

# HTML and image galleries

## Note to HTML gallery developers

The HTML gallery is for things where you have a combination of code, like a div of a particular class with a heading and a paragraph or a bulleted list, or something that it's difficult to do in the wysiwyg editor; it's *not* for giving people who don't know any HTML a way of creating code in the text view.

## How to use the HTML gallery

1. Click on the HTML gallery button on the editor's toolbar
2. Click on the snippet names in the top pane to preview them in the bottom pane of the pop-up window
3. Click on the insert button to place the code snippet in your page

### Notes:

1. Don't select some text and then add a snippet, as this replaces the text. The functionality of this is different from the styles selection box.
2. Don't try to change the heading size in the snippets with headings (it inserts another heading).

## How to use the images gallery

1. Click on the image gallery button on the editor's toolbar
2. Select the image gallery for your site from the drop-down menu at the top of the pop-up window
3. Click on the image thumbnails in the top pane to preview them in the bottom pane of the pop-up window
4. Click on the insert button to place the image in your page

## How to create your own HTML gallery

1. Navigate to the folder where you want the gallery
2. Select New > Extended Folder
3. Select HTML Gallery
4. Once the folder is created, add a plain text file to the folder, and put some HTML into it
5. Create one file for each HTML snippet

**NOTE:** There's an issue sometimes with FCKEditor that causes your newly inserted HTML snippet to disappear. A work around is to insert a carriage return at the top of the file.

## How to create your own image gallery

1. Navigate to the folder where you want the gallery
2. Select New > Extended Folder
3. Select Image Gallery
4. Once the folder is created, upload your image files to it

**NOTE:** you can do bulk image uploads by zipping the images and then checking the Unzip file box when you upload your zip-file into the image folder.

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