

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>
Gallery Properties	Display settings – Listed	If you select this option all digital assets from all selected folders will be listed in one long vertical list.
	Display settings - Nested	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.
	Include settings – Asset Description	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.
	Include settings - Asset Icon	Select this option to include the asset icon beside the asset name. The icon identifies the type of asset file (PDF, Text, PowerPoint, etc.).
	Include settings - Asset Size	Select this option to include the asset size beside the asset name.
	Asset settings -Open in New Window	Select this option to force digital assets to open in a new window when the asset is selected in view mode.
Display Properties	Assets are listed vertically in a single column with the following options:	
	Ordering – Ascending by asset name	Select this option to display the assets in ascending alphabetical order. (A to Z)

Page Section	Field Name/Item	Description of usage
	Ordering – Descending by asset name	Select this option to display the assets in descending alphabetical order. (Z to A)
	Ordering – Ascending by modified date	Select this option to display the assets in ascending order by the last date they were modified.
	Ordering – Descending by modified date	Select this option to display the assets in descending order by the last date they were modified.
	Select Folders to Include in the Gallery	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.
Display Properties – Nested	These settings are shown if you selected Display settings – Nested 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:	
	Expand/ Collapse folder display	Select Enabled for users to be able to expand and collapse the display of asset folders/files. Select Disabled to display the list in expanded form with no option for collapsing it.
	Select Parent of folders to include in gallery	Select the highest-level folder you would like displayed on the gallery page. Assets in all folders below this level will also be displayed.
Introduction Text	n/a	Use the editor to add content that appears at the top of the gallery page, above the document list.
Conclusion Text	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.