

# Adding Content

How to Add an Image

# Adding an Image, Part 1

Welcome to the Image Details page.

Fill in the fields you wish to use. You can select how you want your Date to be displayed -- there is a drop down menu that allows you to select Year, Month or Day.

You also select which existing Gallery you wish to add the new Image to. If you do not want to add it to an existing sub-Gallery, simply select the top option that is listed, which is your default Portfolio section.

Click on the Browse button to select your image file from your computer.

If you are all done, be sure to click Update at the bottom of the Image Details page. Otherwise, continue to scroll down the Image Details page in your Control Panel.

## Create Image Artwork

Control Panel > Manage Artwork > Add Image

Title	Date
<input type="text" value="Enter title"/>	<input type="text" value="02/18/2021"/>
Media	Display Date as
<input type="text" value="Enter media"/>	<input type="text" value="Year"/>
Dimensions	Price
<input type="text" value="Enter dimensions"/>	<input type="text" value="Enter price"/>

Add to Gallery

Text Before Artwork

Upload Image

# Adding an Image, Part 2

Text Before Artwork

*Add Text Before Artwork*

Upload Image <sup>?</sup>

Choose File...

Text Next-To Artwork

This is...

[Find out how to add Special Formatting to your text...](#)

Text After Artwork

*Add Text After Artwork*

You can elect to have text before, next to and/or after your Artwork.

If you add text before or after the Artwork, you can select how you want your text to be displayed (two columns, one column, narrow column or wide column).

If you add text next to the Artwork, there is no option for text format.

# Adding an Image, Part 3

Text Before Artwork

This is...

Find out how to add Special Formatting to your text...

\*bold\*  
\_underline\_  
%italics%  
|http://www.link.com|Link Name|  
|name@email.com|Name|  
5 or more dashes or underscores alone on a line creates a Horizontal Rule

Text Before Artwork Format

Multi-Column  Full Width  Narrow Column  Wide Column

When typing your Image description, I find it best to work in a word processing program first. That way, you can work at your own pace, and programs like Google Drive auto-save frequently.

Text boxes support special formatting. The instructions for the formatting are listed below each text box. I suggest copying & pasting those instructions and list them at the top of your document to remind you of those rules, so you can type your text with the formatting options in mind.

If you are all done, be sure to click Update at the bottom of the Image Details page. Otherwise, continue to scroll down the Image Details page in your Control Panel.

# Adding an Image, Part 4

For Sale ? Sale Label ? PayPal Account ?

Sell with PayPal? Enter label djp9a@yahoo.com

Caption ?

Enter caption

Hidden

Hide this piece?

*Update*

*Cancel*

You can also sell your work. The built in system integrates with PayPal, and only displays in USD. If you are interested in selling in other currencies, or you are interested in having PayPal shopping cart links, please see this page.

The Caption field is for behind the scenes search engine optimization. Your visitors won't see it. It is a good idea to add relevant, descriptive words about your piece here for search engine optimization reasons (especially if you don't often have description text for your Images on the website itself).

The Hidden option is here as well. If you have a piece you don't want to display but you are not ready to delete, hiding it is a great way to preserve that information but keep it from your visitors view.

**Be sure to click Update when you are done, to ensure your changes are saved.**