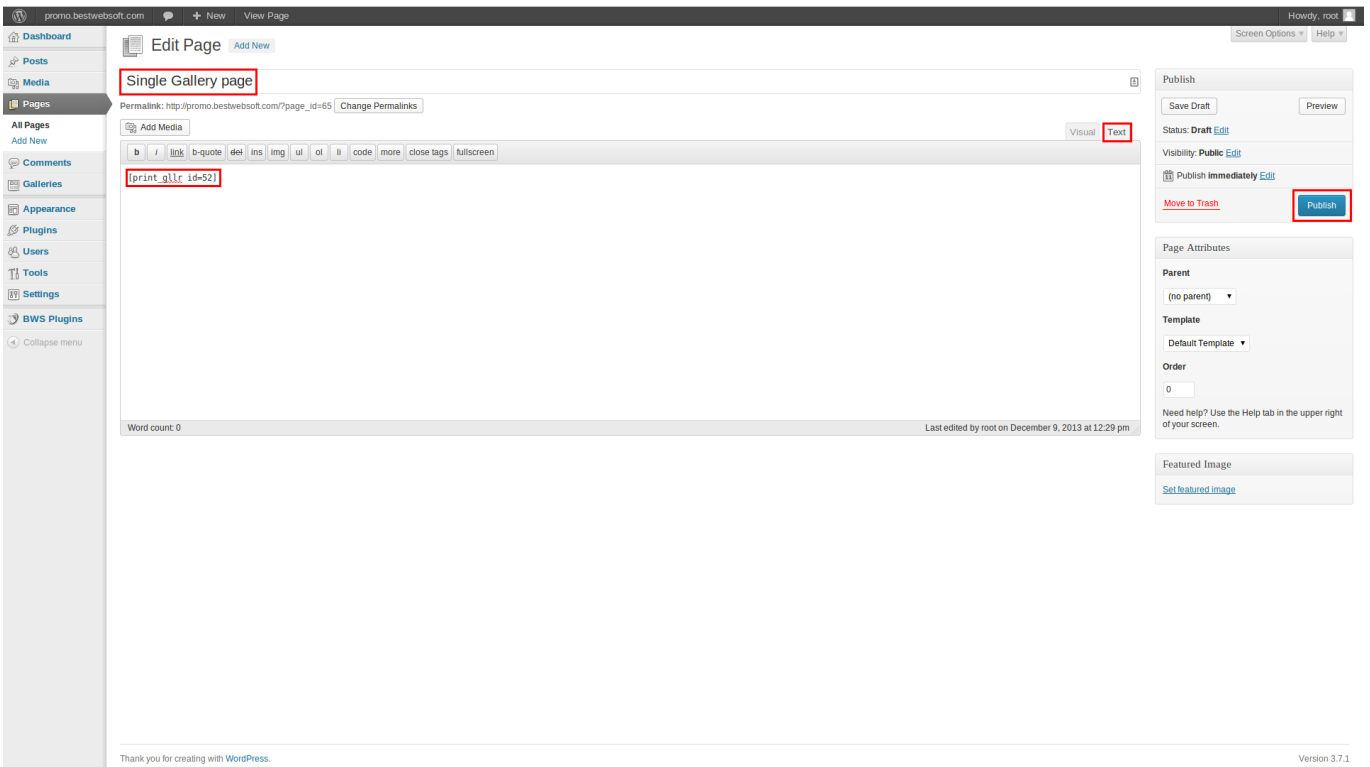


Then go back to your Gallery page and view it - one gallery will be displayed on a page, you will find paginal navigation as well:

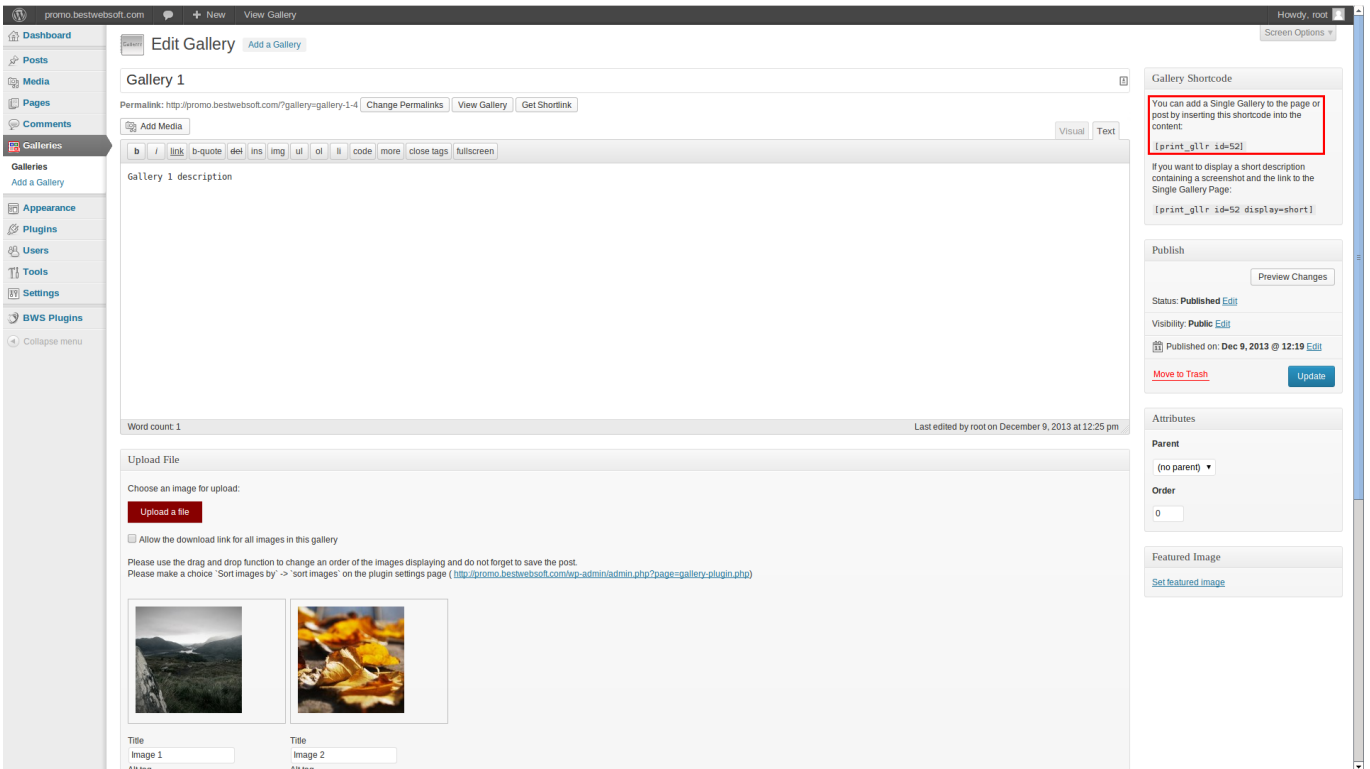




4. If you want to add a single gallery to a page or a post, create a new page or a post, type a title for it and type the gallery's shortcode in **Text** mode and click **"Publish"**.

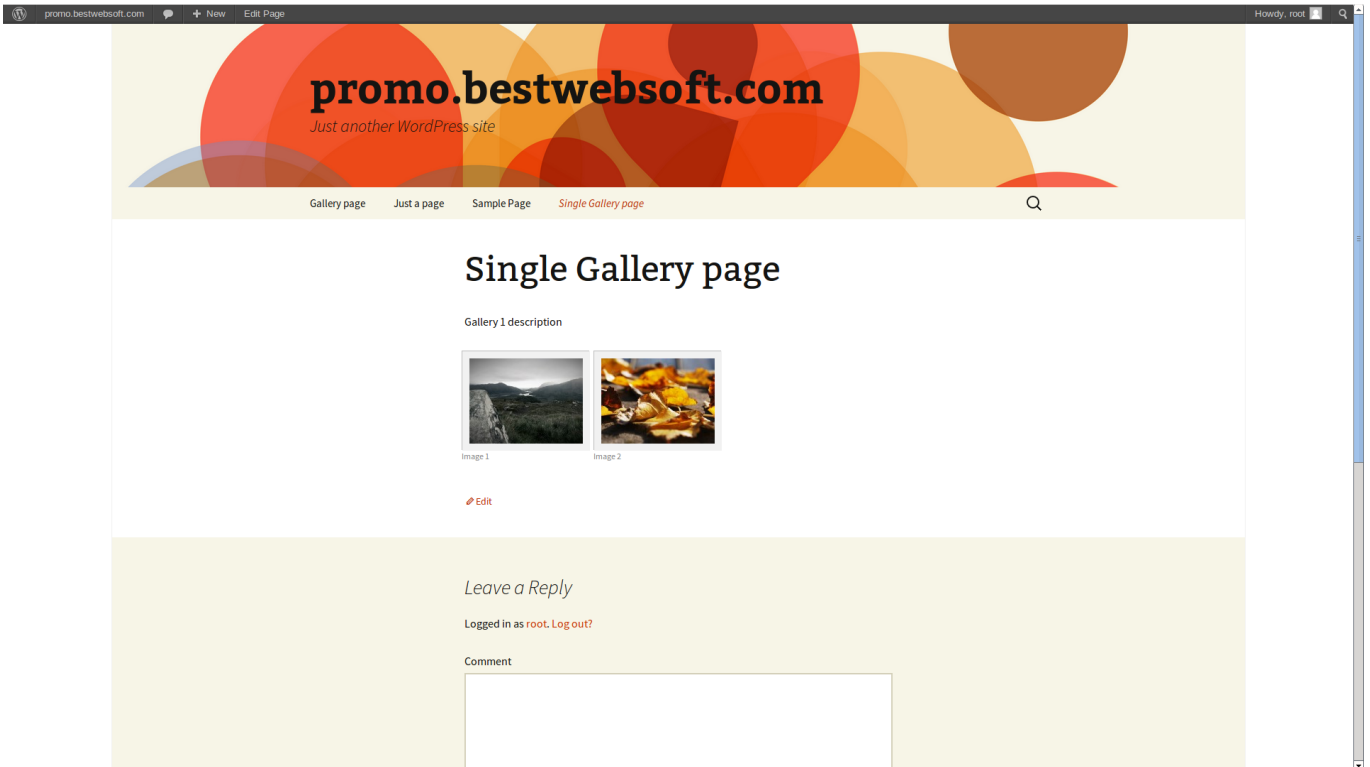


5. The gallery's shortcode can be found on the gallery page on the right.



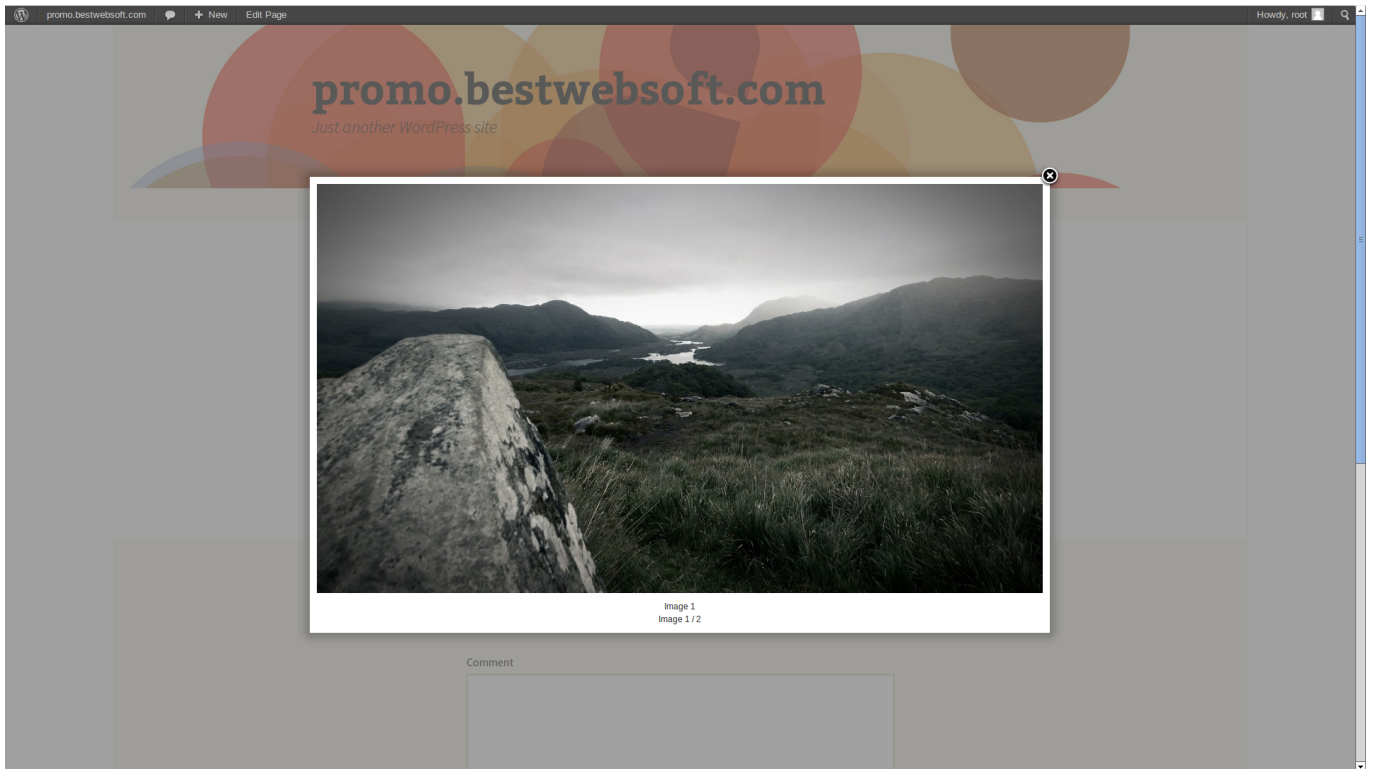
The screenshot shows the WordPress 'Edit Gallery' interface. The main content area is titled 'Gallery 1' and includes a description field, an 'Upload File' section with two image thumbnails, and a word count of 1. The right sidebar contains several sections: 'Gallery Shortcode' (highlighted with a red box, showing the shortcode `[print_gllr id=52]`), 'Publish' (with 'Status: Published' and 'Published on: Dec 9, 2013 @ 12:19'), and 'Attributes' (with 'Parent: (no parent)' and 'Order: 0').

6. After clicking "Publish" you will see your single gallery on the corresponding page.

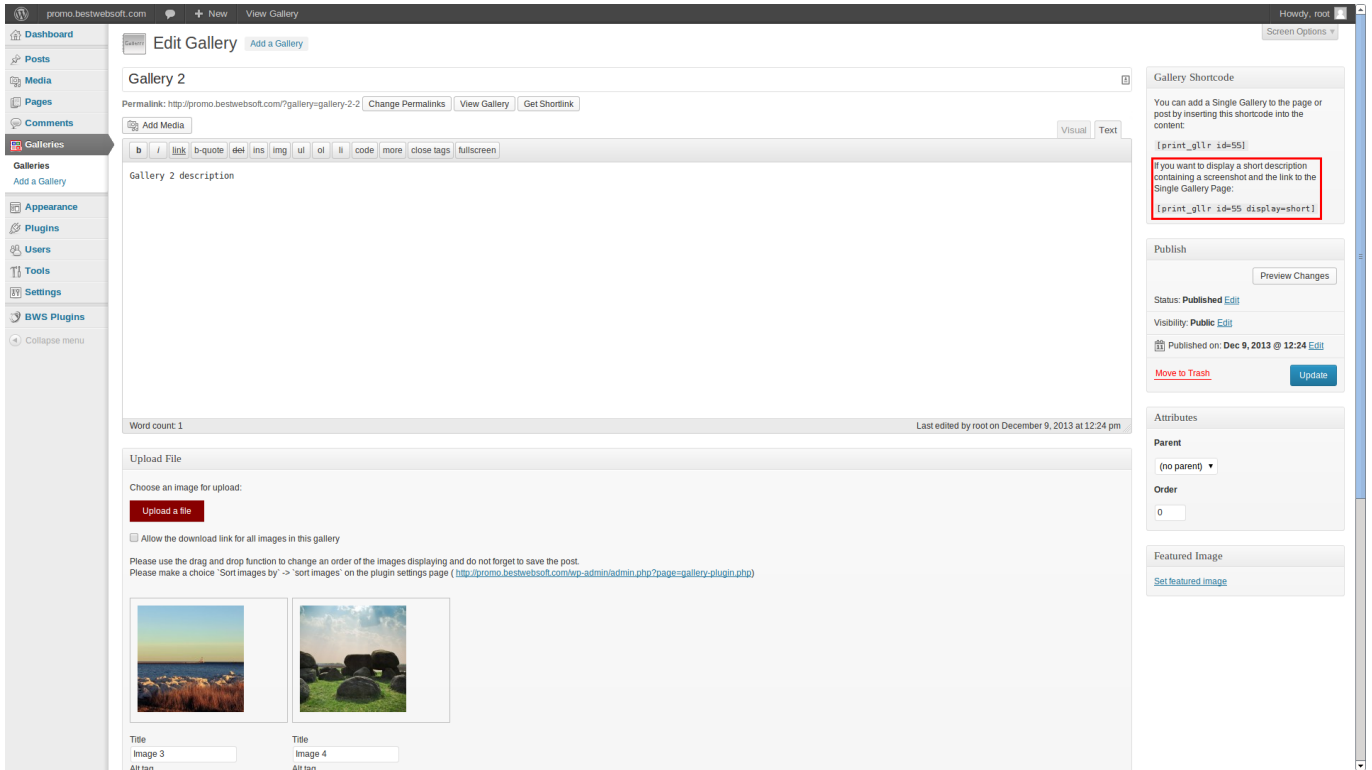


The screenshot shows the 'Single Gallery page' on the website. The header includes the URL 'promo.bestwebsoft.com' and a navigation menu with links for 'Gallery page', 'Just a page', 'Sample Page', and 'Single Gallery page'. The main content area displays the gallery title 'Single Gallery page', a description, and two image thumbnails. Below the gallery, there is an 'Edit' link and a 'Leave a Reply' section with a comment form.

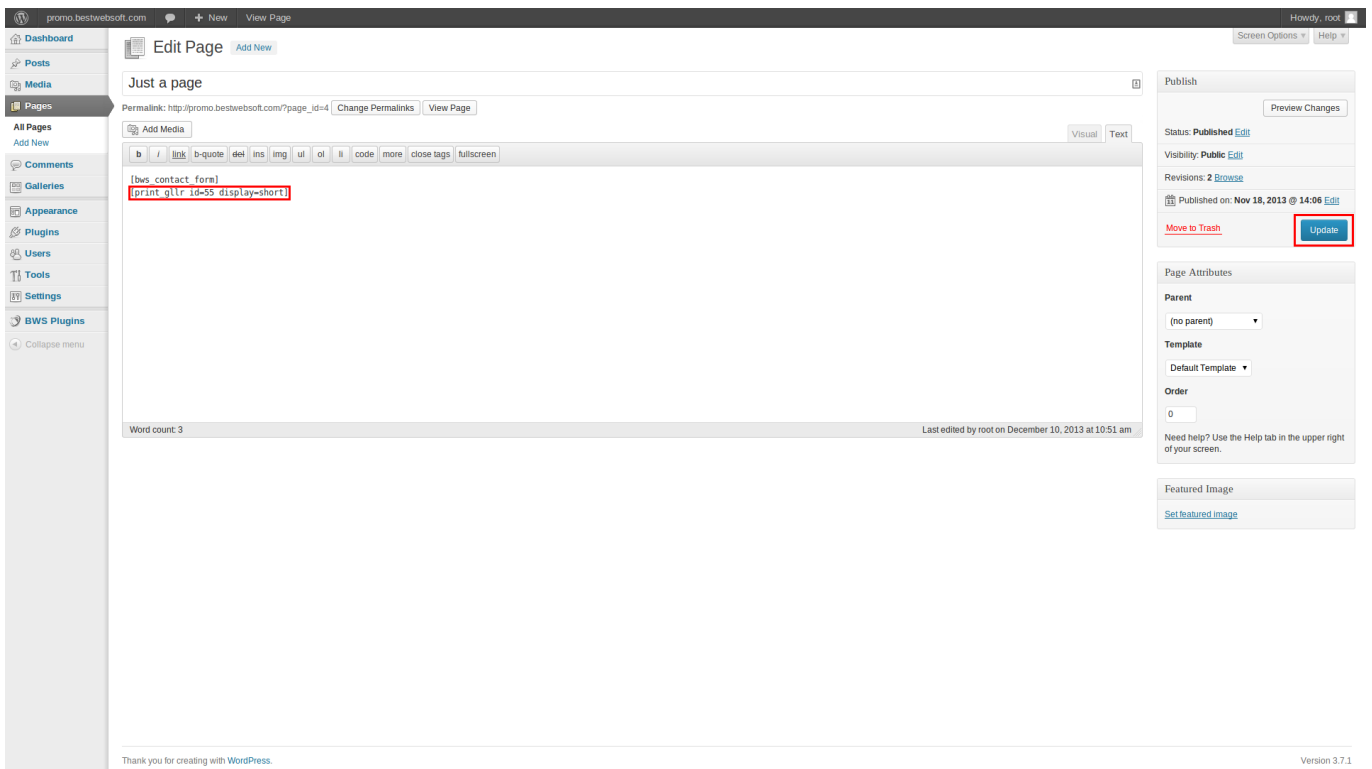
7. If you click on an image, it will be displayed in lightbox.



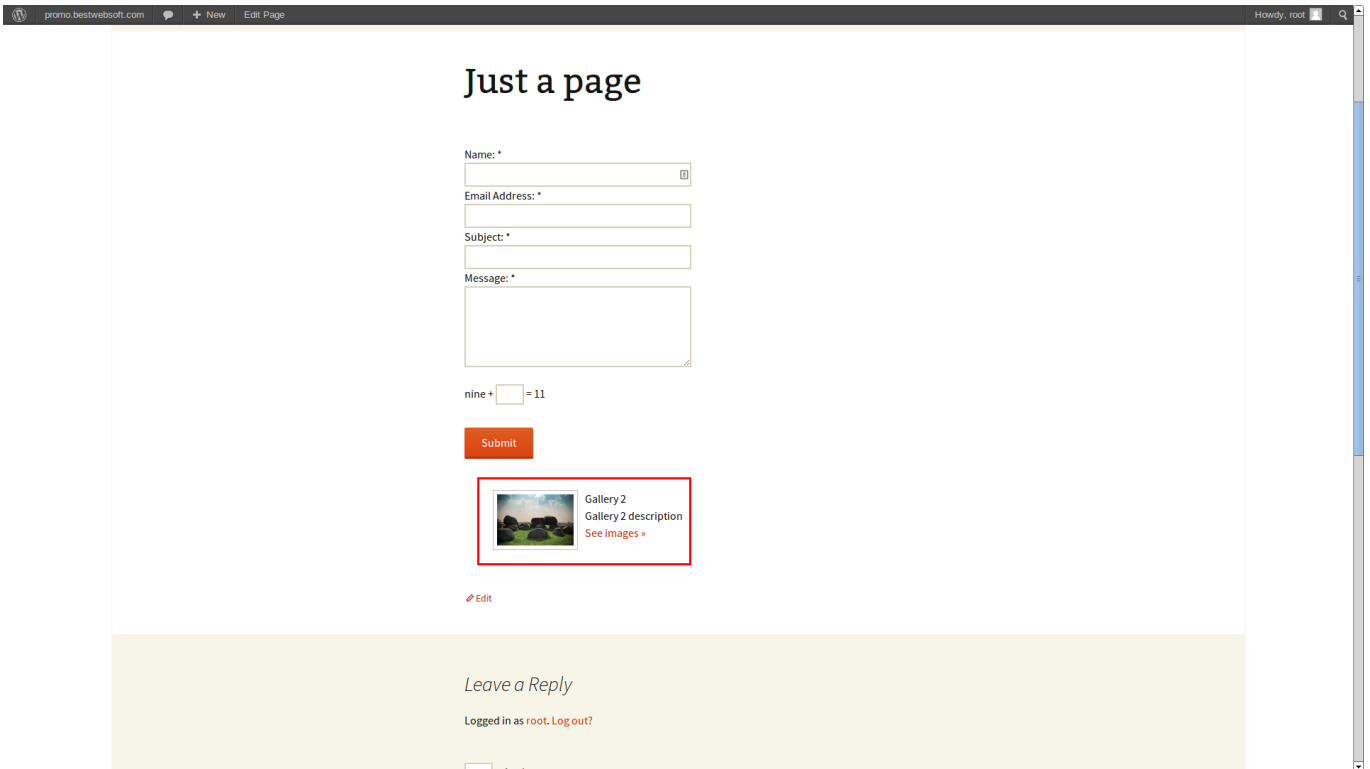
8. If you want to display a short description containing a screenshot and the link to the Single Gallery Page, insert the second shortcode into the page's or post's content, displayed on the gallery page on the right:



and click "Update".



9. Click **“View Page”** and you will see the gallery below contact form (as we inserted the shortcode into this place).



This instruction can be applied mostly to [Gallery Pro](#), too.

## Thank you!

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