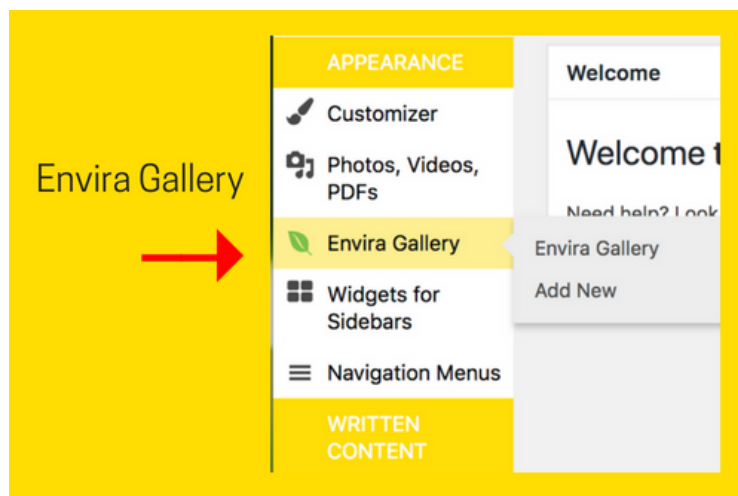


# “How To....” Guide for your Flat White Website



## Add a Gallery

Galleries are a great way to display a range of products or services. You can add a Gallery to any of the pages on your website, to a Home Page Panel or within the Sidebar. We have installed the Envira Plugin for the gallery option, which is more versatile than the built-in WordPress gallery. The Envira Gallery is accessed via the WordPress Dashboard:

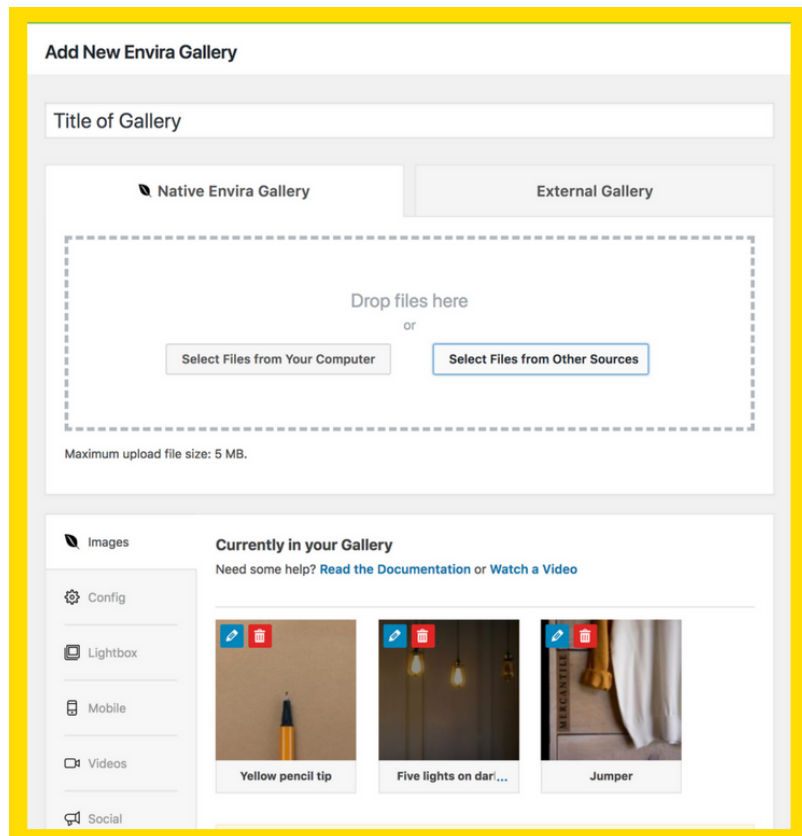


## Create a Gallery

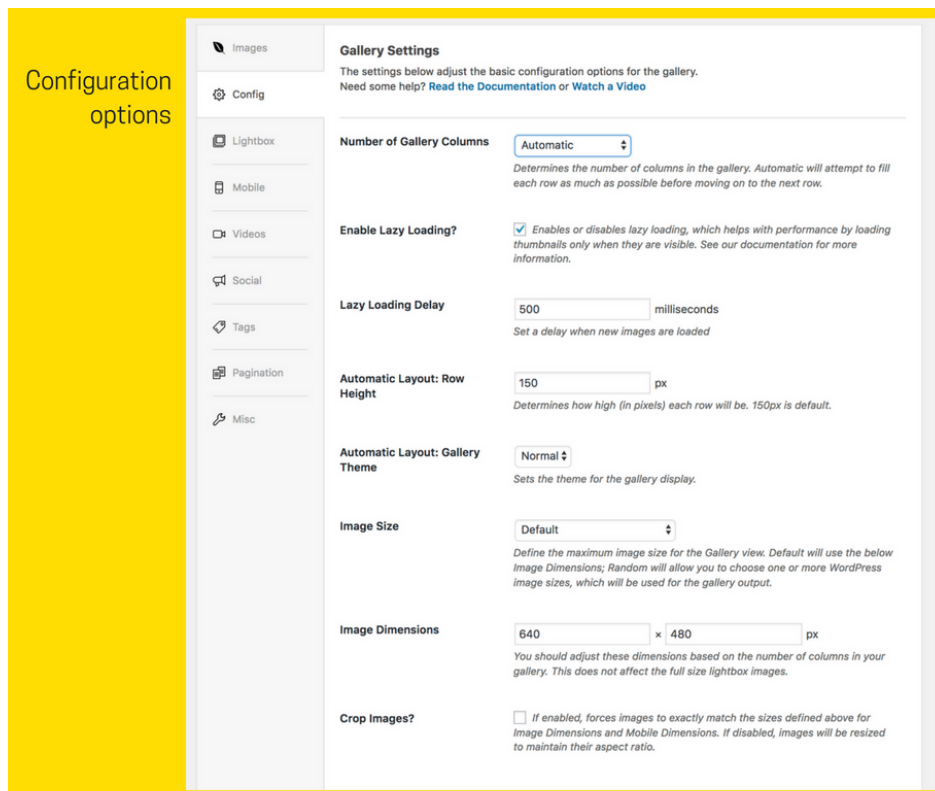
**First, give your gallery a title.** You can choose later whether the title displays above the images.

**Next, add the photos.** You can add these from the Media Library, or from your own files. These will be displayed below:





**Next, click on Configuration:**



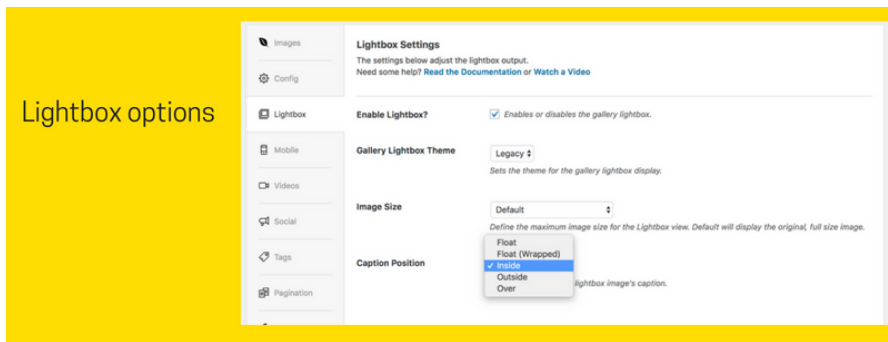
The most important elements to choose are:

- Number of columns – “Automatic” gives a great effect, but you can choose between 1 and 6;
- Image size: choose from Thumbnail to Full Size, or Default.



We recommend leaving all other options as they are.

**Next, click on Lightbox:**

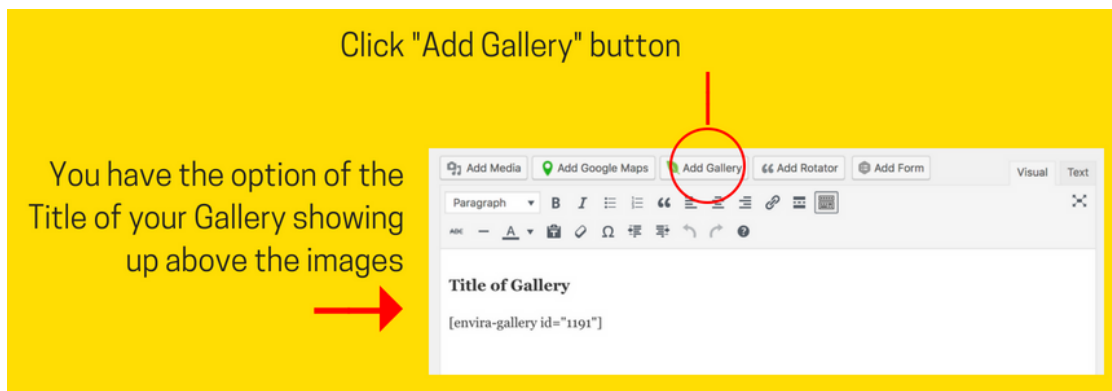


We recommend "Inside" for the Caption position, and leaving all other elements unchanged, but you can plan around with this.

When you have finished all these stages, click the "Publish" button at the top of the page.

### **Adding a Gallery to a Page**

Galleries are added within the WordPress editor:



Your gallery will then be displayed on your website.

