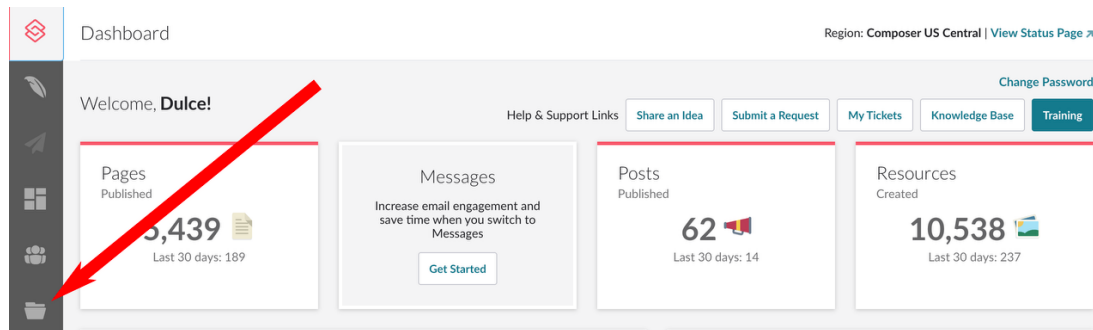
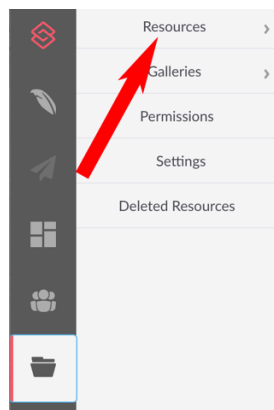


Adding a gallery to a page

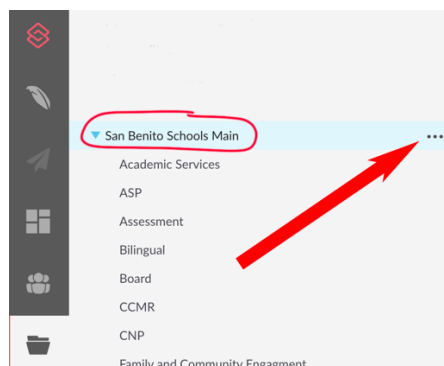
1. From the Dashboard, click on “Resources” folder.



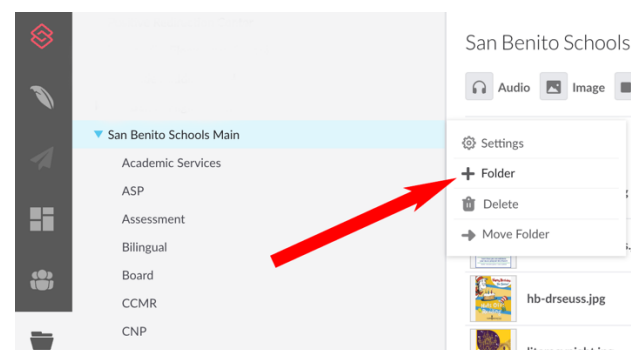
2. Click on “Resources”.



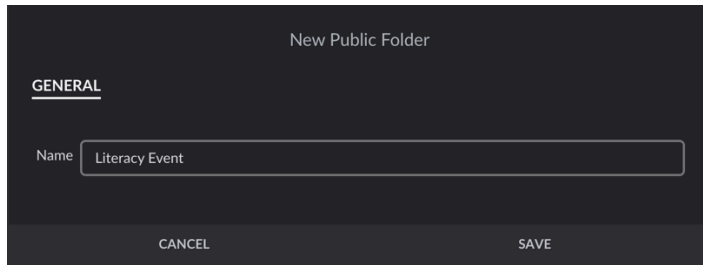
3. You will see your campus folder. Click on the 3 dots to create a new folder.



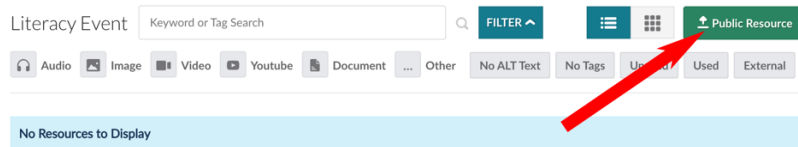
4. Click on “+Folder”. I am creating a new folder to keep these photos organized.



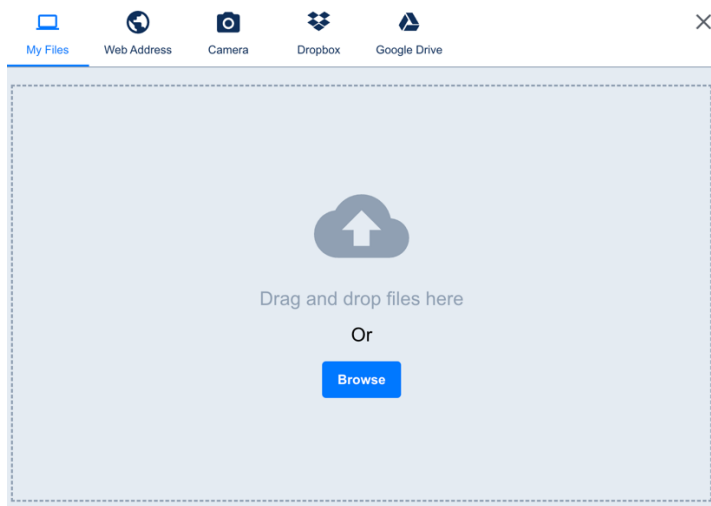
5. Name your folder and click on “SAVE”. I am naming my folder “Literacy Event”.



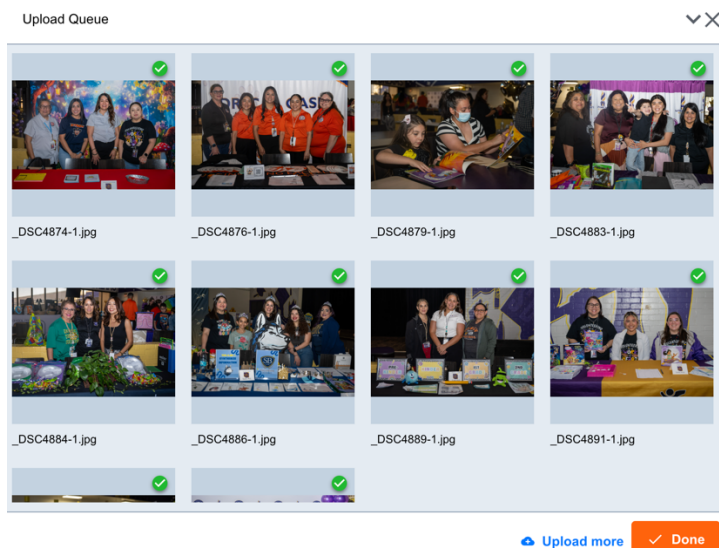
6. The new folder will be empty. Click on “Upload Public Resource” to upload photos.



7. On the pop-up window, drag and drop your photos or browse.



8. I dragged 10 photos at the same time. If you want to upload more, click on “Upload more” or if you’re done, click “Done”.



9. A pop-up window will display to let you know the files have been uploaded. It is best to Rename the Resources (files) to identify them. I named mine “Literacy Event”. Click “SAVE”.

Bulk Upload (10 Resources)

Your Resources have been uploaded

Rename Resources

Uploaded Resources will retain their original file names

Tags

Uploaded Resources will not have any tags applied

Add to Gallery: - None -

Uploaded Resources can be found in the "Literacy Event" folder and in the "All Resources" view

☐ Generate AI captions for images

AI-generated captions will be added as alt text for images (processing may take a few moments)

DELETE SAVE

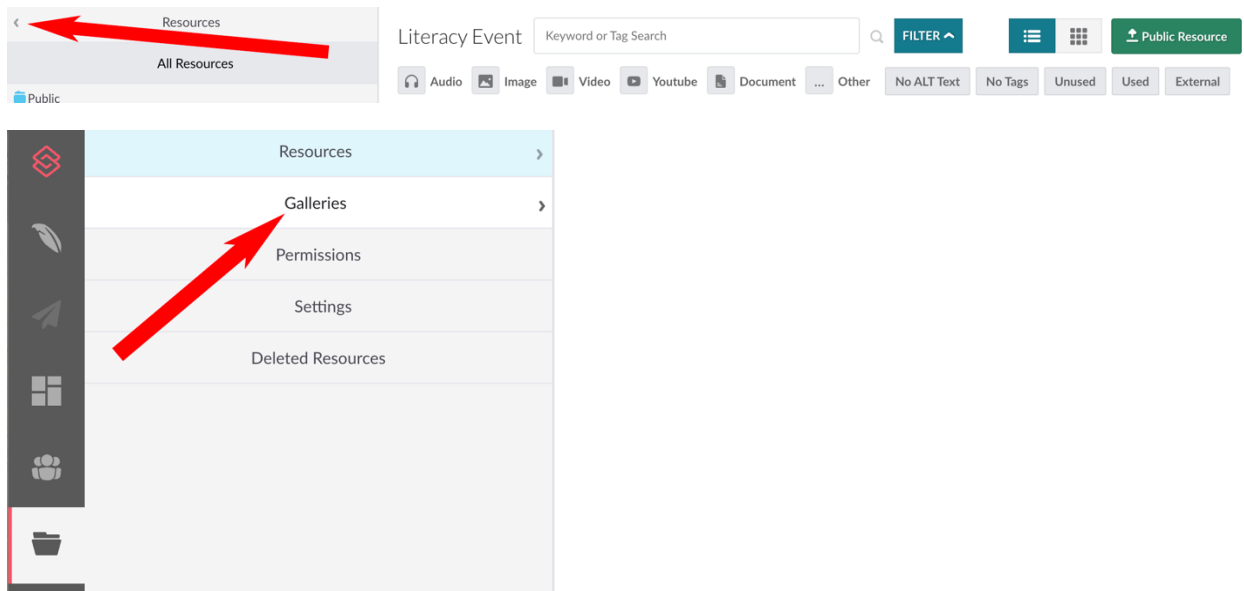
10. Finalsight automatically renames them with a number after the name. Since I named my files “LiteracyEvent” it added a number 1-10 to each file.

Literacy Event Q FILTER ^ Public Resource

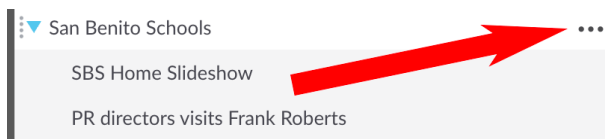
Audio Image Video Youtube Document ... Other No ALT Text No Tags Unused Used External

	Name	Folder	Size	Created At	
	LiteracyEvent-10.jpg	 Literacy Event	795.32 KB	3/4/2026 10:09am	
	LiteracyEvent-9.jpg	 Literacy Event	535.44 KB	3/4/2026 10:09am	
	LiteracyEvent-8.jpg	 Literacy Event	854.98 KB	3/4/2026 10:09am	
	LiteracyEvent-7.jpg	 Literacy Event	644.06 KB	3/4/2026 10:09am	
	LiteracyEvent-6.jpg	 Literacy Event	805.72 KB	3/4/2026 10:09am	
	LiteracyEvent-5.jpg	 Literacy Event	756.43 KB	3/4/2026 10:09am	
	LiteracyEvent-4.jpg	 Literacy Event	537.1 KB	3/4/2026 10:09am	
	LiteracyEvent-3.jpg	 Literacy Event	643.17 KB	3/4/2026 10:09am	
	LiteracyEvent-2.jpg	 Literacy Event	684.2 KB	3/4/2026 10:09am	
	LiteracyEvent-1.jpg	 Literacy Event	797.48 KB	3/4/2026 10:09am	

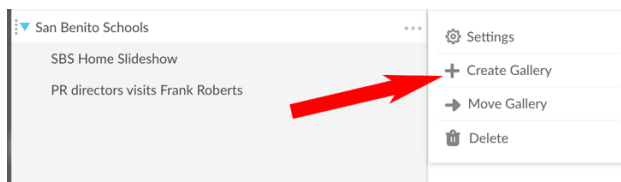
11. Go back to “Galleries” by clicking on the back arrow. Or by clicking on the “Resources” folder, then “Galleries”.



12. We are now going to create a new gallery. Click on the 3 dots next to your campus folder.



13. Click on “+Create Gallery”



14. Name your gallery and add a description (optional) click “SAVE”.
I’m naming my gallery “Literacy Night”.

The screenshot shows the 'New Public Gallery' form. The 'Name' field is filled with 'Literacy Night'. The 'Description' field is filled with '02-26-26 Once Upon a Family Literacy Night'. The 'Gallery Thumbnail' section has 'No Thumbnail' selected. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

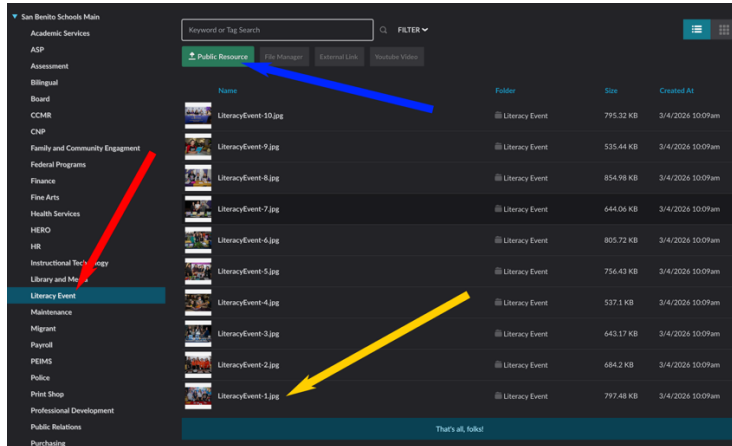
15. Click on “+Public Resource” to add photos.

Literacy Night

+ Public Resource

No Resources to Display

16. It will then take you to your Resources Campus folder. Select the newly created folder you created earlier. (Red arrow) I named mine “Literacy Event”. The files will then display to the right side. Select one by one (Yellow arrow) file(s), then click on “Public Resource” to add them to the gallery. (Blue arrow). Repeat until all files have been added to the gallery.



17. After adding all the files, your Gallery will look similar to this. You still have the option of adding more files to the gallery by clicking on the “+Public Resource”. When done, click “UPDATE”. Your gallery is ready to be added to a page.

Literacy Night

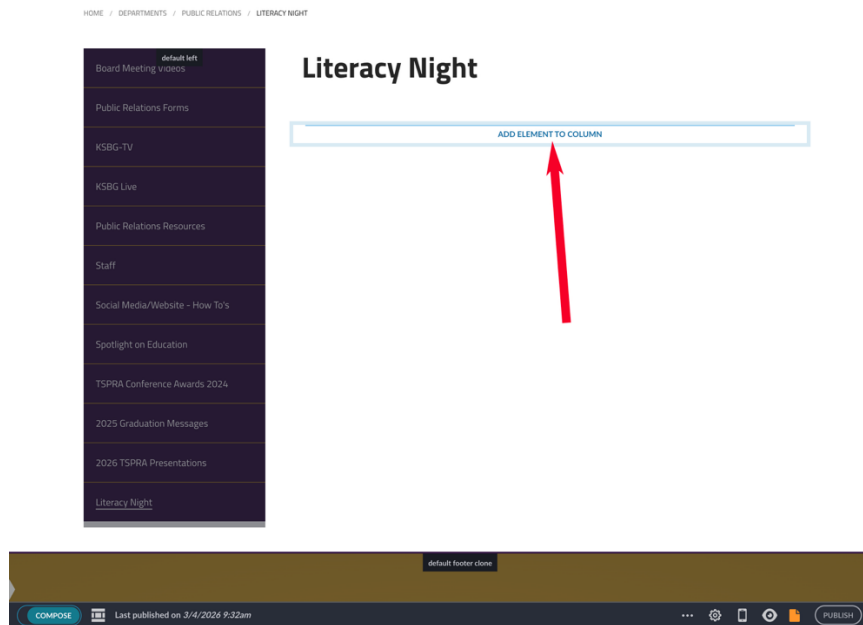
+ Public Resource

Name	Folder	Size	Created At
 LiteracyEvent-10.jpg	 Literacy Event	795.32 KB	3/4/2026 10:09am
 LiteracyEvent-9.jpg	 Literacy Event	535.44 KB	3/4/2026 10:09am
 LiteracyEvent-8.jpg	 Literacy Event	854.98 KB	3/4/2026 10:09am
 LiteracyEvent-7.jpg	 Literacy Event	644.06 KB	3/4/2026 10:09am
 LiteracyEvent-6.jpg	 Literacy Event	805.72 KB	3/4/2026 10:09am
 LiteracyEvent-5.jpg	 Literacy Event	756.43 KB	3/4/2026 10:09am
 LiteracyEvent-4.jpg	 Literacy Event	537.1 KB	3/4/2026 10:09am
 LiteracyEvent-3.jpg	 Literacy Event	643.17 KB	3/4/2026 10:09am
 LiteracyEvent-2.jpg	 Literacy Event	684.2 KB	3/4/2026 10:09am
 LiteracyEvent-1.jpg	 Literacy Event	797.48 KB	3/4/2026 10:09am

UPDATE

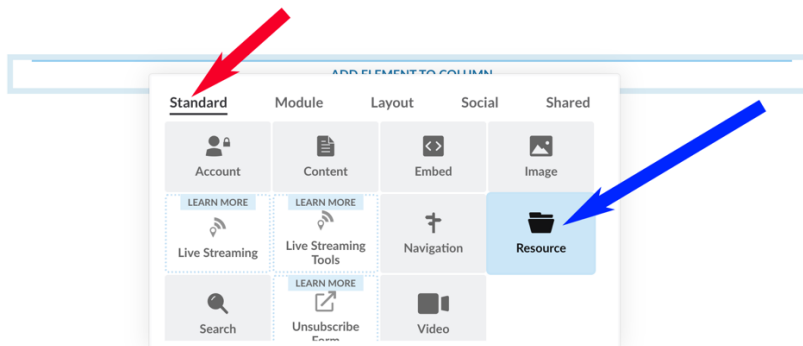
18. I am now on a page where I want to add the gallery. I created a new page and named it “Literacy Night”. Click on “ADD ELEMENT TO COLUMN”.

Breadcrumb



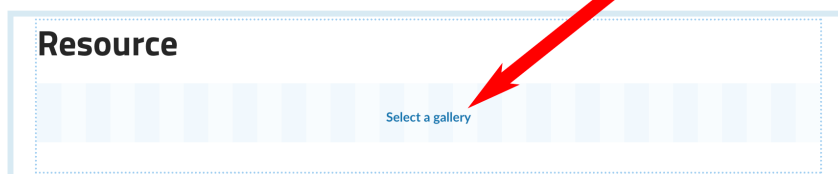
19. Under “Standard”, click on “Resource” to add this element.

Literacy Night

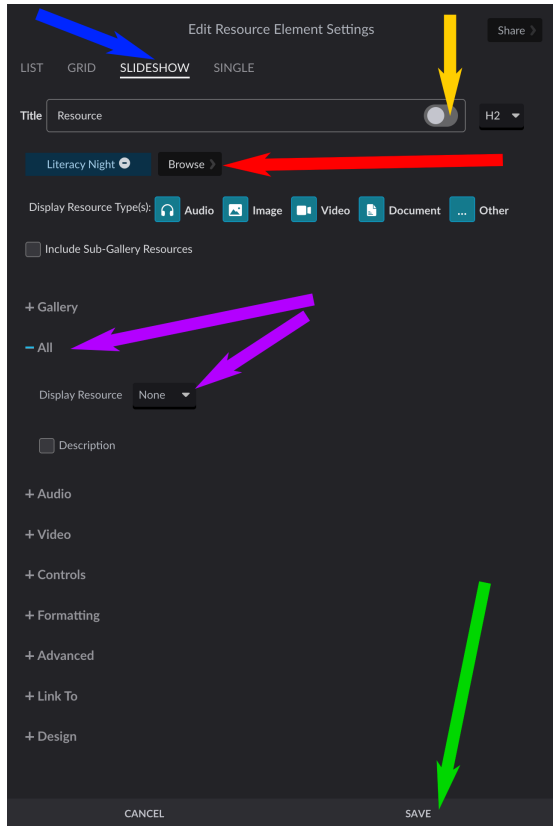


20. Click on “Select a gallery”. (Notice the name “Resource” is displaying, I will show you how to hide the name **Go to step: 21**)

Literacy Night



21. The Resource Element Settings has several options. You can click on all to see what each does. I will only show you some important ones. Since there will be multiple photos on my gallery, I've selected "SLIDESHOW" (Blue arrow). I do not want the name "Resource" to display, so I'm going to toggle it off (Yellow arrow). Click on "Browse" to select your Gallery. (Red arrow) I've selected my gallery named "Literacy Night". Click on "ALL" and select "None" to not show the file name (Purple arrows). Click Save when you are done. (Green arrow)



22. Click on "PUBLISH". You have successfully added a gallery!

Breadcrumb

