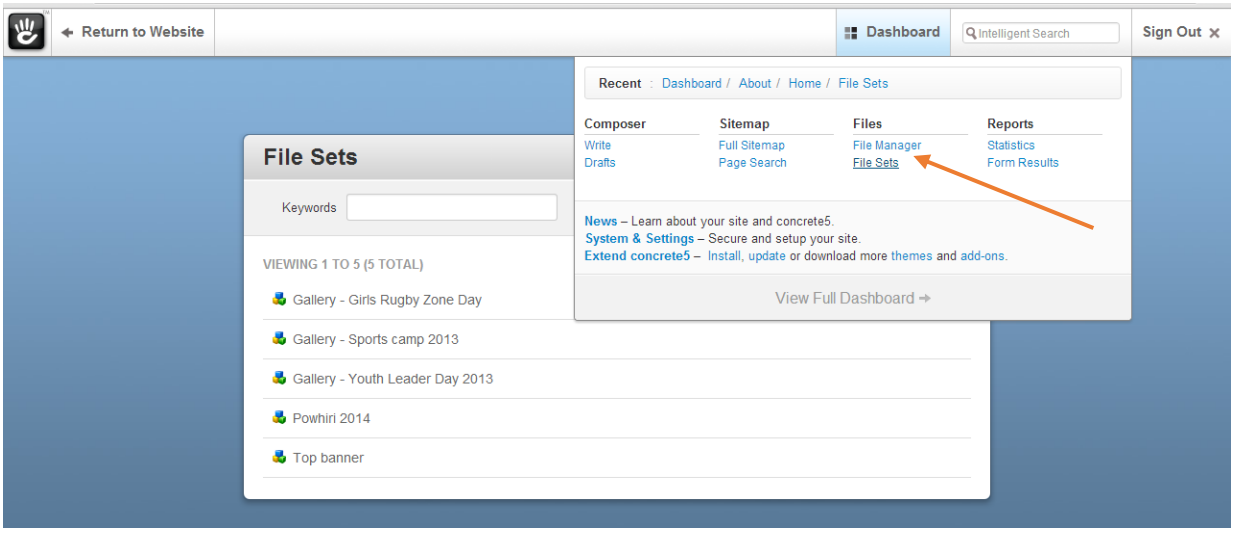
Filesets – Adding and deleting images

What is a fileset?

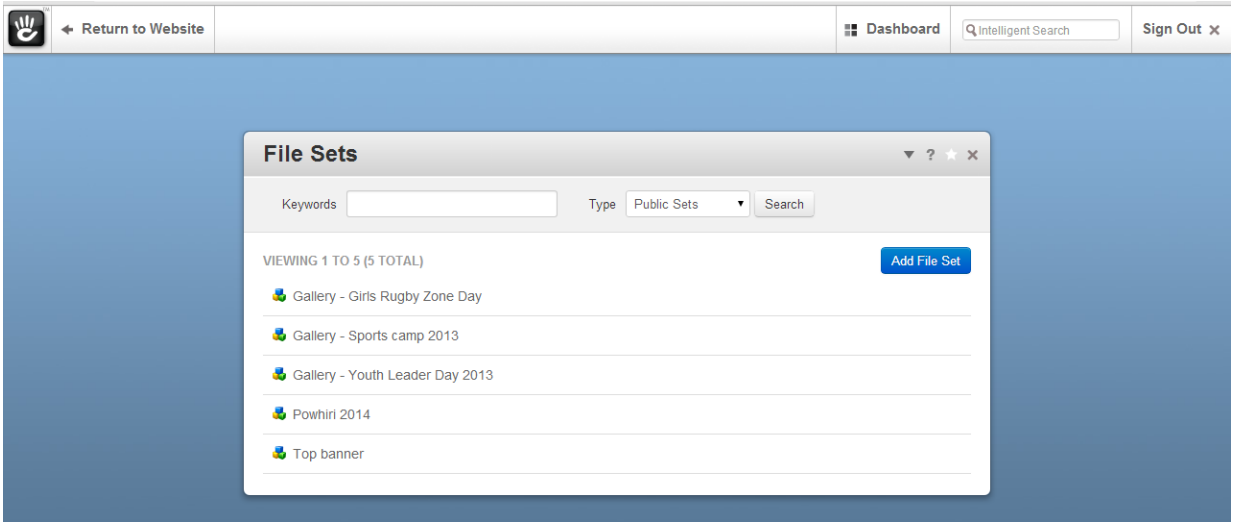
Answer: A grouping of images to be used in a bootstrap gallery.

Add images to file set

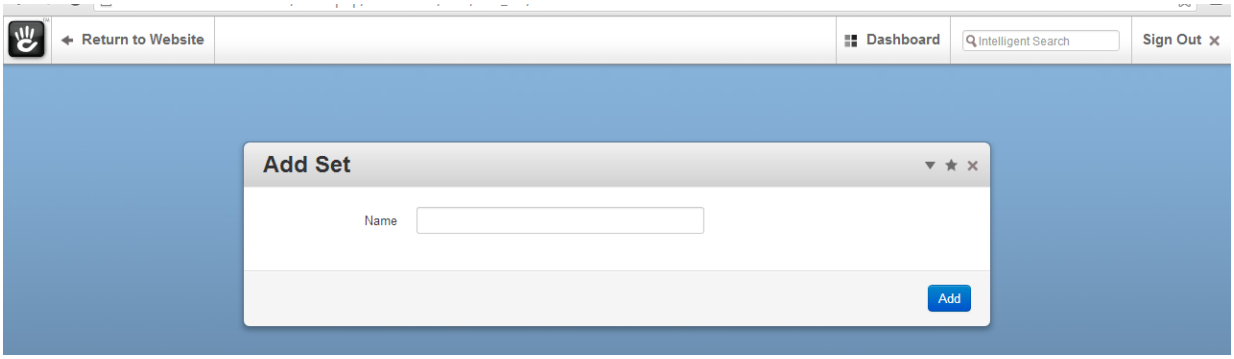
1. Go to Dashboard
2. Go to File Sets



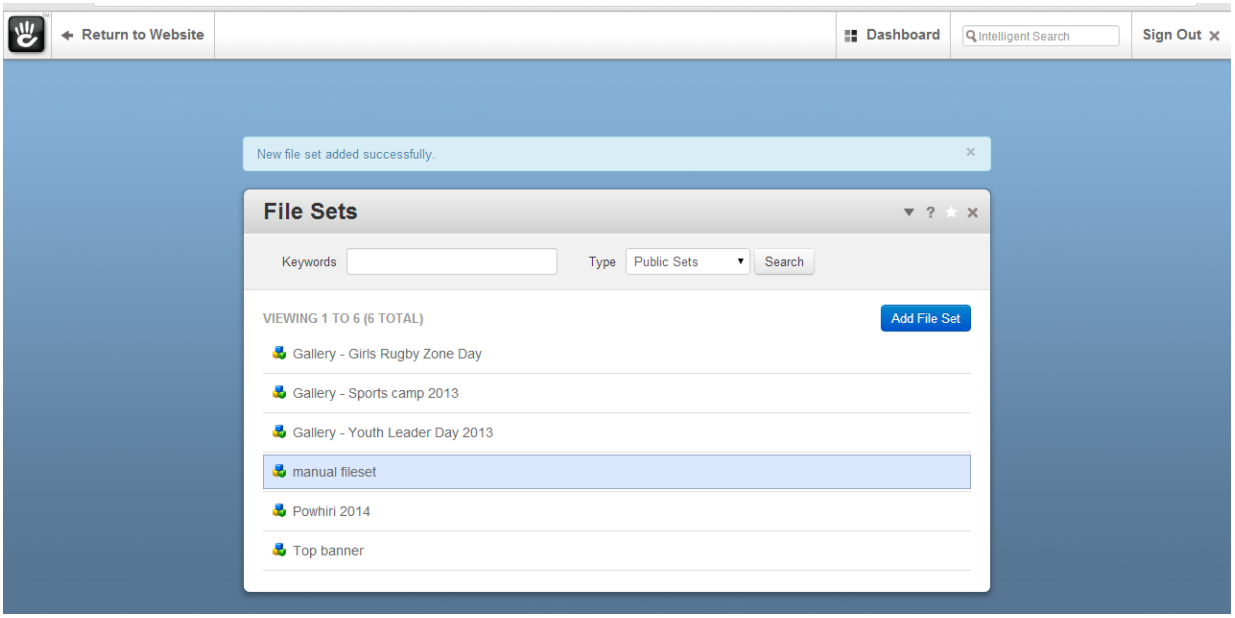
3. Click on Add new fileset



4. Type in name of new fileset

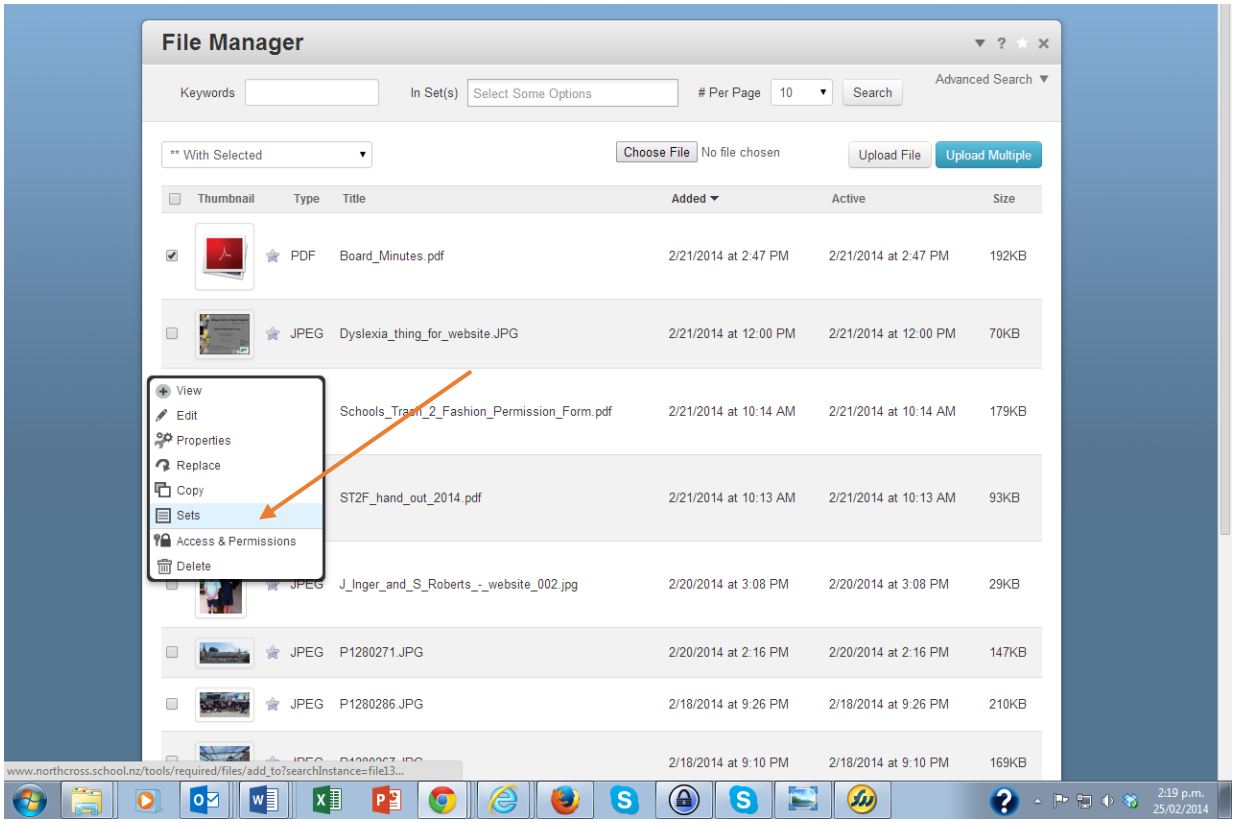


5. You will now see your fileset name in the list of filesets.

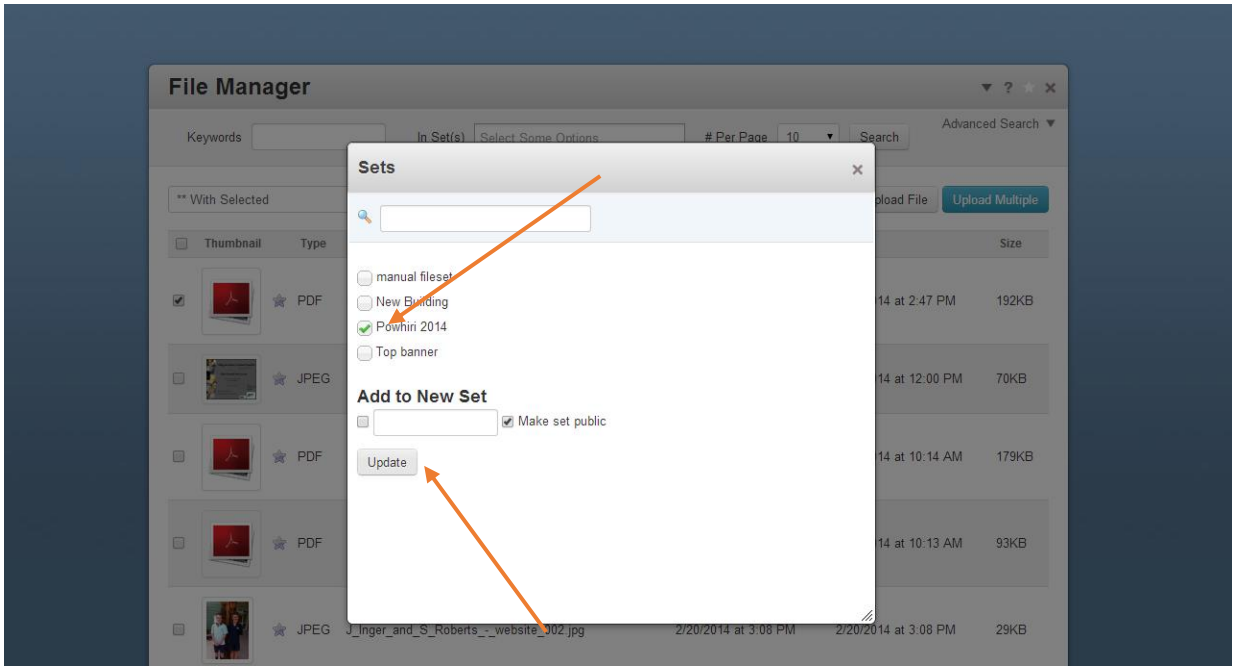


To add images to this fileset, go to file manager.

1. Click on image in file manager
2. Select 'sets' from pop up menu

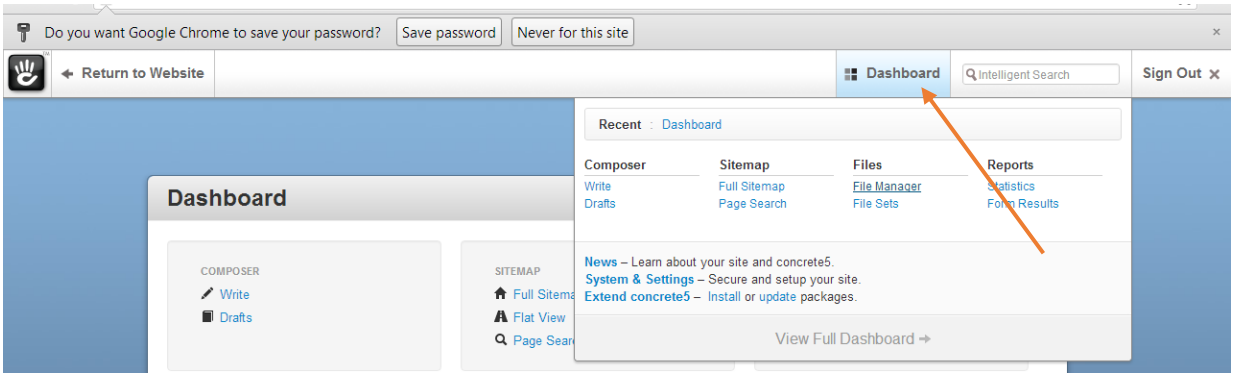


3. Tick box next to the fileset name
4. Select ‘Update’

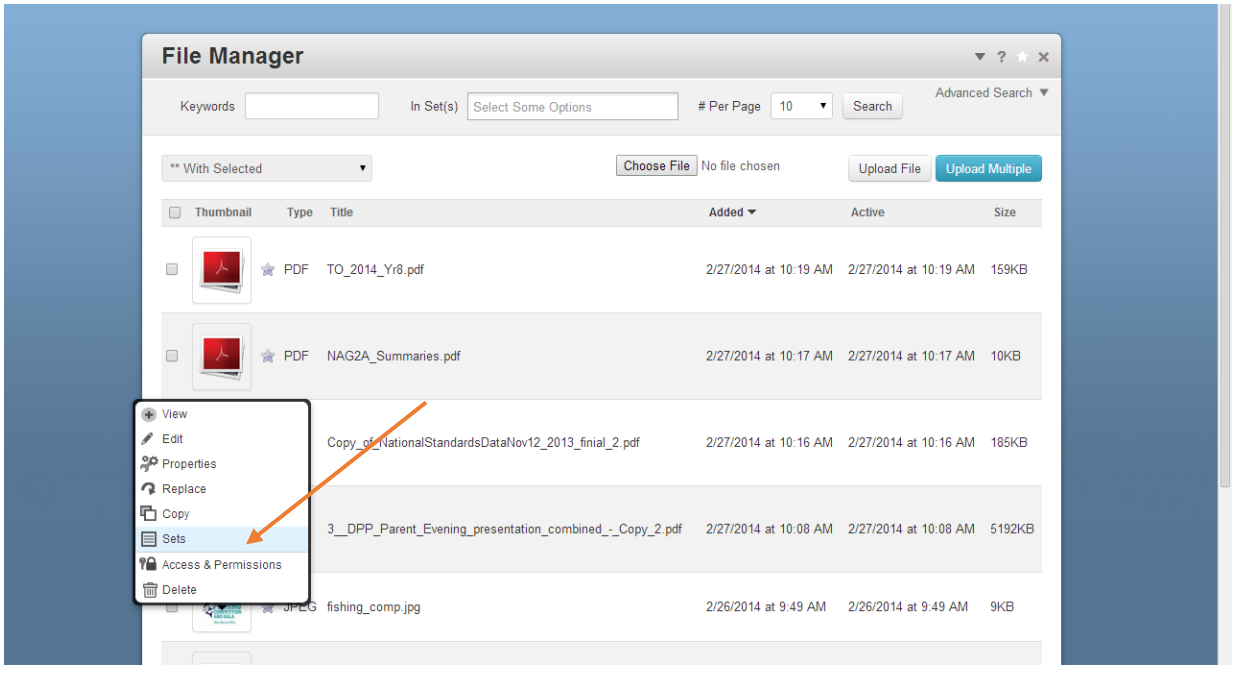


Delete images from fileset

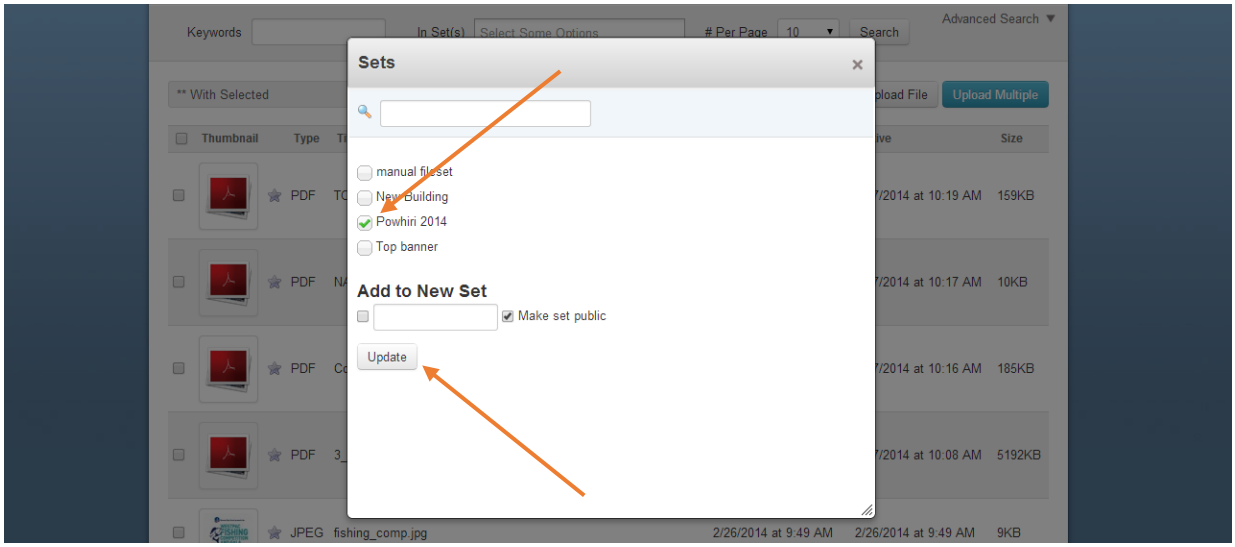
1. Go to Dashboard
2. Go to File Manager



3. Click on image once
4. Select ‘sets ‘ from pop up menu



5. Untick box next to fileset name
6. Select ‘update’



The image will now no longer display on your fileset gallery, but will still be in your file database.

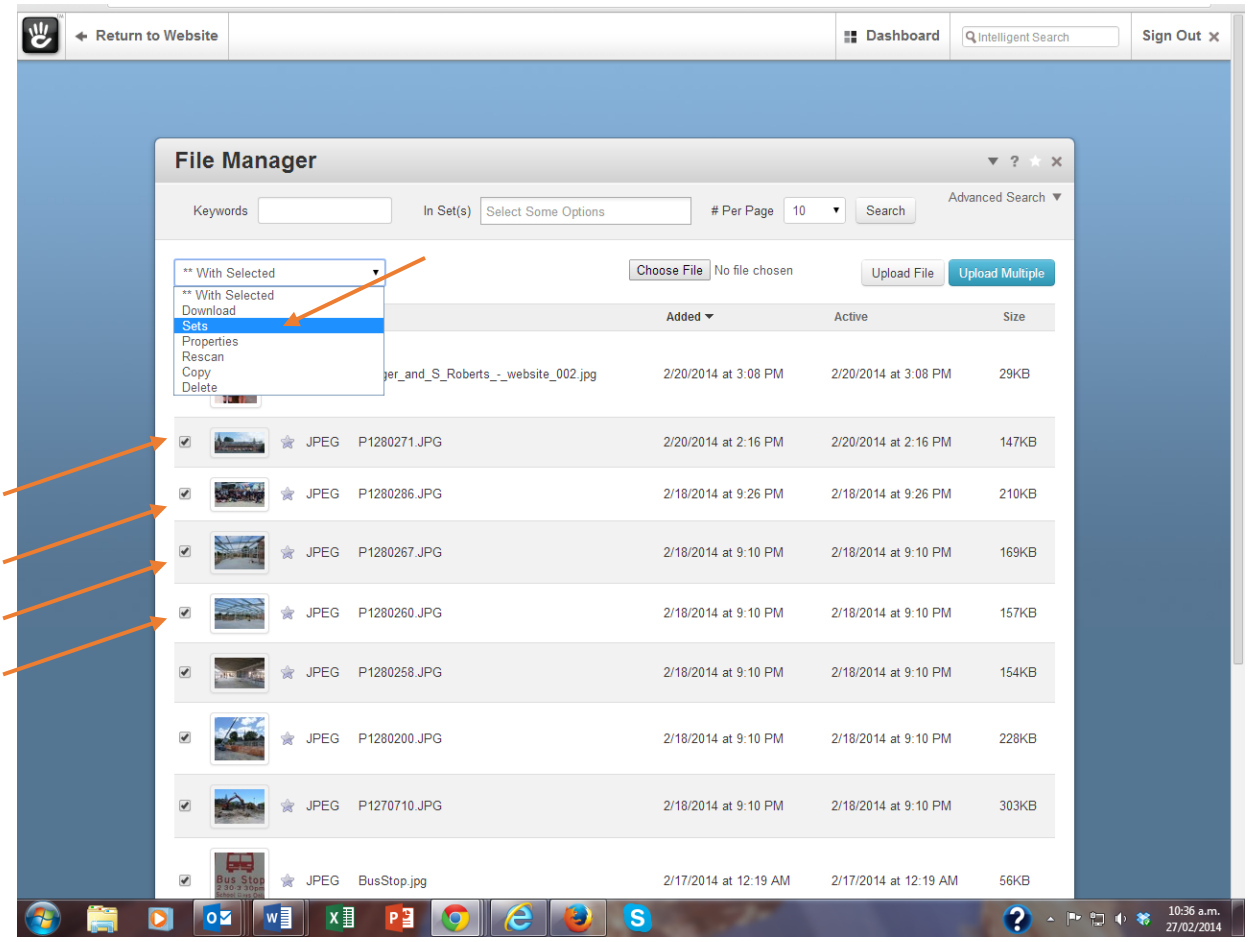
Change the order of photos

=Go to Dashboard

- go to filesets
- select the fileset you wish to rearrange
- select ‘files in set’
- roll the cursor over an image, it will appear as four arrows
- click and drag the order

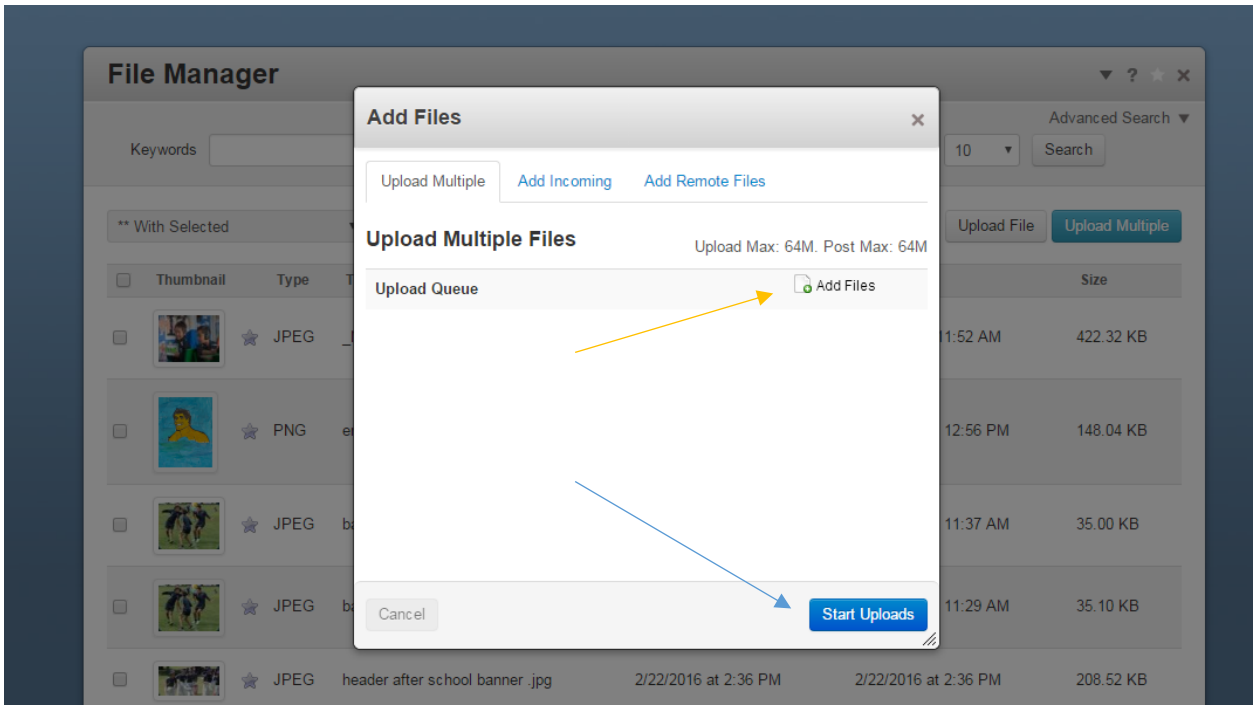
Add multiple images to a single set

1. Select Dashboard
2. Select File Manager
3. Tick box next to images on that page you want to add to fileset
4. Go to drop down box at top of pop up window with "**' at the beginning
5. Select 'sets'
6. Select set you want to add the images into
7. Select 'Update'
8. All images will be added at once to that fileset



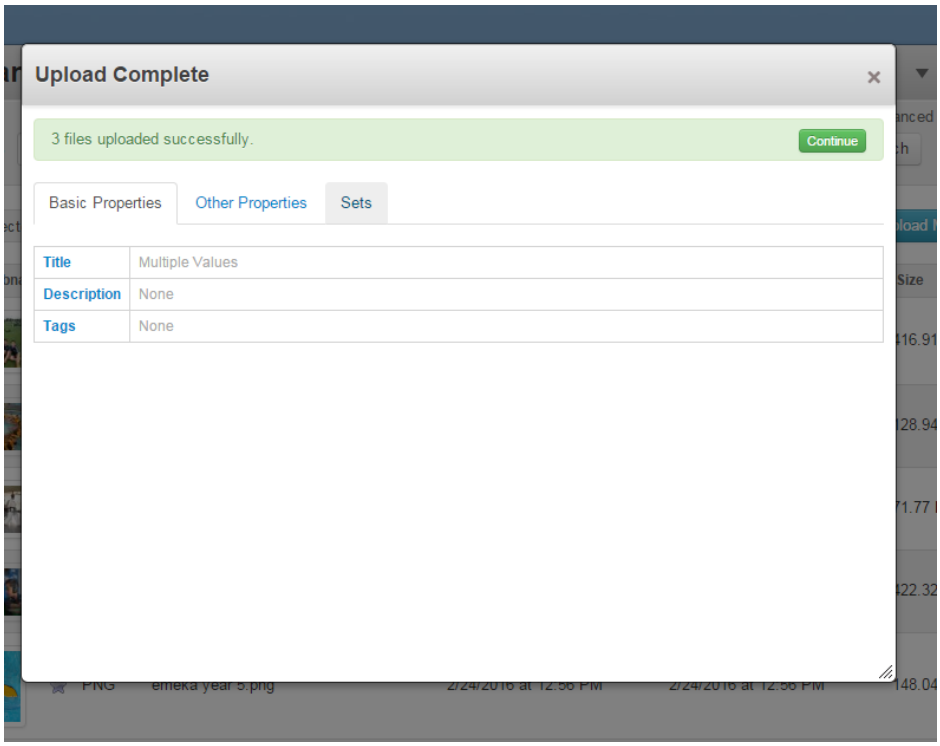
Add multiple images to a single set ON UPLOAD

1. To upload multiple files, go to dashboard / file manager
2. Click on ‘upload multiple’
3. Click on ‘add files’ to select the files from your computer



Click on ‘start uploads’ to upload the files

Once they are uploaded, click on the ‘sets’ tab



Select the file set you want them to join

Click on ‘update’ at the bottom of the window