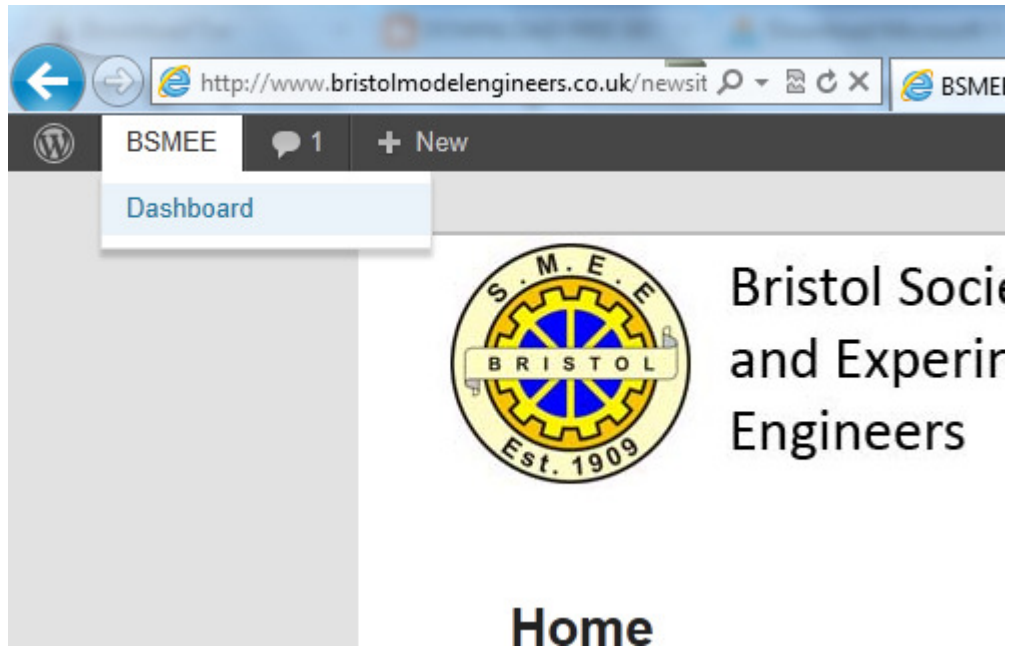


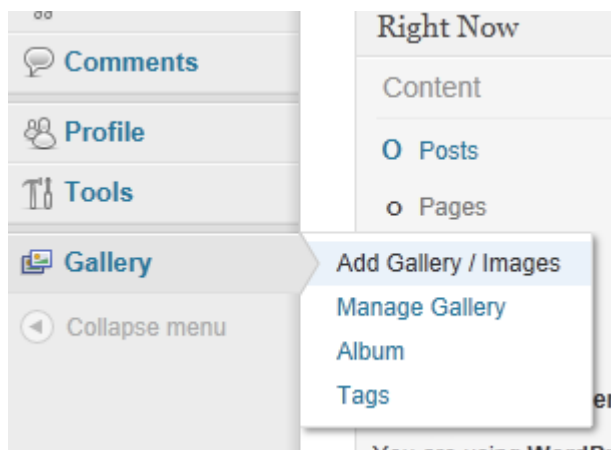
# Creating a Gallery of Images

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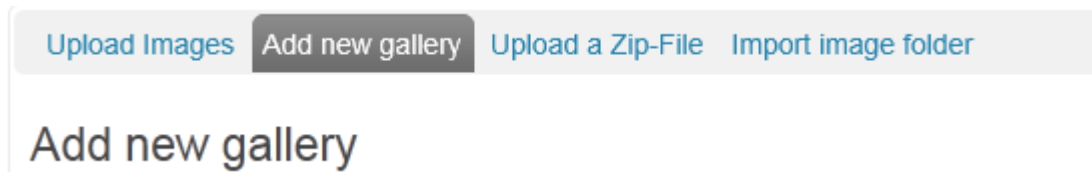
1. From the homepage select BSMEE > Dashboard



2. From the menu select Gallery and then 'Add Gallery/Images'



3. Navigate to the 'Add New Gallery' Tab



4. Type in the name of the Gallery and select 'Add Gallery' (you will be redirected the the 'Upload Images' Tab).

## Add new gallery

New Gallery:

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, -, \_ )

**Add gallery**

5. Click the Browse Button

## Upload Images

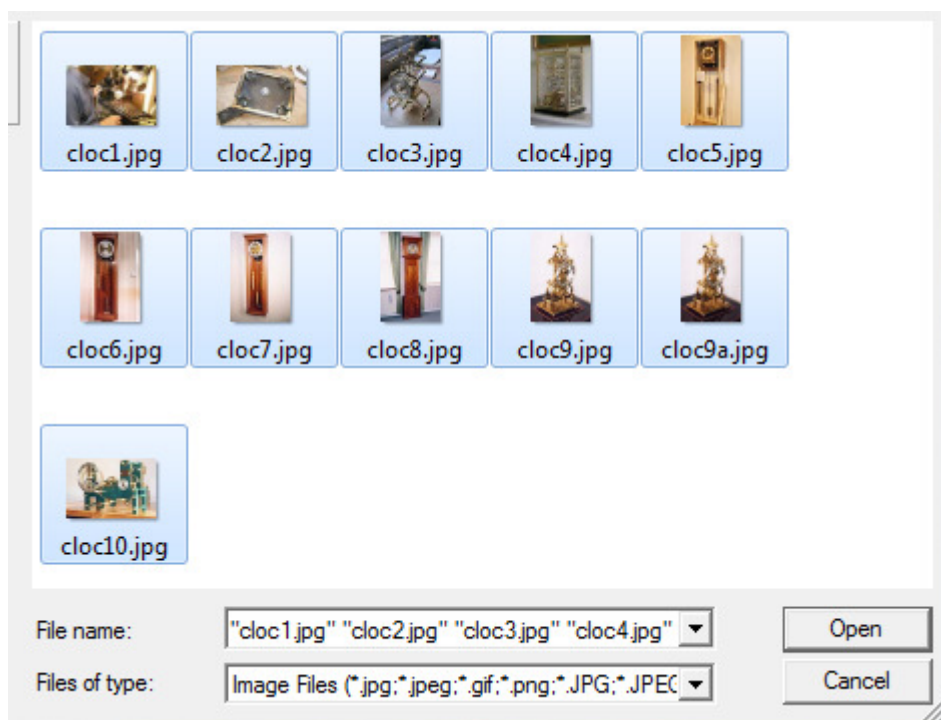
Upload image

Browse...

in to

Choose gallery ▼

6. In the window that comes up select the files you wish to upload and click open



7. Select the Gallery you wish to upload to (you can only upload to your own gallery's and click 'Upload Images' (This may take a while)

[\[remove\]](#) cloc0.jpg (93 kB)  
[\[remove\]](#) cloc9.jpg (89 kB)  
[\[remove\]](#) cloc9a.jpg (10 kB)  
[\[remove\]](#) cloc10.jpg (113 kB)

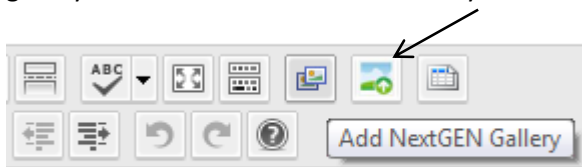
in to

4 - Clocks

Disable flash upload

Upload images

8. To insert your gallery into a Blog post, Navigate to the Blog post that you want to insert your gallery into and click on the Add Gallery Button



9. Select your Gallery from the drop down list and select the slideshow option, click insert.

