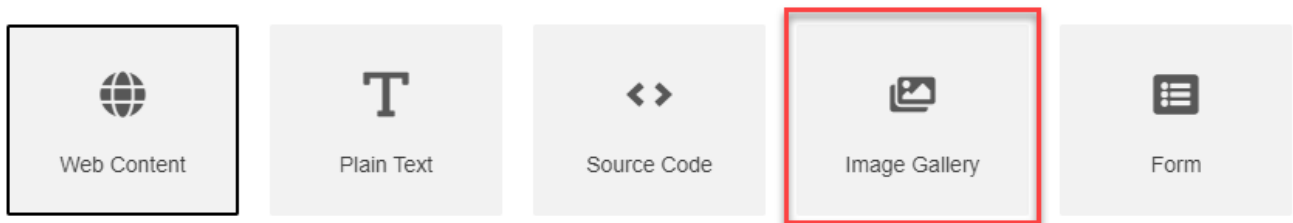# Assets

Assets are reusable content in Omni CMS that provide a single source of content for use on multiple pages. When the asset is edited and published, the content automatically updates on each page the asset was placed on. The different types of assets also allow for some more complicated types of content than you can create in the page editor. You cannot edit an asset on a page, but must open the original asset to make and save any changes.
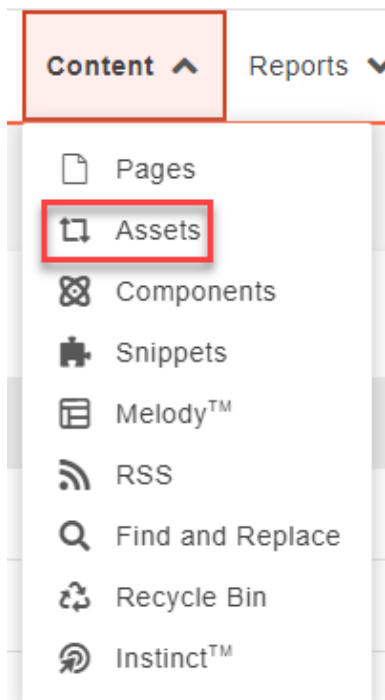
Image Gallery

Creating an image gallery asset is a three-step process. First, create the asset, where you fill out basic information. Then, upload the images into the asset, sort, and caption them before saving and publishing.
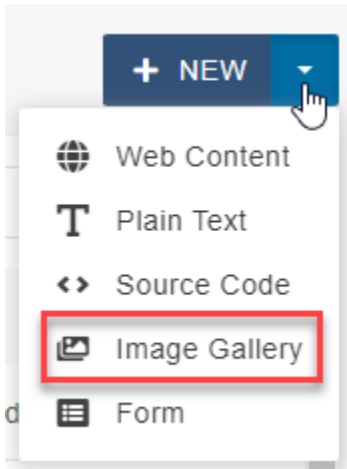
Create New Image Gallery Asset

1. Click **Content** -> **Assets**

2. Click the Dropdown **NEW** -> **Image Gallery**

3. Enter:
   - **Name**
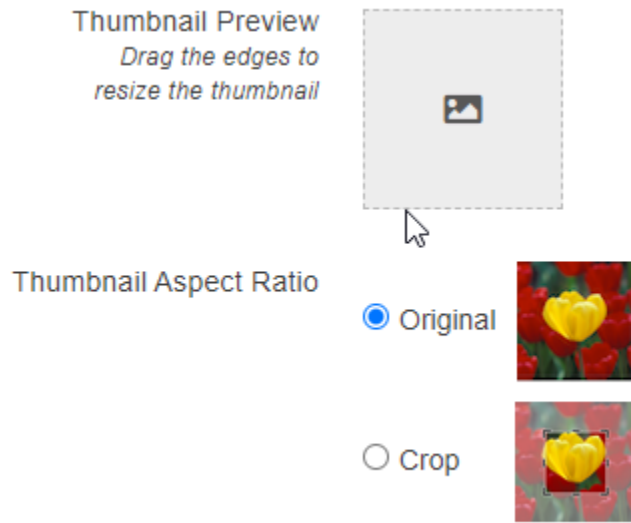   - **Description** (optional)
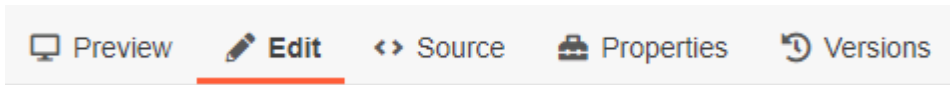   - **Tags** (optional)

   - **Access Group** (Select the group that can edit this asset, optional)
   - **Gallery Options:**
     - **Maximum Thumbnail Size:** Type the maximum width and height of the thumbnails. The max value for each is 500 pixels.
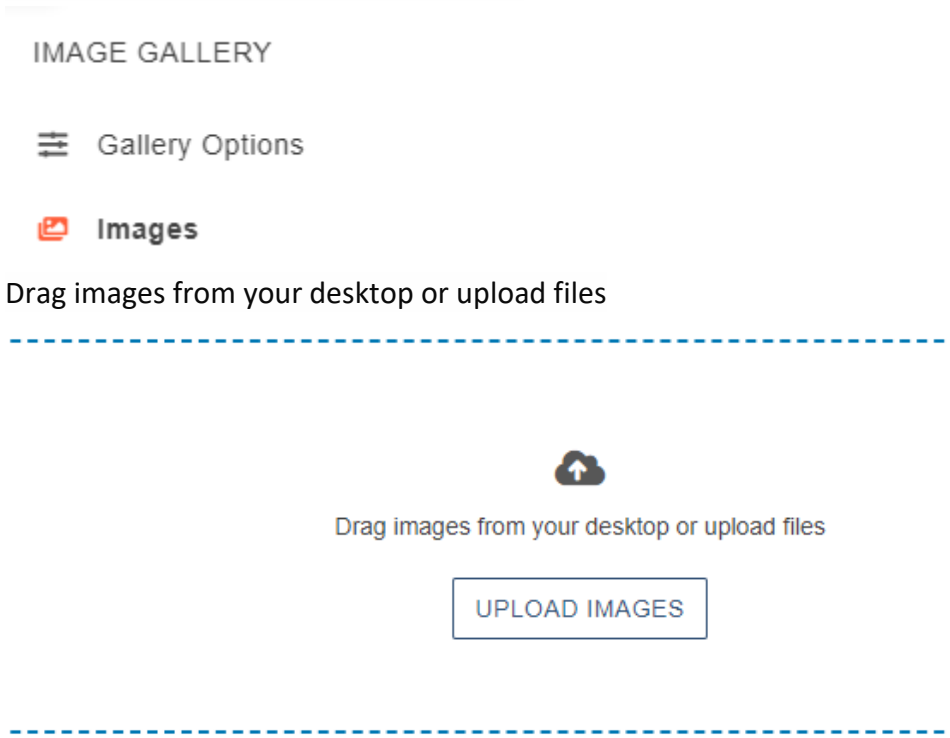
○ **Thumbnail Preview:** Drag the dotted-line of the preview box to adjust, if desired.

Thumbnail Preview
*Drag the edges to
resize the thumbnail*

Thumbnail Aspect Ratio

◉ Original

○ Crop

2. Click **Create**
3. Click **Edit** to upload images

🖥 Preview   ✏ **Edit**   ‹› Source   🖨 Properties   🕘 Versions

4. Click **Images** on the left side of the page

IMAGE GALLERY

⇄ Gallery Options

🖼 **Images**

5. Drag images from your desktop or upload files

☁⬆

Drag images from your desktop or upload files

UPLOAD IMAGES

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6. Enter:

- **Title**
- **Description**
- **Caption** (optional)
- **Link** (optional)

7. Save **Image Gallery**
8. Submit **Image Gallery**

Your asset is now available for use on pages, but must be published before it appears on any live web pages.

Add Image Gallery to Webpage

1. Click **Content** -> **Pages** and find the page to add the **Image Gallery** or go to the page to add the **Image Gallery** and login
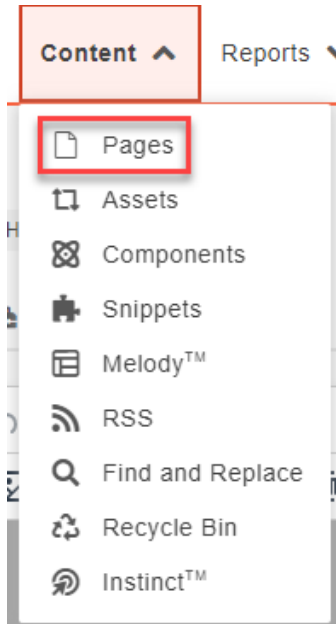
2. Click **Edit**

3. Click one of the green edit buttons

4. Click the **Component** icon

5. Click **Gallery with Options**

6. Enter the **Image Gallery** you created
7. Select the **Gallery Output Type**

a. **Popup Slideshow Gallery**

Gallery Asset
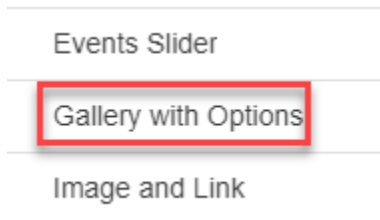
{{a:323344}}

Choose a gallery asset

Gallery Output Type

Popup Slideshow Gallery ⌄

Choose a gallery type

    i. Select **Popup Options**

        1) **Loop Popup Slideshow**

Loop Popup Slideshow *(optional)*

◉ Yes
○ No

        2) **Slideshow Arrows**

Slideshow Arrows *(optional)*

◉ Yes
○ No

Display arrows in the slideshow view

        3) **Slideshow Buttons**

Slideshow Buttons *(optional)*

☐ Auto Play
☐ Full Screen
☐ Thumbnails
☑ Close

Choose which buttons to show in the slideshow view

    ii. Save **Popup**

iii.   Preview **Popup**

Front of CHC/ATC Building

b. **Carousel Gallery**

Gallery Asset

{{a:323344}}

Choose a gallery asset

Gallery Output Type

Carousel Gallery

Choose a gallery type

i.   Select **Carousel Options**

1)   **Autoplay**

Autoplay *(optional)*

◉ Yes

○ No

2) **Autoplay Speed**

Autoplay Speed *(optional)*

> 4000

Set the duration a slide is shown in milliseconds.

3) **Carousel Arrows**

Carousel Arrows *(optional)*

- ● Yes
- ○ No

Display navigation arrows for the carousel

4) **Loop Carousel**

Loop Carousel *(optional)*

- ● Yes
- ○ No

5) **Initial Slide**

Initial Slide *(optional)*

> 3

6) **Slides to Show**

Slides to Show *(optional)*

> 5

7) **Slides to Scroll**

Slides to Scroll *(optional)*

> 1

Set the number of slides to scroll at a time

    ii. Save **Carousel Gallery**

iii. Preview **Carousel Gallery**

Back of CHC/ATC Building