Placing an Image in the Sidebar:

Please Note: These instructions assume you are on the “Content” tab of your news article.

1. To get an image gallery to appear in the sidebar (pictured) scroll to the “Galleries” section at the bottom of the page.

2. Click the “Add New Gallery” link
   a. Once clicked, this should initiate the Media Gallery pop up window, in which you should see any media (images, video) that you loaded into the story.*

3. With the Media Gallery pop up open, click “Add to Article” for each of the images you would like to appear in the sidebar gallery.

2. Once you have added all the media you would like to appear into the sidebar, click the “Close” button at the bottom of the page.

3. In the “Galleries” section, you should now see the list of images you selected to be a part of your gallery.
   a. It is worth noting, that you are able to add multiple galleries – which will also appear in the sidebar. For example, if you had both images and a video, you could easily combine them into one gallery using the process above. If you wanted to set the video apart, however, you could create an image gallery, and then add the video as a new gallery.

4. Rearrange your images within the gallery by dragging and dropping them into the desired order using icon to the left of each picture.

5. When you are satisfied with your gallery, make sure to save your changes at the bottom of the content page.

* If you have not yet loaded media into the Media Gallery, please see the “Image Help” document and look to the “Media Gallery” section.