

# QUICK GUIDE

# GALLERY ESSENTIALS

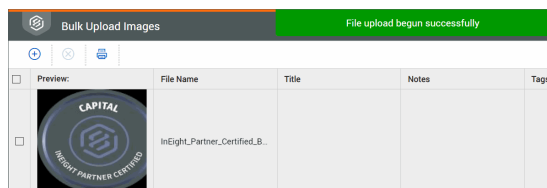


## ACCESSING GALLERY

1. Click **Document / Dashboard** ▾ ► **Gallery**.

## SINGLE AND BULK UPLOAD

1. Click **+** icon.
2. In the Upload Manager window click the **+** button to add file/s.
3. Select the images to upload in the Upload window.
4. Once the files are uploaded, a miniature thumbnail of the uploaded image appears on the left in the Preview column.



5. Edit **Title** and **Notes** by clicking into the section under each header.

Title	Notes
<input type="text"/>	<input type="text"/>

6. Edit **Tags** by clicking **+** ► **Add Tags** window  
► Select the tags to add ► Click **Tags**.
7. Once all images have been edited, Click **Save**.

## DOWNLOADING

1. Select the check boxes against image/s.
2. Click the **↓** button.
3. The Download Manager window will appear. Select the file format and the size of the image from the dropdowns.

**Download image**

UITST3-HCC-000006

Download image as:  

Original (JPG) ▾

Select size (Approximate):  

☒ Small (43 KB)

☐ Medium (78 KB)

☐ Large (168 KB)

☐ Actual (3035 KB)

4. Click **Download**.

## EDIT IMAGE METADATA

1. Click on the image number link in the Register view. This opens the Details screen.

2. Within the **Details** tab you can edit image details:

DETAILS COMMENTS VERSIONS HISTORY LINKS USER SECURITY

Actions ▾ **+** Attach To ▾ **↓**

Title:

Tags:  
Select a tag...

Date Taken:  
21-06-2022

Date modified:  
21-06-2022

Uploaded By:  
Joe Frederick

Ratings:  
☆☆☆☆

3. If 'location' is set on phone / tablet then that is the address that comes through.

DETAILS COMMENTS

Actions ▾ **+** Attach To ▾ **↓**

Address:  
1 Smith St Brisbane qld 4000

Otherwise, it's the address from project settings.

TRAINING504 - Project settings

General

Disclaimer

Contact Details

Partners

Miscellaneous

Mail

Document

Address 1:  
1 Smith St

Address 2:

☐ Display log on disclaimer when logging into this project

City:  
Brisbane

State:  
qld

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## EDIT IMAGE METADATA *continued*

4. The other tabs include:

- **Comments:** Add comments with the user, date, company
- **Versions:** Shows all versions of the image
- **History:** Shows the Event/Action and by who
- **Links:** Links can be associated to the image
- **User Security:** Select contacts to have access to the image

## REGISTER FILTERS

Thumbnail view or List view

Group by view

## ACTION BUTTONS

1. Click the **Actions** button

Assign to Project

Bulk tag

Manage Tags

## NEED SOME MORE HELP?



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