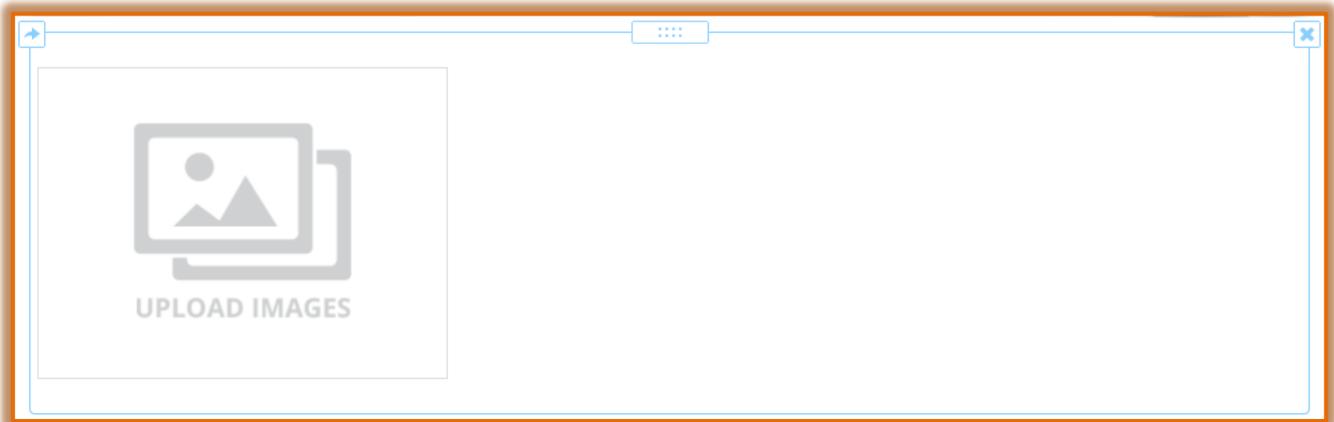This element allows you to upload photos in bulk. This gallery of images is arranged in a click-to-see-a-larger version grid format. You have complete control over how the gallery is displayed and which images are to appear in the gallery.
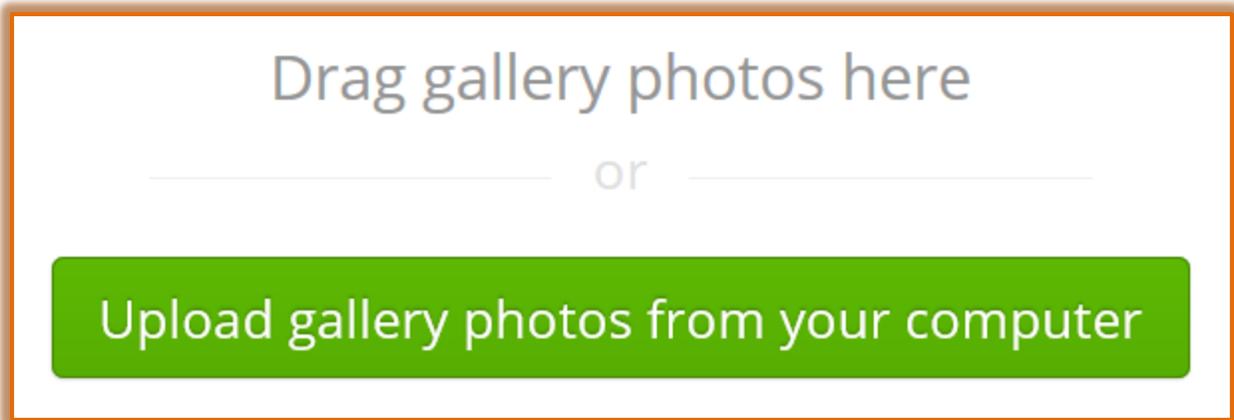
✝ Click the **Build** tab, if necessary.

✝ Drag the **Gallery** Element from the **Basic** group to the area on the page where the photos are to be added.

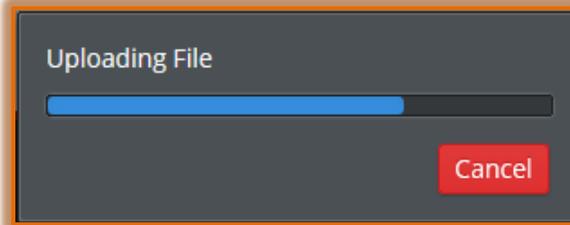✝ The **Gallery Element** will display (see illustration below).

✝ Click the **Upload Images** button.

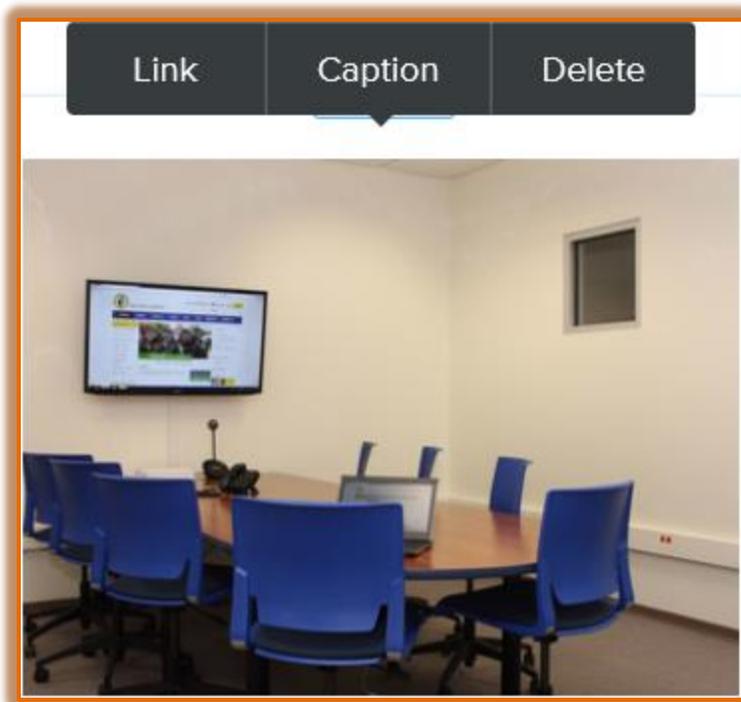✝ Click the **Upload gallery files from your computer** link.

✝ The **Select files to upload** window will display.

✝ Select **pictures** from a group of pictures that you may have on your computer.

   ✎ When pictures are added to the Photo Gallery, they have to be loaded from your computer.

   ✎ If you don't have any pictures stored on your computer, download and save some from the Internet, your camera, or your phone.
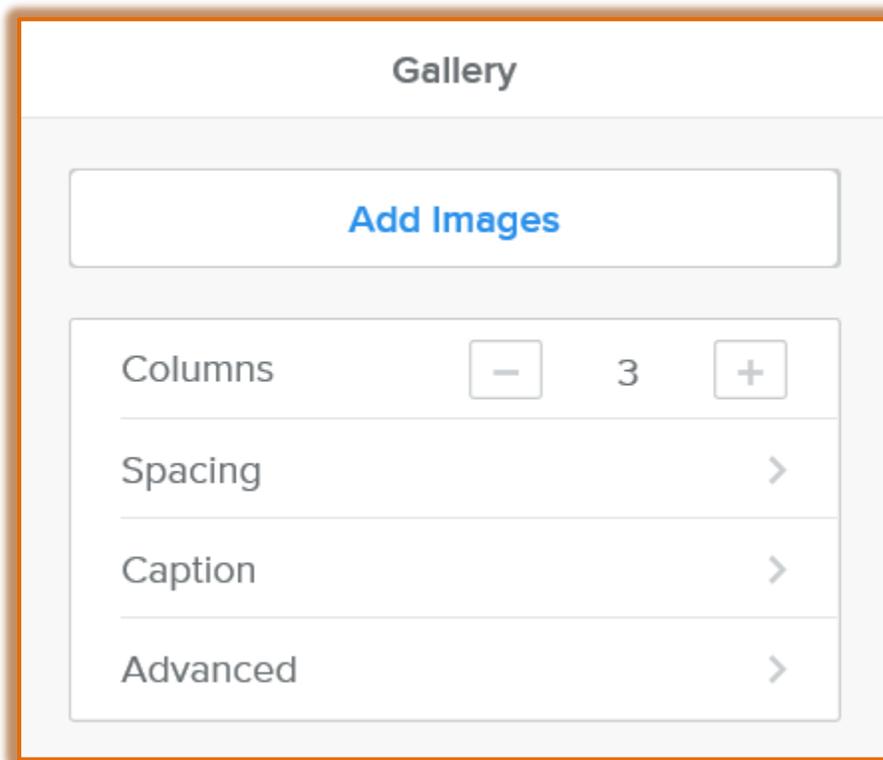
- Select the first picture. Multiple images can be uploaded by holding the CTRL key while selecting the images.
- It is recommended that you only upload 25 pictures at a time.
- Additional images can be uploaded later.
- Once all the pictures are selected, click the **Open** button.
✝ A message will appear in the lower right corner of the window saying the pictures are uploading (see illustration below).

✝ Once the pictures have finished loading, click one of the images (see illustration below).
- Each image in the gallery automatically links to a larger version of the image. These links will not work until the Website is published.
- It is also possible to link an image to a Web site or page.
- A caption may be added that will appear on the enlarged version of the image.
- Click on one of the images in the gallery to see these options.

✝ Click the **Link** button to insert a hyperlink to another Web page in your site, another Web site, a blog in your site, a file, or an email address.
✝ Click the **Caption** button to add text under the larger image that explains what it is.
✝ Click the **Delete** button to remove the image from the gallery.
✝ Once you click on the gallery, the **Gallery Panel** will appear (see illustration on next page).
✝ Changes made in this **Gallery** apply to all the images.

✞ This **Panel** can be used to:
  ☞ Upload more images by clicking the **Add Images** link.
    ↟ There isn't a limit on the number of images that can be uploaded.
    ↟ However, it is recommended that no more than 300 images be uploaded to a single gallery.
  ☞ Determine the number of columns for the gallery by clicking the plus (+) and minus (-) sign.
    ↟ There can be anywhere from two (2) to six (6) columns.
    ↟ The default number is three (3).
  ☞ Select the **Spacing** tab to specify the top and bottom margin for each the images.
  ☞ Click the **Captions** tab to specify the format for the **Caption**.
  ☞ Click the **Advanced** tab to specify the **Spacing** around the images, the Borders for each image, and the **Cropping** options.
    ↟ **Image Spacing** – This option is used to specify the space around each of the images in the gallery. This is the amount of space that appears around each image within the gallery. Click the plus (+) and minus (-) button to specify the spacing.
    ↟ **Border** – Select this option to choose whether to add a border around each thumbnail. The options are **None**, **Thin**, **Medium**, or **Thick.**
    ↟ **Image Ratio** – Select this option to specify the ratio for the image. The options are **None**, **Square**, or **Rectangle**.