

# Quick Tip #102 v1.0 (Jan 2018)

## Updating the Featured Galleries page

- Click on *“Administration-Manage Menus and Custom Pages-Galleries-2015-16 galleries”* (or years to be edited)
- Right-click in an empty box at the top of the table and *“insert row above”*  
The title is in h4, centered.
- Add your image:
  - Hit *“return”* (for a new paragraph) and add your new image (200 px by 165 – optimized in Photoshop). Image taken from one of the images in the gallery
  - Image is uploaded using the *“Image Manager”* (mountain icon) in the bar at the top. Add the link (from the Manage Galleries page) and have it *open in a new window*
- Every so often, the images in the table must be moved around. **If you drag and drop**, it will mess up the table. This is best done with an outside editor OR using HTML, and *notepad* on your desktop.