

## When to Use

**Site Availability:** Dynamic and Static.

Use this page type to create a gallery page containing links to multiple documents. Document types can include PDF's, Word, Excel and PowerPoint files, but not image files.

If you want to create a page for displaying images, use the Photo Gallery page type.

### Examples of when to use

- ▶ Use to create a newsletter list that visitors to your site can open.
- ▶ Use this page when you want the list of documents to be automatically updated each time you have new file to add. The Digital Asset Gallery page is dynamic: when you add a file to the folder referenced by the page, the new file is automatically added to the published gallery page.

## Digital Asset Gallery Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
<b>Gallery Properties</b>	<b>Display settings – Listed</b>	If you select this option all digital assets from all selected folders will be listed in one long vertical list.
	<b>Display settings - Nested</b>	If you select this option, assets are displayed in an indented list, with assets from higher level folders displayed to the left of assets from lower level folders.
	<b>Include settings – Asset Description</b>	Select this option to include a description of the asset below the asset name. The description is pulled from the Description field of the asset in the Digital Asset Manager.
	<b>Include settings - Asset Icon</b>	Select this option to include the asset icon beside the asset name. The icon identifies the type of asset file (PDF, Text, PowerPoint, etc.).
	<b>Include settings - Asset Size</b>	Select this option to include the asset size beside the asset name.
	<b>Asset settings -Open in New Window</b>	Select this option to force digital assets to open in a new window when the asset is selected in view mode.
<b>Display Properties</b>	Assets are listed vertically in a single column with the following options:	
	<b>Ordering – Ascending by asset name</b>	Select this option to display the assets in ascending alphabetical order. (A to Z)

<b>Page Section</b>	<b>Field Name/Item</b>	<b>Description of usage</b>
	<b>Ordering – Descending by asset name</b>	Select this option to display the assets in descending alphabetical order. (Z to A)
	<b>Ordering – Ascending by modified date</b>	Select this option to display the assets in ascending order by the last date they were modified.
	<b>Ordering – Descending by modified date</b>	Select this option to display the assets in descending order by the last date they were modified.
	<b>Select Folders to Include in the Gallery</b>	Check <i>all</i> folders containing assets to be displayed. Checking the top-level folder does not automatically include sub-folders. You must check each folder individually.
<b>Display Properties – Nested</b>	These settings are shown if you selected <b>Display settings – Nested</b> in the Gallery Properties section above. All assets are listed within drop-down links named after the folders containing the assets. These options are available for Nested assets:	
	<b>Expand/ Collapse folder display</b>	Select <b>Enabled</b> for users to be able to expand and collapse the display of asset folders/files. Select <b>Disabled</b> to display the list in expanded form with no option for collapsing it.
	<b>Select Parent of folders to include in gallery</b>	Select the highest-level folder you would like displayed on the gallery page. Assets in all folders below this level will also be displayed.
<b>Introduction Text</b>	n/a	Use the editor to add content that appears at the top of the gallery page, above the document list.
<b>Conclusion Text</b>	n/a	Use the editor to add content that appears below the document list.

## Digital Asset Gallery Page Tips!

- ▶ Be sure to create all downloadable digital assets at the lowest file size possible in order that visitors to your site can open and download them easily.
- ▶ Folders are sorted alphabetically, like they are in the Digital Asset Manager.
- ▶ Any empty folders in the selected 'to display' folders will not be displayed.
- ▶ It is possible to disable the 'opening and closing' functionality (this can be done by not linking/including the required JavaScript on the page.)

- ▶ In the list of Folders available to include in the Gallery, Content Providers can only click, view and have access to folders in the DAM that they have permission.