

Creating Collections within Image Gallery

Archived

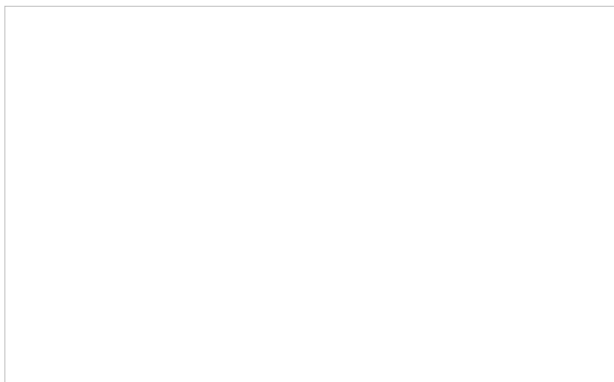
Introduction

Within Gallery you not able to create sub-albums within an album, but you are able to create collections, which allow groups of images to be stored separate from others already within the album.

Creating a Collection

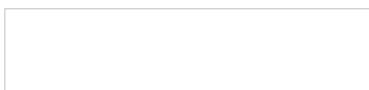
This is done through the front end of **Image Gallery**.

From the application you will need to select the album you would like to create a collection within, and then go to the collections toolbar and select Add/Edit collections.



 This will also display existing collections.


Click on 'Add/Edit collections'. This will allow you to either edit collections that have already been created, or add new ones. In this case you will want to select 'Create new collection'



You will then need to give the collection a title - which will be displayed in the collection list.



Once you have created the title for the collection, you will then need to chosen the images that you want to assign to the collection.

 You can assign images to a collection at any point and not just at the point of creation.

