



Gallery Pages

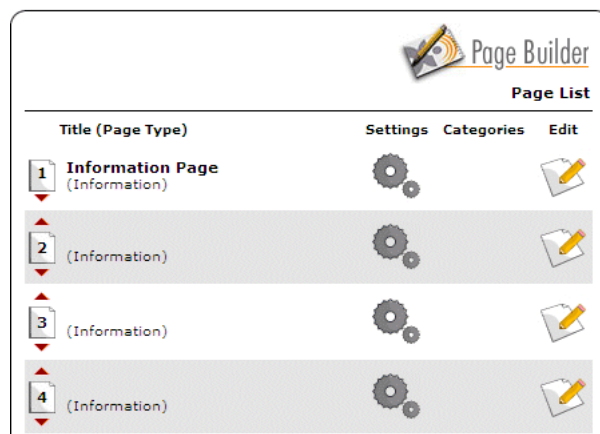
Gallery Pages

This section will be a step by step tutorial on how to build a **Gallery Page**.

Click the **Page Builder** icon:

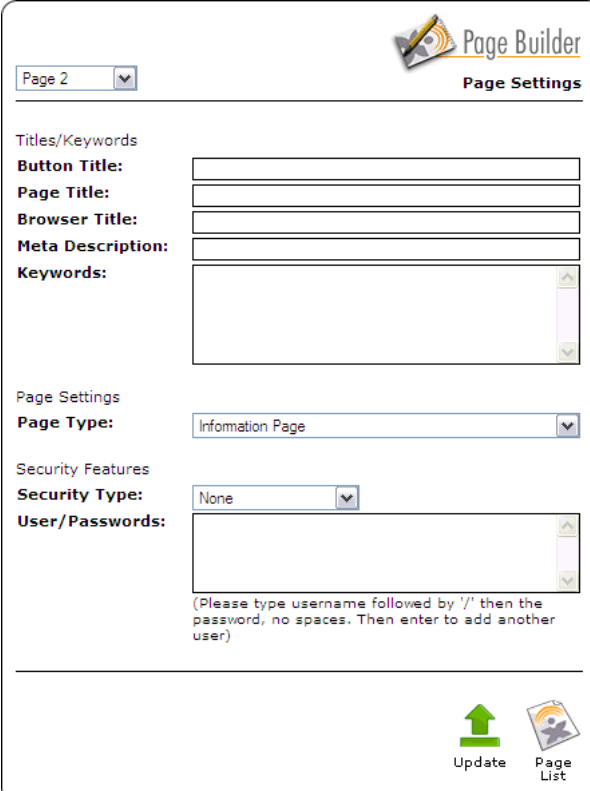


The **Page Builder, Page List** page:



Click on the **Settings** icon on page 2: 

The **Page Settings** page:



Page 2

Page Settings

Titles/Keywords

Button Title:

Page Title:

Browser Title:

Meta Description:

Keywords:

Page Settings

Page Type:

Security Features

Security Type:

User/Passwords:

(Please type username followed by '/' then the password, no spaces. Then enter to add another user)

Update **Page List**

Fill out as much information as possible:

Button Title:	The title or name of your button for page 2
Page Title:	The title sits at the top of your webpage, use your wording constructively as the title is also used by Search Engines to list your web page.
Browser Title:	This does not appear on your web page but sits in the head section of the html code which is very important for indexing you web page within Search Engines.
Meta Description:	This also does not appear on the web page but sits in the code of your web page and is also vital for search engines as it describes your webpage.
Keywords:	As mentioned previous in the manual keywords are also needed by the Search Engines but only use keywords or key phrases that you are going to use in the text content on your web page.
Page Type:	The default settings is set as an Information page, we need to change it to Gallery Page
Security Type:	You can have two types of Gallery page Public or Private at default the drop down box is set at None this means that everyone can view your Gallery page, but if you wish to password protect your Gallery page choose Page from the dropdown menu. Your Gallery page then will only show with a login screen where you can only gain access by entering a username and password.
User/Passwords:	To allocate usernames and passwords to your visitors so they can gain access to your secure Gallery page type: username followed by / then the password, no spaces. Then enter to add another user on a separate line.

For now leave user/passwords box empty as we are going to build a public **Gallery** page.

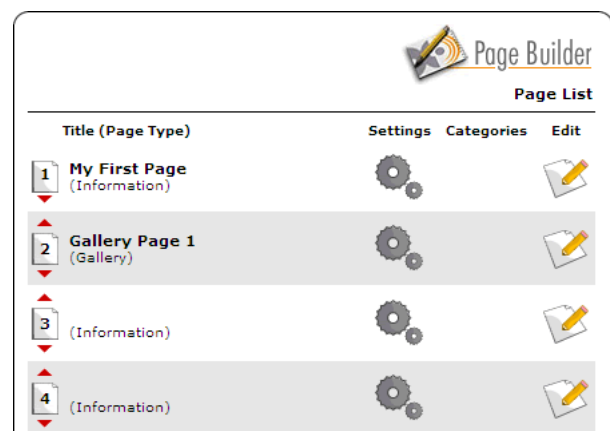
Next, click the **Update** icon to store the information you have just entered:



Next, click the **Page List** icon:



you will be returned back to the main **Page List** page:



notice that your page 2 title has now changed to the wording you entered for your **Button Title**.

You can also see the changes live on your website, to view your website click the **View Site** icon:



Your page two button should show the text you entered for your **Button Title**.

When you have finished, click the **Website Control Panel** icon in the top right of your browser window:

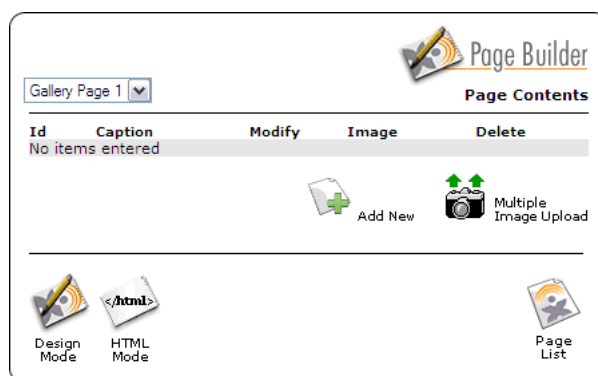


You will be returned back to the main **Page List** page.

We will now start adding content to your **Page Two Gallery** page.

Click the **Edit** icon for Page Two:

The **Page Contents** page:



There are two ways to add pictures to your page either in **HTML** mode or **Design** mode. HTML mode should only be used if you are confident in writing in HTML code. The default setting is set to Design mode, this is the setting we will be using for the tutorial.

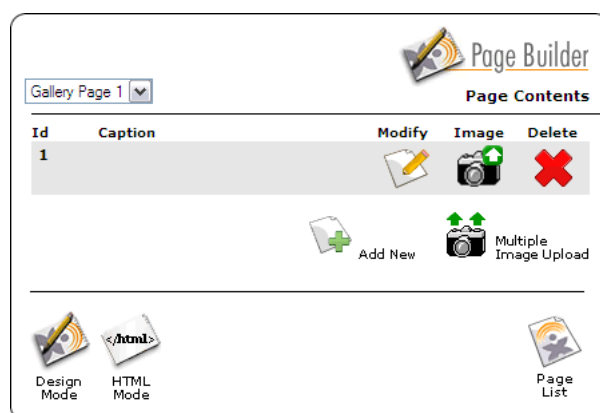
To start adding pictures click the **Add New** icon:

A popup button will appear:



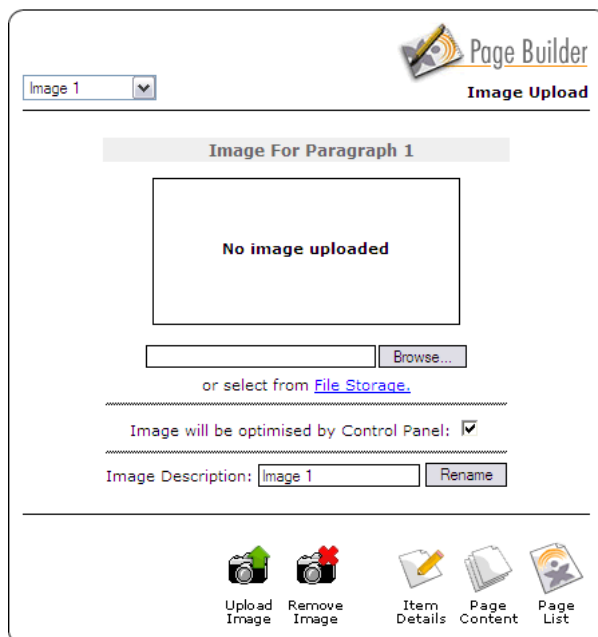
click **OK**.

The **Item Added** page:



Next, click the **Image Upload** icon: 

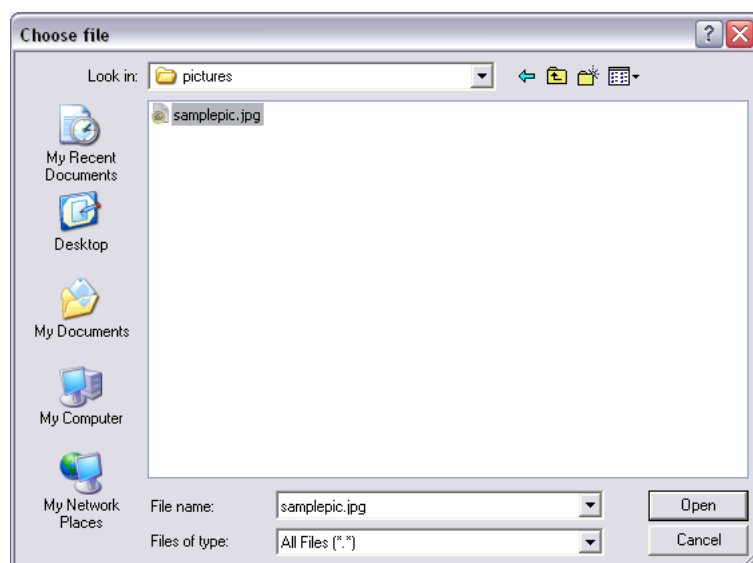
The **Image Upload** page:



The screenshot shows the 'Image Upload' page in the 'Page Builder' application. At the top right is the 'Page Builder' logo and the title 'Image Upload'. Below the title is a dropdown menu showing 'Image 1'. The main area is titled 'Image For Paragraph 1' and contains a large box with the text 'No image uploaded'. Below this box is a text input field and a 'Browse...' button. Underneath the button is the text 'or select from [File Storage](#)'. Further down is a checkbox labeled 'Image will be optimised by Control Panel:' which is checked. Below that is a text input field for 'Image Description:' containing 'Image 1' and a 'Rename' button. At the bottom of the page are five icons: 'Upload Image' (camera with green plus), 'Remove Image' (camera with red X), 'Item Details' (notepad and pencil), 'Page Content' (stack of papers), and 'Page List' (list with person icon).

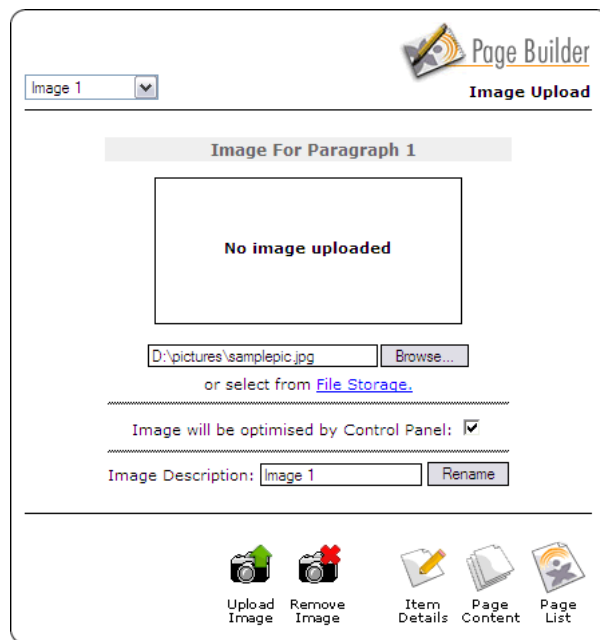
Click on the **Browse** button to browse to the location on your computer where the picture is that you wish to upload to your gallery.

Click on the file with your left mouse button:



Then press the **Open** button.

The **Image Upload** screen:



The path of the location of your picture will appear in the box to the left of the **Browse** button.

Underneath this box is the text link **File Storage**. This is an extra service provided by Freestart. File Storage is what it says a file storage area on Freestart's servers, which allows you to access your online pictures and files. Those files can be accessed through your Control Panel. Ideal when you are on the move, you can access your files from any computer, anywhere with an internet connection.

The box underneath File Storage is at default ticked, this means that the image will be resized by our online software. If you would prefer the image to remain the same size as the original picture untick the box.

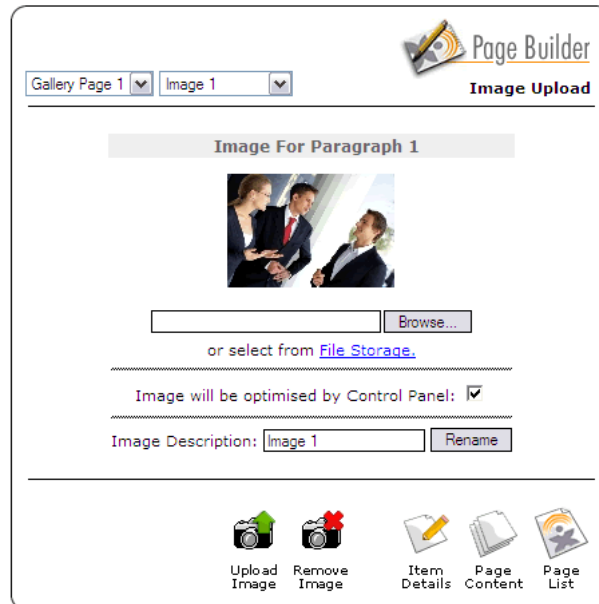
Next, click the **Upload Image** icon:



Then, click **OK** on the Image Upload box:



Image Upload page:



The screenshot shows the 'Image Upload' section of the Page Builder interface. At the top, there are dropdown menus for 'Gallery Page 1' and 'Image 1'. Below these is a section titled 'Image For Paragraph 1' containing a placeholder image of three business people. Under the image is a 'Browse...' button and a link to 'File Storage'. A checkbox labeled 'Image will be optimised by Control Panel:' is checked. Below this is an 'Image Description' field containing 'Image 1' and a 'Rename' button. At the bottom, there are five icons: 'Upload Image' (camera with green arrow), 'Remove Image' (camera with red X), 'Item Details' (notepad), 'Page Content' (document), and 'Page List' (list icon).

In the **Image Description** box you can enter a description for your picture. This will produce an **Alt Tag**.

An Alt Tag is a text description that shows within a small box when you mouse over the image in your browser window.

This has a number of functions:

1. Helps search engines when indexing your web page.
2. Visitors to your website that have a slow internet connection can switch the images off but can still read the Alt Tag so they know what the image is.
3. Visitors that are visually impaired can use a screen reader that will read the Alt Tag to tell the person what the image is.

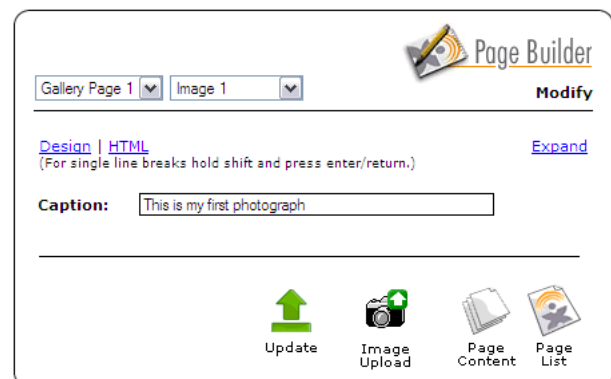
If you are not happy with the image you can delete it by clicking on the **Remove Image** icon:



When you are happy with the image click on the **Item Details** icon:



In the **Caption** box enter a caption for you image:



The screenshot shows the 'Modify' section of the Page Builder interface. It includes dropdown menus for 'Gallery Page 1' and 'Image 1'. Below these are links for 'Design' and 'HTML', with a note: '(For single line breaks hold shift and press enter/return.)'. There is a 'Caption:' label followed by a text box containing 'This is my first photograph'. At the bottom, there are four icons: 'Update' (green arrow), 'Image Upload' (camera with green arrow), 'Page Content' (document), and 'Page List' (list icon).

Click the **Update** icon: 

Update

To view your new image click on the **View Site** icon:



Then click on your **Gallery** button.

You will be taken to your Gallery page.

You will see that the Freestart's software has produced a thumbnail for your image. If you click on the thumbnail your image will show up inside a popup window at full size, with the Caption underneath:



Click on the **Website Control Panel** icon at the top right of your browser window to return to the Control Panel:



If you want to change your Caption click on the **Modify** icon:

If you want to upload a different image click on the **Image** icon:

If you want to delete both your image and your caption click on the **Delete** icon:

If you wish to upload another image and/or caption click the **Add New** icon.

To upload more than one image at a time click the **Multiple Image Upload** icon:

The **Multiple Image Upload** page:

Select Files to upload

Click the **Browse** icon: 

Browse to the location on your computer where you have stored your images for uploading. You can then do one of three things:

1. Select your image by clicking on it once with the left mouse button and press the **Open** button. Your image will be added to the list. To add another image repeat the procedure.
2. Select your image by double clicking on the image, there is no need to click on the **Open** button it will automatically be added to the list.
3. Select multiple images by holding down the **Ctrl** key on your keyboard and selecting them one by one by pressing you left mouse button. When you have finished click the **Open** button and your images will be added to the list.

Your page list should look something like this:



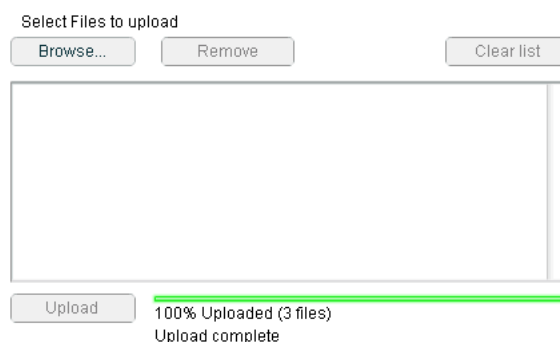
To add more images to the list click the **Browse** button: 

To remove items from the image list click the **Remove** button: 

To clear all image items in the list click the **Clear List** button: 

When you are happy with your image list that you want adding to your gallery click the **Upload** Button: 

The uploaded screen:



Next, click the **Page Content** icon: 

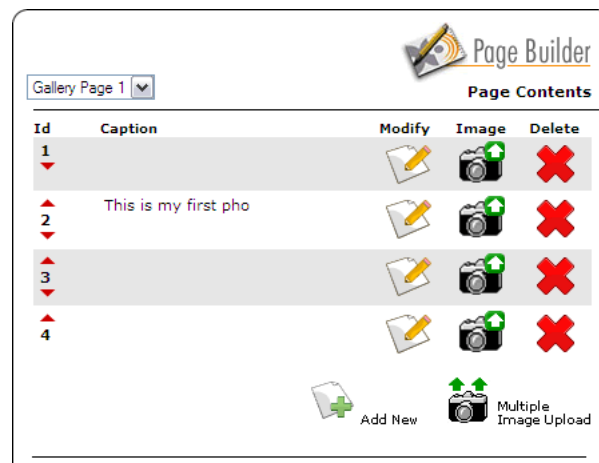
The images have now been added to the **Page Contents** page:



To add **Captions** to each picture click on the **Modify** icon for each image:

Notice that there are small red arrows above and below the ID numbers. Pressing on the arrows will change the order of the pictures on your gallery.

Example: pressing on the up arrow of ID 2 will move the second picture up and will replace ID 1 and the top picture ID 1 will move down and replace ID 2:



By clicking on the bottom arrow the picture will swap places with the image below.