



# How to insert and update a Gallery

# Step 1 – Log in

- Log in English Website
  - URL: <http://iconicvacationclub.com/en/wp-admin/>
  - Username: admin
  - Pass: admin
- Log in Chinese Website
  - URL: <http://iconicvacationclub.com/cn/wp-admin/>
  - Username: admin
  - Pass: admin

# Step 2 – Add a Gallery

The image shows a screenshot of the WordPress admin dashboard for 'Iconic Vacation Club'. The browser's address bar shows 'iconicvacationclub.com/en/wp-admin/'. The dashboard includes a sidebar with navigation options like 'Home', 'Updates', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Gallery'. The 'Tools' menu is expanded, showing options: 'Overview', 'Add Gallery / Images', 'Manage Gallery', 'Album', 'Tags', 'Options', 'Style', 'Roles', 'About', and 'Reset / Uninstall'. The 'Add Gallery / Images' option is highlighted with a red box. A red circle highlights the 'Tools' menu in the sidebar, and a red arrow points from it to the 'Add Gallery / Images' option. A yellow banner at the top indicates 'WordPress 3.5 is available! Please update now.' A text box at the bottom of the image contains the instruction: 'Click "Gallery" – Select "Add Gallery / Images"'. The user's name 'Howdy, admin' is visible in the top right corner.

WordPress 3.5 is available! Please update now.

Howdy, admin

**Tools**

- Overview
- Add Gallery / Images**
- Manage Gallery
- Album
- Tags
- Options
- Style
- Roles
- About
- Reset / Uninstall

**Click "Gallery" – Select "Add Gallery / Images"**

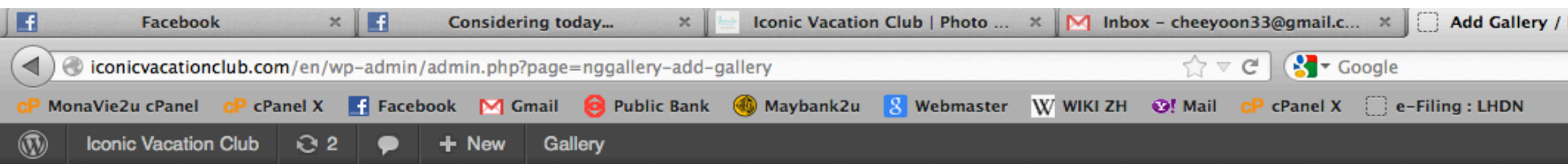
# Step 2 – Add a Gallery

The screenshot shows the WordPress admin dashboard for 'Iconic Vacation Club'. The left sidebar contains a menu with 'Gallery' selected. The main content area is titled 'Add new gallery' and features a form with the following elements:

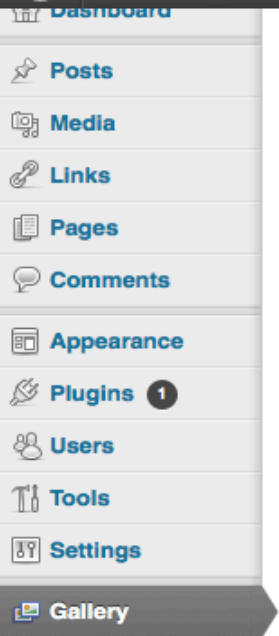
- A navigation bar with buttons: 'Upload Images', 'Add new gallery' (highlighted with a red box), 'Upload a Zip-File', and 'Import image folder'.
- A text input field labeled 'New Gallery:' containing the text 'Testing Gallery' (highlighted with a red box).
- Below the input field, a note reads: 'Create a new , empty gallery below the folder wp-content/gallery/ ( Allowed characters for file and folder names are: a-z, A-Z, 0-9, -, \_ )'.
- A blue 'Add gallery' button is located below the input field.

A red-bordered box at the bottom of the page contains the instruction: **Select "Add New Gallery" – Type in New Gallery Name**

# Step 3 – Upload Photos into Gallery



- 1) Select Files from your computer
- 2) Choose Gallery (That one your just created)
- 3) Upload Images and wait



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Upload Images Add new gallery Upload a Zip-File Import image folder

## Upload Images

Upload image Choose files to upload **Select Files**

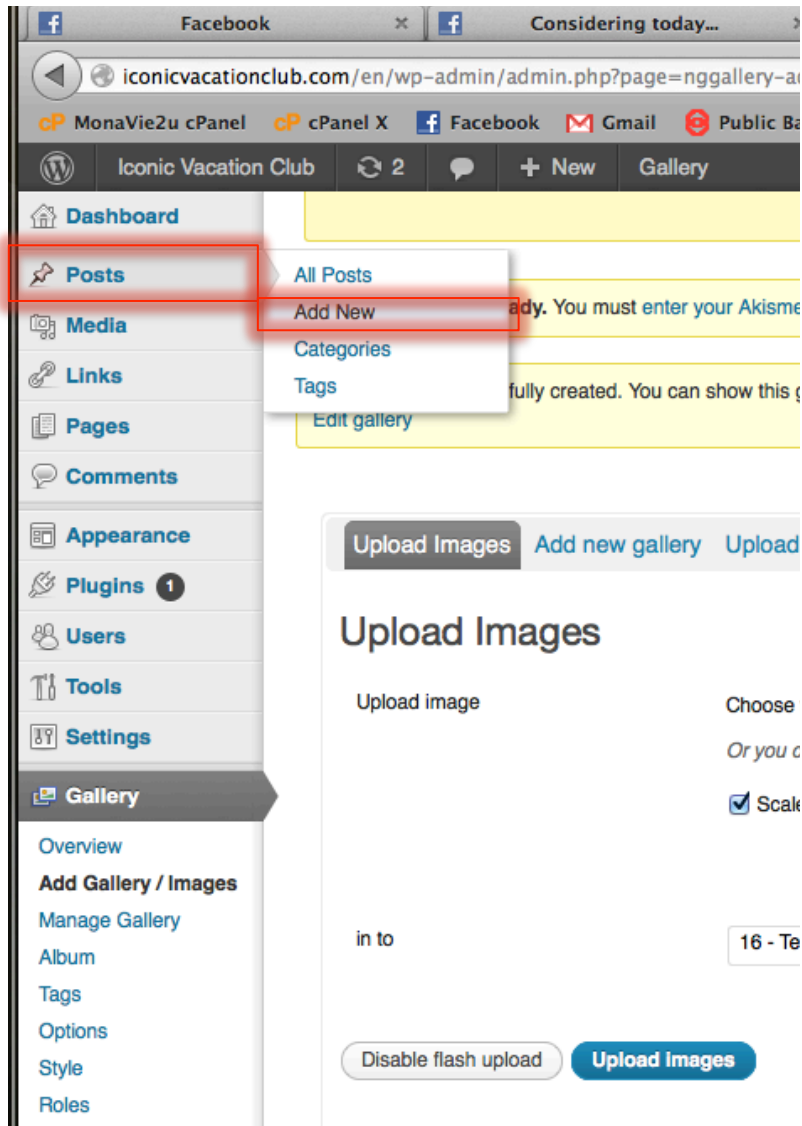
Or you can drop the files into this window.

Scale images to max width 800px or max height 600px

in to **16 - Testing Gallery**

Disable flash upload **Upload Images**

# Step 4 – Create a New Gallery Post



- 1) Click "Posts"
- 2) "Add New"

# Step 4 – Create a New Gallery Post

WordPress 3.5 is available! [Please update now.](#)

Akismet is almost ready. You must enter your Akismet API key for it to work.

Testing Gallery

Permalink: <http://iconicvacationclub.com/en/2013/01/testing-g>

Visual HTML

Gallery Icon

Subtitle / Venue / Date

Status: Draft [Edit](#)


Visibility: Public [Edit](#)

[Publish Immediately](#) [Edit](#)

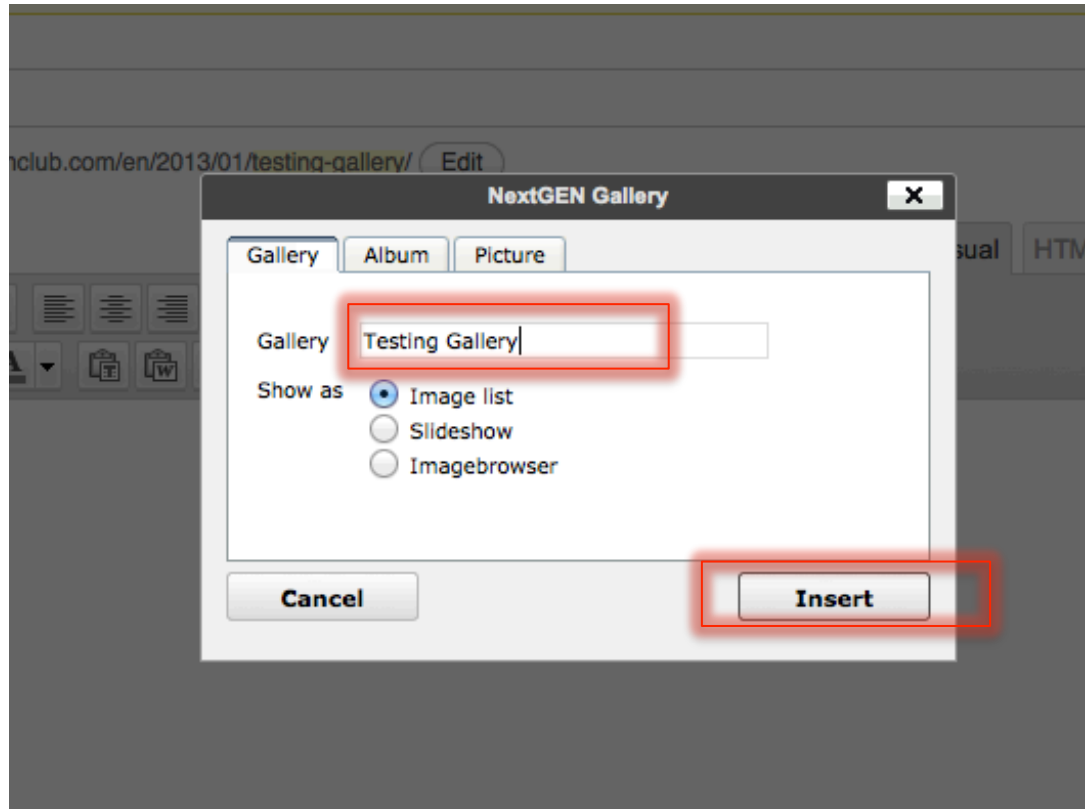
[Move to Trash](#) [Publish](#)

Categories

Press Articles  
 Uncategorized  
 Upcoming Event

- 1) Type in The Title Name *e.g. IVC Celebration Nite 2012*
- 2) Type in Subtitle *e.g. IVC Members Year-End Celebration Nite 2012 – 15 Dec 2012*
- 3) Choose the “Gallery Icon”  and You will see a POP-UP Window

# Step 4 – Create a New Gallery Post



# Step 4 – Create a New Gallery Post

**Akismet is almost ready.** You must [enter your Akismet API key](#) for it to work.

## Testing Gallery

Permalink: <http://iconicvacationclub.com/en/2013/01/testing-gallery/> [Edit](#)

Upload/Insert

Visual HTML

**B I ABC**

Paragraph

Subtitle / Venue / Date

`[nggallery id=16]`

**You can see the code been generated after  
Click the “Insert” in the POP-UP window**

**1) Tick “Photo Gallery”  
2) “Publish”**

Path: p  
Word count: 3  
Draft saved at 1:41:06 pm.

**Publish**

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

Categories

All Categories Most Used

- Advertisement
- Events
- Magazine Articles
- Past Event
- Photo Gallery
- Press Articles
- Uncategorized
- Upcoming Event

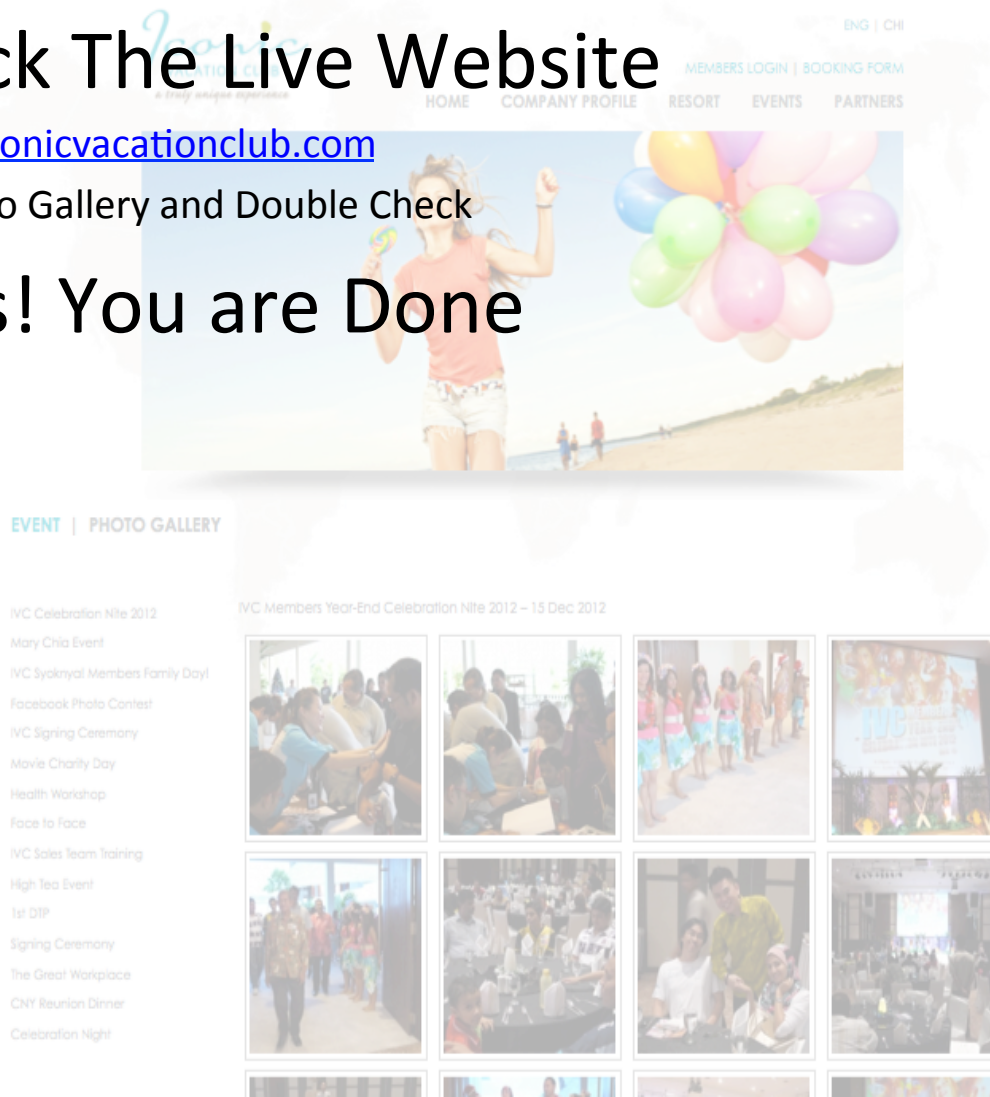
[+ Add New Category](#)

# Done and Double Check

- Go Back The Live Website

- <http://iconicvacationclub.com>
- Go Photo Gallery and Double Check

- Genius! You are Done



Oops....  
One last thing...

# Don't Forget to Log out

The screenshot shows a web browser window with multiple tabs. The active tab is 'Iconic Vacation Club | IVC Cel...'. The address bar shows 'iconicvacationclub.com/en/wp-admin/post-new.php'. The browser's bookmark bar includes 'MonaVie2u cPanel', 'cPanel X', 'Facebook', 'Gmail', 'Public Bank', 'Maybank2u', 'Webmaster', 'WIKI ZH', 'Mail', 'cPanel X', and 'e-Filing : LHDN'. The WordPress admin interface is visible, with a sidebar on the left containing 'All Posts', 'Add New', 'Categories', 'Tags', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins 1', and 'Users'. The main content area shows a post titled 'Testing Gallery' with a permalink 'http://iconicvacationclub.com/en/2013/01/testing-gallery/'. A yellow notification banner at the top states 'Akismet is almost ready. You must enter your Akismet API key for it to work.' The right sidebar shows the user profile for 'admin' with a 'Log Out' button highlighted in blue. Other buttons in the sidebar include 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Move to Trash', and 'Publish'.