

Add Images to MSSD Art Gallery

Note: I would recommend prefixing all your art gallery images with mssd- or mssd-art. That way when you need to delete one month's set of artwork to prepare for the next month, they will be easy to find and delete.

Go to:

<https://dese.mo.gov/content/mssd-art-gallery>

Edit Gallery tab:

Leave columns at 4 and adjust rows depending upon the number of images you have.

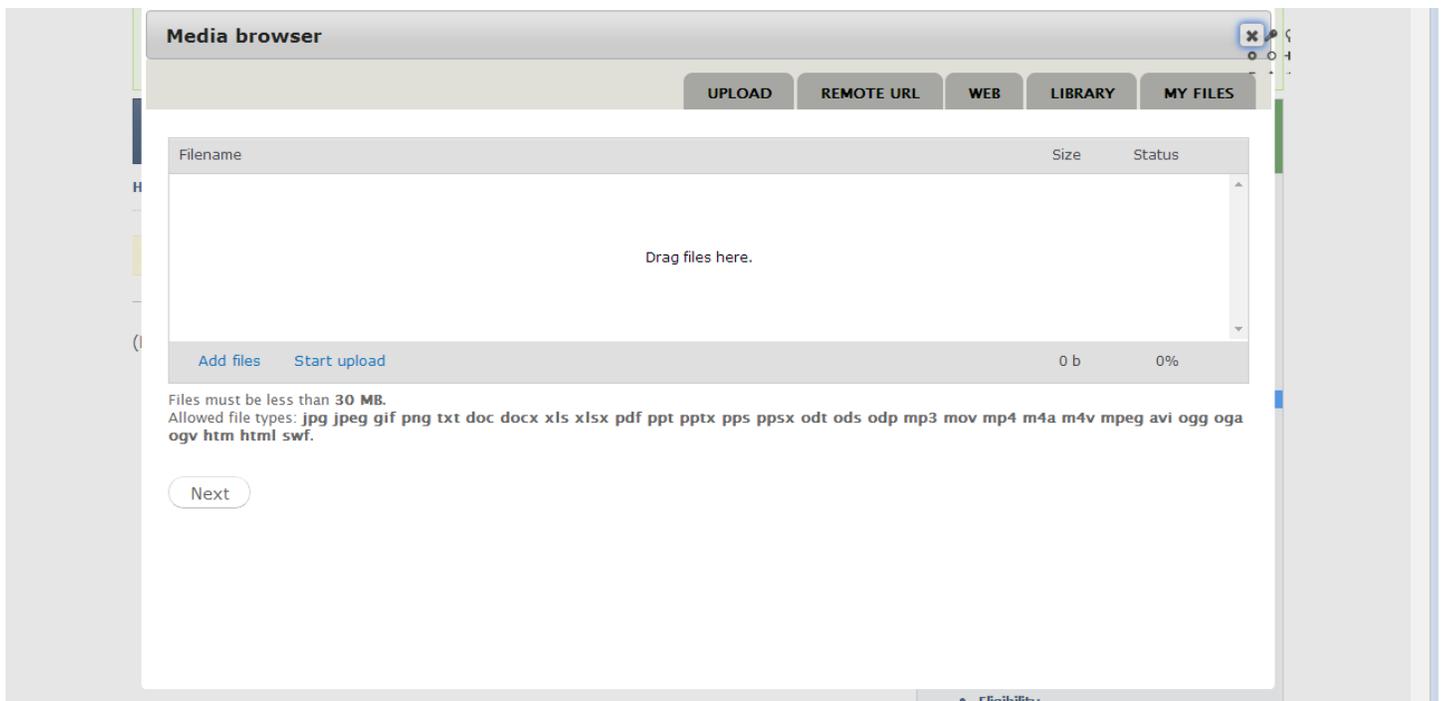
I'm thinking you would want to uncheck the allow downloading box

Leave Show Media in Lightbox

To add files:

Add Media button

Add files, here you can select multiple files at once. Locate your files, select open



Start upload button, you will get a 100% status when all files are complete.

Hit next

To title each piece of artwork

This takes you back to the gallery page, select “Edit Media”

Insert **Title** – this will be the detail information for each piece of artwork that will display as you rotate through

Select the Alt and Title Tags option on left – fill in alt text (title text not needed) - if you want, you could repeat your title text here.

Hit save.

To get back to the main media gallery – simply navigate back to: <https://dese.mo.gov/content/msssd-art-gallery>

To delete files if you accidentally added some or to delete at the end of the month to prepare for the next month

Content – Find Content – Files tab

Search for file(s) in the list – you can delete each individually by hitting the delete link or checking checkboxes in front of each file and select choose and operation – delete

Replace an image

Go to Edit Media – here it will list all the files you have as part of your gallery.

Locate the image you want to update (replace) – directly under it will you will see a “replace file” option

Select Choose file – locate the file and follow the prompts. The file will need to be named exactly the same.



The screenshot shows a user interface for replacing a file. At the top, there is a dropdown menu with the text "None (all rights reserved)" and a small downward arrow. Below the dropdown, it says "Select a [Creative Commons](#) license for others who use this image." Below this is a section titled "Replace file" which contains a "Choose File" button and the text "No file chosen". Underneath the button, there is a warning: "This file will replace the existing file. This action cannot be undone. Files must be less than **8 MB**. Allowed file types: **jpg**."