IMAGE GALLERY

A video guide following the below instructions can be found here

1. Compose your draft
2. Create your gallery
3. Add your images
4. Save draft
5. Publish

1. Compose your draft *[required fields need to be completed before a gallery can be created]*
   ● Login to cms.vice.com
   ● Select the relevant brand and locale
   ● Scroll to the bottom of the page and select "+ Create New Draft"
   ● Complete all of the required fields on the left side of the page. This includes
     ○ Display Template
     ○ Lede Image
     ○ Lede Alt Text
     ○ Author
     ○ Editor
     ○ Primary Topic
   ● Fill in the required fields on the main article section. This includes
     ○ Headline
     ○ Dek

2. Create your gallery
   ● Select the main body of the article
   ● Select "Insert ▾" in the ribbon
   ● Select " 🖼 Gallery " from the dropdown menu
   ● A new window named "Gallery" should appear

3. Add your images
   ● In the "Gallery" window
     ○ Select "Upload" from the ribbon
     ○ Drag and drop, or choose the files [images] you wish to share in a gallery
   ● In the "Images" window
     ○ Fill in the "Alt Text" field for all uploads
     ○ Fill in the ""Caption" field for all uploads
     ○ Drag your images around to rearrange them where necessary
     ○ Select "Next" once complete
   ● In the "Gallery Details" window
     ○ Fill in "Gallery Title"

- - ○ Fill in "Gallery Description"
    - ○ Fill in "Credit"
  - ● Select "Save"

4. Save draft
5. Publish