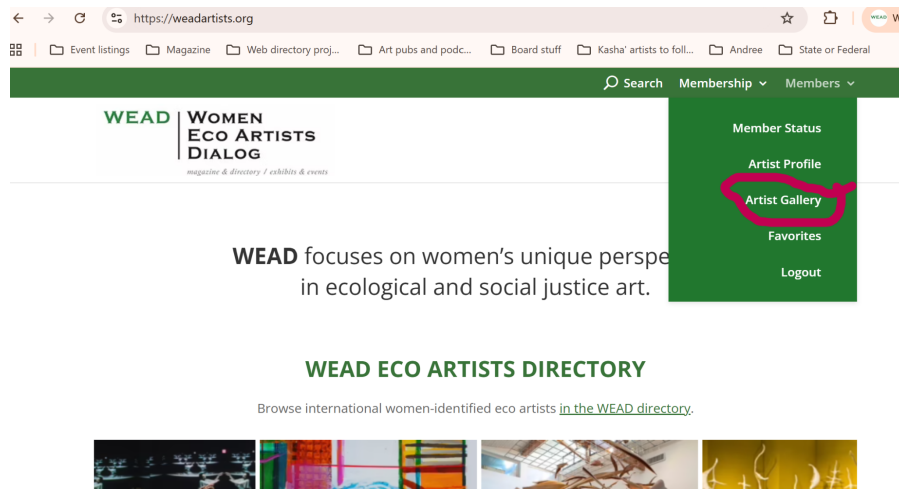


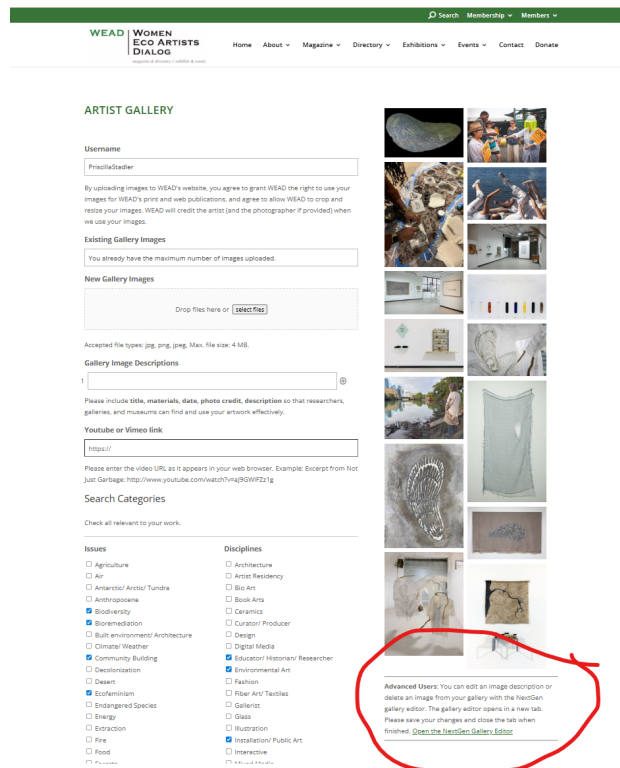
Step 1: You can add up to 15 images to your gallery. Images you have successfully uploaded will appear in the “Existing Gallery Images” section. They are displayed in the order that you upload them.

If you would like to delete an image, edit a caption, or reorder your images, click

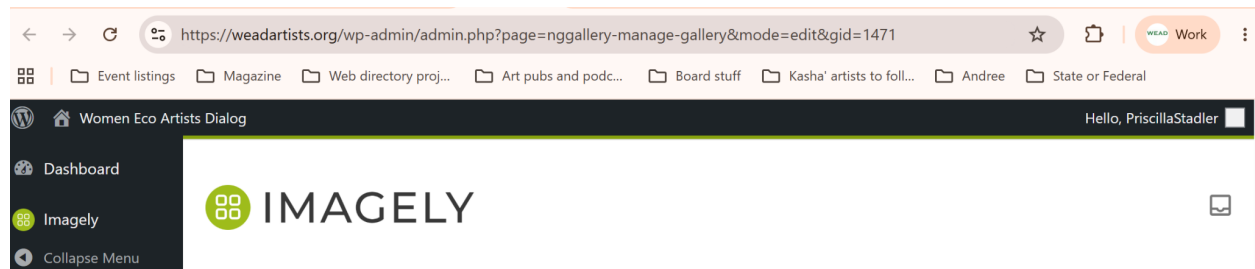
- Click “**Members**” in the top right corner.
- Click “**Login.**”
- Once logged in, select “**Artist Gallery**” in the same “**Members**” menu.



Step 2: On the ARTIST GALLERY page, go to the “Advanced Users” section, which is in the righthand column. Click “**Open the NextGen Gallery Editor.**”



Step 3: A new tab will open with the heading “IMAGELY.”



Step 4: Scroll down until you see a table listing your image names and captions. It might also show thumbnails of your uploaded work. The column headings are:

- Checkbox (which is not labeled, it is a box that you can click and a check appears)
- ID
- Thumbnail
- Filename, Alt & Title Text / Description
- Tags

Each uploaded image has its own row. The rows alternate between white and grey, so that you can clearly see which fields belong to which image.

Just above this table, you will see a section called “Bulk actions.”

Bulk actions

APPLY

SORT GALLERY

SAVE CHANGES

Images per page: 5015 items

ID	THUMBNAIL	FILENAME	ALT & TITLE TEXT / DESCRIPTION	TAGS
☐ 8562		Stadler.MI-video-thumbnail.jpg June 7, 2026 1280 x 800 pixels ☐ Exclude ?	Priscilla Stadler: Mussel Island, 2026 (runtime 2min, 25sec) Mussel Island, 2026 (video runtime 2:25). Co-editors: Priscilla Stadler and Rene Sing-Brooks.	
View Meta Edit thumb Rotate Delete				
☐ 8563		Stadler.ONCTheOracleOfNewtownCreek.jpg June 7, 2026 1500 x 1042 pixels ☐ Exclude ?	Stadler.ONCTheOracleOfNewtownCreek ONC[The Oracle of Newtown Creek]	
View Meta Edit thumb Rotate Delete				
☐ 8564		Stadler.learnshop-at-Queens-Landing_BOPNCA_.jpg June 7, 2026 1125 x 1500 pixels ☐ Exclude ?	Stadler.learnshop-at-Queens-Landing_BOPNCA_ Making Mussel Island Banner - Crafting the Creek Learnshop	
View Meta Edit thumb Rotate Delete				
☐ 8565		Stadler.dancers_at-Creek.jpg June 7, 2026 1500 x 1000 pixels ☐ Exclude ?	Stadler.dancers_at-Creek Collaboration with Chris Bisram: Mussels in Motion	
View Meta Edit thumb Rotate Delete				
☐ 8566		Stadler.install_wide_SS.DSC08849.jpg June 7, 2026	Stadler.install_wide_SS.DSC08849	

How to quickly delete EVERY image, title, and caption: If you would like to delete every image, title, and caption that you previously uploaded, click the check box next to ID in the header column.



The check boxes for all the images files will be activated. Then, go to “Bulk Actions” (above the table). Click the arrow and select “Delete Images.” Then hit the “Save Changes” button.

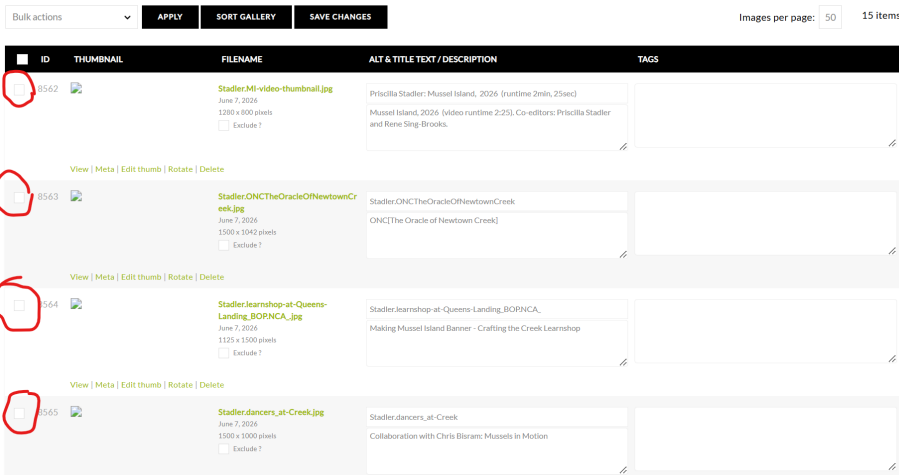
Bulk actions ▾ APPLY SORT GALLERY **SAVE CHANGES** Images per page: 50

Bulk actions

- Set watermark
- Create new thumbnails
- Resize images
- Recover from backup
- Delete images**
- Import metadata
- Rotate images clockwise
- Rotate images counter-clockwise
- Copy to...
- Move to...
- Add tags
- Delete tags
- Overwrite tags
- Remove EXIF Orientation

FILENAME	ALT & TITLE TEXT / DESCRIPTION	TAGS
Stadler.MI-video-thumbnail.jpg June 7, 2026 1280 x 800 pixels ☐ Exclude ?	Priscilla Stadler: Mussel Island, 2026 (runtime 2min, 25sec) Mussel Island, 2026 (video runtime 2:25). Co-editors: Priscilla Stadler and Rene Sing-Brooks.	
Stadler.ONCTheOracleOfNewtownCreek.jpg June 7, 2026 1500 x 1042 pixels ☐ Exclude ?	Stadler.ONCTheOracleOfNewtownCreek ONC[The Oracle of Newtown Creek]	
Stadler.learnshop-at-Queens-Landing_BORNCA.jpg June 7, 2026 1125 x 1500 pixels ☐ Exclude ?	Stadler.learnshop-at-Queens-Landing_BORNCA_ Making Mussel Island Banner - Crafting the Creek Learnshop	

How to delete INDIVIDUAL images, along with their title, and caption: If you would like to delete an individual image, along with its title, and caption, the process is similar to deleting all of the image, but the first step is different. Click the check box next in that image's row. Click the arrow and select "Delete Images." Then hit the "Save Changes" button.



How to edit images TITLES and CAPTIONS:

To edit any image titles or captions, look for the row of the image for which you want to change the title or caption. See where that row intersects with the "Alt & Title Text / Description". The top box in this area is for the title. The second box is for the caption. Make your changes, then scroll down to the bottom of the page and hit the "Save" button. In the caption, be sure to include title, materials, date, photo credit, description so that researchers, galleries, and museums can find and use your artwork effectively.

