

Creating and Adding to a Basic Gallery in WordPress using Elementor

A. Recommendations for Galleries:

1. Use the basic gallery widget in Elementor to add or update a gallery on your website.
2. You can choose to have separate galleries for different events or have a yearly gallery with photos from various events throughout the year. In either case we recommend that you put the galleries and/or photos in chronological order with newest first. This makes it easier to remove older event galleries/photos which appear toward the bottom of your gallery page.
3. Upload the photos to your media library before you begin so they will be available when you start building your galleries.
4. To keep your gallery symmetrical, the basic gallery works in groups of four.
5. We recommend that you take the time to add captions to your photos. These captions will appear at the bottom of each **unexpanded** photo in your gallery.
6. When a visitor clicks on a gallery photo, the full photo will appear on their screen. The **title** of the photo (**not the caption**) appears, so we suggest that you use the same wording in the caption and title fields for that photo. If you do not add a title, Elementor will display the filename which may not be meaningful to your visitor (i.e., if your file is "img25").
7. Use a password protected page to limit gallery access to Chapter members.
8. YouTube has an excellent video at [Basic Gallery in Elementor](#)

B. Adding Photos, Captions and Titles to a Photo in your Media Library

Note: This process is through WordPress and does not involve Elementor.

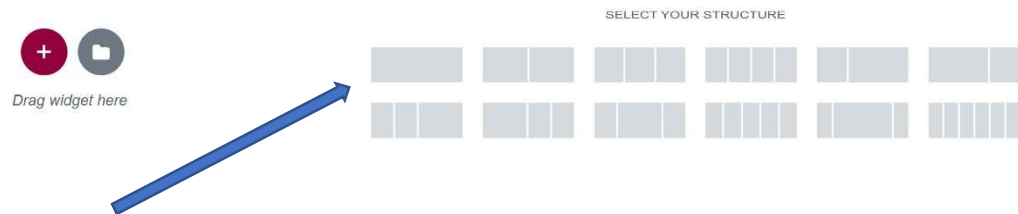
1. Go to the Media library via your WordPress dashboard.
2. If the photo is already in your Media library, then select it. If the photo is not in your Media library, you will need to upload it into the library.
3. Click on the photo that you want to edit. This will take you to the Attachment details screen where you will find the "title" and "caption" fields on the right of the screen.
4. Add the text you want displayed. As we recommended in A1 and A5, add the same text to both the title and caption.
5. Elementor will save your changes when you hit enter or click anywhere on the screen. You should see "saved" in the upper right. This is confusing since there is no save button to push.
6. Click on the "X" on the "Attachment Details" screen to go back to the Media Library.

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C. Adding a New Gallery

Note: Since galleries are in chronological order, you will start by adding a new gallery first and then add the title above it.

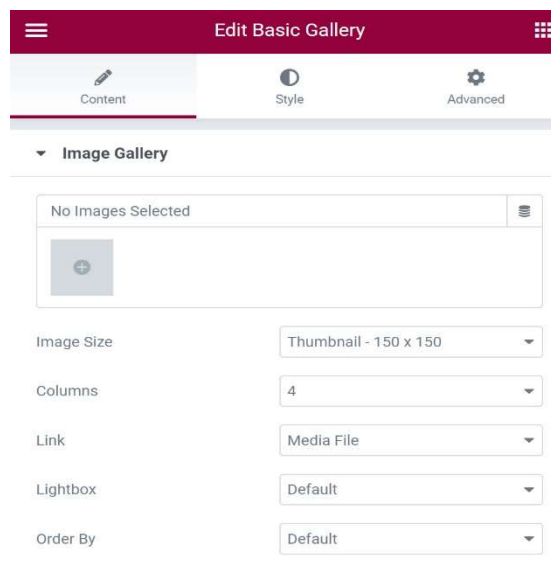
1. Create a section above the first gallery on your photo page by clicking on the “+” sign of the section you want your next gallery to be above.
2. Click on the which “+” in the red circle to select the type of formatting you want in your gallery. (One column, two columns...)



3. Select the single column structure.
4. Go to the Elementor dashboard on the left of your screen (maroon menu bar). If the widgets are not showing, click on the dotted cube to the right of the word elementor.



5. Drag the basic gallery widget to the “+” in the new section you previously created. Widgets are grouped into Basic, Pro, and General categories. You will find the basic gallery under the General grouping.
6. Go to the Elementor dashboard and click on the square graphic under “no images selected.” This will pull up your media library.




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7. You now have the choice to use photos already in your media library or to upload new files from your computer. Once you have selected the photos you want, be sure to save your selections by clicking on the *“insert gallery”* button in the lower right of your screen.
8. Be sure to click on the *“update”* at the bottom of the Elementor dashboard to save the changes to your page.

D. Adding a Title to your New Gallery

Note: Since galleries are in chronological order (A2), we will start by adding a new gallery first and then add the title above it.

1. Follow steps C1-C4.
2. Drag the “title” widget to the section you just created. The title widget is under the Basic heading. 
3. Key in the text for the title in the appropriate spot on the Elementor dashboard. Select the size of the heading and the alignment.
4. Click on the style icon (middle of the three at the top) to change the color of the text.
5. Be sure to click the “update” button to save your changes.

E. Adding a Photo to an Existing Gallery

1. Go to your Photo Gallery Page and then click on Edit with Elementor. The Elementor section will be on your left and your Photo Gallery photos will be on the right.
2. Click on the first photo. The photos will now appear in the Elementor section on the left.
3. Click on the photos under the “## Images Selected”.
4. All the photos will appear under the Edit Gallery. If you click on the “X” it will remove a photo.
5. Click on the “Add to Gallery” text and your Media Library will appear.
6. Click on the photos that you want to add. A check mark will appear in the upper right corner of the selected photo.
7. Once you have selected all the photos you want then click on the “Add to Gallery” in the bottom right corner of the screen.
8. Your photo will appear as the last photo in your gallery. You can drag it to the top of the gallery or click on the “Reverse Order” button if you want them to appear first.
9. Now click on the “Insert gallery” button in the bottom right of the screen. This will return you to the “Edit Basic Gallery” screen.
10. Be sure to click on the “Update” button to save your changes.
11. Get out of the Elementor screen by clicking on the hamburger (3 horizontal lines) and then go to View Page or Exit to Dashboard.