



Manual

We do our best to provide easily understood documentation. When we miss that goal, it's our fault and not yours. If you don't understand this information, please let us know so we can clarify our instructions.

Features and options described in the [Manual](#) are subject to change or removal without notice.

Information in the Manual is updated frequently. Always access the online Manual for the most current information.

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Quick Start Guide

Even if you're the kind of person who likes to dive right in and start using new software, please take a moment to read our Quick Start Guide.

This information will save you time and help ensure that you have the best experience possible setting up your new website.

Other sections in the [Manual](#) provide extensive and important information. Please review the entire Manual if you'd like to take advantage of everything Good Gallery has to offer.

There are several ways to construct a website using Good Gallery. However, performing certain tasks consecutively can speed up the website creation process.

Follow these steps in the order indicated for best results:

1. [Upload Logo](#)
2. [Add Pages](#)
3. [Upload Images](#)
4. [Add Text](#)
5. [Modify Settings](#)

If setting up your own website sounds intimidating, we offer optional [Basic Configuration Services](#) and [Blog Migration Services](#) that help you launch your new website quickly.

Upload Logo

Logos help identify your brand. JPG and SVG file formats only. Other file formats aren't recommended.

Filenames should have .jpg and .svg extensions, cannot contain illegal characters or symbols, and must begin with a letter or number.

See the [Logos](#) section in the [Manual](#) for additional information about preparing logo graphics.

Follow these steps to add a logo to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Choose **Logos** from the menu.
3. Upload your logo using one of these methods:
 - a. Drag your logo file from a local computer folder into the upload box.
 - b. Or click **Drop Files Here or Click to Upload** and choose your logo file.
4. Don't leave the Upload tool until the word **done** appears next to the logo file.
5. Hover your cursor over the **Site** menu.
6. Under the *Your Settings* menu heading, choose **Logos**.
7. In the **Logo** setting:
 - a. Choose the Desktop logo.
 - b. Choose the Mobile logo.
8. In the **Hidden Watermark Logo** setting:
 - a. Choose the Desktop logo.

- b. Choose the Mobile logo.
9. Click the **Save Changes** button.

Add Pages

Pages collect and organize content.

Your original Good Gallery website includes several sample pages. You can delete sample pages. However, you keep the Contact page intact. The Contact page formatting and icons will be useful as you develop your new website.

There are ten [Page Types](#) available in Good Gallery. The two most common Page Types are [Text Pages](#) and [Gallery Pages](#).

Text Pages primarily display textual content. Gallery Pages share collections of images.

After adding pages to your new website, change menu positions of pages using [Organize Menu](#).

Add Text Pages

For a faster website setup, don't add Content to Text Pages until all your pages are created.

Follow these steps to add Text Pages to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Hover your cursor over the **Add New Page** submenu.
4. Choose **Text Page** from the menu.

5. Configure all settings.
6. Click the **Save Changes** button.

Add Gallery Pages

For a faster website setup, don't upload images to Folders until all your pages are created.

Follow these steps to add [Gallery Pages](#) to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Hover your cursor over the **Add New Page** submenu.
4. Choose **Gallery Page** from the menu.
5. Configure all settings.
6. Click the **Save Changes** button.

Organize Menu

Follow these steps to change the website menu page order:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Menu Order* menu heading, choose **Organize Menu**.
4. Hover your cursor over the page you want to move.
5. Click on the page and drag it to a new position.
6. Release your mouse button.

7. Click the **Save Changes** button.

Upload Images

[Gallery Pages](#) display images stored in folders. [Folders](#) are used to manage groups of images.

When you add Gallery Pages to your website, matching Folders are also created.

See the [Images](#) section in the [Manual](#) for additional information. Reviewing those recommendations prior to uploading images is recommended.

Follow these steps to upload images to Folders:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folders* menu heading, choose the appropriate folder.
4. Click the **Upload Images** button.
5. Upload images using one of these methods:
 - a. Drag & Drop
 - i. Open a local folder using File Explorer (PC) or Finder (Mac).
 - ii. Select the appropriate images from a local computer folder.
 - iii. Click and drag the selected images to the boxed area on the Good Gallery Upload page.
 - iv. Release the mouse button.
 - b. Select Images
 - i. Click the **Drop Files Here or Click to Upload** text.
 - ii. Select the appropriate images from a local computer folder.

- iii. Click the **Open** button.
6. Don't leave the Upload tool until the word **done** appears next every image.

Add Text

Text is added to pages in the [Content](#) area using the [Text Editor](#) in [Page Settings](#).

For best results, prepare your content using a third-party editor like MS Word. Once your content is ready, copy unformatted text from your third-party editor to the Good Gallery Text Editor.

Don't use the Text Editor toolbar functions to make text global formatting changes. For best results, use [Typography](#) settings to style all text.

For detailed information about managing website text, see the [Text Editor](#) section of the [Manual](#).

Follow these steps to add text to a page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Add text to the **Content** area using the [Text Editor](#)
5. Click the **Save Changes** button.

Modify Settings

Change your Settings to modify the appearance and behavior of your website.

For best results, modify Settings after all logos, images, and text have been added to your website. It's easier to understand how settings affect your website when all your content is available.

To configure important settings, use the [Quick Setup Wizard](#).

To change the general appearance and behavior of your website, use [Templates](#).

For detailed information about how to make other changes to the appearance or behavior of your website, view the [Your Settings](#) section of the [Manual](#).

Quick Setup Wizard

[Wizards](#) group important settings into easily managed collections.

Follow these steps to use the Quick Setup wizard:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Wizards* menu heading, choose **Quick Setup**.
4. Configure all settings.
5. Click the **Save Changes** button.

Templates

[Templates](#) help you change dozens or even hundreds of settings simultaneously.

[Site Templates](#) affect your entire website. Other templates target key areas like [Color Scheme](#), [Control Bar](#), [Gallery Pages](#), [Menu](#), [Thumbnails](#), [Typography](#), and [Visual Menu Pages](#).

Follow these steps to use the Templates tool:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose the appropriate template.
4. Click the **Preview** button to view how the changes will affect your website.
5. Click the **Apply** button to implement the changes on your website.

Optional Services

If setting up your own website sounds intimidating, we offer an optional service that helps you launch your new website. This service saves you time and effort in the site creation process.

Basic Configuration

We offer an optional [Basic Configuration Service](#) that can help time-strapped artists who need help building a website.

Simply provide us with your logo, images, and text and we'll have your entire website ready to launch within just a few days. If that sounds good to you, here are more details about our [Basic Configuration Service](#).

If you'd like to add this optional service, send your request to info@goodgallery.com. We'll reply with additional information and an electronic invoice.

Go Live

Website hosting, domain management, and email hosting are three services critical to your online business. Good Gallery will provide your website hosting services. Your domain management and email hosting will be provided by other companies.

Your domain name management is provided by your domain registrar. Your domain registrar publishes address information that forwards website traffic to your website hosting provider. Your registrar also publishes information that forwards domain email to your email host. Good Gallery is not a domain registrar.

To launch your new Good Gallery website, you must change your domain settings. Those changes are made using administrative tools provided by your domain registrar.

You don't need to contact your old website hosting company when you're ready to switch to Good Gallery. You only need to change your domain settings.

Do This First

Before changing your registrar settings, you must first complete several important tasks.

Move Content

If your old website includes text that was helping you rank well on search engines for competitive keyword phrases, move that text to similar pages on your new website.

If you store documents like PDFs, word documents, and slideshows on your old website, move that content to your Good Gallery website or to other online hosts.

See the [Storage](#) section in the [Manual](#) for additional information and alternative storage recommendations.

Move Your Blog

If you have a [WordPress blog](#) attached to your old website, move your old blog content to Good Gallery servers.

After you point your domain name to Good Gallery servers, you may not be able to easily access your old WordPress information.

See the [WordPress Blogs](#) section in the [Manual](#) for additional information.

Create 301 Redirects

[301 Redirects](#) notify browsers and search engines that a page on your website has moved to a new location. 301 Redirects serve as a permanent forwarding address for old URLs.

When you build a new website, your page URLs change. If your old website was performing well for competitive search terms or if you have inbound links or bookmarks pointing to subpages, you may want to create 301 Redirects.

See the [301 Redirects](#) section in the [Manual](#) for additional information.

Confirm Domain

When you signed up for Good Gallery, we asked you to provide your domain name. If you didn't provide us with your domain name or if you have changed your domain name preference, contact us at info@goodgallery.com and include your updated domain information.

Make the Switch

You can make changes to your domain settings using the online domain management tools provided by your registrar.

Alternatively, you can contact the technical support department at the company where your domain is registered and ask their support personnel to help you adjust your domain settings.

Domain settings are controlled by your domain registrar's tools and their support personnel are your primary point of contact if you need assistance. For best results, provide your domain registrar's support personnel with our step-by-step instructions.

If you have forgotten the name of your domain registrar, use [easyWHOIS](#) to locate that information.

Follow these steps to change your domain registrar settings:

1. Use [MX Lookup](#) to view your current mail server settings (MX Record).
2. Take a **screen capture** of your mail server settings and save this information.
3. **Sign In** to your domain registrar's administrative tools.

4. Locate the management tools used to modify your domain's **DNS Settings**.
5. Change your domain's nameserver settings and point them to your domain registrar's **default nameservers**.
6. Change the IP Address for your domain to **54.201.219.7**. Enter this information in the @ section of your A record.
7. Review your MX Record settings. If required, modify those settings to match the information you saved in **Step #1**.
8. Save the changes to your domain.

After the Switch

After you have followed the instructions detailed under [Make the Switch](#), there are several tasks and tests that follow.

Wait for Changes

It can take a few minutes or a few hours domain changes to take effect. In extreme cases, it can take up to 48 hours for domain changes to propagate across the Internet.

If your new website doesn't resolve on your preferred domain after 48 hours, Contact your domain registrar support team for additional assistance.

Although these changes may take time, if your domain changes were handled correctly, both your email and your old website should remain active during this transition period.

Website Not Found

If you didn't provide us with your domain name when you signed up for Good Gallery or if you've changed your preferred domain name, you may see this message:

Not Found. HTTP Error 404. The requested resource isn't found.

If you see this message, send an email to info@goodgallery.com and provide us with your updated domain information. We will then add that information to our server hostnames file.

If you receive any other error message or if your website doesn't resolve, then it's likely that your domain registrar settings were incorrectly configured. Contact your domain registrar support team and they will help you correct the problem.

Domain Issues

If both your naked domain **and** your www subdomain aren't properly configured, then your website may not resolve. A naked domain is a domain URL without the www prefix. For example, "example.com" is your naked domain and "www.example.com" is your www subdomain.

Here's the primary message that's often displayed:

www.example.com's server IP address could not be found.

When you change your domain settings, some domain registrars don't configure both naked and www subdomains simultaneously. For those domain registrars, when you change your "example.com" settings, your "www.example.com" settings aren't also changed.

To test for this issue, use the UltraTools DNS Lookup Tool. Enter both your naked domain and your www domain into the tool.

If DNS information is missing from your www DNS **or** your naked DNS, then you need to contact your domain registrar's support personnel or review their support documentation so you can add our IP address information to both your naked domain and your www subdomain.

HTTPS / SSL

Once your domain registrar settings are properly configured and your website is live, a free SSL certificate is automatically installed on your public Good Gallery website.

Our systems check for unsecured domains four times daily at 00:00, 06:00, 12:00 and 18:00 PST (GMT -07:00). If a live website connected to an unsecure domain is discovered, an SSL certificate is automatically installed for that domain.

Until your certificate is issued, your website will only resolve using the HTTP protocol.

<http://www.example.com>

After the certificate is issued, your website will resolve with the HTTPS protocol or HTTP protocol.

<http://www.example.com> **OR** <https://www.example.com>

If more than 24 hours has passed and your website doesn't yet resolve using HTTPS protocol, contact the Good Gallery support team at info@goodgallery.com.

SSL certificates are automatically renewed every sixty days. That can result in an outage of 1 or 2 minutes while your old certificate is removed and your new certificate is added.

See the [Authentication & Encryption](#) section in the [Manual](#) for additional information about [HTTPS](#).

Testing Recommendations

After you launch your website, make sure that everything functions properly.

Your Email

Ensure that your email is working properly. Send a test email message to yourself. Also ask a friend to send you a test message.

If your MX Records aren't correct, you may not receive email at your domain email addresses. Refer to Step #1 and Step #7 of [Make the Switch](#) to correct the email settings associated with your domain.

Contact your domain registrar's support personnel or review their support documentation for further assistance.

301 Redirects

Test your [301 Redirects](#) by entering an old URL in your browser address bar. If the redirects are working correctly, then your new website URL is displayed. If your new website URL isn't displayed, then your 301 Redirects are incorrectly configured.

See the [301 Redirects](#) section in the [Manual](#) for additional information.

Forms

If you have included forms on your website, submit test information via every form to ensure that each form is working properly. See the [Forms](#) section of the [Manual](#) for additional information.

Every Page

Visit every page of your website using both desktop and mobile browsers. Review your content on both platforms.

Click on every link and read all your text content. This final review may uncover issues with your user experience, content, or menus that could impact conversions.

Username & Passwords

Your username is your email address. Every account must include a unique username.

Multiple usernames cannot be associated with a single account. If you allow other people account access, you must share your username and password with that person.

You cannot change your account username without assistance. To change your username / email address, please contact your Good Gallery support team.

Domains

A domain name identifies your website on the Internet.

Temporary URL

When you signed up for Good Gallery, you chose a custom name that serves as your temporary “getting started” address as you build your new website.

[example.goodgallery.com](#)

This temporary address provides private access to your new website. This address is hidden from search engines. And, unless you share your temporary address with someone, that temporary address is unavailable to the public.

After you [Go Live](#), you can access your website using your temporary address (example above) **or** your own domain (example below).

[www.example.com](#)

Your temporary address is never disabled. We’re unable to change the Temporary URL you selected.

Administrator Account

When your Good Gallery account is created, you're sent an email that includes your administrator account URL. That path for your administrator access login screen includes your base [Temporary URL](#).

example.goodgallery.com/admin

Once your website is live on your own domain, you can access your administrator account login screen with your Temporary URL (example above) **or** your own domain URL (example below). Both URLs work the same way.

www.example.com/admin

Multiple Domains

If you'd like to point multiple domains to your website, each additional domain should be manually forwarded to your primary domain by your domain registrar.

In other words, only your primary domain should be pointing to our web servers. All additional domains should be forwarded to your primary domain.

To manually forward any additional domains, use the domain forwarding tools and settings provided by your domain registrar.

For more information about setting up manual forwarding for additional domains, please contact your domain registrar or refer to their help documentation.

This domain forwarding method is preferred by search engines.

Good Gallery's standard hosting doesn't include support for multiple domains pointing to a single website.

Change Domain Name

If you're changing your primary domain to a different domain and you want to use that new domain on your Good Gallery website, then our support team will need to add your new domain to our hostnames file. ###

Follow these instructions to change your domain name:

1. **Sign In** to your domain registrar's administrative tools.
2. Locate the management tools used to modify your new domain's **DNS Settings**.
3. Change your new domain's nameserver settings and point them to your domain registrar's **default nameservers**.
4. Change the IP Address for your domain to **54.201.219.7**. Enter this information in the @ section of your A record.
5. Save the changes to your domain.
6. Send your new domain information to info@goodgallery.com and ask us to switch your website to the new domain.
7. We will make the appropriate changes so your new domain will point to your Good Gallery website. Your old domain will no longer resolve to your Good Gallery website.
8. **Sign In** to your domain registrar's administrative tools.
9. Activate **Domain Forwarding** for your old domain and point it to your new website URL (e.g., <https://www.example.com>).

10. **Sign In** to your Good Gallery administrator account.
11. Hover your cursor over the **Site** menu.
12. Under the *Your Settings* menu heading, choose **Site Options**.
13. In the **Domain Name** setting:
14. Enter your new domain in the Desktop text area.
15. Enter your new domain in the Mobile text area.
16. Click the **Save Changes** button.

Change Domain Registrar

If you'd like to transfer your domain to a new domain registrar, we recommend [GoDaddy](#) for domain registrar services.

Go Daddy offers easy-to-use back-end tools for domain name management. They also offer great phone support when you need extra assistance.

GoDaddy provides online instructions on how to transfer your domain. Alternatively, you can transfer your domain to any other domain registrar instead of Go Daddy.

When you transfer your domain to a new registrar, you should add DNS Hosting to your service if that option is presented. This choice indicates that your old domain configuration settings should transfer automatically when you move your domain to your new registrar. When you make this choice, your website will continue operating without pause during the transfer.

For additional information on changing your domain registrar, please contact your new domain registrar or follow their online instructions.

Here are the instructions provided by GoDaddy:

<https://www.godaddy.com/help/transfer-my-domain-to-godaddy-1592>

View

The View option displays your website home page in a new browser window.

Follow these steps to display your website in a new browser window:

1. **Sign In** to your Good Gallery administrator account.
2. Choose **View** from the menu.

Site

Site settings control the appearance and behavior of your website. Thousands of settings are available.

If you can't locate a setting, use the [Search All Settings](#) tool or send an email to info@goodgallery.com requesting assistance.

Your Settings

Similar settings are grouped by category under the Site menu. Within each category, settings are listed. Setting descriptions are displayed with every setting.

Some settings offer separate options for desktop visitors (Desktop) and tablet or phone visitors (Mobile). This functionality allows for device-specific customizations.

Settings categories include [Site Options](#), [Auto-hide](#), [Close Buttons](#), [Control Bar Buttons](#), [Mobile Buttons](#), [Social Network Buttons](#), [Control Bar](#), [Forms](#), [Gallery Page Arrows](#), [Gallery Pages](#), [Header/ Footer](#), [Image Pages](#), [Loading Animation](#), [Logos](#), [Menu](#), [Menu Arrows](#), [Text Areas](#), [Thumbnail Info](#), [Thumbnails](#), [Typography](#), [Visual Menu Page](#), and [Watermarks](#).

Site Options

Site Options settings manage general settings that affect the appearance and behavior of your entire website.

Follow these steps to access Site Options settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Site Options**.
-

Auto-hide

Auto-hide settings hide buttons and information when a visitor's cursor is stationary. When the cursor moves again, buttons and information are displayed once more.

Removing visual distractions helps visitors focus on images and content.

Follow these steps to access Auto-hide settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Auto-hide**.
-

Buttons

Buttons settings control the appearance of [Close Buttons](#), [Control Bar Buttons](#), [Mobile Buttons](#), or [Social Network Buttons](#).

Follow these steps to access Buttons settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Buttons** submenu.

4. Choose [Close Buttons](#), [Control Bar Buttons](#), [Mobile Buttons](#), or [Social Network Buttons](#).

Close Buttons

Close Buttons settings manage the appearance of Close buttons. Close buttons appear alongside [Image Info](#), [Gallery Info](#), and images presented in the [Zoom](#) view.

Follow these steps to access Close button settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Buttons** submenu.
4. Choose **Close Buttons**.

Control Bar Buttons

Control Bar Buttons settings manage the appearance of Control Bar buttons. The [Control Bar](#) is a group of icons displayed alongside single [Gallery Page](#) images.

Follow these steps to access Control Bar button settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Buttons** submenu.
4. Choose **Control Bar Buttons**.

Mobile Buttons

Mobile Buttons settings manage the appearance of buttons on mobile devices.

Follow these steps to access Mobile button settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Buttons** submenu.
4. Choose **Mobile Buttons**.

Social Network Buttons

Social Network Buttons settings manage the appearance of Social Network buttons. Social Network buttons are presented in the menu. Options include 500px, Facebook, Flickr, Instagram, LinkedIn, Pinterest, Tumblr, Twitter, Vimeo, and YouTube.

Follow these steps to access Social Network button settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Buttons** submenu.
4. Choose **Social Network Buttons**.

Control Bar

Control Bar settings manage Control Bar behavior. The Control Bar is a group of icons displayed alongside single [Gallery Page](#) images.

Visitors use the control bar to activate display and sharing tools for gallery images. Control Bar buttons allow visitors to share gallery images on social media, display the gallery images as [Thumbnails](#), activate the [Zoom](#) feature, start and stop [Slideshows](#), viewing [Image Info](#), and view [Gallery Info](#).

The control bar also includes several administrator tools like Google Image Search and [Image Settings](#). Administrator tools are only visible to logged-in administrators.

Follow these steps to access Control Bar settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Control Bar**.

Thumbnails

Click the Thumbnails button on the [Control Bar](#) to display thumbnail images.

Thumbnails are small images that represent large images. Thumbnails are displayed in groups allowing visitors to view multiple images simultaneously. Additional information is displayed when a thumbnail is selected.

Follow these steps to change Thumbnails button visibility options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Control Bar**.
4. Change the **Show "Thumbnails" Control Bar Button** option.

5. Click the **Save** button.

Zoom

Click the Zoom button on the [Control Bar](#) to display an enlarged view of the selected image.

Available on both desktop and mobile browsers, this Control Bar feature allows visitors to closely examine image details.

Follow these steps to change Zoom button visibility options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Control Bar**.
4. Change the **Show "Zoom" Control Bar Button** option.
5. Click the **Save** button.

Play Slideshow

Click the Slideshow button on the [Control Bar](#) to present images in a series that advance automatically.

Visitors can interrupt slideshows by clicking on any rotating image. Visitors can then navigate through the images at their own speed.

Follow these steps to change Play Slideshow button visibility options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Control Bar**.
4. Change the **Show "Play Slideshow" Control Bar Button** option.
5. Click the **Save** button.

Gallery Info

Click the Gallery Info button on the [Control Bar](#) to display information associated with the Gallery Page. Gallery Info is also displayed alongside Gallery Page Thumbnails.

Gallery Info is Gallery Page content entered in Content (Above) and Content (Below) areas in [Page Settings](#) using the [Text Editor](#).

Follow these steps to change Gallery Info button visibility options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Control Bar**.
4. Change the **Show "Gallery Info" Control Bar Button** option.
5. Click the **Save** button.

Image Info

Click the Image Info button on the [Control Bar](#) to display information associated with the Image.

Image Info is information entered in the Content area in [Image Settings](#) using the [Text Editor](#).

Follow these steps to change Image Info button visibility options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Control Bar**.
4. Change the **Show "Image Info" Control Bar Button** option.
5. Click the **Save** button.

Forms

Forms settings manage the appearance of form elements including text labels, error messages, and buttons. Form content and behavior is managed with [Form Settings](#). See the [Forms](#) section of the [Manual](#) for additional information.

Forms gather information from visitors.

Follow these steps to access Forms settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Forms**.
-

Gallery Page Arrows

Gallery Page Arrows settings manage the behavior and appearance of navigational arrows that appear alongside [Gallery Page](#) images.

Gallery Page Arrows encourage clicks to visit the next or previous image.

Follow these steps to access Gallery Page Arrows settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Gallery Page Arrows**.

Gallery Pages

Gallery Pages settings manage the behavior and appearance of images that appear in [Gallery Pages](#). These settings are applied across all Gallery Pages.

Gallery Pages display images stored in [Folders](#). Folders organize collections of images.

Follow these steps to access Gallery Pages settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Gallery Pages**.
-

Header / Footer

Header / Footer settings manage sticky content presented at the top or bottom of browser viewports across your entire website. This content is always visible.

Don't use this feature to embed HTML and JavaScript. Use the **HEAD Info** setting instead.

Don't use this feature to add Google Analytics information. Use the **Google Analytics Tracking ID** setting located in [Site Options](#) instead.

Don't use this feature to add contact information to the bottom of every page. Use the **Text Area Footer Info** setting located in [Text Areas](#) instead.

Follow these steps to access Header / Footer settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Header / Footer**.

Image Pages

Image Pages settings manage the formatting and visibility of content displayed alongside images. Image Pages are accessed when viewing full-size images from [Gallery Pages](#).

Image Pages refer to the image itself and any textual information associated with each image including [Content](#), [Location](#), [Tags](#), and Exif.

Follow these steps to access Image Pages settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Image Pages**.
-

Loading Animation

Loading Animation settings control the color, size, shape, border, and padding of animations that appear as download placeholders over images and thumbnails.

Loading animations entertain visitors while website content is downloaded. These graphics are also known as loaders, preloaders, and animated progress indicators.

Follow these steps to access Loading Animation settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Loading Animation**.

Logos

Logos settings assign uploaded logos, favicons, and hidden logo watermarks to your website. They also control logo characteristics like height, width, position, alignment, margins, and padding.

[Logos](#) and [Favicons](#) are symbols that identify your brand.

Follow these steps to access Logos settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Logos**.
-

Menu

Menu Settings control the position, margins, padding, alignment, color, borders, timings, and behavior of your website menu.

Menus are link lists that serve as your website navigation.

Follow these steps to access Menu settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Menu**.

Menu Arrows

Menu Arrows settings manage the behavior and appearance of navigational arrows that appear alongside [Menu Options](#).

Menu Arrows indicate when a subpage exists under a Menu Option.

Follow these steps to access Menu Arrows settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Menu Arrows**.
-

Text Area Elements

Text Area Elements settings control the appearance of Calls to Action, FAQs, and Feature Boxes.

Follow these steps to access Text Area Elements settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Text Area Elements** submenu.
4. Choose Calls to Action, FAQs, and Feature Boxes.

Call to Action

Calls to Action settings manage the appearance of Call to Action areas.

A call to action encourages visitor behavior. These prominent instructions provide compelling encouragement and direct visitors to desired next steps.

See the [Call to Action section](#) in the [Manual](#) for additional information about creating and managing calls to action.

Follow these steps to access Call to Action settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Text Area Elements** submenu.
4. Choose **Calls to Action**.

FAQs

FAQs settings manage the appearance of FAQ areas.

See the Insert FAQ section in the [Manual](#) for additional information about creating and managing calls to action.

Follow these steps to access FAQs settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Text Area Elements** submenu.
4. Choose **FAQs**.

Feature Boxes

Feature Boxes settings manage the appearance of Feature Box areas.

See the Feature Boxes section in the [Manual](#) for additional information about creating and managing calls to action.

Follow these steps to access Feature Boxes settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, hover your cursor over the **Text Area Elements** submenu.
4. Choose **Feature Boxes**.

Text Areas

Text Areas settings manage the behavior and appearance of text area attributes.

Text Areas refer to Content area information in [Page Settings](#), [Image Settings](#), and [Tag Settings](#). Content is added using the [Text Editor](#).

Follow these steps to access Text Areas settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Text Areas**.

Thumbnail Info

Thumbnail Info settings manage the behavior and appearance of text information that appears below individual thumbnails.

Thumbnail Info refers to the card-style presentation of thumbnail images on [Gallery Pages](#).

Thumbnails are small images that represent large images. Thumbnails are displayed in groups allowing visitors to view multiple images simultaneously. Additional information is displayed when a thumbnail is selected.

Follow these steps to access Thumbnail Info settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Thumbnail Info**.

Thumbnails

Thumbnails settings manage the behavior and appearance of thumbnail images on [Gallery Pages](#).

Thumbnails are small images that represent large images. Thumbnails are displayed in groups allowing visitors to view multiple images simultaneously. These Thumbnails are typically displayed in a masonry or grid pattern.

Additional information about each image is displayed when a thumbnail is selected.

When the thumbnail aspect ratio is set to **1:1 (square)**, center of each image area is presented by default. The selected image area can be modified using the [Square Area](#) tool.

Thumbnail appearance can also be easily modified using the [Thumbnail Templates](#), [Thumbnail Border Templates](#), and [Thumbnail Padding Templates](#).

Follow these steps to access Thumbnails settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.

3. Under the *Your Settings* menu heading, choose **Thumbnails**.
-

Typography

Typography settings manage the behavior and appearance of text in all content areas.

Typography is the visual component of the written word. Good typography helps make text legible, readable, and appealing. The typeface is managed by changing font size, letter spacing, font color, capitalization, and other attributes.

View available typefaces in [Typeface Previews](#).

Follow these steps to access Typography settings:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Your Settings* menu heading, choose **Typography**.
-

Visual Menu Page

Visual Menu Page settings manage the behavior and appearance headings, labels, text, and thumbnails on [Visual Menu Pages](#).

Visual Menu Pages display a thumbnail menu system offering customizable row and column layouts.

Follow these steps to access Visual Menu Page settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.

3. Under the *Your Settings* menu heading, choose **Visual Menu Page**.

Watermarks

Manage text watermarks and hidden logo watermarks on gallery images.

See the Watermarks section in the [Manual](#) for additional information.

Follow these steps to access Watermarks settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Watermarks**.

Templates

Templates help you quickly change dozens or even hundreds of settings simultaneously.

[Site Templates](#) affect your entire website. Other templates target key areas like [Color Scheme](#), [Control Bar](#), [Gallery Pages](#), [Menu](#), [Thumbnails](#), [Typography](#), and [Visual Menu Pages](#).

Before applying any Templates changes, click the **Save Settings** button to backup your current settings. With your current settings saved, you can return to previous settings.

Follow these steps to access all Templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose the appropriate template.

Personal

Personal templates are created when your current settings are saved. Every option selection for every setting is stored in each Personal template.

To backup your current settings, click the **Save Settings** button. To return to previous settings, click the **Apply** button next to any saved template.

This template group is not available until a backup set is created.

Follow these steps to access Personal templates:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Templates* menu heading, choose **Personal**.
-

Site

Site templates simultaneously control groups of settings that affect the appearance and functionality of your entire website. Every option selection for every setting is modified by Site templates.

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Site templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Site**.

Color Scheme

Color Scheme templates control settings that affect website color schemes. Only color-related options are modified with Color Scheme templates.

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Color Scheme templates:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Templates* menu heading, choose **Color Scheme**.
-

Control Bar

Control Bar templates control settings that affect your control bar position and available buttons.

The [Control Bar](#) is a group of icons displayed alongside single [Gallery Page](#) images. Only control-bar-related options are modified with Control Bar templates.

Visitors use the control bar to activate display and sharing tools for gallery images. Control bar buttons allow visitors to share Gallery Page images on social media, display the Gallery Page images as thumbnails, activate the [Zoom](#) feature, start and stop [Slideshows](#), viewing [Image Info](#), and view [Gallery Info](#).

Only options controlling the appearance of the Control Bar are modified with Control Bar templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Control Bar templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Control Bar**.

Gallery Page

Gallery Page templates control settings that affect Gallery Pages and Gallery Page images. [Gallery Pages](#) display images stored in [Folders](#).

Folders organize collections of gallery page images.

Only options controlling the appearance of image display details are modified with Gallery Page templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Gallery Page templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Gallery Page**.

Menu

Menu templates control settings that affect your menu and logo position. Menus are link lists that serve as your website navigation.

Only options controlling the appearance of logos and menus are modified with Menu templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Menu templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Menu**.

Thumbnail Borders

Thumbnail Borders templates control settings that affect the borders around thumbnail images.

Only options controlling the borders of [Gallery Page](#) thumbnails are modified with Thumbnail Borders templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Thumbnail Borders templates:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Thumbnail Borders**.

Thumbnail Padding

Thumbnail Padding templates control settings that affect the amount of space around thumbnail images.

Only options controlling the padding of [Gallery Page](#) thumbnails are modified with Thumbnail Borders templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Thumbnail Padding templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Thumbnail Padding**.

Thumbnails

Thumbnails templates control settings that affect thumbnail image grids.

Thumbnails are small images that represent large images. Thumbnails are displayed in groups allowing visitors to view multiple images simultaneously. Additional information is displayed when a thumbnail is selected.

Only options controlling the row and column appearance of [Gallery Page](#) thumbnails are modified with Thumbnail templates. Other Templates modify

other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Thumbnails templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Thumbnails**.

Typography

Typography templates control the visual components of the written word.

Typography is the visual component of the written word. Good typography helps make text legible, readable, and appealing. Text is managed by changing typeface size and spacing attributes.

Only options controlling the typeface and the font size for body text, menus, and headings are modified with Typography templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Typography templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Typography**.

Visual Menu Pages

Visual Menu Page templates control settings that affect thumbnail images, labels, and taglines on visual menu pages.

[Visual Menu Pages](#) display a thumbnail menu system offering customizable row and column layouts.

Only options controlling the appearance of Visual Menu Pages are modified with Visual Menu Page templates. Other Templates modify other display attributes. You can also control the appearance of individual website elements with [Your Settings](#).

Click the **Preview** button to see how each settings template will affect your site. When you're ready to select a template, click the **Apply** button.

Follow these steps to access Visual Menu Pages templates:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Templates* menu heading, choose **Visual Menu Pages**.

Wizards

Wizards group important settings into easily managed collections.

Follow these steps to access Wizards:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Wizards* menu heading, choose **xxx**.

Quick Setup

Review and manage important settings when you begin configuring your Good Gallery website. These settings selections should be reviewed by every Good Gallery customer.

Before you use this [Wizard](#), upload your Logo and Favicon.

Follow these steps to access the Quick Setup wizard:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Site** menu.
 3. Under the *Wizards* menu heading, choose **Quick Setup**.
-

Color Scheme

Change these options to create a custom color website scheme. This [Wizard](#) assembles the most popular global color settings.

This Wizard works best when **default** color values in settings options have not been changed. For even faster color-change results, use the [Color Scheme Templates](#).

Follow these steps to access the Color Scheme wizard:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Wizards* menu heading, choose **Color Scheme**.

Search All Settings

The Search All Settings tool helps you locate hard-to-find settings.

For best results, limit the number of words used and avoid common words. If your search doesn't yield expected results, check your spelling or try keyword synonyms.

Refine searches with the [Search These Fields](#) filter or the [Matching](#) filter.

Follow these steps to search settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Search* menu heading, choose **Search All Settings**.
4. Type your search values in the **Search Terms** field.
5. Click the **Search** button.

Search These Fields

The Search These Fields option within the [Search All Settings](#) tool defines filters and search constraints. Search within [Titles](#), [Descriptions](#), [Values](#), or select two or more options using the segmented control.

Titles

When searching Titles, the search tool only considers text in the setting name.

Descriptions

When searching Descriptions, the search tool only considers text in the setting description.

Values

When searching Values, the search tool only considers text, numbers, or hex color values currently selected in settings options.

Matching

The Matching filter within the [Search All Settings](#) tool indicates how search terms should be considered during searches.

Broad Match

With Broad Match selected, search results are displayed with partial matches. For example, when searching for the word “form,” settings returned could include the word "form," "forms," “formulation,” or “perform.”

Similarly, when searching for multiple words like “form font,” then any settings that include both words in any order in singular or plural form or that feature partial word matches are displayed.

Exact Match

With Exact Match selected, the exact words in the exact order must match. For example, when searching for the two words "form font," then only settings that include those two exact words in that exact order are displayed.

Therefore, a setting using the words "form fonts" wouldn't be returned since the word "fonts" is a plural version of "font" and isn't an exact match. Similarly, a search for "font form" would not show results if the words are in reverse order or if they're separated by other words (e.g. "form font" or "font contact form").

Pages

Pages collect and organize content. Page behavior and content is managed with [Page Settings](#).

Your Pages

Manage the [Page Settings](#) for all pages.

Follow these steps to manage Page Settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.

Save Changes

Save all changes. This button is only active after [Page Settings](#) change.

Follow these steps to save your changes in Page Settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Modify the appropriate [Page Settings](#) information.
5. Click the **Save Changes** button.

Delete Page

Permanently delete the page

Follow these steps to delete a page from your website permanently:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Your Pages* menu heading, choose the appropriate page.
 4. Click the **Delete Page** button.
 5. Click the **OK** button.
-

Duplicate Page

Create a copy of the current page. This option is only available for [Text Pages](#).

Follow these steps to create a duplicate page on your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Duplicate Page** button.
5. Modify the appropriate [Page Settings](#) information.
6. Click the **Save Changes** button.

Organize Menu

Change the order of website menu options.

Additional information about this feature is available in [Organize Menu](#) section of the [Manual](#).

Follow these steps to sort or organize pages in your website menu:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Menu Order* menu heading, choose **Organize Menu**.
 4. Hover your cursor over the page you want to move.
 5. Click on the page and drag it to a new position.
 6. Release your mouse button.
 7. Click the **Save Changes** button.
-

View Page

Display the current page in a new browser window. Only saved changes are displayed.

Follow these steps to view the current page from [Page Settings](#).

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **View Page** button.

View Site

Display your website home page in a new browser window. Only saved changes are displayed.

Follow these steps to view the website home page from [Page Settings](#).

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Your Pages* menu heading, choose the appropriate page.
 4. Click the **View Site** button.
-

Page Settings

Page Settings manage page characteristics using dynamic options. Options available for pages are based on the [Page Type](#) selected.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Complete all required fields.
5. Click the **Save Changes** button.

Page Type

Page Types indicate page behavior. Each Page Type offers different options and capabilities. There are ten Page Types available in Good Gallery.

Available Page Types include [Gallery Page](#), [Menu: Blank Space](#), [Menu: Email Address](#), [Menu: URL Link](#), [Menu: Subpage Parent](#), [Menu: Plain Text or HTML](#), [Menu: Social Networks](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

The Page Type setting is available in [Page Settings](#) for all Page Types.

Gallery Page

Gallery Pages display images stored in [Folders](#). Folders organize collections of images.

The Image Folder field indicates which image folder should be displayed. The default option **Add New Folder** indicates that a new image folder should be created.

Select an existing folder from the Image Folder drop-down list in [Page Settings](#) to display an existing image collection. Otherwise, retain the default **Add New Folder** option and a new image folder will be created when the page is saved.

Follow these steps to add a Gallery Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Gallery Page**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Blank Space

Menu: Blank Space pages insert spaces between menu options. Blank Space dimensions match other [Menu Option](#) dimensions.

The Blank Space doesn't appear in mobile device menus.

There are no [Page Settings](#) options for this [Page Type](#). Click **Save Changes** to add a blank space in the menu.

Follow these steps to add a Blank Space page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Blank Space**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Email Address

Menu: Email Address pages insert an email address in the menu. To help prevent robot email harvesting, the email address source code is obfuscated.

When visitors click the email address menu option, visitors are presented with a new email message window if their link handler settings are correctly configured.

The Email Address page doesn't appear in mobile device menus.

Follow these steps to add an Email Address page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Email Address**.
4. Complete all required fields.
5. Click the **Save Changes** button.

URL Link

Menu: URL Link pages connect menu options to internal pages or external websites like blogs and proofing systems.

Use absolute URLs for external websites and relative URLs for internal pages.

External absolute URLs include the domain and the protocol.

<https://www.example.com/about/faq>

Relative paths to internal pages omit the domain and the protocol in the website path. Instead, a relative URL begins with a forward slash and includes the entire path after the domain.

</about/faq>

Follow these steps to add a URL Link page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: URL Link**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Subpage Parent

Menu: Subpage Parent pages are the recommended top-level container for organizing subpages (aka sub-pages, submenus, or sub-menus).

Avoid using other [Page Types](#) for subpage containers. Any other Page Type used as a subpage container won't be accessible on mobile devices.

Menu: Subpage Parent pages help your [SEO](#) with innovative features encouraging crawling and indexing for subpages under the Subpage Parent.

Follow these steps to add a Subpage Parent pages:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Subpage Parent**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Follow these steps to sort or organize pages under a Subpage Parent page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Menu Order* menu heading, choose **Organize Menu**.
4. Hover your cursor over the page you want to move.
5. Click on the page and drag it over the Subpage Parent you created.
6. Release your mouse button.
7. Click the **Save Changes** button.

Plain Text or HTML

Menu: Plain Text or HTML pages support HTML code and plain text in the menu.

This [Page Type](#) provides a mechanism to include extended information in the menu like plain text headings, text with inline CSS formatting, and embedded links displaying external images in the menu area.

Content included on a Menu: Plain Text or HTML page doesn't appear on mobile device menus.

Follow these steps to add a Plain Text or HTML page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Plain Text or HTML**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Social Networks

Menu: Social Networks pages display social media buttons in the menu.

Buttons include social media sites like 500px, Facebook, Flickr, Google+, Instagram, LinkedIn, Pinterest, Tumblr, Twitter, Vimeo, and YouTube. Or choose the other option under the Social Network setting to connect the menu to other websites, directories, or networks.

The Menu: Social Networks page doesn't appear on mobile device menus.

Follow these steps to add a Social Networks page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Social Networks**
4. Complete all required fields.
5. Click the **Save Changes** button.

Text Page

Text Pages primarily display textual content. Additional content like images, video, embedded code, attached files, custom HTML, and inline CSS is also supported.

Text is presented in headings, paragraphs, tables, and lists. Both [Page Settings](#) and [Text Area](#) settings for this [Page Type](#) focus on the optimal presentation of textual content.

Follow these steps to add a Text Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Text Page**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Video Page

Video Pages display full-screen YouTube, Vimeo, or MediaZilla content.

After providing a [Video URL](#), video-specific player controls are presented in Page Settings. Additional player controls and display settings are available in your YouTube, Vimeo, or MediaZilla account settings.

Other video streaming services may not function as expected on Good Gallery.

Good Gallery only supports video stored on YouTube, Vimeo, or MediaZilla. Locally uploaded video isn't supported on Good Gallery.

Follow these steps to add a Video Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.

3. Under the *Add New Page* menu heading, choose **Video Page**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Visual Menu Page

Visual Menu Pages display a thumbnail menu system offering customizable row and column layouts.

Businesses specializing in multiple practice areas can use a Visual Menu Page to create image-based links to [Gallery Pages](#) using representative images for each specialty area.

For mobile devices, to accommodate limited screen real estate, thumbnail images in multi-column rows are displayed in a single column.

Detailed information about how to configure Visual Menu Page rows and columns is found in the [Visual Menu Content](#) section of the [Manual](#).

Follow these steps to add a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Visual Menu Page**.
4. Complete all required fields.
5. Click the **Save Changes** button.

Follow these steps to make the home page a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose **Home**.
4. In the Page Type setting, change the option to **Visual Menu Page**.
5. Click the **Save Changes** button.

Menu Option Name

Text entered in the Menu Option Name field defines page labels displayed in the website menu. A Menu Option is one of the choices on your website menu.

Information entered here also automatically populates the Permanent Link field and the Title field.

The home page Menu Option Name is **Home** and it can't be changed.

Modifications to information in the Menu Option Name field override information in the Permanent Link field and the Title field. Completing the [Page Settings](#) fields in the order they're presented is recommended to ensure optimal efficiency in data entry.

Visitors use the Menu Option Name text to determine how to navigate between pages on your website.

For maximum compatibility, avoid using special characters and formatting including superscript, subscript, and strikethrough.

The Menu Option Name setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Menu: URL Link](#), [Menu: Subpage Parent](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

Follow these steps to change the Menu Option Name:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Modify the **Menu Option Name** field.
5. Click the **Save Changes** button.

Optimize Your Menu Option Names

Follow these recommendations to optimize website menu text.

Conjunctions

Replace “and” with ampersands.

use John & Jane, not John and Jane

Avoid Articles

Articles are words that define a noun as specific or unspecific.

use View Gallery, not View the Gallery

Omit Etiquette

Polite requests aren't necessary.

Use Book Me Now, not Please Book Me Now

Reduce Character Count

Limit the number of menu options characters.

Use About, not About Me

Common Language

Use common naming conventions wherever possible.

Use Contact, not Let's Chat

Permanent Link

The Permanent Link field indicates the page URL. The full URL path for each page must be unique.

When the Domain Name is defined in [Site Options](#), then the entire URL is displayed in the Preview area.

Preview: <https://www.example.com/about-me>

If the Domain Name is not defined in Site Options, then only the relative path is displayed in the Preview area.

Preview: </about-me>

Relative paths omit the protocol and domain in the website path. Instead, a relative URL begins with a forward slash and includes the entire path after the domain.

Add your Domain Name in [Site Options](#) for improved URL information in the Preview area.

Modifications to information in the [Menu Option Name](#) field override information in the Permanent Link field and the Title field. Completing the [Page Settings](#) fields in the order they're presented is recommended to ensure optimal efficiency in data entry.

Spaces and special characters entered in the Menu Option Name field are automatically converted to hyphens in the Permanent Link field. Uppercase characters are automatically converted to lowercase characters.

Stop words including an, and, also, around, at, is, on, the, which, and similar non-descriptive conjunctions and adverbs are automatically removed.

The Permanent Link field can be manually edited and refined. However, spaces, uppercase characters, and underscores aren't allowed in the Permanent Link field.

The [keywords](#) that appear in URL paths may be used by search engines as a ranking factor. For more information about keywords, please see the [SEO](#) section of the Manual.

Studies show that shorter URLs have higher clickthrough rates. Longer URLs may also be more prone to copy and paste errors. Working toward shorter permanent link URLs may also help encourage the use of fewer redundant or repetitive keywords.

The Permanent Link field includes a character counter that recommends fewer than 100 characters. That arbitrary value is based on the idea that short URLs are preferred over long URLs.

The character count is based on the entire URL path including the domain name but omitting the protocol.

The entire URL path is only counted if the Domain Name setting has been populated. Otherwise, the character count calculation only uses the relative path length. Add your Domain Name in [Site Options](#) for improved character count information.

When the Permanent Link field is changed for a page, Good Gallery keeps track of that change and automatically creates a [301 Redirect](#) record for the old URL. Those 301 Redirects are then displayed in the 301 Redirects field.

The Permanent Link setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Menu: Subpage Parent](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

Follow these steps to change the Permanent Link:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Modify the **Permanent Link** field.
5. Click the **Save Changes** button.

301 Redirects

[301 Redirects](#) notify browsers and search engines that a page has moved to a new location. 301 Redirects serve as a permanent forwarding address for old URLs.

The 301 Redirects field lists historical [Permanent Link](#) changes. Any traffic to the historical Permanent Links is automatically forwarded to the new Permanent Link.

The 301 Redirects field appears automatically when the Permanent Link changes. Unlimited 301 Redirects can be accumulated and stored without penalty.

Follow these steps to remove a 301 Redirect:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Locate the **301 Redirects** field.
5. Click on the 301 Redirect you wish to remove.
6. Click the **OK** button.

Title

Titles are labels displayed in search results, bookmarks, browser tabs, and in shared social media content. Titles are also modified based on text included in the **Site » Site Options » Site Title** setting.

Modifications to information in the [Menu Option Name](#) field override information in the Permanent Link field and the Title field. Completing the [Page Settings](#) fields in the order they're presented is recommended to ensure optimal efficiency in data entry.

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched [keywords](#). Titles should also be unique for each page.

Include keywords as the first words in titles and improve click-through rates. Early keyword position in titles may also be a slight SEO ranking factor.

The number of Title characters displayed in search result snippets changes periodically and varies by search engine.

Titles that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Titles to fewer than 55 characters to accommodate search result snippet limitations across all search engines.

Title length isn't a direct SEO ranking factor. However, studies show that truncated Titles may negatively affect click-through rates.

Title modifications aren't visible in search results until search engines crawl your page again and update their index. Old Titles may appear in snippets until the search engines update their indexes. Search engines may even show a different title if they feel the title you provided doesn't accurately describe the page content.

The Title setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Menu: URL Link](#), [Menu: Subpage Parent](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

Follow these steps to change the page Title:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Modify the **Title** field.
5. Click the **Save Changes** button.

Meta Description

Meta Descriptions summarize page content. Content entered in this field is used to suggest your preferred page description to search engines and social networks.

Although text entered in the Meta Description field may appear in search engine snippets, search engines may ignore the text you provide and instead generate a page description based on your page content.

Text entered in the Meta Description field is included in the meta description HTML tag in your website source code. Content in the meta description HTML tag isn't a [SEO](#) ranking factor.

However, Good Gallery uses text in the Meta Description field to populate body text in [Subpage Parent](#) pages, descriptions in page schema, and details in the sitemap.xml file. Content found in those areas may be direct SEO ranking factors.

If you don't supply Meta Description text, search engines will typically present searchers with related page content. Related page content includes first sentence on the page. If the page has no textual content, then breadcrumb text, menu text, or image alt text or titles might be displayed.

Meta Description content may also appear when URLs are shared on social network platforms.

Meta Description content should be informative, compelling, and relevant. This descriptive content encourages visitors to click on your link when your page appears in search engine results snippets.

For best results, Meta Description content should provide a concise page summary without superfluous copy.

The number of Meta Description characters displayed in search result snippets changes periodically and varies by search engine.

Meta Descriptions that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Meta Descriptions to fewer than 155 characters to accommodate search result snippet limitations across all desktop search engines. To support mobile search engines, limit Meta Descriptions to fewer than 120 characters.

Meta Description length isn't a direct SEO ranking factor. However, studies show that truncated Meta Descriptions may negatively affect click-through rates.

Any quotation marks entered in the Meta Description field are automatically converted to the " HTML entity to prevent search engines from stopping at that point in the entry.

Meta Description modifications aren't visible in search results until search engines crawl your page again and update their index. Old Meta Descriptions may appear in snippets until the search engines update their indexes.

The Meta Description setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Menu: URL Link](#), [Menu: Subpage Parent](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

Follow these steps to change the page Meta Description:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Modify the **Meta Description** field.
5. Click the **Save Changes** button.

Image Folder

The Image Folder setting in [Page Settings](#) indicates the image folder that should be displayed when visitor access the page.

Retain the default option Add New Folder and a new image folder is created automatically after saving your Page Settings. Alternatively, select an existing folder from the dropdown list to display an existing image collection.

The Image Folder setting is available in [Page Settings](#) for the following [Page Type: Gallery Page](#).

Follow these steps to change the Menu Option Name setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Choose a folder from the **Image Folder** dropdown list.
5. Click the **Save Changes** button.

Previous Page

The Previous Page setting in [Page Settings](#) indicates that a different page should be displayed when a visitor navigates left from the first image in the gallery.

This setting is commonly used to connect two [Gallery Pages](#).

This setting can also connect [Gallery Pages](#) to [Visual Menu Pages](#), [Text Pages](#), [Video Pages](#), [Subpage Parent](#) pages, and [URL Link](#) pages.

The Previous Page setting is available in [Page Settings](#) for the following [Page Type: Gallery Page](#).

Follow these steps to change the Previous Page setting:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Choose a page from the **Previous Page** dropdown list.
5. Click the **Save Changes** button.

Example

Follow these steps to display full-size images that connect to thumbnail images:

1. **Sign In** to your Good Gallery administrator account.
2. Configure your origin Gallery Page (i.e. Page #1).
 - a. Option A – Home Page
 - i. Hover your cursor over the **Pages** menu.
 - ii. Under the *Your Pages* menu heading, choose **Home**.
 - iii. Adjust required Page Settings.
 - iv. Set “Display as Thumbnails” to **no**.
 - v. Click the **Save Changes** button.
 - b. Option B – New Gallery Page
 - i. Hover your cursor over the **Pages** menu.
 - ii. Under the *Add New Page* menu heading, choose **Gallery Page**.
 - iii. Adjust required Page Settings.
 - iv. Set “Display as Thumbnails” to **no**.
 - v. Click the **Save Changes** button.
3. Configure your destination Gallery Page (i.e. Page #2).
 - a. Hover your cursor over the **Pages** menu.

- b. Under the *Add New Page* menu heading, choose **Gallery Page**.
 - c. Adjust required Page Settings.
 - d. Set “Display as Thumbnails” to **yes**.
 - e. Click the **Save Changes** button.
4. Edit your origin Gallery Page. (i.e. Page #1)
 - a. Hover your cursor over the **Pages** menu.
 - b. Under the *Your Pages* menu heading, choose the origin page.
 - c. Choose the destination Gallery Page from the “Previous Page” dropdown list (i.e. Page #2).
 - d. Click the **Save Changes** button.

When correctly configured, if a visitor navigates left from the first image in the full-size image [Gallery Page](#) (Page #1), the thumbnail grid Gallery Page is displayed (Page #2).

Next Page

The Next Page setting in [Page Settings](#) indicates that a different page should be displayed when a visitor navigates right from the last image in the gallery.

This setting is commonly used to connect two [Gallery Pages](#).

This setting can also connect [Gallery Pages](#) to [Visual Menu Pages](#), [Text Pages](#), [Video Pages](#), [Subpage Parent](#) pages, and [URL Link](#) pages.

The Next Page setting is available in [Page Settings](#) for the following [Page Type](#): [Gallery Page](#).

Follow these steps to change the Next Page setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.

4. Choose a page from the **Next Page** dropdown list.
5. Click the **Save Changes** button.

Example

Follow these steps to display full-size images that connect to thumbnail images:

1. **Sign In** to your Good Gallery administrator account.
2. Configure your origin Gallery Page (i.e. Page #1).
 - a. Option A – Home Page
 - i. Hover your cursor over the **Pages** menu.
 - ii. Under the *Your Pages* menu heading, choose **Home**.
 - iii. Adjust required Page Settings.
 - iv. Set “Display as Thumbnails” to **no**.
 - v. Click the **Save Changes** button.
 - b. Option B – New Gallery Page
 - i. Hover your cursor over the **Pages** menu.
 - ii. Under the *Add New Page* menu heading, choose **Gallery Page**.
 - iii. Adjust required Page Settings.
 - iv. Set “Display as Thumbnails” to **no**.
 - v. Click the **Save Changes** button.
3. Configure your destination Gallery Page (i.e. Page #2).
 - a. Hover your cursor over the **Pages** menu.
 - b. Under the *Add New Page* menu heading, choose **Gallery Page**.
 - c. Adjust required Page Settings.

- d. Set “Display as Thumbnails” to **yes**.
 - e. Click the **Save Changes** button.
 4. Edit your origin Gallery Page. (i.e. Page #1)
 - a. Hover your cursor over the **Pages** menu.
 - b. Under the *Your Pages* menu heading, choose the origin page.
 - c. Choose the destination Gallery Page from the “Previous Page” dropdown list (i.e. Page #2).
 - d. Click the **Save Changes** button.

When correctly configured, if a visitor navigates right from the last image in the full-size image [Gallery Page](#) (Page #1), the thumbnail grid Gallery Page is displayed (Page #2).

Thumbnail Sources

The Thumbnail Sources setting in [Page Settings](#) indicates which [Gallery Page](#) thumbnails should be displayed.

Thumbnails are small images that represent large images. Thumbnails are typically displayed in groups allowing visitors to view multiple images simultaneously. Additional information is displayed when a thumbnail is selected.

Using this option, thumbnail images from two or more [Gallery Pages](#) can be displayed on one Gallery Page. The thumbnails for the Current Page only are selected by default.

This feature is seldom used. As this setting can sometimes confuse customers, it may be deprecated and removed in a future Good Gallery release.

The Thumbnail Sources setting is available in [Page Settings](#) for the following [Page Type: Gallery Page](#).

Follow these steps to change the Thumbnail Sources:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Choose one or more pages from the **Thumbnail Sources** select box.
5. Click the **Save Changes** button.

Text Protection

The Text Protection setting in [Page Settings](#) defines browser behavior when visitors attempt to select and copy text information.

Follow these steps to change the Text Protection setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Choose an option from the **Text Protection** dropdown list.
5. Click the **Save Changes** button.

The Text Protection setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Text Page](#), and [Visual Menu Page](#).

Copy Allowed

The Copy Allowed option allows visitors to select and copy text without displaying warnings.

Copy Allowed with Citation

The Copy Allowed with Citation option allows visitors to select and copy text without displaying warnings.

However, when a visitor pastes the copied text into another application, the copied text is surrounded by quotation mark symbols and is followed by a citation.

Your company name and the original URL location for the copied content automatically appears in that citation.

Copy Allowed with Warning

The Copy Allowed with Warning option allows visitors to select and copy text, but a pop-up warning is displayed. The default pop-up warning message states:

The information you have attempted to copy is protected by International and Federal Copyright Laws and Treaties. Any unauthorized use of this copyrighted material is strictly prohibited.

Follow these steps to modify the default warning text for the Copy Allowed with Warning option:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **Copy Allowed with Warning Message** setting.
5. Modify the message.
6. Click the **Save Changes** button.

Copy Prevented with Warning

The Copy Prevented with Warning option allows visitors to select text but presents a pop-up warning when the copy command is executed. The text isn't copied and isn't available in memory. The default pop-up warning message states:

The information you have attempted to copy is protected by International and Federal Copyright Laws and Treaties. Any unauthorized use of this copyrighted material is strictly prohibited.

Follow these steps to modify the default warning text for the Copy Prevented with Warning option:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **Copy Prevented with Warning Message** setting.
5. Modify the message.
6. Click the **Save Changes** button.

Copy Disabled

The Copy Disabled option prevents visitors from selecting and copying text.

Image Protection

The Image Protection option in [Page Settings](#) indicates if contextual browser menus are disabled.

Contextual browser menus expose highly relevant features for visitors. These contextual menus are commonly activated when a visitor positions their cursor above a page and then clicks their right mouse button inside the browser viewport.

When this option is set to yes, right-click activated contextual browser menus are unavailable. Disabling contextual browser menus prevents visitor access to a desktop browser's **Save Image As ...** menu option.

This feature doesn't protect:

- images saved via screen capture
- images saved via mobile browsers
- cached browser images in local folders
- images saved from JavaScript disabled browsers

The Image Protection setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Text Page](#), and [Visual Menu Page](#).

Follow these steps to change the Image Protection setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Image Protection** segmented control options.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Visibility

The Visibility setting in Page Settings indicates how pages are presented to visitors.

The Visibility setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Menu: URL Link](#), [Menu: Subpage Parent](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

Follow these steps to change the Visibility setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Visibility** segmented control options.
5. Choose **public**, **private**, or **hidden**.
6. Click the **Save Changes** button.

Public

When the option is set to Public, the page is displayed in the website menu and visitors may access the page.

Follow these steps to change the Visibility setting to public:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Visibility** segmented control options.
5. Choose **public**.
6. Click the **Save Changes** button.

Private

When the option is set to Private, visitors may access the page, but the page is not displayed in the website menu.

In other words, when you set the page to Private, it doesn't appear in your website's menu. However, visitors can still view the page when it's linked or when you share the URL.

The Private setting has no effect on SEO if the page has inbound links from other pages or websites.

Except when a Home menu link is preferred, the Home page is typically set to Private.

Follow these steps to change the Visibility setting to Private:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Visibility** segmented control options.
5. Choose **private**.
6. Click the **Save Changes** button.

Hidden

When the option is set to hidden, the page cannot be viewed by anyone except the site administrator through the Text Editor.

The Hidden setting means that the page is not visible to search engines.

Follow these steps to change the Visibility setting to hidden:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.

3. Choose the appropriate page.
4. Review the **Visibility** segmented control options.
5. Choose **hidden**.
6. Click the **Save Changes** button.

Allow Indexing

The Allow Indexing setting in [Page Settings](#) indicates if page content should be visible to search engines.

When the option is set to no, search engines are presented with an HTML directive that discourages them from indexing page content. The HTML used to discourage search engines from indexing that content is:

```
<meta name="robots" content="noindex" />
```

Although major search engines will follow this directive, some search engines and proprietary tools may ignore this instruction and index the page. Therefore, this setting doesn't guarantee that the page will not be indexed by all search engines.

When the Allow Indexing option is set to no for a [Gallery Page](#), then the Allow Image Indexing option is simultaneously set to no.

The Allow Indexing setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Menu: Subpage Parent](#), [Text Page](#), [Video Page](#), and [Visual Menu Page](#).

Follow these steps to change the Allow Indexing setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Allow Indexing** segmented control options.

5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Allow Image Indexing

The Allow Image Indexing setting in [Page Settings](#) indicates if images and image content within the Gallery Page should be visible to search engines.

The Allow Image Indexing setting is available in [Page Settings](#) for the following [Page Type](#): [Gallery Page](#).

Follow these steps to change the Image Protection setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Allow Image Indexing** segmented control options.
5. Choose **default**, **yes**, **no**, or **dynamic**.
6. Click the **Save Changes** button.

Default

When the option is set to default, the rule defined in Search Engines Index Gallery Images under [Gallery Pages settings](#) applies. The default setting for Allow Image Indexing is yes for new Good Gallery sites.

Yes

When the option is set to yes, the page can be indexed by all search engines.

No

When the option is set to no, search engines are presented with an HTML directive that discourages them from indexing images and image content.

Dynamic

When the option is set to dynamic, search engines are presented with an HTML directive that discourages them from indexing images and image content when both the image [Title](#) and image [Content](#) are blank.

The HTML used to discourage search engines from indexing images and image content is:

```
<meta name="robots" content="noindex" />
```

Although major search engines will follow this directive, some search engines and proprietary tools may ignore this instruction and index the image. Therefore, this setting doesn't guarantee that the image will not be indexed by all search engines.

If you believe that images without accompanying content are viewed as thin content by search engines, then choose the dynamic option. Otherwise, the yes or no options may be more suitable to your [SEO](#) strategy.

Display as Thumbnails

The Display as Thumbnails setting in [Page Settings](#) indicates if thumbnails should be displayed when visitors initially access a [Gallery Page](#).

Thumbnails are small images that represent large images. Thumbnails are typically displayed in groups allowing visitors to view multiple images

simultaneously. Additional information is displayed when a thumbnail is selected.

The Display as Thumbnails setting is available in [Page Settings](#) for the following [Page Type: Gallery Page](#).

Follow these steps to change the Display as Thumbnails setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Display as Thumbnails** segmented control options.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Yes

When the option is set to **yes**, a grid of thumbnails is initially displayed when viewing the [Gallery Page](#).

No

When the option is set to **no**, then [Gallery Page](#) images are displayed at the largest size allowed by both settings and the browser viewport. However, thumbnails representing the gallery can be activated via the Thumbnails control bar button.

Show Cover Image

The Show Cover Image setting in [Page Settings](#) indicates if the first folder image should span the full-page width above all folder thumbnails.

The Show Cover Image setting is available in [Page Settings](#) for the following [Page Type: Gallery Page](#).

Follow these steps to change the Show Cover Image setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Show Cover Image** segmented control options.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Landing Page

The Landing Page setting indicates if logos, menus, breadcrumbs, footer info, and footer menu information should be displayed. Otherwise, Landing Pages operate no differently than any other [Page Type](#).

Landing pages complement inbound marketing campaigns and serve as the preferred destination for paid advertising campaigns. These pages are used for lead generation, targeted calls to action, and behavior tracking.

Distracting elements like logos and menus are hidden on landing pages. Conversion rates are higher when visitors are presented with fewer links.

The Landing Page setting is available in [Page Settings](#) for the following [Page Types: Gallery Page, Text Page, and Visual Menu Page](#).

Follow these steps to change the Landing Page setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Landing Page** segmented control options.
5. Choose **yes** or **no**.

6. Click the **Save Changes** button.

Connect Contact Button

The Connect Contact Button option in [Page Settings](#) indicates if the page should be linked to the Contact button in the mobile interface. In the mobile interface, the skeuomorphic icon is represented by a handset and receiver telephone (e.g. phone icon).

Only one page can be linked to the mobile Contact button. This option is most commonly enabled on your website's Contact page.

The Link to Connect Contact Button setting is available in [Page Settings](#) for the following [Page Type](#): [Text Page](#).

Follow these steps to change the Connect Contact Button setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Connect Contact Button** segmented control options.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Preview Image

The Preview Image setting indicates the image displayed when the page URL is shared on social networks. The selected image isn't displayed elsewhere.

Facebook may require a cache update before the image is available. Use Facebook's [Sharing Debugger](#) to update Facebook with changes.

Follow these steps to change the Preview Image setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Choose Image** segmented control options.
5. Choose **yes** or **no**.
6. Click the **Choose Image** button.
7. Select the appropriate image.
8. Click the **Save Changes** button.

Link / URL

The Link / URL field in [Page Settings](#) indicates the web address for an internal or external resource. Provide the full URL including http or https for external websites (e.g. <https://www.example.com>). Relative links are also supported.

The Link / URL setting is available in [Page Settings](#) for the following [Page Type](#):
[Menu: URL Link](#).

Target

The Target setting in [Page Settings](#) indicates how a visitor's browser should behave when the page designated in the [Link / URL field](#) is selected from your website's menu.

The Target setting is available in [Page Settings](#) for the following [Page Type](#):
[Menu: URL Link](#).

Current Window

When the **Current Window** option is selected, the target page is opened in the current browser window. This option is best for internal links.

New Window

When the **New Window** option is selected, the target page is opened in a new browser window. This option is best for external links.

Enable Nofollow

The Enable Nofollow setting in [Page Settings](#) indicates if the rel=nofollow value should be included in the link HTML.

```
<a href="https://www.example.com" rel="nofollow">
```

The **nofollow** attribute is an instruction suggesting that search engines should not follow the link or view the link as an endorsement. When a nofollow attribute is included, the link's SEO value for the destination website is significantly reduced.

External links benefit the recipient more than they benefit the originator. However, external links that are helpful to visitors may provide unexpected long-term SEO benefits. Their true value is unclear.

The nofollow attribute should be included on external links to questionable websites or when it's a paid link. They may also be included on all external links without penalty.

Internal links should never have the **nofollow** attribute applied.

The Enable Nofollow setting is available in [Page Settings](#) for the following [Page Type: Menu: URL Link](#).

Visual Menu Content

[Visual Menu Pages](#) display a thumbnail menu system offering customizable row and column layouts.

Visual Menu Content options define the display and behavior characteristics of those row and column thumbnails on Visual Menu Pages.

The image width and aspect ratio for each thumbnail image on a Visual Menu Page is dynamic and is therefore not configurable. The thumbnail image width and aspect ratio is based on the height of each row, the number of columns, and the width of the browser viewport.

First, create all pages the Visual Menu Page will reference, and then use the Visual Menu Content settings to connect those pages to your Visual Menu Page.

The Visual Menu Content setting is available in [Page Settings](#) for the following [Page Type: Visual Menu Page](#).

Add Row

The Visual Menu Page thumbnail grid supports unlimited rows.

Row height is defined globally with the Row Height setting under [Visual Menu Page settings](#). Row height change be managed on individual rows using the [Row Settings](#) tool in the [Visual Menu Content](#) area.

Follow these steps to add rows to a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.

5. Click the **Add Row** button.
6. Locate the new row that was automatically added above all available rows.
7. Use the settings and select the Page Link from the dropdown list, choose the Thumbnail Image, and type informative text in the Label and Tagline fields.
8. Click the **Save Changes** button.

Add Headline

Headlines display interstitial text between rows of [Thumbnails](#) on a [Visual Menu Page](#).

Follow these steps to add a Heading on a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Click the **Add Headline** button.
6. Insert the appropriate text in the **Headline** field.
7. Click the **Save Changes** button.

Add Column

The a [Visual Menu Page](#) thumbnail grid supports unlimited columns.

For superior performance across all potential browser viewports, limit your configuration to 5 columns.

Follow these steps to add a column on a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Click the **Add Column** button on the row where you would like to add an additional column.
6. Click the **Save Changes** button.

Remove Row

Follow these steps to remove a row from a [Visual Menu Page](#):

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Click the **Remove Row** button on the row you want to remove.
6. Click the **Save Changes** button.

Row Settings

The height of rows can be controlled globally with [Visual Menu Page settings](#) or on a per-row basis via Row Settings.

Values assigned to individual rows via the Row Settings tool override the global Row Height values defined [Visual Menu Page settings](#).

Follow these steps to change the height of individual rows on a [Visual Menu Page](#):

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Click the **Row Settings** button on the row you want to modify.
6. Choose the desired height of the row using the dropdown provided.
7. Click the **Set** button.
8. Click the **Save Changes** button.

Desktop Row Height

Indicate the selected row height for desktop devices.

Mobile Row Height

Indicate the selected row height for mobile devices.

Remove Column

Follow these steps to remove a column on a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.

5. Click the **Remove Column** button on the row where you would like to remove the column.
6. Click the **Save Changes** button.

Link Page

The Link Page option indicates the destination page when a visitor clicks on a Visual Menu [Thumbnail](#).

[Gallery Pages](#), [Text Pages](#), [URL Link](#) pages, and other [Visual Menu Pages](#) are supported with this option.

Follow these steps to create links to other pages on your website via a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Choose the appropriate page from the **Link Page** dropdown list.
6. Click the **Save Changes** button.

Primary Label

Primary Labels are displayed as informative text above or alongside thumbnail images on [Visual Menu Pages](#).

Font characteristics like contrast and readability are managed with Primary Label [Typography settings](#). Dark text performs better with light thumbnails. Light text performs best with dark images.

Follow these steps to add a Primary Label to a [Thumbnail](#) on a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Insert the appropriate text in the **Primary Label** field.
6. Click the **Save Changes** button.

Secondary Label

Secondary Labels are displayed as informative text immediately below Primary Labels on [Visual Menu Pages](#).

Font characteristics like contrast and readability are managed with Secondary Label [Typography settings](#). Dark text performs better with light thumbnails. Light text performs best with dark images.

Follow these steps to add a Secondary Label to a [Thumbnail](#) on a Visual Menu Page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Scroll down to the **Visual Menu Content** section under Page Settings.
5. Insert the appropriate text in the **Secondary Label** field.
6. Click the **Save Changes** button.

Thumbnail

The Thumbnail is the clickable image in the menu area of [Visual Menu Pages](#).

Thumbnails are small images that represent large images. Thumbnails are typically displayed in groups allowing visitors to view multiple images simultaneously. Additional information is displayed when a thumbnail is selected.

When the Link Page is a [Gallery Page](#), the Thumbnail is automatically set to the first image in the linked Gallery Page folder. When the [Link Page](#) is a different [Page Type](#), a default Thumbnail isn't automatically assigned.

Choose Image

Thumbnail image selections are modified using the Choose Image button. Choose the image from All Folders.

Recommendations

Choose the best Thumbnail image for [Visual Menu Pages](#).

SIMPLE IMAGES

Choosing the best thumbnail images for Visual Menu Pages can be difficult.

As page dimensions and Thumbnail dimensions will vary based on the visitor browser viewport, pick images that work best at any dimension.

For best results, select images with basic compositions, simple content, and substantial white space around the subject matter.

DIMENSIONS

Original image size is important when selecting [Visual Menu Page Thumbnails](#).

Thumbnails may appear blurry or pixelated if the original dimensions of selected image are smaller than the recommended minimums.

Ensure the original image size for selected [Thumbnails](#) meets [our minimum Image Dimension recommendations](#).

FOCAL AREA

Thumbnails expand and contract dynamically to fill horizontal and vertical space based on the browser viewport size, visitor screen resolution, the aspect ratio of the original image, and the size of the [Thumbnail](#) area.

To control what areas of the image are always visible on your [Visual Menu Page](#), use the [Focal Area tool](#) to control how the images are presented. The Focal Area tool indicates the most important area of each image.

More information about Focal Area tool is available in the Focal Area section of the [Manual](#).

ASPECT RATIOS

For best results, choose images with similar aspect ratios to the [Thumbnail](#) viewport area.

The aspect ratio is the proportional relationship between the image width and the height. Aspect ratios are commonly expressed as two numbers separated by a colon. The first number is the relative width and the second number is the relative height.

For example, uncropped photos in landscape orientation from most modern SLR cameras are 3:2 ratio. Similarly, portrait orientation images are 2:3 ratio.

For example, if the image presentation area commonly presents as a 2:3 aspect ratio Thumbnail, select an image that has a similar aspect ratio.

You can crop conflicting original images to help control these aspect ratio requirements.

CONTRAST & READABILITY

When [Primary Labels](#) or [Secondary Labels](#) overlay [Thumbnails](#), contrast and readability are managed with [Typography settings](#) and the Thumbnail opacity.

Use [Typography settings](#) to change the color and transparency of Primary Label and Secondary Label default text and hover text.

Increasing image opacity using Thumbnail Transparency settings in Visual Menu Page settings can improve Primary Label or Secondary Label readability.

Similarly, you can add a slightly transparent light or dark layer above a Thumbnail image prior to uploading to make text more readable above the image.

Video URL

The Video URL option indicates the path to the video to be displayed on the page. Paths to YouTube and Vimeo pages are supported.

YouTube

These settings are activated automatically when a YouTube URL is provided.

Autoplay

The Autoplay option on [Video Pages](#) indicates if the video should begin playing immediately, as soon as the visitor accesses the page.

Usability experts believe that autoplay functionality negatively affects visitor experiences. Most autoplay features are now restricted on modern browsers and devices. Information about those restrictions is available in [Google Help](#).

Modest Branding

The Modest Branding option on [Video Pages](#) indicates if the YouTube logo should be displayed. When set to yes, a YouTube text label will still appear in the upper-right corner of a paused video.

Controls

The Controls option on [Video Pages](#) indicates whether the video player controls should be displayed.

Loop

The Loop option on [Video Pages](#) indicates if the video should be replayed automatically when the end of the video is reached

Related Videos

The Related Videos option on [Video Pages](#) indicates if related videos should be shown from across YouTube. Choose **no** to only show videos from the same channel.

Vimeo

These settings are activated automatically when a Vimeo URL is provided.

Autoplay

The Autoplay option on [Video Pages](#) indicates if the video should begin playing immediately, as soon as the visitor accesses the page.

Usability experts believe that autoplay functionality negatively affects visitor experiences. Most autoplay features are now restricted on modern browsers and devices. Information about those restrictions is available the [Vimeo Help Center](#).

Byline

The Byline option on [Video Pages](#) indicates if the user's byline should be displayed.

Loop

The Loop option on [Video Pages](#) indicates if the video should be replayed automatically when the end of the video is reached

Portrait

The Portrait option on [Video Pages](#) indicates if the user's portrait should be displayed.

Title

The Title option on [Video Pages](#) indicates if the video's title should be displayed.

Content

Content refers to text, headings, tables, images, links, embedded videos, and embedded code that appears in website content areas.

For [Gallery Pages](#) and [Visual Menu Pages](#), there are two content areas. Information in the Content (Above) area is inserted above the thumbnail images. The Content (Below) area inserts information below the thumbnail images.

For [Gallery Pages](#), information in Content (Above) or Content (Below) is only visible when [Display as Thumbnails](#) in [Page Settings](#) is set to **yes**. That content is also displayed when the [Thumbnails button](#) is activated from the [Control Bar](#). Additionally, Content (Above) or Content (Below) is also displayed when the [Gallery Info button](#) is activated from the Control Bar.

See the [Text Editor](#) section in the [Manual](#) for additional information about managing content.

See the [Content](#) section under the [SEO](#) section heading for additional information about creating content for search engines.

The Content setting is available in [Page Settings](#) for the following [Page Types](#): [Gallery Page](#), [Text Page](#), and [Visual Menu Page](#).

Add New Page

Use tools under the Add New Page heading to create new pages. Each [Page Type](#) manages different types of content.

See the [Page Types](#) section in the [Manual](#) for additional information.

Follow these steps to add a new page to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.

3. Under the *Add New Page* menu heading, choose the appropriate [Page Type](#).
 4. Provide the information requested in Page Settings.
 5. Click the **Save Changes** button.
-

Gallery Page

Gallery Pages display images stored in [Folders](#). See the [Gallery Pages](#) section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a new Gallery Page to your website:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Add New Page* menu heading, choose **Gallery Page**.
 4. Provide the information requested in Page Settings.
 5. Click the **Save Changes** button.
-

Blank Space

Menu: Blank Space pages insert spaces between menu options. See the Blank Space section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a Blank Space to your website menu:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Blank Space**.

4. Provide the information requested in Page Settings.
5. Click the **Save Changes** button.

Email Address

Menu: Email Address pages insert an email address in the menu. See the Email Address section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add an Email Address to your website menu:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Email Address**.
4. Provide the information requested in Page Settings.
5. Click the **Save Changes** button.

URL Link

Menu: URL Link pages connect your menu to internal pages or external websites. See the URL Link section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a URL Link to your website menu:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: URL Link**.
4. Provide the information requested in Page Settings.

5. Click the **Save Changes** button.

Subpage Parent

Menu: Subpage Parent pages serve as the recommended top-level container for organizing subpages. See the Subpage Parent section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a Subpage Parent page to your website menu:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Subpage Parent**.
4. Provide the information requested in Page Settings.
5. Click the **Save Changes** button.

Plain Text or HTML

Menu: Plain Text or HTML pages support HTML code and plain text in the menu. See the Plain Text or HTML section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a Plain Text or HTML page to your website menu:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Plain Text or HTML**.
4. Provide the information requested in Page Settings.

5. Click the **Save Changes** button.

Social Networks

Menu: Social Networks pages display social media buttons in the menu. See the Social Networks section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add Social Networks buttons to your website menu:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Menu: Social Networks**.
4. Provide the information requested in Page Settings.
5. Click the **Save Changes** button.

Text Page

Text Pages primarily display textual content. See the Text Page section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a Text Page to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Text Page**.
4. Provide the information requested in Page Settings.
5. Click the **Save Changes** button.

Video Page

Video Pages display full-screen YouTube or Vimeo content. Other video streaming services may not function as expected on Good Gallery.

See the Video Page section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a Video Page to your website:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Add New Page* menu heading, choose **Video Page**.
 4. Provide the information requested in Page Settings.
 5. Click the **Save Changes** button.
-

Visual Menu Page

Visual Menu Pages display a thumbnail menu system offering customizable row and column layouts. See the Visual Menu Page section under [Page Types](#) in the [Manual](#) for additional information.

Follow these steps to add a Visual Menu Page to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Add New Page* menu heading, choose **Visual Menu Page**.
4. Provide the information requested in Page Settings.
5. Click the **Save Changes** button.

Menu Order

Change the order of menu options in your website menu.

Organize Menu

Change the order of website menu options.

To use the drag-and-drop interface, place your cursor over a menu item, click your left mouse button to select the item, drag the item to the appropriate position in the menu, and then release your left mouse button.

To assign a subpage, drag the page directly over another page and then release your mouse button.

If you move a page and the URL changes, a [301 Redirect](#) is created automatically.

Follow these steps to sort or organize pages within in website menu:

8. **Sign In** to your Good Gallery administrator account.
9. Hover your cursor over the **Pages** menu.
10. Under the *Menu Order* menu heading, choose **Organize Menu**.
11. Hover your cursor over the page you want to move.
12. Click on the page and drag it to a new position.
13. Release your mouse button.
14. Click the **Save Changes** button.

Images

Images refer to photographs, illustrations, drawings, and paintings.

Prepare Images

Follow these instructions to prepare your original images for Good Gallery.

Filenames

Original filenames aren't displayed to website visitors or search engines. When images are uploaded, new public filenames are created automatically using randomized letter strings (e.g. qnvkdzxr.jpg).

Changing the original filenames to randomized letters ensures that dated, awkward, or damaging file names are never accidentally displayed on your website.

You can modify the random letter public filenames by changing your image Titles in [Image Settings](#).

Unique Names

Original image filenames must be unique in Good Gallery. Two images can't possess the same filename.

For example, you can't upload an image named 001.jpg to one folder and then upload a different image also named 001.jpg to another folder.

Prevent duplicate filename issues by adding a prefix to images (e.g. weddings-xxx.jpg) or by creating unique filenames for all images.

Filenames should have .jpg extensions, cannot contain illegal characters or symbols, and must begin with a letter or number.

Sort Order

Original filenames indicate initial sorting positions in [Folders](#). Images are initially sorted in ascending order by filename. After uploading images to Folders, you can change the sort order manually.

Include leading zeros in filenames to maintain a consistent sorting method (e.g. wedding-001.jpg, wedding-002.jpg, ... wedding-009.jpg, wedding-010.jpg).

Filenames should have .jpg extensions, cannot contain illegal characters or symbols, and must begin with a letter or number.

Image Dimensions

Good Gallery automatically resizes images. In other words, you don't need to resize image dimensions. Full-size images are preferred.

We create 130 resized versions of every image you upload. Each resized image is optimized for different browser viewports.

We store those additional resized images outside your allotted hosting storage. There's no additional charge for those extra sizes we maintain for you.

Although images of any dimension are supported, images smaller than 3000 pixels on the longest side may not fill every browser viewport.

The recommended image dimension is 5,200 pixels on the horizontal axis and 3,000 pixels on the vertical axis. The maximum recommended image dimension is 10,000 pixels on the longest side.

Resizing original images may be required for photographers using modern medium format cameras.

Uploading images smaller than our recommended sizes may result in a less-than-optimal presentation for some visitors in some circumstances. As our websites are infinitely customizable, it's impossible to predict those circumstances.

Quality Settings

Image quality settings affect upload speeds, resize wait times, and your online storage quota.

When saving images in Photoshop, choose a quality setting no higher than 10. When exporting images from Lightroom, choose a quality value no higher than 84%.

Exporting using higher quality values creates larger file sizes without an appreciable improvement in image quality.

DPI / PPI

Dots Per Inch (DPI) and Pixels Per Inch (PPI) settings don't affect website images. Set your image DPI to 10, 72, 96, 240, 300, or any other value.

Sharpening

Sharpening values for images are subjective.

When saving images in Photoshop, choose Unsharp Mask. Set the sharpening Amount to 130% and the Radius to 0.4 pixels. Modify further if required.

When exporting images from Lightroom, set the Output Sharpening to Sharpen for Screen with the Amount set to Standard. Modify further if required.

Color Space

All images should be saved in the sRGB color space. Using the sRGB color space ensures a consistent display quality across all browsers and devices.

Images not saved in the sRGB color space may appear washed out or colors may be inaccurately displayed. In some cases, the images may appear as broken images in some browsers.

The sRGB color space must be embedded in all images to ensure consistency across all browsers and displays.

File Size

The maximum file size supported is 20MB. Using our recommend Quality Settings, your original JPG files should be smaller than 10MB.

File Types

All image formats uploaded to Good Gallery are automatically converted to JPG and WebP. Other formats aren't supported.

Choose Images

Photographers sometimes struggle with choosing images for portfolios, collections, or websites. Questions about both quality and quantity are often at the forefront of those considerations.

Quality

Some visitors may judge your abilities based exclusively on the quality of your work. For those visitors, you might present a small, highly curated collection of only your very best images.

Visitors would judge your ability to perform work based on your presumed ability to replicate the quality represented in your portfolio. That visitor would select you based on the impeccable quality of every image shown.

The risk in this model is that with fewer photos to review, less informed visitors may not see the exact type or style of photograph they desire and assume that you're not able to execute that kind of work. Those visitors may also feel that a small portfolio indicates that you're less experienced than photographers with a large portfolio.

When presenting a highly curated collection, most online galleries will contain fewer than 20-30 images.

Quantity

Some visitors may judge your abilities based on the quantity of photographs shown. Instead of a highly-curated collection, you might share a broad range of work. This means that some photos won't be as strong as your best images.

Showing a wide range of images may increase the likelihood that visitors will discover images that more closely align with their requirements. Showing a large portfolio might also help you gain the trust of skeptical visitors who want to see proof that you're a busy photographer with broad experience.

The risk in showing a large portfolio is that some of your images may not resonate with all visitors. Many art directors and some clients believe photographers are only as good as their weakest image.

With this risk in mind, ensure your weakest images aren't far removed from your strongest images. When choosing those images, two helpful guiding phrases are "tight is right" and "more isn't always better."

When presenting a broadly curated collection, most online galleries will contain 40-200 photos.

Your Folders

Folders group and organize images.

When you add a Folder, that action doesn't automatically create a [Gallery Page](#) on your website. However, when you add a Gallery page to your website, a Folder is automatically created for that Gallery Page.

If a folder of images has been created and you'd like to display the images from that folder, create a new Gallery page and then select the appropriate folder in the Image Folder drop down list.

Modifications to an image are applied to every copy of that image in every Folder.

When modifying or deleting images, pay careful attention to all warning messages.

Select any Folder to edit image and folder characteristics.

All Images

The All Images folder displays all images across all [Folders](#). Images that aren't organized in Folders are also managed in the All Images folder.

To select groups of images, click on the first image, press and hold the SHIFT key, and then click on the last image in the group.

To select multiple non-grouped images, click on the first image, press and hold the CTRL key, and then click on other images.

Follow these steps to view the All Images folder:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Images** menu.
 3. Under the *Your Folders* menu heading, choose **All Images**.
-

Upload Images

Move images from local computers or networked storage to Good Gallery's online storage.

When uploading an image that shares the same filename as an image previously uploaded, you can replace the previously uploaded image, replace

the previously uploaded image if the file size is different, upload a copy of the previously uploaded image, or skip the upload for the new image.

Follow these steps to upload images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folders* menu heading, choose the appropriate folder.
4. Click the **Upload Images** button.
5. Upload images using one of these methods:
 - a. Drag & Drop
 - i. Open a local folder using File Explorer (PC) or Finder (Mac).
 - ii. Select the appropriate images from a local computer folder.
 - iii. Click and drag the selected images to the boxed area on the Good Gallery Upload page.
 - iv. Release the mouse button.
 - b. Select Images
 - i. Click the **Drop Files Here or Click to Upload** text.
 - ii. Select the appropriate images from a local computer folder.
 - iii. Click the **Open** button.
6. Don't leave the Upload tool until the word **done** appears next every image.

Warning

When uploading a new image and a file with the same name already exists in any [Folder](#), then a warning is displayed.

Available actions include replace, replace if file size is different, upload as a copy, or skip.

Replace

When an uploaded image shares the same filename as a previously uploaded image, choose **replace** to swap the previously uploaded image with the new image.

The new image will appear in every folder, gallery, and page where the previously uploaded image appeared.

Information associated with the previously uploaded image including the [Title](#), [Permanent Link](#), [Meta Description](#), [Location](#), [Tags](#), and [Content](#) is unchanged when an image is replaced.

However, if the newly uploaded image includes [Exif information](#) in the Title, Description, or Keyword image Exif fields, then the Exif information replaces information connected with the previously uploaded image.

For example, when Exif data are present, information in the Exif Title field replaces information image Title field. Information in the Exif Description field replaces information in the Content field. And information in the Exif Keyword field replaces information in the Tag field.

Replace If File Size Is Different

Choose **replace if file size is different** to swap the previously uploaded image with the new image if the file size of two images is not the same. Otherwise, the previously uploaded image is not replaced.

The new image will appear in every folder, gallery, and page where the previously uploaded image appeared.

Information associated with the previously uploaded image including the [Title](#), [Permanent Link](#), [Meta Description](#), [Location](#), [Tags](#), and [Content](#) is unchanged when an image is replaced.

However, if the newly uploaded image includes [Exif information](#) in the Title, Description, or Keyword image Exif fields, then the Exif information replaces information connected with the previously uploaded image.

For example, when Exif data are present, information in the Exif Title field replaces information image Title field. Information in the Exif Description field replaces information in the Content field. And information in the Exif Keyword field replaces information in the Tag field.

Upload as A Copy

Choose **upload as a copy** to append a numeric value (e.g. **02**) to the new image filename without replacing the previously uploaded image.

The new image is treated as a separate image from the previously uploaded image.

Skip

Choose **skip** and the new image is not uploaded.

Resizing Message

In Folders, recently uploaded images are displayed with a right highlight overlay and a “resizing” message.

When the resizing process is complete, the red highlight overlay is dismissed automatically.

If the red highlight overlay is present for an extended time, then the resizing process failed. Resizing failures can occur because of file formatting issues or file size concerns.

Files that feature a red highlight overlay for an extended period should be deleted. Afterwards, examine the original image file attributes and then upload the file again.

Add Images

Copy images from the [All Images folder](#) to the selected folder. Highlighted images are already present in the currently selected folder.

To select and manage groups of images, click on the first image, press and hold the SHIFT key, click on the last image in the group, and then click on the appropriate action button.

To select and manage multiple non-grouped images, click on the first image, press and hold the CTRL key, click on other images, and then click on the appropriate action button.

This Copy Images button is not available in the All Images folder.

Follow these steps to add images to a folder:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Images** menu.
 3. Under the *Your Folders* menu heading, choose the appropriate folder.
 4. Click the **Add Images** button.
 5. Select the appropriate images.
 6. Click the **Add to Folder** button.
-

Select All Images

Select all images in the folder. Selected images are highlighted.

Follow these steps to select all images in a folder:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Images** menu.
 3. Under the *Your Folders* menu heading, choose the appropriate folder.
 4. Click the **Select All Images** button.
-

Delete Selected

Delete the selected images.

Warnings prompt additional decisions including identifying affected [Folders](#) and indicating if the image should be deleted permanently everywhere.

Follow these steps to delete selected images:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Images** menu.
 3. Under the *Your Folders* menu heading, choose the appropriate folder.
 4. Select the appropriate images.
 5. Click the **Delete Selected** button.
 6. Click the **Ok** button.
-

Copy Selected

Copy the selected images to a different [Folder](#).

Destination Folders must exist for this feature to activate.

Follow these steps to copy selected images:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Images** menu.
 3. Under the *Your Folders* menu heading, choose the appropriate folder.
 4. Select the appropriate images.
 5. Click the **Copy Selected** button.
 6. Choose the appropriate destination folder.
 7. Click the **Copy** button.
-

Move Selected

Move the selected images to a different Folder.

Destination Folders must exist for this feature to activate. The Move Selected button is not available in the All Images folder.

Follow these steps to move selected images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folders* menu heading, choose the appropriate folder.
4. Select the appropriate images.
5. Click the **Move Selected** button.
6. Choose the appropriate destination folder.
7. Click the **Move** button.

Sort Images

Images are sorted automatically, selectively, or manually.

Image sort order is unique to each folder. For example, the images sort order in the All Images folder isn't applied to other [Folders](#).

Changing the sort order in Folders changes the image display order in [Gallery Pages](#).

Sort Automatically

When images are added to empty [Folders](#), images are automatically sorted by filename in ascending order.

Subsequent additions to Folders are also sorted by filename in ascending order. However, those subsequent additions appear above previously added images.

Sort Selectively

Sort images selectively by Content, Date Modified, Date Taken, Date Uploaded, File Size, Image Size, Original Filename, or Title in ascending or descending order using the Sort Images feature.

The sorting method selected is applied once. The selection doesn't define a new automatic sorting method.

Follow these steps to selectively sort images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.

4. Click the **Sort Images** button.
5. Choose the preferred sorting method.
6. Click the **Apply** button.

Sort Manually

Use manual sorting methods to move images within a folder.

Follow these steps to manually sort images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select one or more images.
5. Hover your cursor over one of the selected images.
6. Click on the image and drag the images to a new position.
7. Release your mouse button.

Thumbnail Size

Indicate the preferred size for image thumbnails in **Folders**. Thumbnail size preferences are applied to all Folders and the setting is saved until changed.

Thumbnails are small images that represent large images. Thumbnails are typically displayed in groups allowing visitors to view multiple images simultaneously. Additional information is displayed when a thumbnail is selected.

Reducing the thumbnail size is most helpful when manually sorting large image collections.

Follow these steps to adjust the size of folder thumbnails:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folders* menu heading, choose the appropriate folder.
4. Move the slider to the left to reduce the size of folder thumbnails.
5. Move the slider to the right to increase the size of folder thumbnails.

Image Settings

Manage display characteristics and content associated with images.

Information managed here is displayed alongside images. This information is presented as [Image Info](#).

Visitors view content on [Gallery Pages](#) when the Image Info button is activated via the [Control Bar](#) or when visitors scroll down from images.

Follow these steps to edit Image Settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.
6. Complete all required fields.
7. Click the **Save Changes** button.

Image

The selected image thumbnail. If present, the Logo Watermark is also displayed. Click the **view original image** link next to the Image field label or the thumbnail image to view the original full-size image.

Original Filename

The original filename for the selected image. Original filenames can't be modified in Good Gallery.

New Filename

The new filename for the selected image. New filenames are modified by changing the image Title.

Original Dimensions

The original pixel dimensions of the selected image.

Horizontal images should be at least 3000 pixels wide. Vertical images should be at least 2000 pixels tall. See the [Image Dimensions](#) section in the [Manual](#) for additional sizing recommendations.

Original File Size

The original file size of the selected image.

See the [File Size](#) section in the [Manual](#) for additional file size recommendations.

Title

Titles are labels displayed in search results, bookmarks, browser tabs, and in shared content.

The image Title content also populates image description fields in the source HTML (aka alt text, alt tags, alt attributes, alt descriptions). These fields were originally used by screen reading software to provide image descriptions. Today, text found in those descriptions is a search engine ranking factor.

Modifications to information in the Title field override information in the [Permanent Link](#) field. Completing the [Image Settings](#) fields in the order they're presented is recommended to ensure optimal efficiency in data entry.

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched [keywords](#). Titles should also be unique for each page.

When the image Title is blank, then the Site » Site Options » Site Title setting value is displayed as the image Title when present. This may result in duplicate title warnings in some third-party testing software.

Include keywords as the first words in titles and improve click-through rates. Early keyword position in titles may also be a slight SEO ranking factor.

The number of Title characters displayed in search result snippets changes periodically and varies by search engine.

Titles that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Titles to fewer than 55 characters to accommodate search result snippet limitations across all search engines.

Title length isn't a direct SEO ranking factor. However, studies show that truncated Titles may negatively affect click-through rates.

Title modifications aren't visible in search results until search engines crawl your page again and update their index. Old Titles may appear in snippets until the search engines update their indexes. Search engines may even show a different title if they feel the title you provided doesn't accurately describe the page content.

Follow these steps to change the image Title:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.
6. Modify the **Title** field.
7. Click the **Save Changes** button.

Permanent Link

The Permanent Link field indicates the image page URL. The full URL path for each image page must be unique.

When the image is present in only one folder and the Domain Name is defined in [Site Options](#), then the entire URL is displayed in the Preview area.

Preview: <https://www.example.com/portfolio/example-portrait>

If the image is present in more than one [Folder](#), present in no Folders, or if the Domain Name is not defined in Site Options, then only the relative path is displayed in the Preview area.

Preview: /example-portrait

Relative paths omit the protocol and domain in the website path. Instead, a relative URL begins with a forward slash and includes the entire path after the domain.

Add your Domain Name in [Site Options](#) for improved URL information in the Preview area.

Modifications to information in the Title field override information in the Permanent Link field. Completing the [Image Settings](#) fields in the order they're presented is recommended to ensure optimal efficiency in data entry.

Spaces and special characters entered in the Title field are automatically converted to hyphens in the Permanent Link field. Uppercase characters are automatically converted to lowercase characters.

Stop words including an, and, also, around, at, is, on, the, which, and similar non-descriptive conjunctions and adverbs are automatically removed.

The Permanent Link field can be manually edited and refined. However, spaces, uppercase characters, and underscores aren't allowed in the Permanent Link field.

The [keywords](#) that appear in URL paths may be used by search engines as a ranking factor. For more information about keywords, please see the [SEO](#) section of the Manual.

Studies show that shorter URLs have higher clickthrough rates. Longer URLs may also be more prone to copy and paste errors. Working toward shorter permanent link URLs may also help encourage the use of fewer redundant or repetitive keywords.

The Permanent Link field includes a character counter that recommends fewer than 100 characters. That arbitrary value is based on the idea that short URLs are preferred over long URLs.

The character count is based on the entire URL path including the domain name but omitting the protocol.

The entire URL path is only counted if the Domain Name setting has been populated. Otherwise, the character count calculation only uses the relative path length. Add your Domain Name in [Site Options](#) for improved character count information.

When the Permanent Link field is changed for an image, Good Gallery keeps track of that change and automatically creates a [301 Redirect](#) record for the old URL. Those 301 Redirects are then displayed in the 301 Redirects field.

Follow these steps to change the image Permanent Link:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.
6. Modify the **Permanent Link** field.
7. Click the **Save Changes** button.

Meta Description

Meta Descriptions summarize page content. Content entered in this field is used to suggest your preferred page description to search engines and social networks.

Although text entered in the Meta Description field may appear in search engine snippets, search engines may ignore the text you provide and instead generate a page description based on your page content.

Text entered in the Meta Description field is included in the meta description HTML tag in your website source code. Content in the meta description HTML tag isn't a [SEO](#) ranking factor.

However, Good Gallery uses text in the Meta Description field to populate descriptions in page schema and details in the sitemap.xml file. Content found in those areas may be direct SEO ranking factors

If you don't supply Meta Description text, search engines will typically present searchers with related page content. Related page content includes first sentence on the page. If the page has no textual content, then breadcrumb text, menu text, or image alt text or titles might be displayed.

Meta Description content may also appear when URLs are shared on social network platforms.

Meta Description content should be informative, compelling, and relevant. This descriptive content encourages visitors to click on your link when your page appears in search engine results snippets.

For best results, Meta Description content should provide a concise summary without superfluous copy

The number of Meta Description characters displayed in search result snippets changes periodically and varies by search engine.

Meta Descriptions that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Meta Descriptions to fewer than 155 characters to accommodate search result snippet limitations across all desktop search engines. To support mobile search engines, limit Meta Descriptions to fewer than 120 characters.

Meta Description length isn't a direct SEO ranking factor. However, studies show that truncated Meta Descriptions may negatively affect click-through rates.

Follow these steps to change the image Meta Description:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.

5. Click the **Image Settings** button.
6. Modify the **Meta Description** field.
7. Click the **Save Changes** button.

Folders

The Folders setting indicates the Folders where the image appears. Clicking on a Folders close icon (x) removes the image from that Folder.

Before Image

The Before Image setting indicates if the image should have before and after (aka before / after) functional characteristics.

The Before Image option connects the selected image with a before image. In other words, when the Before Image option is activated, choose the before image that you want associated with the selected image. The selected image is then automatically designated the after image.

For best results, aspect ratios for Before Image selections should exactly match the original image aspect ratio.

The before / after controls appear on Gallery Page images and images inserted in all Content areas.

Follow these steps to change the Before Image setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.

5. Click the **Image Settings** button.
6. Review the **Before Image** segmented control options.
7. Choose **yes**.
8. Click the **Choose Image** button.
9. Select the appropriate image.
10. Click the **Save Changes** button.

Allow Search Engine Indexing

The Allow Search Engine Indexing setting in [Image Settings](#) indicates if the image and image content should be visible to search engines.

When the option is set to default, the rule defined in Search Engines Index Gallery Images under [Gallery Pages settings](#) applies. The default setting for Allow Image Indexing for Image Pages is yes for new Good Gallery sites.

When the option is set to yes, the page can be indexed by all search engines.

When the option is set to no, search engines are presented with an HTML directive that discourages them from indexing the image.

When the option is set to dynamic, search engines are presented with an HTML directive that discourages them from indexing the image when both the Title and Content are blank.

The HTML used to discourage search engines from indexing images and image content is:

```
<meta name="robots" content="noindex" />
```

Although major search engines will follow this directive, some search engines and proprietary tools may ignore this instruction and index the image. Therefore, this setting doesn't guarantee that the image will not be indexed by all search engines.

If you believe that images without accompanying content are viewed as thin content by search engines, then choose the dynamic option. Otherwise, the yes or no options may be more suitable to your [SEO](#) strategy.

Follow these steps to indicate if search engines should index individual images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.
6. Modify the **Allow Image Indexing** segmented control field.
7. Choose **yes**, **no**, **dynamic**, or **default**.
8. Click the **Save Changes** button.

Follow these steps to indicate if search engines should all images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* heading, choose **Site Options**.
4. Edit the **Search Engines Index Gallery Images** setting.
5. Modify the segmented control field.
6. Choose **yes**, **no**, or **dynamic**.
7. Click the **Save Changes** button.

Location (Full Street Address or City, State)

Indicate the address associated with the image. The full street address is preferred. City and state information are acceptable alternatives.

[Location](#) details are displayed on Image Pages. The geographic location is also directly linked to Google maps.

This feature may provide search engines with a local search ranking indicator.

Follow these steps to add Location information:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.
6. Modify the **Location** field.
7. Click the **Save Changes** button.

Tags

Link images using tags. Tags are words or phrases that connect related images.

Tags applied to images are displayed as links in [Image Info](#) areas. Those links connect to thumbnail collections of all similarly tagged images.

For more information, see the [Tags](#) section of the [Manual](#).

Follow these steps to add Image Tag information:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.

6. Modify the **Tags** field.
7. Click the **Save Changes** button.

Content

Content refers to text, headings, tables, images, links, embedded videos, and embedded code that appears in website content areas.

For additional information about managing content, refer to the [Text Editor](#) section of the [Manual](#).

See the [Content](#) section under the [SEO](#) section heading for additional information about creating content for search engines.

Follow these steps to add image Content information:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Image Settings** button.
6. Modify the **Content** field.
7. Click the **Save Changes** button.

Square Area

The Square Area tool defines the preferred crop area for square thumbnails.

Square thumbnail images are displayed when the Thumbnails **Aspect Ratio** is defined as **1:1 ratio (square)**.

The Square Area for every image is assigned automatically using the center of the image as the square origin. The square expands from the center until it meets the longest edge of the image.

When Square Area settings are modified, original images are cropped again and resized. Changes to the Square Area won't be visible until the cropping and resizing process is complete.

Drag the box corners to change the size of the crop or move the entire box to define the most important image areas.

Follow these steps to define the Square Area:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Square Area** button.
6. Define the visible area for square thumbnails.
7. Click the **Save Changes** button.

Focal Area

The Focal Area tool defines image areas that should be visible when images are dynamically cropped in visitor browsers. In other words, when images fill the display area, the focal area is favored and rarely hidden.

This functionality is applied to images displayed in [Gallery Pages](#), thumbnails displayed on Gallery Pages, and thumbnails displayed on [Visual Menu Pages](#).

For Gallery Pages, this feature defines the most important Gallery Page image areas. Therefore, when the Gallery Image Padding Mode setting is set to **full** (Site » Gallery Pages » Gallery Image Padding Mode), then the image fills the entire available area assuming the original image dimensions are large enough to fill that area.

For Visual Menu Pages, this feature defines the focal area for Visual Menu Page thumbnails so important image content isn't hidden when thumbnail images aspect ratios change based on the visitor's browser viewport size. More information about this functionality is available in the [Visual Menu Pages](#) section of the Manual.

After choosing the **Set Focal Area** button, move the default focal area select box over the most important image area. Although you can also manually define a free-form focal area, use the default focal area select box for best results.

You may need to experiment with several focal area select box positions to achieve the desired effect.

Follow these instructions to define the Focal Area:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images. Images can be selected individually or in groups using **CTRL** or **SHIFT** keys.
5. Click the **Focal Area** button.
6. Click the **Set Focal Area** button.
7. Move the default Focal Area selection box over the most important image area.
8. Click the **Save Changes** button.

Folder Name

Modify the [Folder](#) name. Folder names are displayed alphabetically under the Your Folders menu heading.

Follow these instructions to define the Folder Name:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Click the **Folder Name** button.
5. Change the folder name.
6. Click the **Save Changes** button.

Delete Folder

Delete the [Folder](#). Although the folder is removed, images aren't deleted and remain present in the All Images folder.

To alternatively delete all images in the folder, before deleting the folder, select the images and then choose the [Delete Selected](#) button.

Follow these instructions to delete the folder:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Click the **Delete Folder** button.
5. Click the **OK** button.

View Page

Display the page associated with the Folder in a new browser window.

This button is only available when the folder is associated with a single [Gallery Page](#).

Follow these steps to view the Gallery Page:

1. Hover your cursor over the **Images** menu.
 2. Under the *Your Folder* menu heading, choose the preferred folder.
 3. Click the **Folder Name** button.
 4. Click the **View Page** button.
-

View Site

Display your website home page in a new browser window. Only saved changes are displayed.

Follow these steps to view the website home page:

1. Hover your cursor over the **Images** menu.
2. Under the *Your Folder* menu heading, choose the preferred folder.
3. Click the **Folder Name** button.
4. Click the **View Site** button.

Image Tools

Manage [Folders](#) and Tags with Image Tools.

Add New Folder

Create a new [Folder](#) for images. Folders are used to group and organize images. You can add or upload images after you create the folder.

Follow these steps to add a new image folder:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Images** menu.
 3. Under the *Image Tools* menu heading, choose Add New Folder.
 4. Type the folder name.
 5. Click the **Save Changes** button.
-

Image Tags

Tags are words or phrases that connect related images.

Tags applied to images are displayed as links in [Image Info](#) areas. Those links connect to thumbnail collections of all similarly tagged images.

Tags are displayed in Image Info content areas as a comma separated list. When a visitor follows a tag link, they're presented with a thumbnail grid displaying all images that share that tag. Selecting any thumbnail from the grid displays the full-size image.

Every tag link is a unique URL. These links are discovered organically as visitors view Image Info. These unique URLs are also indexed by search engines. The URL links can also be shared manually via email or text. They can also be connected to the website menu using URL Link pages.

To prevent duplicate content issues, tagged images use innovative Canonicalization functionality to always reference the most important [Gallery Page](#) image.

Tags should be included alongside images only when the tag provides valuable additional insight. If an image doesn't require a tag, then a tag shouldn't be attached to the image. Not every image should be tagged.

Several images should be associated with every tag. Tagged thumbnails are more valuable to visitors when more images are displayed.

Although every image supports unlimited tags, fewer tags typically provide a better user experience.

Fewer than 5 tags per image work best. If too many tags are displayed alongside an image, visitors may find that lengthy tag list confusing.

Before adding tags to Good Gallery, use a third-party text editor and create an organizational taxonomy that lists every possible tag. Review that list carefully and remove tags that won't be helpful to most visitors. Apply the remaining tags to images.

When viewing tagged images, all images assigned that tag are displayed. This includes Images in both active and inactive Folders and images appearing in the All Images folder.

Tag Examples

Here are Tag examples for photographers.

Wedding Photographers

City Name

Los Angeles, Pasadena, Santa Monica

Venue

Beverly Hills Hotel, St. Andrews Catholic Church

Tradition

getting ready, ceremony, reception, cake cutting

Location

ballroom, country club, beach, garden

Religion

Catholic, Methodist, Lutheran

Culture

Chinese, Indian, Filipino

Style

casual, chic, classic, diy

Approach

candid, posed portrait, photojournalism

Portrait Photographers

City Name

Los Angeles, Pasadena, Santa Monica

Style

modern, traditional, editorial

Profession

real estate agent, attorney

Type

headshot, corporate portrait, personal branding

Event Photographers

City Name

Los Angeles, Pasadena, Santa Monica

Company Type

fortune 500, small business, woman-led

Event Type

award ceremony, banquet, baptisms, bar mitzvah

Food Photographers

City Name

Los Angeles, Pasadena, Santa Monica

Style

modern, simple, messy

Category

savory, sweet

Type

meat, fish, dessert

Add New Tag

[Tags](#) can be added using [Image Settings](#). Tags can also be added when images are automatically imported.

Add Tags via Image Settings

Follow these steps to enter add [Tags](#) using [Image Settings](#):

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Your Folder* menu heading, choose the preferred folder.
4. Select the appropriate images.
5. Click the **Image Settings** button.
6. Add tags to the **Tags** field.
7. Click the **Save Changes** button.

Add Tags via Exif Import

Good Gallery imports Exif data when images are uploaded. When images include keyword data in the image Exif, image tags are automatically associated with those images.

Digital Asset Management (DAM) software often uses the word **keyword** to refer to tags. We prefer the word **tag** to prevent confusion with [SEO keywords](#). You should consider those words synonymous when working with your DAM software.

These DAM software tools allow you to add keyword Exif information to image files: Adobe Lightroom, Adobe Bridge, Camera Bits Photo Mechanic, BreezeBrowser, ExifTool, ImageInfo Toolkit, Irfanview, MediaInfo, METAmachine, and pyExifToolGUI.

Each software tool uses different mechanisms to allow for keyword / tag input. Locate the appropriate software documentation describing Exif keyword management using your preferred search engine.

Once keywords are added to image Exif, upload the images to Good Gallery. The Exif information is extracted automatically.

Tag Settings

Manage display characteristics and content associated with Tag Pages.

Tag Pages are where groups of tagged image thumbnails are displayed. Visitors view Tag Pages after clicking on tag links in the [Image Info](#) area.

Tag

[Tags](#) are the descriptive words or phrases that connect two or more images.

Follow these steps to enter edit the image tag names:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Image Tools* menu heading, choose **Image Tags**.
4. Choose the appropriate tag.
5. Edit the **Tag** field
6. Click the **Save Changes** button.

Title

Titles are labels displayed in search results, bookmarks, browser tabs, and in shared content for Tag Pages.

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched [keywords](#). Titles should also be unique for each page.

Include keywords as the first words in titles and improve click-through rates. Early keyword position in titles may also be a slight SEO ranking factor.

The number of Title characters displayed in search result snippets changes periodically and varies by search engine.

Titles that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Titles to fewer than 55 characters to accommodate search result snippet limitations across all search engines.

Title length isn't a direct SEO ranking factor. However, studies show that truncated Titles may negatively affect click-through rates.

Title modifications aren't visible in search results until search engines crawl your page again and update their index. Old Titles may appear in snippets until the search engines update their indexes. Search engines may even show a different title if they feel the title you provided doesn't accurately describe the page content.

Follow these steps to enter edit the image tag Title:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Image Tools* menu heading, choose **Image Tags**.
4. Choose the appropriate tag.
5. Edit the **Title** field
6. Click the **Save Changes** button.

Permanent Link

The Permanent Link field indicates the URL for tagged images. The full URL path for each permanent link must be unique.

When the Domain Name is defined in [Site Options](#), then the entire URL is displayed in the Preview area.

Preview: <https://www.example.com/tag/example-tag>

If the Domain Name is not defined in Site Options, then only the relative path is displayed in the Preview area.

Preview: /example-tag

Relative paths omit the protocol and domain in the website path. Instead, a relative URL begins with a forward slash and includes the entire path after the domain.

Add your Domain Name in [Site Options](#) for improved URL information in the Preview area.

Modifications to information in the Tag field override information in the Permanent Link field and the Title field. Completing the [Tag Settings](#) fields in the order they're presented is recommended to ensure optimal efficiency in data entry.

Spaces and special characters entered in the Tag field are automatically converted to hyphens in the Permanent Link field. Uppercase characters are automatically converted to lowercase characters.

Stop words including an, and, also, around, at, is, on, the, which, and similar non-descriptive conjunctions and adverbs are automatically removed.

The Permanent Link field can be manually edited and refined. However, spaces, uppercase characters, and underscores aren't allowed in the Permanent Link field.

The [keywords](#) that appear in URL paths may be used by search engines as a ranking factor. For more information about keywords, please see the [SEO](#) section of the [Manual](#).

Studies show that shorter URLs have higher clickthrough rates. Longer URLs may also be more prone to copy and paste errors. Working toward shorter permanent link URLs may also help encourage the use of fewer redundant or repetitive keywords.

The Permanent Link field includes a character counter that recommends fewer than 100 characters. That arbitrary value is based on the idea that short URLs are preferred over long URLs.

The character count is based on the entire URL path including the domain name but omitting the protocol.

When the Permanent Link field is changed for a tag, Good Gallery keeps track of that change and automatically creates a [301 Redirect](#) record for the old URL. Those 301 Redirects are then displayed in the 301 Redirects field.

Follow these steps to enter edit the image tag Permanent Links:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Image Tools* menu heading, choose **Image Tags**.
4. Choose the appropriate tag.
5. Edit the **Permanent Link** field
6. Click the **Save Changes** button.

301 Redirects

[301 Redirects](#) notify browsers and search engines that a tag has moved to a new location. 301 Redirects serve as a permanent forwarding address for old URLs.

The 301 Redirects field lists historical Permanent Link changes. Any traffic to the historical Permanent Links is automatically forwarded to the new Permanent Link.

The 301 Redirects field appears automatically when the Permanent Link changes. Unlimited 301 Redirects can be accumulated and stored without penalty.

Follow these steps to remove a 301 Redirect from the Permanent Link field:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Images** menu.
3. Under the *Image Tools* menu heading, choose **Image Tags**.
4. Choose the appropriate tag.
5. Locate the **301 Redirects** field.
6. Click on the 301 Redirect you wish to remove.
7. Click the **OK** button.

Meta Description

Meta Descriptions summarize page content. Content entered in this field is used to suggest your preferred page description to search engines and social networks.

Although text entered in the Meta Description field may appear in search engine snippets, search engines may ignore the text you provide and instead generate a page description based on your page content.

Text entered in the Meta Description field is included in the meta description HTML tag in your website source code. Content in the meta description HTML tag isn't a [SEO](#) ranking factor.

However, Good Gallery uses text in the Meta Description field to populate body text in [Subpage Parent](#) pages, descriptions in page schema, and details in the sitemap.xml file. Content found in those areas may be direct SEO ranking factors.

If you don't supply Meta Description text, search engines will typically present searchers with related page content. Related page content includes first sentence on the page. If the page has no textual content, then breadcrumb text, menu text, or image alt text or titles might be displayed.

Meta Description content may also appear when URLs are shared on social network platforms.

Meta Description content should be informative, compelling, and relevant. This descriptive content encourages visitors to click on your link when your page appears in search engine results snippets.

For best results, Meta Description content should provide a concise page summary without superfluous copy.

The number of Meta Description characters displayed in search result snippets changes periodically and varies by search engine.

Meta Descriptions that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Meta Descriptions to fewer than 155 characters to accommodate search result snippet limitations across all desktop search engines. To support mobile search engines, limit Meta Descriptions to fewer than 120 characters.

Meta Description length isn't a direct SEO ranking factor. However, studies show that truncated Meta Descriptions may negatively affect click-through rates.

Any quotation marks entered in the Meta Description field are automatically converted to the " HTML entity to prevent search engines from stopping at that point in the entry.

Meta Description modifications aren't visible in search results until search engines crawl your page again and update their index. Old Meta Descriptions may appear in snippets until the search engines update their indexes.

Follow these steps to enter edit the image tag Permanent Links:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Images** menu.
3. Under the *Image Tools* menu heading, choose **Image Tags**.
4. Choose the appropriate tag.
5. Edit the **Meta Description** field
6. Click the **Save Changes** button.

Content

Content refers to text, headings, tables, images, links, embedded videos, and embedded code that appears in website content areas.

Information in the Content (Above) area is inserted above images in the tag thumbnail area. The Content (Below) area inserts information below images in the tag thumbnail area.

For additional information about managing content, refer to the [Text Editor](#) section of the [Manual](#).

See the [Content](#) section under the [SEO](#) section heading for additional information about creating content for search engines.

Logos

Logos and favicons are symbols that identify your brand.

JPG and SVG file formats only. Other file formats aren't recommended.

Logos are displayed near website menus and as hidden watermarks on images. Favicons are displayed on the browser address bar, in browser tabs next to the page title, in bookmarks, and as icons on mobile devices when website links are saved to devices.

Manage Logos

These instructions outline how to upload and manage bitmap or vector logos on your Good Gallery website.

Upload Logos

Follow these steps to upload logos:

1. **Sign In** to your Good Gallery administrator account.
2. Choose **Logos** from the menu.
3. Upload logos using one of these methods:
 - a. Drag & Drop
 - i. Open a local folder using File Explorer (PC) or Finder (Mac).
 - ii. Select the appropriate logo images from a local computer folder.

- iii. Click and drag the selected images to the boxed area on the Good Gallery Upload page.
 - iv. Release the mouse button.
 - b. Select Images
 - i. Click the **Drop Files Here or Click to Upload** text.
 - ii. Select the appropriate logo images from a local computer folder.
 - iii. Click the **Open** button.
 4. Don't leave the Upload tool until the word **done** appears next every image.
-

Assign Logos

Follow these steps to assign your Logo and Hidden Watermark Logo to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Logos**.
4. In the **Logo** setting:
 - a. Choose the Desktop logo.
 - b. Choose the Mobile logo.
5. In the **Hidden Watermark Logo** setting:
 - a. Choose the Desktop logo.
 - b. Choose the Mobile logo.
6. Click the **Save Changes** button.

Favicons

Favicons are small icons that serve as branding elements for your website. These icons are displayed in the browser address bar, in browser tabs next to the page title, in bookmarks, and as icons on mobile devices when your website link is saved on that device.

For best results, small symbols typically work best as they're easily recognizable at small sizes. If you don't have a symbol recognizable with your brand, then you might consider using one or two of your primary colors and a simple shape (e.g. circle, square, diamond, star).

Good Gallery will automatically convert vector or bitmap files to the appropriate favicons format.

JPG and SVG file formats only. Other file formats aren't recommended.

Follow these steps to upload a favicon:

1. **Sign In** to your Good Gallery administrator account.
2. Choose **Logos** from the menu.
3. Upload your favicon using one of these methods:
 - a. Drag & Drop
 - i. Open a local folder using File Explorer (PC) or Finder (Mac).
 - ii. Select the appropriate favicon from a local computer folder.
 - iii. Click and drag the selected favicon to the boxed area on the Good Gallery Upload page.
 - iv. Release the mouse button.
 - b. Select Images
 - i. Click the **Drop Files Here or Click to Upload** text.
 - ii. Select the appropriate favicon from a local computer folder.
 - iii. Click the **Open** button.

4. Don't leave the Upload tool until the word **done** appears next every favicon.

Follow these steps to assign your favicon to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Logos**.
4. In the **Favicon** setting:
 - a. Choose the Desktop favicon.
 - b. Choose the Mobile favicon.
1. Click the **Save Changes** button.

Logo File Formats

Preparing your logo using recommended file formats helps ensure that your logo will download quickly and look crisp on all devices and platforms.

JPG and SVG file formats work best. JPG files are bitmap images. SVG files are vector files.

JPG and SVG file formats only. Other file formats aren't recommended.

SVG file formats are preferred because vector files scale perfectly. They also offer smaller file sizes and download more quickly than bitmap images. However, creating a valid SVG file can be difficult if your logo isn't an original vector file or if you don't have access to software that can create SVG files.

JPG files are acceptable if a vector logo is unavailable.

To create an SVG logo, you must start with a vector graphic file. Vector graphics are most commonly created using programs like Adobe Illustrator.

Logos created by graphic artists are often delivered in vector formats like EPS and AI.

See the SVG Logos section in the [Manual](#) for additional information about vector logo conversion.

Bitmap graphics are created using programs like Adobe Photoshop. If your logo is unavailable as a vector file, use JPG format. Saving a JPG or PSD bitmap image with an SVG extension doesn't convert that bitmap image to a vector image.

For best results, JPG logos should measure at least 600 pixels on the longest dimension.

Logo Formatting

For best results, when saving your logo, don't include extra white space around the edges of your logo. Logo padding is best managed with Logo settings and the default values are typically best for most websites.

Including extra white space around the edges of your logo makes it difficult to control the appearance of your logo.

Create SVG Logo

You can create an SVG logo with a vector logo file in AI or EPS format. **This process assumes that all logo elements are vector objects.**

Follow these steps to create an SVG logo:

1. Open the EPS or AI logo file in Adobe Illustrator.
2. Press the **CTRL+A** keys to select the entire image.

3. Ungroup all elements.
 - a. Choose the **Object** menu.
 - b. Choose **Ungroup** from the menu.
4. Convert all text to outlines.
 - a. Select all text elements (**CTRL+CLICK** or **SHIFT+CLICK**).
 - b. Choose the **Type** menu.
 - c. Choose **Create Outlines** from the menu. If the **Create Outlines** option is unavailable, the text is already converted.
5. Set artboards to logo boundaries.
 - a. Select the entire logo (**CTRL+A**).
 - b. Choose the **Object** menu.
 - c. Hover your mouse over the **Artboards** submenu.
 - d. Choose **Fit to Selected Art** from the Artboards submenu.
6. Save as SVG.
 - a. Choose the **File** menu.
 - b. Hover your mouse over the **Export** submenu.
 - c. Choose **Export As...** from the Export submenu.
 - d. Enter a filename.
 - e. Change **Save as type** to **SVG**.
 - f. Click the **Export** button.
 - g. Review the **SVG Options**.
 - i. Styling: Presentation Attributes
 - ii. Font: SVG
 - iii. Images: Embed
 - iv. Object IDs: Minimal
 - v. Decimal: 2

- vi. Minify Checkbox: ON
- vii. Responsive Checkbox: OFF
- h. Click the **OK** button.

Logo Issues

In some cases, your logo may not appear on your website. Here is information on how to correct display issues.

Logo Not Visible

If you have deleted a logo or added a new logo, confirm that your preferred logo is selected in [Your Settings](#).

Follow these steps to assign your preferred logo:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Logos**.
4. In the **Logo** setting:
 - a. Choose the Desktop logo.
 - b. Choose the Mobile logo.
5. In the **Hidden Watermark Logo** setting:
 - a. Choose the Desktop logo.
 - b. Choose the Mobile logo.
6. Click the **Save Changes** button.

Alternatively, your logo may have been saved incorrectly—perhaps in the incorrect color space. Use JPG and SVG file formats only. Other file formats aren't recommended and some formats like EPS aren't supported.

Save the logo again using your preferred image management software. When the new logo file has been created, upload the updated logo and select the new logo from the Logo settings dropdown.

Other Display Problems

If your logo file format is SVG and your logo doesn't display properly on some browsers or devices, then it's likely that the file was saved incorrectly.

See the SVG Logos section in the [Manual](#) for additional information about how to create SVG images from vector files.

Please remember that saving a JPG or PSD bitmap image with an SVG extension doesn't convert that bitmap image to a vector image.

If your original logo is unavailable as a vector file, use JPG format.

Forms

Forms gather information from website visitors. Create unlimited custom-designed forms with an unlimited number of unique fields.

Add forms to your website using the [Text Editor](#) Insert Form tool located in all Content areas under [Page Settings](#), [Image Settings](#), or [Tag Settings](#).

Forms are typically included on contact pages, but forms can be inserted in any Content area anywhere on your website.

You can receive and store an unlimited number of submitted responses.

Data gathered by forms is often critical to your business. Periodically test all functionality to verify form operation.

Follow these steps to create or manage forms:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading or *Form Tools* menu heading, choose the appropriate option.
4. Modify the appropriate settings.
5. Click the **Save Changes** button.

User Experience

User experience (UX) refers to how visitors interact with your website. The goal of a perfect user experience is to meet the exact needs of your visitors by merging the best of social and technical engineering, graphic design, interface design, and psychology in the presentation of your online forms.

Based on extensive research and testing, our forms capabilities are carefully crafted to take advantage of the best practices in user experience.

Our advanced features are certain to promote greater understanding by your visitors and improve your overall form completion rates when compared to other systems.

Here are some specific form capabilities that explain why Good Gallery forms offer a superior user experience for visitors.

Labels

Labels are top aligned to form fields. This method allows visitors to read both labels and input values with a single eye movement.

Studies have shown that this results in the fastest completion times and results fewer cases of visitor abandonment. As an additional benefit, this label position is also preferred on mobile devices where horizontal space is at a premium.

Validation

Form validation is the process by which a web-based form checks the information provided by a visitor and ensures it is complete and correct.

Good Gallery forms employ inline validation instead validating information after the form has been submitted.

This means that validation signals and messages are displayed immediately after a visitor types information into a form field and that reduces friction in forms.

For example, if a visitor successfully enters the correct information in a field, the border around that field is instantly set to green indicating success.

Alternatively, if the information is incorrect, then the border around the field is immediately set to red and a warning message is provided informing the visitor that they have entered incorrect information.

Required Field Legend

When required fields are present in a form, a legend is displayed above the form showing that a red asterisk indicates a required field. All required fields are presented with a red asterisk.

This highly visible indicator of required fields aids users in form completion and reduces form friction.

Polite Communication

Any form errors are communicated using positive language. In other words, error messages aren't presented using a negative tone. Instead, all messages offer helpful advice on what the user needs to do to fix the error.

Helpful Suggestions

Many of our form fields offer visitors helpful suggestions. For example, if visitor enters an email address with a possibly misspelled domain, the form will suggest the recommended corrections.

Better Captchas

Instead of presenting visitors with images of slightly illegible letters and digits that must be manually decoded, Good Gallery forms employ the much easier-to-use reCAPTCHA.

Google reCAPTCHA is a service that uses adaptive intelligence to detect and prevent automated software from submitting information through forms.

Trivia: CAPTCHA is an acronym for “Completely Automated Public Turing test to tell Computers and Humans Apart.”

Easy to Read

When a visitor submits a form, the content of that submission is sent to you in an easy-to-read HTML email message.

Those emails are formatted to display the questions on your form and the visitor supplied answers. Questions are displayed in a bold font while answers are displayed in a standard font.

The Form Name is displayed as the submission heading. The Form Name can be changed providing easy identification of form data if multiple forms are employed on your website.

Text Only Option

If you prefer text-only emails, our forms offer the ability to change submission from the default HTML email version to a text-only version.

Responsive

Our forms offer advanced responsive characteristics that make them incredibly well-suited to encourage completion on mobile devices.

Better Forms

Here are a few suggestions to consider when you're adding forms to your website.

Essential Information

When you offer an online form, you should only request the information you need.

For example, even if you'd like to know someone's astrological sign, unless you absolutely need to know that information, you shouldn't ask for that information.

Asking for non-essential information on a form increases the amount of time required to complete a form while adding friction and frustrating visitors.

In some cases, requesting too much information can result in visitor abandonment.

Avoid Required Fields

You should avoid using required fields in forms unless the information requested is essential.

For most forms, if you present visitors with a request for reasonable information, most users will provide that information.

However, in cases where users are required to provide information that they don't want to provide, although they may still provide the information, they'll do so begrudgingly.

That can lead to feelings of resentment and that can influence your first contact with that visitor. In extreme cases, some visitors may choose to enter incorrect information or abandon the form.

Explain When Necessary

If you need visitors to provide sensitive or extensive information, consider offering a brief explanation as to why you need that information and how you will use it.

You can provide that information in the text area above your form or within the form itself near the form fields in question.

Providing short explanations will help reduce concerns visitors have about providing what they may perceive as non-essential information.

Use Microcopy Correctly

Microcopy refers to short-form textual information that can assist visitors in form completion.

For example, if you prefer that visitors enter their last name first in a field, then the label might read “Full Name (Last, First).” The text in parentheses is an example of microcopy.

Only include microcopy when necessary. In other words, don’t include microcopy instructions on common form fields.

For example, on a field labeled “Full Name,” you wouldn’t include “(First Last)” as microcopy since most visitors will already provide their name in that order. For this example, the microcopy would be extraneous and add visual dissonance to the form.

Form Issues

Many email providers have built-in system security to guard against spam and junk email. These systems may create email issues for messages sent with your forms.

When a third-party form sends an email on your behalf, some email clients treat that message as spam unless the third-party sender is authorized.

Good Gallery forms are one example of a third-party form. When a visitor completes your website form, an email message is generated by Good Gallery servers and is sent to the addresses you’ve indicated on your behalf.

Some email clients will add a notice to the message warning recipients that the message may be spam. Other mail clients may automatically move the message to a spam folder. In other cases, the messages might be blocked entirely.

This email client security measure may also prevent direct responses to the Reply To address defined in the form message.

If you're not receiving messages from Good Gallery forms, adding an SPF record to your domain may reduce issues with warning messages and misdirected emails.

Good Gallery can only send emails on your behalf. Our software is unable to influence or override security protocols implemented by external email hosts.

SPF

Sender Policy Framework (SPF) is an email validation system that helps prevent email spam. It's a security standard intended to prevent sender address email forgery.

When emails are sent on your behalf by a third-party, you can authorize those emails by adding an SPF record to your domain. Good Gallery form messages are examples of third-party emails.

Not all email providers authenticate email using this method, but we've recently seen an increased use of this security protocol.

When you add an SPF record to your domain, that SPF record authorizes Good Gallery servers to send emails on your behalf.

If you use Gmail and you use our forms on your website, follow these steps to create add an SPF record authorizing Good Gallery servers to send emails on your behalf.

1. Login to your domain registrar domain management tools.
2. Edit the domain DNS records.
3. Add a new TXT record.
4. Set the Host value to @.
5. Set the TTL value to **1 Hour**.

6. Set the TXT value to include the IP **54.201.219.7**. The following example is for Gmail users:

```
v=spf1 ip4:54.201.219.7 include:_spf.google.com ~all
```

7. Save your changes.

If Gmail is not your email provider, the value following the “include:” statement will be different. Contact your email provider to obtain the appropriate SPF details.

For additional assistance, please locate your domain registrar’s instructions for adding SPF information or contact their support team directly.

Your Forms

Manage your forms using these tools.

Save Changes

Save all changes. This button is only active after form settings change.

Follow these steps to save your changes in [Form Settings](#):

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the appropriate [Form Settings](#) information.

5. Click the **Save Changes** button.
-

Delete Form

Click the Delete Form button to delete this form and remove it from your website.

Follow these steps to delete a form:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Forms** menu.
 3. Under the *Your Forms* menu heading, choose the appropriate form.
 4. Click the **Delete Form** button.
-

Add Field

Click the Add Field button to add a new field to the end of the form. This choice activates an automatic scroll moving the screen to the new field location.

Follow these steps to add a new form field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Click the **Add Field** button.
5. Modify the appropriate [Form Settings](#) information.
6. Click the **Save Changes** button.

Form Settings

Form Settings manage form behavior. To change the appearance of forms, use [Forms settings](#) and [Typography settings](#).

Follow these steps to access Form Settings:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.

Form Name

Provide a unique form name. Short names work best. This label isn't visible to visitors.

Follow these steps to modify the Form Name field:

6. **Sign In** to your Good Gallery administrator account.
7. Hover your cursor over the **Forms** menu.
8. Under the *Your Forms* menu heading, choose the appropriate form.
9. Modify the **Form Name** field.
10. Click the **Save Changes** button.

Send Submissions To

Indicate the email address where form content is sent when the visitor clicks the Submit Form button. This field supports multiple comma-separated or semicolon-separated email addresses.

The default address for this field is your Good Gallery username when the form is created.

Follow these steps to modify the Send Submissions To field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Send Submissions To** field.
5. Click the **Save Changes** button.

Send Submissions From

Indicate the reply-to email address for Return Receipt emails. This is also the reply-to address for submission emails you receive when visitor email addresses aren't collected in your form.

The default address for this field is your Good Gallery username.

Follow these steps to modify the Send Submissions From field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Send Submissions From** field.
5. Click the **Save Changes** button.

From Name

Indicate the name displayed in the reply-to address area for submission emails you receive and Return Receipt emails. The default value for this field is your company name.

Follow these steps to modify the From Name field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **From Name** field.
5. Click the **Save Changes** button.

Subject Line

Indicate the text that appears in the subject line area for submission emails you receive. The default value for this field is Inquiry.

Use this field to create subject lines that stand out in your inbox.

Follow these steps to modify the Subject Line field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Subject Line** field.
5. Click the **Save Changes** button.

Submission URL

Indicates the URL where visitors are sent when they successfully submit the form. When this option is blank, visitors are presented with a confirmation message after form information is submitted and remain on the page where the form is located.

Use this feature to send visitors to custom landing pages or track conversions using tools like [Google Analytics](#).

Confirmation pages can perform the following functions:

- confirm the submission of the form
- thank the visitor for completing the form (thank you page)
- assure the visitor that they made the right choice in completing the form
- provide an explanation regarding what will happen next
- recommend that they consider another product or service you offer
- ask for a referral

Follow these steps to modify the Submission URL field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Submission URL** field.
5. Click the **Save Changes** button.

Submit Button Label

Customize the text that appears on the submit button. The default value for this field is Send Message.

Follow these steps to modify the Submit Button Label field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Submit Button Label** field.
5. Click the **Save Changes** button.

Submitted Button Label

Customize the text that appears on the submit button after the form has been submitted. The default value for this field is Send Message Again.

Follow these steps to modify the Submitted Button Label field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Submitted Button Label** field.
5. Click the **Save Changes** button.

Email Format

Indicate if submitted content should be provided in html or plain text format.

The html format presents submitted content styled simply for convenient inbox viewing. The plain text option is also used to format content appropriately for third-party tools like [ShootQ](#) and [Pixifi](#).

Follow these steps to modify the Email Format field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Email Format** segmented control field.
5. Choose **html** or **plain text**.
6. Click the **Save Changes** button.

Append Name to Subject

Indicate if visitor names are appended to the Subject Line of submitted form content.

The name displayed is based on submitted information from the Name (Full) field or Name (First) + Name (Last) in your form. If you use multiple names in your form, only the initial name field information is presented in the email subject line.

Follow these steps to modify the Append Name to Subject field:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Append Name to Subject** field.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Use Google Captcha

Indicate if the Google reCAPTCHA feature is active on the form. This feature helps reduce or eliminate spam submissions by robots.

Follow these steps to activate Google reCAPTCHA on the form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Use Google Captcha** segmented control field.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Include Return Receipt

Indicate if an automated email is sent to visitors who complete the form.

If you activate this feature, see the [SPF](#) section in the [Manual](#) for information about recommended domain settings.

Follow these steps to activate the Include Return Receipt on the form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Include Return Receipt** segmented control field.
5. Choose **yes** or **no**.
6. Click the **Save Changes** button.

Return Receipt Message

Provide the text for the return receipt email sent to visitors who complete the form. This field is presented when Include Return Receipt is set to yes.

Follow these steps to modify the Return Receipt Message on the form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Include Return Receipt** segmented control field.
5. Choose **yes**.
6. Enter the appropriate information in the **Return Receipt Message** field.
7. Click the **Save Changes** button.

Fields

Define the form fields. An unlimited number of fields is supported. Field order is changed by dragging fields up or down using the handle next to each field.

Options are available for [Field Labels](#), [Field Types](#), and [Restrictions](#).

Follow these steps to modify fields in [Form Settings](#):

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Your Forms* menu heading, choose the appropriate form.
4. Modify the **Field Label**, **Field Type**, and **Restriction** for the appropriate fields.
5. Click the **Save Changes** button.

Field Label

Field Labels are short descriptions that identify fields for website visitors.

Field Type

Field Types control field behavior.

Blank

Insert a blank space between form elements. The blank space height is 20 pixels.

Check Boxes

Include check boxes on forms. Unlimited check boxes are supported.

The check box option order is changed by dragging options up or down using the handle next to each option.

Date

Include a date field on forms. Visitors can input month, day, and year values manually or select dates using the modal calendar tool.

Drop Down

Include drop-down options on forms.

Unlimited drop downs are supported. The drop-down option order is changed by dragging options up or down using the handle next to each option.

The first drop-down option listed is the default field. The first field can be left empty indicating a blank value for the initial default selection.

Email

Include an email field on forms. Error checking is included ensuring that addresses entered match valid email strings (e.g. name@domain.extension).

Horizontal Rule

Insert a horizontal line separator in your form.

Long Description

Insert a block of descriptive text within your form. This text can provide visitors with supplemental instructions or information.

Memo

Include a multiple line text field. This field supports long-form textual information like comments and notes.

Name (First)

Include a field that captures a first name. This field includes an autocomplete tag that improves completion rates for visitors using autocomplete functionality.

Name (Full)

Include a field that captures a first and last name. This field includes an autocomplete tag that improves completion rates for visitors using autocomplete functionality.

Name (Last)

Include a field that captures a last name. This field includes an autocomplete tag that improves completion rates for visitors using autocomplete functionality.

Number

Include a text field designed for numeric input. Numeric input keypads are displayed when this field is selected on mobile devices.

Number (0 – 5)

Include a drop-down list with options starting at 0 and ending at 5. The default field value 0.

Number (0 – 10)

Include a drop-down list with options starting at 0 and ending at 10. The default field value 0.

Number (0 – 25)

Include a drop-down list with options starting at 0 and ending at 25. The default field value 0.

Number (0 – 100)

Include a drop-down list with options starting at 0 and ending at 100. The default field value 0.

Number (0 – 500)

Include a drop-down list with options starting at 0 and ending at 500. Numbers are presented in increments of 5. The default field value 0.

Number (0 – 1000)

Include a drop-down list with options starting at 0 and ending at 1000. Numbers are presented in increments of 5. The default field value 0.

Phone Number

Include a field optimized for phone number entries. Visitors can select their country from a graphical drop-down list. This field supports numeric error checking by country. The country code is included for all submissions.

The default country flag is the United States. The default flag can't be changed currently. However, you can alternatively choose a Text field instead of the Phone Number field. Using a Text field omits the country selection option from the form field.

Radio Buttons

Include radio button options on forms.

Unlimited radio buttons are supported. The radio button option order is changed by dragging options up or down using the handle next to each option.

None of the radio button options are selected by default.

Section Heading

Provide visual breaks using Section Heading text. This text is presented with bold font characteristics to differentiate Section Headings from form label text.

Text

Include a single line text field.

Time

Include a time field. Options include hours (00 – 12), minutes (00-59), and the two periods—ante meridiem and post meridiem (AM, PM). The default field value is blank.

Time (Span)

Include a time field where visitors can select a start time and end time. Options include hours (00 – 12), minutes (00-59), and the two periods—ante meridiem and post meridiem (AM, PM). The default field value is blank.

Yes / No

Include a yes or no drop-down field. The default value for this field is blank.

Yes / No / Maybe

Include a yes, no, or maybe drop-down field. The default value for this field is blank.

Restriction

Restrictions indicate if the field must be completed before the form is submitted.

Optional

Indicates that the field isn't required. Visitors aren't forced to complete this field before submission.

Required

Indicates that the field is required. Visitors must complete this field before submission.

Submissions Report

When a visitor submits a Form, the information gathered is sent to the email addresses in [Form Settings](#). The collected information is also permanently stored in a Submissions Report.

Each form you create is connected to a separate Submissions Report. Information is added to the Submissions Report after forms are submitted. When a form is deleted, Submissions Report data is also deleted.

If new fields are added to a form, information collected in those new fields is added to all new submissions the Submissions Report. Submissions prior to those additions are unchanged.

If fields are deleted from a form, information previously collected in deleted fields remains in the Submissions Report.

The submission time and date on the Submissions Report reflect the server time zone. The server time zone is Pacific Time (GMT-7). Emails you receive from the form will reflect your local time.

Follow these steps to view the Submissions Report:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Forms** menu.
3. Under the *Submissions Report* menu heading, choose the appropriate form.

Form Tools

Manage form characteristics with Form Tools.

Add New Form

Create custom forms that gather information from visitors. Forms are added to text areas using the Insert Form option located on the [Text Editor](#) toolbar.

Alternatively, you can also embed third-party forms on your website. For help inserting third-party forms, see the [Embed Code](#) section of the [Manual](#) for additional information.

Follow these steps to create a new form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Form Tools* menu heading, choose **Add New Form**.
4. Provide the information requested in [Form Settings](#).
5. Click the **Save Changes** button.

Call to Action

A call to action (CTA) encourages visitor behavior. These prominent instructions provide compelling encouragement and direct visitors to desired next steps.

Most calls to action encourage visitors to do something to receive something. CTAs might encourage visitors to contact you, learn more, see photos, sign up, or lead them to additional related content. Search and research online articles about CTAs for more information.

Add calls to action to your website using the [Text Editor](#) Insert Call to Action tool located in all Content areas under [Page Settings](#), [Image Settings](#), or [Tag Settings](#).

Format the Call to Action areas with [Call to Action settings](#). Calls to Action are supported in all website Content areas.

Types

Good Gallery includes three Call to Action options. They are Button, Basic, and Enhanced.

Button

Choosing the Button option inserts a centered button and button text in the content area. You can customize the button text.

Follow these steps to insert a button call to action:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Call to Action** button on the Text Editor toolbar.
6. Choose the **Button** option.
7. Click the button on the call to action.
8. Enter the destination. Manually enter the destination in the **URL** field or click the **Choose Link** magnifying glass icon and pick the destination.
9. Enter the button text in the **Text** field.
10. Click the **Update** option.
11. Click the **Save Changes** button.

Basic (LB) & Basic (RB)

Choosing the Basic options inserts a button, button text, and a Primary Label surrounded by a border.

You can customize the button text and the Primary Label text.

If you choose the Basic (LB) option, the button is located to the left of the Primary Label on desktop views and below the Primary Label text on mobile views.

If you choose the Basic (RB) option, the button is located to the right of the Primary Label on desktop views and below the Primary Label text on mobile views.

Follow these steps to insert a basic call to action:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.

3. Under the *Your Pages* menu heading, select the appropriate page.
 4. In the *Content* area, position your cursor in the appropriate area.
 5. Click the **Insert Call to Action** button on the Text Editor toolbar.
 6. Choose the **Basic (LB)** or **Basic (RB)** option.
 7. Click the button on the call to action.
 8. Enter the destination. Manually enter the destination in the **URL** field or click the **Choose Link** magnifying glass icon and pick the destination.
 9. Enter the button text in the **Text** field.
 10. Click the **Update** option.
 11. Click the Primary Label text on the call to action.
 12. Change the Primary Label text in the Primary Label field.
 13. Click the **Update** option.
 14. Click the **Save Changes** button.
-

Extra

Choosing the Enhanced options inserts a button, button text, a Primary Label, and a Secondary Label surrounded by a border.

You can customize the button text, the Primary Label text, and the Secondary Label text.

Follow these steps to insert an Extra call to action:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.

5. Click the **Insert Call to Action** button on the Text Editor toolbar.
6. Choose the **Extra** option.
7. Click the button on the call to action.
8. Enter the destination. Manually enter the destination in the **URL** field or click the **Choose Link** magnifying glass icon and pick the destination.
9. Enter the button text in the **Text** field.
10. Click the **Update** option.
11. Click the Primary Label text on the call to action.
12. Change the Primary Label text in the Primary Label field.
13. Click the **Update** option.
14. Click the Secondary Label text on the call to action.
15. Change the Secondary Label text in the Primary Label field.
16. Click the **Update** option.
17. Click the **Save Changes** button.

Enhanced (LB) & Enhanced (RB)

Choosing the Enhanced options inserts an icon, button, button text, a Primary Label, and a Secondary Label surrounded by a border.

You can customize the icon, the button text, the Primary Label text, and the Secondary Label text.

Enhanced (LB) and Enhanced (RB) Call to Action settings include open-license icons from [Elegant](#) (301), [Font Awesome](#) (1588), [Foundation](#) (96), [Ionicons](#) (411), [Map](#) (175), [Material Design](#) (5595), [Octicons](#) (199), [Typicons](#) (308), and [Zondicons](#) (297).

Icons representing brands may be trademarked. Only use brand icons according to each brand's requirements. You're solely responsible for icons you use.

If you choose the Enhanced (LB), the button, Primary Label text, and Secondary Label text are located to the left of the icon on desktop views and below the icon on mobile views.

If you choose the Enhanced (RB), the button, Primary Label text, and Secondary Label text are located to the right of the icon on desktop views and below the icon on mobile views.

Follow these steps to insert an enhanced call to action:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Call to Action** button on the Text Editor toolbar.
6. Choose the **Enhanced (LB)** or **Enhanced (RB)** option.
7. Click the button on the call to action.
8. Enter the destination. Manually enter the destination in the **URL** field or click the **Choose Link** magnifying glass icon and pick the destination.
9. Enter the button text in the **Text** field.
10. Click the **Update** option.
11. Click the Primary Label text on the call to action.
12. Change the Primary Label text in the Primary Label field.
13. Click the **Update** option.
14. Click the Secondary Label text on the call to action.
15. Change the Secondary Label text in the Primary Label field.
16. Click the **Update** option.
17. Click the icon on the call to action.

18. Select a new icon.
19. Click the **Update** option.
20. Click the **Save Changes** button.

Feature Boxes

Feature Boxes can display icons, images, textual information, and even function as calls to actions when buttons are displayed. These Feature Boxes present important information in a scannable graphical format.

Most calls to action encourage visitors to do something to receive something. CTAs might encourage visitors to contact you, learn more, see photos, sign up, or lead them to additional related content. Search and research online articles about CTAs for more information.

Add Feature Boxes to your website using the [Text Editor](#) Insert Feature Boxes tool located in all Content areas under [Page Settings](#), [Image Settings](#), or [Tag Settings](#).

Format the Feature Boxes areas with Feature Boxes settings. Feature Boxes are supported in all website Content areas.

Types

Good Gallery includes three Feature Boxes options. They are Basic, Extra, and Enhanced.

Basic

Choosing the Basic option inserts one to five text areas columns labeled **TOP** and **bottom** in the content area. You can customize the **TOP** and **bottom** text.

Follow these steps to insert Basic Feature Boxes:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
 3. Under the *Your Pages* menu heading, select the appropriate page.
 4. In the *Content* area, position your cursor in the appropriate area.
 5. Click the **Insert Feature Boxes** button on the Text Editor toolbar.
 6. Choose the appropriate **Basic** option.
 7. Click the appropriate column where **TOP** and **bottom** text is displayed.
 8. Change the default text.
 9. Click the **Update** option.
 10. Click the **Save Changes** button.
-

Extra

Choosing the Extra option inserts one to five text areas columns labeled **TOP** and **bottom** in the content area. An image area is also included. You can customize the **TOP** and **bottom** text and the image.

Follow these steps to insert Extra Feature Boxes:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Feature Boxes** button on the Text Editor toolbar.
6. Choose the appropriate **Extra** option.
7. Click the appropriate column where **TOP** and **bottom** text is displayed.
8. Change the default text.
9. Click the **Update** option.

10. Click the default icon in the appropriate column.
 11. Choose a different icon or image.
 12. Click the **Save Changes** button.
-

Enhanced

Choosing the Enhanced option inserts one to five text areas columns labeled **TOP** and **bottom** in the content area, an image above each column, and a button below each column. You can customize the **TOP** and **bottom** text, images, and button text

Follow these steps to insert Enhanced Feature Boxes:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Feature Boxes** button on the Text Editor toolbar.
6. Choose the appropriate **Enhanced** option.
7. Click the appropriate column where **TOP** and **bottom** text is displayed.
8. Change the default text.
9. Click the **Update** option.
10. Click the default icon in the appropriate column.
11. Choose a different icon or image.
12. Click the button in the appropriate column.
13. Enter the destination. Manually enter the destination in the **URL** field or click the **Choose Link** magnifying glass icon and pick the destination.
14. Enter the button text in the **Text** field.

15. Click the **Update** option.

16. Click the **Save Changes** button.

Tools

Tools include [Change Password](#), [Clear Cache](#), [Typeface Previews](#), [View Site](#), and [Dashboard](#).

Change Password

Manage your account password. Long passwords are more secure than short passwords. Never share your password.

Follow these steps to change your password:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Account* menu heading, choose **Change Password**.
4. Provide the information requested.
5. Click the **Save Changes** button.

Current Password

Enter the password currently associated with your account.

If you don't remember your Current Password, request a new one with the Forgot Password feature on the Sign In screen. New passwords are sent to your account email address (which is also your Good Gallery username).

New Password

Enter the new password for your account.

Avoid reusing old passwords. Refrain from using obvious personal information.

Confirm New Password

Confirm the new password for your account.

Since information entered in the New Password field is masked, the Confirm Password field helps identify typographical errors.

Show Passwords

View all masked passwords.

This feature should not be enabled in public areas where “over the shoulder” password attacks are possible.

Clear Cache

Manually update server memory with the latest site information. Otherwise, server memory is updated hourly.

This feature is useful when cached [Dashboard information](#) needs an immediate update.

Follow these steps to temporarily remove your website from server memory:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Account* menu heading, click **Clear Cache**.

Update 3XX Redirects

This tool searches all content for links that return a 3XX Redirect. The tool can then change those links to the redirect destination automatically.

More information about redirects is in the [301 Redirects](#) section of the Manual.

Click the **Scan All Content** button to view all links returning a 3XX Redirect. Report update time varies based on site content. For most sites, the report will update in less than 30 seconds. For large sites, several minutes may elapse.

To automatically update and correct all links, click the **Fix 3XX Redirects** button.

When the Scan All Content process is complete, data is displayed in multiple columns.

The **Origin Column** indicates if the URL is in the Menu, Page Settings Content, Image Settings Content, the Header Content setting, the Footer Content setting, or the Text Area Footer Info.

The **Location** column lists pages where 3XX links exist.

The **3XX URL** column lists the link returning a 3XX Redirect value.

The **Redirect Location** column lists the 3XX Redirect destination URL.

In rare cases, the 3XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

Scan All Content

This feature searches all content for links returning a 3XX Redirect.

Follow these steps to scan all content for links returning a 3XX Redirect:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Tools** menu.
 3. Under the *Account* menu heading, click **Update 3XX Redirects**.
 4. Click the **Scan All Content** button.
-

Fix 3XX Redirects

This feature automatically updates and corrects all 3XX links. The button is only activated when the Scan All Content task is completed.

Follow these steps to fix all 3XX Redirect links:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Account* menu heading, click **Update 3XX Redirects**.
4. Click the **Scan All Content** button.
5. When the scan is complete, click the **Fix 3XX Redirects** button.

Typeface Previews

Preview all typeface options.

Typeface options posted with an asterisk are system fonts. Using system fonts improves website performance.

However, system fonts aren't available on all devices. When a system font is unavailable, browsers display a typeface like the selected system font. Therefore, system fonts may not appear the same across all devices.

For additional information see the [Typography](#) section of the [Manual](#).

Follow these steps to view all typeface options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **Typeface Previews**.

Sentence Case

Display the pangram in sentence case. Sentence case is when the first word in a sentence is capitalized. Pangrams are sentences that include every letter of the alphabet.

Follow these steps to view the pangram in sentence case:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **Typeface Previews**.
4. Click the **Sentence Case** button.

Uppercase

Display the pangram in uppercase. Uppercase is when every letter in every pangram is capitalized. Pangrams are sentences that include every letter of the alphabet.

Follow these steps to view the pangram in uppercase letters:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Tools** menu.
 3. Under the *Preview* menu heading, choose **Typeface Previews**.
 4. Click the **Uppercase** button.
-

Lowercase

Display the pangram in lowercase. Uppercase is when every letter in every pangram is in lowercase. Pangrams are sentences that include every letter of the alphabet.

Follow these steps to view the pangram in lowercase letters:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **Typeface Previews**.
4. Click the **Lowercase** button.

Title Case

Display the pangram in title case. Uppercase is when the first letter in every word is capitalized. Pangrams are sentences that include every letter of the alphabet.

Follow these steps to view the pangram in title case:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Tools** menu.
 3. Under the *Preview* menu heading, choose **Typeface Previews**.
 4. Click the **Title Case** button.
-

Font Size

Change the font size for text and pangram previews. Evaluate small, medium, and large font sizes.

Follow these steps to adjust the size of typeface previews:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **Typeface Previews**.
4. Move the slider to the left to reduce the size of example text.
5. Move the slider to the right to increase the size of example text.

Switch Pangram

Preview different pangrams. Pangrams are sentences that include every letter of the alphabet.

Available pangrams include:

- The quick brown fox jumps over the lazy dog.
- Five quacking zephyrs jolt my wax bed.
- The five boxing wizards jump quickly.
- Pack my box with five dozen liquor jugs.
- Jinxed wizards pluck ivy from the big quilt.
- We promptly judged antique ivory buckles for the next prize.
- A mad boxer shot a quick, gloved jab to the jaw of his dizzy opponent.
- Jaded zombies acted quaintly but kept driving their oxen forward.
- The job requires extra pluck and zeal from every young wage earner.

Follow these steps to switch between pangrams:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **Typeface Previews**.
4. Click the **Switch Pangram** button.

View Site

Display your website home page in a new browser window. Only saved changes are displayed.

Follow these steps to view the website home page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **View Site**.

Dashboard

Meaningful content insights help focus [SEO](#) efforts. Audit and optimize website content using this analytics information.

Update All Data

Click the **Update All Data** button to view current information. Data is not reported real time.

Report update time varies based on site content. For most sites, the report will update in less than 30 seconds. For large sites, several minutes may elapse. Data can only be updated once every 5 minutes.

Follow these steps to update the Dashboard:

1. **Sign In** to your Good Gallery administrator account.

2. Click the **Update All Data** button.

Google Analytics

Click the **Google Analytics** button to view Google Analytics data. You must have an account with Google Analytics to view data.

More information is available in the [Google Analytics section](#) of the [Manual](#).

Follow these steps to view your Google Analytics account:

1. **Sign In** to your Good Gallery administrator account.
2. Click the **Google Analytics** button.

Search Console

Click the **Search Console** button to view Google Search Console data. You must have an account with Google Search Console to view data.

More information is available in the [Google Search Console section](#) of the [Manual](#).

Follow these steps to view your Google Search Console account:

1. **Sign In** to your Good Gallery administrator account.
2. Click the **Search Console** button.

Storage

Files stored on Good Gallery servers. The section heading also displays your total available space. The standard Storage Plan is 10 GB.

See the [Storage](#) section in the [Manual](#) for additional information.

Storage Used

The storage total for original images and all WordPress files stored on Good Gallery servers.

When the Storage Used value exceeds the Storage Plan value, additional original image uploads are disabled.

Original Images

The storage total for original images uploaded to Good Gallery servers.

For every original image uploaded, Good Gallery creates resized versions of each image. The additional resized image file sizes aren't included in the Original Images calculation.

See the [Prepare Images](#) section in the [Manual](#) for additional information about optimizing original images.

WordPress Blog

The storage total for core WordPress files, plugins, themes, media, and all WordPress-related files stored on Good Gallery blog servers.

Remove extraneous posts, images, themes, plugins, and backups to reduce WordPress storage totals.

Use [JPEGmini](#) to reduce images sizes before uploading. Alternatively, reduce existing image sizes using the [Imagify Image Optimizer](#) plugin for WordPress.

Word Count

The number of words that appear on your Good Gallery website.

Remember that content quality is more important than content quantity.

This information doesn't include Word Count data from WordPress installations.

All Words Sitewide

The number of words that appear across the entire Good Gallery website.

Includes words from Page Settings Content, Page Menu Option Names, Page Meta Descriptions, Page Titles, Primary Label text, Secondary Label text, Heading text, Image Settings Content, Image Titles, Image Location text, Header Content, and Footer Content.

Unique Words

The number of unique words that appear across your entire website.

Websites exhibiting a broad vocabulary may indicate content diversity. Search engines haven't commented on SEO vocabulary diversity benefits.

Shakespeare used about 27,000 unique words across all his works. By comparison J.K. Rowling used about 8,000 unique words across her Harry Potter series.

The calculation includes words from Page Settings Content, Page Menu Option Names, Page Meta Descriptions, Page Titles, Tagline text, Label text, Heading text, Image Settings Content, Image Titles, Image Location text, Header Content, and Footer Content.

Page Content

The number of words that appear in all Gallery Page Content, Text Page Content, and Visual Menu Page Content fields.

Image Content

The number of words that appear in Image Content.

Other Content

The number of words that appear in all areas other than Content areas.

Includes words from Menu Option Names, Page Titles, Image Titles, Meta Descriptions, Label text, Sublabel text, Headline text, Image Location text, Header Content, and Footer Content.

Word Count Leaderboard

These are the most prolific writers on Good Gallery.

These statistics are fun to watch but always remember that content quality is more important than content quantity.

By comparison, Harry Potter and the Sorcerer's Stone included 77,325 words, 20000 Leagues Under the Sea included 138,138 words, Moby Dick included 206,052 words, A Game of Thrones included 298,000 words, Gone with the Wind included 418,053 words, and The Lord of the Rings included 455,125 words.

Folders

Folders group and organize images.

All Folders

Inactive Folders and Active Folders. Active Folders are folders connected to Gallery Pages. Inactive Folders are folders not connected to any Gallery Page.

Active Folders

Active Folders are folders connected to Gallery Pages.

Inactive Folders

Inactive Folders are folders not connected to any Gallery Page.

Active Folder Images

Images in Active Folders. Active Folders are folders connected to Gallery Pages.

Inactive Folder Images

Images in Inactive Folders. Inactive Folders are folders not connected to any Gallery Page.

Unused Images

Images not included in any Active Folder, Page Settings Content, Image Settings Content, or as Visual Menu Page thumbnails.

All Images

Images in the All Images folder.

The All Images folder includes images in Active Folders, Inactive Folders, and images not included in any folder. Active Folders are folders connected to Gallery Pages. Inactive Folders are folders not connected to any Gallery Page.

Page Count

Page Type distribution data.

All Pages

Includes Gallery Pages, Menu: Blank Space pages, Menu: Email Address pages, Menu: URL Link pages, Menu: Subpage Parent pages, Menu: Plain Text or HTML pages, Menu: Social Networks pages, Text Pages, Video Pages, and Visual Menu Pages.

Gallery Page

Gallery Pages display images stored in Folders. Folders organize collections of images.

Menu: Blank Space

Menu: Blank Space pages insert spaces between menu options.

Menu: Email Address

Menu: Email Address pages insert an email address in the menu.

Menu: URL Link

Menu: URL Link pages connect menu options to internal pages or external websites like blogs and proofing systems.

Menu: Subpage Parent

Menu: Subpage Parent pages are the recommended top-level container for organizing subpages.

Menu: Plain Text or HTML

Menu: Plain Text or HTML pages support HTML code and plain text in the menu.

Menu: Social Networks

Menu: Social Networks pages display social media buttons in the menu.

Text Page

Text Pages primarily display textual content. Additional content like images, video, embedded code, attached files, custom HTML, and inline CSS is also supported.

Video Page

Video Pages display full-screen YouTube or Vimeo content.

Visual Menu Page

Visual Menu Pages display a thumbnail menu system offering customizable row and column layouts.

Page Visibility

How pages are presented to visitors.

Public

Public pages are displayed in the website menu. Visitors may access the page.

This Public setting is controlled with the [Visibility](#) option in [Page Settings](#).

Private

Private pages not displayed in the website menu. Visitors may access Private pages if the page URL is known or if Content links to a Private page.

This Private setting is controlled with the [Visibility](#) option in [Page Settings](#).

Hidden

Hidden pages can't be viewed by anyone except the site administrator through the [Text Editor](#) in Page Settings.

This Hidden setting is controlled with the [Visibility](#) option in [Page Settings](#).

Orphaned

Orphaned pages have no inbound internal links from the Menu, Page Settings Content, Image Settings Content, the Header Content setting, the Footer Content setting, and the Text Area Footer Info setting.

Orphaned pages are often ignored by search engines.

Blocked from Crawling

Pages where search engine indexing is discouraged. Search engines are presented with an HTML directive that discourages indexing.

This feature is activated when Allow Indexing is disabled in Page Settings.

Page Titles

Data entered in the [Title](#) field in [Page Settings](#).

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched [keywords](#).

Missing

No data has been entered in the [Title](#) field in [Page Settings](#).

Titles should be included for every page.

Duplicates

Duplicate text has been entered in the [Title](#) field in [Page Settings](#).

Since pages should be unique, titles should be different on every page.

1 - 9 Characters

Indicates that 1 - 9 characters (including spaces) have been entered in the [Title](#) field in [Page Settings](#).

Titles with fewer than 10 characters are seldom ideal for providing search engines or visitors with substantive information about page content.

10 - 55 Characters

Indicates that 10 - 55 characters (including spaces) have been entered in the [Title](#) field in [Page Settings](#).

This is the recommended target range for Titles.

> 55 Characters

Where more than 55 characters (including spaces) have been entered in the [Title](#) field in [Page Settings](#).

Search result snippets support 55 to 85 characters for titles on desktop search engines. Fewer characters are supported on mobile search engines. Longer titles are truncated with ellipses (...) and important words are omitted. Limit titles to fewer than 55 characters for a good compromise across all search result snippets.

Title length isn't a direct SEO ranking factor. However, lengthy title text is truncated in search results and replaced with an ellipsis. Studies show that truncated titles may negatively affect click-through rates.

Image Titles

Data entered in the [Title](#) field in [Image Settings](#).

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched [keywords](#).

Missing

No data has been entered in the [Title](#) field in [Image Settings](#).

Titles should be included for every image.

Duplicates

Duplicate text has been entered in the [Title](#) field in [Image Settings](#).

Since images are unique, titles should be different on every image.

1 - 9 Characters

Indicates that 1 - 9 characters (including spaces) have been entered in the [Title](#) field in [Image Settings](#).

Titles with fewer than 10 characters are seldom ideal for providing search engines or visitors with substantive information about image content.

10 - 55 Characters

Indicates that 10 - 55 characters (including spaces) have been entered in the [Title](#) field in [Image Settings](#).

This is the recommended target range for Titles.

> 55 Characters

Where more than 55 characters (including spaces) have been entered in the [Title](#) field in [Image Settings](#).

Search result snippets support 55 to 85 characters for titles on desktop search engines. Fewer characters are supported on mobile search engines. Longer titles are truncated with ellipses (...) and important words are omitted. Limit titles to fewer than 55 characters for a good compromise across all search result snippets.

Title length isn't a direct SEO ranking factor. However, lengthy title text is truncated in search results and replaced with an ellipsis. Studies show that truncated titles may negatively affect click-through rates.

Page Meta Descriptions

Data entered in the [Meta Description](#) field in [Page Settings](#).

Meta Descriptions summarize page content. Content entered in this field is used to suggest your preferred page description to search engines and social networks.

Missing

No data has been entered in the [Meta Description](#) field in [Page Settings](#).

When Meta Descriptions are missing, search engines will create their own snippets using page content. Adding Meta Descriptions allows for greater control of search engine snippet text.

Duplicates

Duplicate data has been entered in the [Meta Description](#) field in [Page Settings](#).

Since every page should be unique, the Meta Description describing each page should also be unique.

1 - 74 Characters

1 to 74 characters (including spaces) have been entered in the [Meta Description](#) field in [Page Settings](#).

Meta Descriptions with fewer than 75 characters are seldom ideal for providing search engines or visitors with substantive information about page content.

75 - 120 Characters

75 to 120 characters (including spaces) have been entered in the [Meta Description](#) field in [Page Settings](#).

The maximum visible character count for Meta Descriptions is approximately 120 characters on search engines accessed through mobile browsers.

To support both desktop and mobile browsers, this is the recommended target range for Meta Descriptions.

121 – 155 Characters

121 to 155 characters (including spaces) have been entered in the [Meta Description](#) field in [Page Settings](#).

The maximum visible character count for Meta Descriptions is approximately 155 characters on search engines accessed through desktop browsers.

This is the recommended target range to support desktop browsers. Search results in mobile browsers support fewer characters. To support both mobile search and desktop search, 75 to 120 characters are recommended.

> 155 Characters

More than 155 characters (including spaces) have been entered in the [Meta Description](#) field in [Page Settings](#).

The number of Meta Description characters displayed in search result snippets changes periodically and varies by search engine.

Meta Descriptions that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Meta Descriptions to fewer than 155 characters to accommodate search result snippet limitations across all search engines.

Meta Description length isn't a direct SEO ranking factor. However, studies show that truncated Meta Descriptions may negatively affect click-through rates.

Image Meta Descriptions

Data entered in the [Meta Description](#) field in [Image Settings](#).

Meta Descriptions summarize page content. Content entered in this field is used to suggest your preferred page description to search engines and social networks.

Missing

No data has been entered in the [Meta Description](#) field in [Image Settings](#).

When Meta Descriptions are missing, search engines will create their own snippets using image content. Adding Meta Descriptions allows for greater control of search engine snippet text.

Duplicates

Duplicate data has been entered in the [Meta Description](#) field in [Image Settings](#).

Since every image should be unique, the Meta Description describing each image should also be unique.

1 - 74 Characters

1 to 74 characters (including spaces) have been entered in the [Meta Description](#) field in [Image Settings](#).

Meta Descriptions with fewer than 75 characters are seldom ideal for providing search engines or visitors with substantive information about image content.

75 - 120 Characters

75 - 120 characters (including spaces) have been entered in the [Meta Description](#) field in [Image Settings](#).

The maximum visible character count for Meta Descriptions is approximately 120 characters on search engines accessed through mobile browsers.

To support both desktop and mobile browsers, this is the recommended target range for Meta Descriptions.

121 - 155 Characters

121 - 155 characters (including spaces) have been entered in the [Meta Description](#) field in [Image Settings](#).

The maximum visible character count for Meta Descriptions is approximately 155 characters on search engines accessed through desktop browsers.

This is the recommended target range to support desktop browsers. Search results in mobile browsers support fewer characters. To support both mobile search and desktop search, 75 to 120 characters are recommended.

> 155 Characters

The **> 155 Characters** value indicates where more than 155 characters (including spaces) have been entered in the [Meta Description](#) field in [Image Settings](#).

The number of Meta Description characters displayed in search result snippets changes periodically and varies by search engine.

Meta Descriptions that exceed the supported character count are truncated with ellipses (...) and words are omitted. Limit Meta Descriptions to fewer than 155 characters to accommodate search result snippet limitations across all search engines.

Meta Description length isn't a direct SEO ranking factor. However, studies show that truncated Meta Descriptions may negatively affect click-through rates.

Page Content

Data entered in the [Content](#) field in [Page Settings](#).

Providing valuable and substantive content to visitors is an SEO ranking factor.

Missing

No data has been entered in the [Content](#) field in [Page Settings](#).

Content should be included on every page.

Duplicates

Duplicate information has been entered for two or more pages in the [Content](#) field in [Page Settings](#).

Since every page should be unique, the Content associated with each page should also be unique. Duplicate content isn't rewarded by search engines.

1 - 100 Words

1 to 100 words have been entered in the [Content](#) field in [Page Settings](#).

Search engines are unlikely to view pages with fewer than 100 words in Content areas favorably. Content that offers value to visitors works best and it's difficult to offer valuable textual content using fewer than 100 words.

101 - 200 Words

101 to 200 words have been entered in the [Content](#) field in [Page Settings](#).

201 - 500 Words

201 to 500 words have been entered in the [Content](#) field in [Page Settings](#).

501 - 1000 Words

501 to 1000 words have been entered in the [Content](#) field in [Page Settings](#).

> 1000 Words

More than 1000 words have been entered in the [Content](#) field in [Page Settings](#).

Image Content

Data entered in the [Content](#) field in [Image Settings](#).

Providing valuable and substantive content to visitors is an SEO ranking factor.

Missing

No data has been entered in the [Content](#) field in [Image Settings](#).

Content should be included with images whenever possible.

Missing (Active)

No data has been entered in the [Content](#) field in [Image Settings](#) for images in Active Folders.

Active Folders are folders connected to Gallery Pages.

Missing (Inactive)

No data has been entered in the [Content](#) field in [Image Settings](#) for images in Inactive Folders.

Inactive Folders are folders not connected to any Gallery Page.

Duplicates

Duplicate information has been entered for two or more images in the [Content](#) field in [Image Settings](#).

Since every image should be unique, the Content describing each image should also be unique. Duplicate content isn't rewarded by search engines.

1 - 100 Words

1 to 100 words have been entered in the [Content](#) field in [Image Settings](#).

Search engines are unlikely to view pages with fewer than 100 words in Content areas favorably. Content that offers value to visitors works best and it's difficult to offer valuable textual content using fewer than 100 words.

101 - 200 Words

101 to 200 words have been entered in the [Content](#) field in [Image Settings](#).

201 - 500 Words

201 to 500 words have been entered in the [Content](#) field in [Image Settings](#).

501 - 1000 Words

501 to 1000 words have been entered in the [Content](#) field in [Image Settings](#).

> 1000 Words

More than 1000 words have been entered in the [Content](#) field in [Image Settings](#).

Images in Content

Images inserted in the [Content](#) field in [Page Settings](#) and in the [Content](#) field in [Image Settings](#).

All Content Images

Images inserted in [Page Settings Content](#) and in the [Content](#) field in [Image Settings](#).

Text Page Content

Images inserted in the [Content](#) field in [Page Settings](#) for Text Pages.

Gallery Page Content

Images inserted in the [Content](#) field in [Page Settings](#) for Gallery Pages.

Visual Menu Page Content

Images inserted in the [Content](#) field in [Page Settings](#) for Visual Menu Pages.

Image Content

Images inserted in the [Content](#) field in [Image Settings](#) for images.

Page Headings

Missing or duplicated H1 and H2 heading information for data in the [Content](#) field in [Page Settings](#).

Missing H1 Headings

Heading 1 text is missing in the [Content](#) field in [Page Settings](#).

H1 Headings are a top-level heading that helps visitors and search engines understand content. They operate as the page title and should be included on all pages.

Multiple H1 Headings

Heading 1 tags appear more than once in the [Content](#) field in [Page Settings](#).

Including more than one H1 Heading area on a page may introduce content hierarchy confusion for visitors. Using a single H1 Heading on a page is generally considered a good practice.

Duplicate H1 Headings

Heading 1 text appears in the [Content](#) field in [Page Settings](#).

Duplicating H1 Headings across multiple pages can indicate duplicate content or keyword cannibalization issues which may negatively affect SEO.

Missing H2 Headings

Heading 2 text is missing in the [Content](#) field in [Page Settings](#).

H2 Headings helps visitors and search engines understand content. Although second level headings aren't required, they can indicate well-structured and developed content—factors that may benefit SEO efforts.

Image Headings

Missing or duplicated H1 and H2 heading information for data in the [Content](#) field in [Image Settings](#).

Missing H1 Headings

Heading 1 text is missing in the [Content](#) field in [Image Settings](#).

H1 Headings are a top-level heading that helps visitors and search engines understand content. They operate as the page title and should be included on all pages.

Multiple H1 Headings

Heading 1 tags appear more than once in the [Content](#) field in [Image Settings](#).

Including more than one H1 Heading area on a page may introduce content hierarchy confusion for visitors. Using a single H1 Heading on a page is generally considered the best practice.

Duplicate H1 Headings

Duplicate Heading 1 text appears in the [Content](#) field in [Image Settings](#).

Duplicating H1 Headings across multiple images can indicate duplicate content or keyword cannibalization issues which may negatively affect SEO.

Missing H2 Headings

Heading 2 text is missing in the [Content](#) field in [Image Settings](#).

H2 Headings helps visitors and search engines understand content. Although second level headings aren't required, they can indicate well-structured and developed content—factors that may benefit SEO efforts.

Page Links

Page URL and link information.

URLs > 100 Characters

Page URLs are longer than 100 characters. The page URL is managed with the [Permanent Link](#) field in [Page Settings](#).

Search engines can read long URLs. But short URLs are easier to copy, share, and embed. Visitors may also trust short URLs over long URLs. Limiting URL length also encourages keyword conservation and naturally limits keyword stuffing.

External Links

Links to external websites are included in the [Content](#) field in [Page Settings](#).

External links benefit the recipient more than they benefit you. However, including external links in content may increase perceived value for visitors. They may also provide unexpected long-term SEO benefits.

External nofollow Links

Links to external websites include the nofollow attribute in the [Content](#) field in [Page Settings](#).

The **nofollow** attribute is an instruction suggesting that search engines should not follow the link or view the link as an endorsement. When a nofollow attribute is included, the link's SEO value for the destination website is significantly reduced.

External links benefit the recipient more than they benefit the originator. However, external links that are helpful to visitors may provide unexpected long-term SEO benefits. Their true value is unclear.

The nofollow attribute should be included on external links to questionable websites or when it's a paid link. They may also be included on all external links without penalty.

Internal Links

Links to other internal website pages are included in the [Content](#) field in [Page Settings](#).

Including links to other internal website pages is an SEO ranking factor.

Internal nofollow Links

Links to other website pages include the nofollow attribute in the [Content](#) field in [Page Settings](#).

The **nofollow** attribute is an instruction suggesting that search engines should not follow the link or view the link as an endorsement.

Internal links should never have the **nofollow** attribute applied. Remove the nofollow attribute from all internal links.

Returning 3XX Status

Links in the [Content](#) field in [Page Settings](#) return a redirection status code.

In rare cases, the 3XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

Links that return a redirect should be updated to reflect the new URL.

CODE	DEFINITION
------	------------

300	The URL points to more than one resource.
-----	---

301	The resource has moved permanently. Visitors who click the link are redirected to a different URL.
-----	--

- 302 The resource has moved temporarily. Visitors who click the link are redirected to a different URL.
- 303 The resource should be requested with a GET method.
- 304 The resource hasn't been modified since the last request.
- 305 The resource may only be accessed using an authorized proxy server.
- 306 The resource has moved temporarily.
- 307 This is an experimental code.
- 308 This is an experimental code.

Returning 4XX Status

Links in the [Content](#) field in [Page Settings](#) return an error status code.

In rare cases, the 4XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

Links that return an error should be updated when possible or removed.

CODE	DEFINITION
400	The request includes bad syntax that the server can't understand.
401	The request is unauthorized as authentication is required.
402	The request requires payment.
403	The request is forbidden.
404	The resource cannot be found.
405	The request method is not allowed.
406	The request is not acceptable.

407	The request requires proxy authentication.
408	The resource requested did not respond in time.
409	The request returns a conflict error code.
410	The resource is permanently unavailable.
411	The request didn't include the length in the header.
412	The request didn't meet the server preconditions.
413	The resource requested is too large.
414	The URL requested is too long.
415	The resource is an unsupported media type.
416	The resource file range can't be processed.
417	The server is unable to respond to the expected header field.

Returning 5XX Status

Links in the [Content](#) field in [Page Settings](#) return a server error status code.

In rare cases, the 5XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

Links that return a server error should be updated when possible or removed.

CODE	DEFINITION
------	------------

500	The request returned an internal server error.
501	The request is unsupported.
502	The request returns a bad gateway response.

- 503 The request returns a service unavailable response. This may be a temporary condition.
 - 504 The request returns a timeout when the gateway or proxy is unresponsive upstream.
 - 505 The server doesn't support the protocol indicated in the link.
-

Image Links

Image URL and link information.

URLs > 100 Characters

Image URLs are longer than 100 characters. The image URL is managed with the [Permanent Link](#) field in [Image Settings](#).

Search engines can read long URLs. But short URLs are easier to copy, share, and embed. Visitors may also trust short URLs over long URLs. Limiting URL length also encourages keyword conservation and naturally limits keyword stuffing.

External Links

Links to external websites are included in the [Content](#) field in [Image Settings](#).

External links benefit the recipient more than they benefit you. However, including external links in content may increase perceived value for visitors. They may also provide unexpected long-term SEO benefits.

External nofollow Links

Links to external websites include the nofollow attribute in the [Content](#) field in [Image Settings](#).

The **nofollow** attribute is an instruction suggesting that search engines should not follow the link or view the link as an endorsement. When a nofollow attribute is included, the link's SEO value for the destination website is significantly reduced.

External links benefit the recipient more than they benefit the originator. However, external links that are helpful to visitors may provide unexpected long-term SEO benefits. Their true value is unclear.

The nofollow attribute should be included on external links to questionable websites or when it's a paid link. They may also be included on all external links without penalty.

Internal Links

Links to internal website pages are included in the [Content](#) field in [Image Settings](#).

Including links to other internal website pages is an SEO ranking factor.

Internal nofollow Links

Links to internal website pages include the nofollow attribute in the [Content](#) field in [Image Settings](#).

The **nofollow** attribute is an instruction suggesting that search engines should not follow the link or view the link as an endorsement.

Internal links should never have the **nofollow** attribute applied. Remove the nofollow attribute from all internal links.

Returning 3XX Status

Links in the [Content](#) field in [Image Settings](#) return a redirection status code.

In rare cases, the 3XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

Links that return a redirect should be updated to reflect the new URL.

CODE	DEFINITION
300	The URL points to more than one resource.
301	The resource has moved permanently. Visitors who click the link are redirected to a different URL.
302	The resource has moved temporarily. Visitors who click the link are redirected to a different URL.
303	The resource should be requested with a GET method.
304	The resource hasn't been modified since the last request.
305	The resource may only be accessed using an authorized proxy server.
306	The resource has moved temporarily.
307	This is an experimental code.
308	This is an experimental code.

Returning 4XX Status

Links in the [Content](#) field in [Image Settings](#) return an error status code.

In rare cases, the 5XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

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409	The request returns a conflict error code.
410	The resource is permanently unavailable.
411	The request didn't include the length in the header.
412	The request didn't meet the server preconditions.
413	The resource requested is too large.
414	The URL requested is too long.
415	The resource is an unsupported media type.
416	The resource file range can't be processed.
417	The server is unable to respond to the expected header field.

Returning 5XX Status

Links in the [Content](#) field in [Image Settings](#) return a server error status code.

In rare cases, the 5XX status may be erroneously reported if the destination server is blocking user agents or if the destination redirect is improperly configured.

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CODE	DEFINITION
500	The request returned an internal server error.
501	The request is unsupported.
502	The request returns a bad gateway response.
503	The request returns a service unavailable response. This may be a temporary condition.
504	The request returns a timeout when the gateway or proxy is unresponsive upstream.
505	The server doesn't support the protocol indicated in the link.

Manual

The Manual is a PDF document that includes comprehensive information about Good Gallery. To use this information, search by keyword, scan the [Table of Contents](#), or read the Manual in its entirety.

Information in the Manual is updated frequently. Always access the online Manual for the most current information.

Search by Keyword

Follow these steps to search the Manual:

1. **Sign In** to your Good Gallery administrator account.
2. Choose **Manual** from the menu.
3. Press **CTRL+F** (PC) or **Command+F** (Mac) on the keyboard.
4. Type your search term in the text box.
5. Click the **down arrow** next to the text box or press the **Enter** key on your keyboard. The first instance of the search term is displayed.
6. To continue searching, click the **down arrow** next to the text box again or press the **Enter** key again. Additional instances of the search term are displayed.

If you can't find the information you need in the [Manual](#), use the [Search All Settings](#) tool or activate Contextual Help in administrator tools.

If you still can't find what you need, send a support request to info@goodgallery.com.

Support

All Good Gallery inquiries are handled via email.

Technical information about Good Gallery is provided by our personable support agents. And if our CEO isn't busy, he'll answer emails too.

When you email, you'll communicate with someone based in the USA who is highly knowledgeable about our software.

These aren't second-tier support personnel. When you contact us, you'll be communicating to someone who is intimately familiar with every feature in our software.

If you contact a Good Gallery employee on social media and ask a technical support question, they'll probably direct you to email for the quickest response.

We wish we could help everywhere, but we can only respond to technical questions about Good Gallery via email.

Our policy allows us to centrally track communications and provide everyone with consistent customer service.

Instead, please direct all questions to info@goodgallery.com. Thanks so much for your understanding!

Text Editor

The Text Editor allows you to add, edit, and format text. This tool also includes features supporting inserted images, form additions, and embedded content.

Text Editor functions are controlled with options presented in the toolbar at the top of the WYSIWYG Content area. The names of each tool are exposed by hovering your cursor over each button.

Content can be added on [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), in images using [Image Settings](#), and in Tags using [Tag Settings](#).

Code View

Click the **Code View** button (`</>`) to edit the HTML or embed custom code, widgets, or third-party code.

Copy and backup HTML source code before making changes. Modifying the source code can result in unexpected page errors.

Follow these steps to activate the Code View:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, click **Code View** on the Text Editor toolbar.
5. Modify the appropriate information.
6. Click the **Save Changes** button.

Undo

Click the **Undo** button (↶) to erase your last change and revert to the previous state.

Follow these steps to activate the Undo feature:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, make a change to the information.
5. Click the **Undo** toolbar button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Redo

Click the **Redo** button (↷) to reverse a previously performed Undo command.

Follow these steps to activate the Redo feature:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, make a change to the information.
5. Click the **Undo** toolbar button on the Text Editor toolbar.
6. Click the **Redo** toolbar button on the Text Editor toolbar.
7. Click the **Save Changes** button.

Paragraph Format

Click on the **Paragraph Format** drop-down to style selected text as Normal, Heading 1, Heading 2, Heading 3, Heading 4, Heading 5 Heading 6, or Code.

Follow these steps to format text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Paragraph Format** dropdown list on the Text Editor toolbar.
6. Choose the appropriate format.
7. Click the **Save Changes** button.

Normal

Select a block of text and choose **Normal** from the drop-down list to remove all formatting from selected text.

Headings

Select a block of text and then choose **Heading 1**, **Heading 2**, **Heading 3**, **Heading 4**, **Heading 5**, or **Heading 6** from the drop-down list to apply that heading style to selected text.

Headings provide structure to content areas. They indicate boundaries between major content sections or subsections. Heading formatting is commonly applied to page titles and section titles.

Although heading styles aren't a direct [SEO](#) ranking factor, headings highlight the primary focus of page content for both search engines and visitors.

Every page should include a page title. In most cases, that title should be assigned to Heading 1. Other heading styles are assigned to less important headings.

Heading text is displayed at different sizes to clearly separate textual content.

Don't change heading font characteristics using the Font Family, Font Size, or Colors tools in the [Text Editor](#). Changes to heading formatting should be managed with Good Gallery's [Typography settings](#).

If you used the Font Family, Font Size, or Colors tools previously and Typeface Settings are no longer affecting Content, you may need to clear all page formatting.

Follow these steps to clear Content formatting.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. Place the cursor in the *Content* area.
5. Press the **CTRL+A** keys to select all content.
6. Press the **CTRL+C** keys to copy all content.
7. Right click in the *Content* area and select **Paste as plain text**.
8. Choose the appropriate formatting using [Paragraph Formatting](#) tools.
9. Click the **Save Changes** button.

Heading text is wrapped with <h1>, <h2>, <h3>, <h4>, <h5>, and <h6> HTML elements (aka tags).

Follow these steps to change body text to heading text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the first dropdown in the Text Editor toolbar. If formatting hasn't been applied to the text block, the **Normal** option will be preselected. Otherwise, one of the other options will be preselected.
6. Choose the appropriate text formatting option.
7. Click the **Save Changes** button.

Code

Select a block of text and choosing **Code** from the drop-down list to apply code-style formatting to selected text.

Code-styled formatting is used to indicate programming language code.

Quote

Select a block of text, click on the **Quote** (“) button, and then choose **Increase** from the drop-down list to assign `<blockquote>` formatting to selected text. Blockquote text is indented from both margins.

The HTML `<blockquote>` tag is used to highlight long quotations.

Follow these steps to format text as a quote:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Quote** button on the Text Editor toolbar.
6. Choose the **Increase** option.
7. Click the **Save Changes** button.

Bold

Select a block of text and click on the **Bold (B)** button to assign a bold font style to selected text.

Bold text is thicker than surrounding text and emphasizes important content. Use bold sparingly to avoid diluting emphasis.

Follow these steps to format bold text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Bold** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Italic

Select a block of text and click on the **Italics (I)** button to assign an italicized font style to selected text.

Italic text is slanted and emphasizes important content. Use italics sparingly to avoid diluting emphasis. Italics works best with serif fonts.

Follow these steps to format italic text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Italic** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Underline

Select a block of text and click on the **Underline (U)** button to assign an underlined font style to selected text.

Underlined website text is typically reserved for links, so this formatting should be used sparingly or not at all.

Follow these steps to format underline text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.

4. In the *Content* area, position your cursor in a text block.
5. Click the **Underline** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Strikethrough

Select a block of text and click on the **Strikethrough (S)** button to assign a strikethrough font style to selected text. ~~This is an example of strikeout text.~~

Follow these steps to format strikethrough text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Strikethrough** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Superscript

Select one or more characters and click on the **Superscript (x²)** button to assign a superscript font style to selected text.

Follow these steps to format superscript text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.

4. In the *Content* area, position your cursor in a text block.
5. Click the **Superscript** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Subscript

Select one or more characters and click on the **Subscript** (x_2) button to assign a subscript font style to selected text.

Follow these steps to format subscript text:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Subscript** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Font Family

Select a block of text and click on the **Font Family** (A) button to apply a new typeface to selected text.

Warning

Don't use the Font Family feature to make page-wide font changes. The feature is for changes to **individual words** or **short phrases** only. Modifying large text areas using this tool may cause unpredictable display issues.

All heading and body text formatting changes should be managed with Good Gallery's [Typography settings](#) in combination with the text editor's [Paragraph Format Settings](#).

If you used the Font Family tool on large content blocks, you can reset all page formatting. Follow these steps to clear Content formatting.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. Place the cursor in the *Content* area.
5. Press the **CTRL+A** keys to select all content.
6. Press the **CTRL+C** keys to copy all content.
7. Right click in the *Content* area and select **Paste as plain text**.
8. Choose the appropriate formatting using [Paragraph Formatting](#) tools.
9. Click the **Save Changes** button.

Apply Font Family

Apply a text font to individual words or short phrases.

Follow these steps to choose a text font:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, select individual words or short phrases.
5. Click the **Font Family** dropdown list on the Text Editor toolbar.
6. Choose the appropriate font.
7. Click the **Save Changes** button.

Font Size

Select a block of text and click on the **Font Size** (T↕) button to change the font size of selected text.

Warning

Don't use the Font Size feature to make page-wide font changes. The feature is for changes to **individual words** or **short phrases** only. Modifying large text areas using this tool may cause unpredictable display issues.

All heading and body text formatting changes should be managed with Good Gallery's [Typography settings](#) in combination with the text editor's [Paragraph Format Settings](#).

If you used the Font Size tool on large content blocks, you can reset all page formatting. Follow these steps to clear Content formatting.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.

4. Place the cursor in the *Content* area.
5. Press the **CTRL+A** keys to select all content.
6. Press the **CTRL+C** keys to copy all content.
7. Right click in the *Content* area and select **Paste as plain text**.
8. Choose the appropriate formatting using [Paragraph Formatting](#) tools.
9. Click the **Save Changes** button.

Apply Font Size

Follow these steps to change the font size for individual words or short phrases:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Font Size** dropdown list on the Text Editor toolbar.
6. Choose the appropriate font.
7. Click the **Save Changes** button.

Colors

Select a block of text and click on the **Colors** (●) button to change the font color of selected text.

Warning

Don't use the Font Color feature to make page-wide font changes. The feature is for changes to **individual words** or **short phrases** only. Modifying headings, paragraphs, or large text areas using this tool may cause unpredictable display issues.

All heading and body text formatting changes should be managed with Good Gallery's [Typography settings](#) in combination with the text editor's [Paragraph Format Settings](#).

If you used the Color tool on large content blocks, you can reset all page formatting. Follow these steps to clear Content formatting.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. Place the cursor in the *Content* area.
5. Press the **CTRL+A** keys to select all content.
6. Press the **CTRL+C** keys to copy all content.
7. Right click in the *Content* area and select **Paste as plain text**.
8. Choose the appropriate formatting using [Paragraph Formatting](#) tools.
9. Click the **Save Changes** button.

Apply Color

Apply a text color to individual words or short phrases:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Colors** dropdown list on the Text Editor toolbar.
6. Choose the appropriate color.
7. Click the **Save Changes** button.

Clear Formatting

Select a block of formatted text and click on the **Clear Formatting** button to remove the formatting.

Follow these steps to clear formatting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Clear Formatting** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Unordered List

Select a block of text and click the **Unordered List** button to style selected text as a bulleted list.

Follow these steps to create an unordered list:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Unordered List** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Ordered List

Select a block of text and click the **Ordered List** button to style selected text as a numbered list.

Follow these steps to create a numbered list:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Ordered List** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Upload File

Click the **Upload File** button to insert a file in the content area. Examples include PDFs or MS Word documents. The filename serves as the content link. Click on the link and choose **Edit Link** to change the link label text.

Follow these steps to insert a file in Content:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block where you want a link to the uploaded file to appear.
5. Click the **Upload File** button on the Text Editor toolbar.
6. Choose the appropriate file.
7. Click the **Save Changes** button.

Insert Table

Click on the **Insert Table** button to create table rows and columns.

Once the table is added to the content, click on the table area to add a table header, delete the table, insert or delete rows, insert or delete columns, choose a table border style, split cells, set vertical or horizontal cell alignment, or change cell background colors.

The table designs aren't responsive. Care should be taken when creating tables to ensure they appear as expected on mobile devices.

Follow these steps to insert a table:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor where you want the table to appear.
5. Click the **Insert Table** button on the Text Editor toolbar.

6. Choose the appropriate options.
7. Click the **Save Changes** button.

Insert Link

The **Link** tool in the [Text Editor](#) allows you to add a hypertext link to selected text. Common links include internal links, external links, email links, phone number link, and jump links.

Internal links connect to other pages on your website and should include a relative path. External links connect to pages outside your website and should reflect an absolute path. Email links refer to adding links to email addresses. Phone links activate phone dialers on some mobile browsers. Jump links connect to in-page content.

Absolute vs Relative

Absolute links refer to hypertext links that include the full URL to different page on your website (e.g. <https://www.example.com/about>).

Relative links refer to hypertext links that include a shortened URL where only the page name is used (e.g. </about>). Relative links work on the assumption that the URL path automatically includes the domain name used. Therefore, the path is always relative to domain name used to access the website.

One benefit of using relative links for internal pages is if your domain or protocol changes, your internal links will remain unchanged. Relative links are also beneficial when you're accessing and testing your website using your temporary Good Gallery URL. Finally, relative URLs allow your linked pages to load slightly faster than they would if you were using absolute links.

For [SEO](#), there is no known ranking benefit to using absolute links over relative links or vice versa.

Internal or External Link

When linking to external sites, opening the link in a new tab is recommended.

Follow these steps to insert a standard link:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Your Pages* menu heading, select the appropriate page.
 4. In the *Content* area, select the text that should link to another page.
 5. Click the **Link** button on the Text Editor toolbar.
 6. In the *URL* field, enter the link to another page.
 7. Click the **Insert** option.
 8. Click the **Save Changes** button.
-

Email Link

You can use the Link tool to add a linked email addresses that will automatically open an email program from the browser if the client computer has a default mail program on their computer or device.

Follow these steps to add an email link to a content area:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.

4. In the *Content* area, type your email address.
 5. Select the email address.
 6. Click the **Link** button on the Text Editor toolbar.
 7. In the *URL* field, enter the email address.
 8. Click the **Insert** option.
 9. Click the **Save Changes** button.
-

Telephone Number Link

Follow these steps to add a link to a telephone number to a content area:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, type your phone number.
5. Select the phone number.
6. Click the **Link** button on the Text Editor toolbar.
7. In the *URL* field, enter tel: followed by the country code and the phone number without dashes (e.g. tel:16265551212).
8. Click the **Insert** option.
9. Click the **Save Changes** button.

Jump Links

Use a page jump link (aka anchor link) when connecting links to designated page positions.

This method can connect links in one page area to another page area on the same page. This method can also link to page areas on other pages.

For example, if the words Portrait Pricing, Wedding Pricing, and Event Pricing appear in a page's opening paragraph, page jump links can connect those words with content sections further down the page or to a content section on another page.

Follow these steps to add page jump links on the same page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, click **Code View** on the Text Editor toolbar.
5. Locate the page jump DESTINATION text (e.g. EXAMPLE) in the HTML.
6. Add the following HTML and replace the page jump DESTINATION text (no spaces):

Example #1

```
<a id="YOUR-OWN-WORDS-UNIQUE-ID">EXAMPLE</a>
```

Example #2

```
<a id="wedding-pricing">Wedding Pricing</a>
```

7. In the *Content* area, select the ORIGIN text that links to the page jump DESTINATION text.
8. Click the **Link** button on the Text Editor toolbar.
9. In the *URL* field, enter a pound sign (#) and the jump link id (no spaces).

Example #1

#YOUR-OWN-WORDS-UNIQUE-ID

Example #2

#wedding-pricing

10. Click the **Insert** option.
11. Click the **Save Changes** button.

Edit Links

Follow these steps to edit an existing link:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, click on the existing link.
5. Click the **Edit Link** button.
6. Make the appropriate modifications.
7. Click the **Update** option.

8. Click the **Save Changes** button.

Align

Click on the **Align** button to align selected text.

Alignment affects readability. Left alignment works best for most text because it matches our common left to right reading style. Right alignment works best for small text blocks like quotes or artistic text elements. Justified text works best in print and isn't commonly recommended for websites. Centered text isn't very readable and thus shouldn't be used for lengthy copy.

Warning

Don't use the Align Text feature to make page-wide alignment changes. The feature is for changes to **individual words** or **short phrases** only. Modifying large text areas using this tool may cause unpredictable display issues.

All heading and body text alignment changes should be managed with Good Gallery's [Typography settings](#).

If you used the Alignment tool on large content blocks, you can reset all page formatting. Follow these steps to clear all alignment formatting.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. Place the cursor in the *Content* area.
5. Press the **CTRL+A** keys to select all content.

6. Press the **CTRL+C** keys to copy all content.
 7. Right click in the *Content* area and select **Paste as plain text**.
 8. Choose the appropriate formatting using [Paragraph Formatting](#) tools.
 9. Click the **Save Changes** button.
-

Align Text

Follow these steps to align individual words or short phrases:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in a text block.
5. Click the **Align** button on the Text Editor toolbar.
6. Choose the appropriate options.
7. Click the **Save Changes** button.

Insert Horizontal Line

Click on the **Insert Horizontal Line** button to insert a horizontal line at the cursor position. Horizontal lines often define a thematic content change.

Follow these steps to insert a horizontal line:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.

4. In the *Content* area, position your cursor in a text block.
5. Click the **Insert Horizontal Line** button on the Text Editor toolbar.
6. Click the **Save Changes** button.

Insert Image

Click on the **Insert Image** button in the Text Editor to insert an image at the cursor position in any Content area.

The images you can choose are in the All Images folder. Those folder images represent all the images you have uploaded to Good Gallery.

After pressing the Insert Image button and selecting an image, Good Gallery inserts proprietary code into your content that ensures the appropriately sized image is always displayed for all devices and viewports.

Images inserted in image content areas are supplemental page content. Any [Titles](#) associated with inserted images are displayed as image descriptions in the page source HTML (aka alt text, alt tags, alt attributes, alt descriptions).

Although the alt text area is shown as blank in the [Code View](#) (e.g. alt=""), the image Title is dynamically included as an image description in the rendered HTML. This feature supports dynamic changes to image Titles independent of Content information.

To prevent potential display issues, any manual Code View changes made to image tags are discarded when saving Content.

Other [Image Settings](#) attributes and content associated with inserted images aren't visible to visitors or search engines.

Follow these steps to insert an image:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.

4. In the *Content* area, position your cursor in the appropriate area.
 5. Click the **Insert Image** button on the Text Editor toolbar.
 6. Choose the appropriate image.
 7. Click the **Save Changes** button.
-

Original Image Dimensions

When you place a single image on a text page, the width of the image is initially defined by the bounding area of the text page.

The default text page width is 780 pixels and is defined in [Text Areas settings](#). Images smaller than those dimensions enlarged to fit the page width.

However, an image expanded beyond its original width or height may suffer image quality degradation which may result in blurry or pixelated images.

Upload images that are dimensionally larger than the page width to prevent image quality degradation.

Some devices apply pixel doubling. For example, although the default text page width is 780 pixels, images on a retina display are presented at 1,560 pixels due to pixel doubling. For best results across most monitors and devices, page-spanning images should be 1,560 pixels wide at a minimum.

Resizing Images

There are two image resizing methods for [Page Settings Content](#), [Image Settings Content](#), and [Tag Settings Content](#).

Follow these steps to resize images manually:

1. **Sign In** to your Good Gallery administrator account.

2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Review the **Content**.
5. Click the appropriate image.
6. Select and hold the square "handle" at any image corner.
7. Drag the box inward or outward to decrease or increase the image size.
8. Click the **Save Changes** button.

Follow these steps to precisely resize images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Review the **Content**.
5. Click the appropriate image.
6. Click the **Change Size** button.
7. Enter the preferred size using percentages or pixels.
8. Click the **Update** link.
9. Click the **Save Changes** button.

Positioning Images

You can change text wrapping formatting around inserted images.

Follow these steps to align images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.

3. Under the *Your Pages* menu heading, choose the appropriate page.
 4. Review the **Content**.
 5. Click the appropriate image.
 6. Click the **Align** button.
 7. Choose **Align Left**, **None**, or **Align Right**.
 8. Click the **Save Changes** button.
-

Captioning Images

You can add caption text below an image.

Follow these steps to add caption text below images:

1. **Sign In** to your Good Gallery administrator account.
 2. Hover your cursor over the **Pages** menu.
 3. Under the *Your Pages* menu heading, choose the appropriate page.
 4. Review the **Content**.
 5. Click the appropriate image.
 6. Click the **Image Captions** button.
 7. Modify the caption text below the image.
 8. Click the **Save Changes** button.
-

Linking Images

You can link images to internal website pages or to external websites.

Follow these steps to link images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Review the **Content**.
5. Click the appropriate image.
6. Click the **Insert Link** button.
7. Enter the appropriate information.
8. Click the **Insert** link.
9. Click the **Save Changes** button.

Availability

When images are visible in the Text Editor, but aren't visible in Chrome or Firefox, then that typically means that the original image file was uploaded in a color space other than sRGB. Other color spaces aren't supported in Good Gallery.

To correct this issue, resave the original image in the sRGB color per our [color space recommendations](#) in the Manual and upload the file again.

Insert Form

Click on the Insert Form button in the [Text Editor](#) to include a form in any [Page Settings Content](#), [Image Settings Content](#), and [Tag Settings Content](#) area.

See the [Forms](#) section in the [Manual](#) for additional information about creating and managing Forms.

Follow these steps to insert a form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Form** button on the Text Editor toolbar.
6. Choose the appropriate form.
7. Click the **Save Changes** button.

Insert Call to Action

Click on the Insert Call to Action button in the [Text Editor](#) to create a Call to Action in any [Page Settings Content](#), [Image Settings Content](#), and [Tag Settings Content](#) area.

See the [Call to Action section](#) in the [Manual](#) for additional information about creating and managing calls to action.

Follow these steps to insert a call to action:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Call to Action** button on the Text Editor toolbar.
6. Choose the appropriate call to action.
7. Edit the call to action.
8. Click the **Save Changes** button.

Insert Feature Boxes

Click on the Insert Feature Boxes button in the [Text Editor](#) to create Feature Boxes in any [Page Settings Content](#), [Image Settings Content](#), and [Tag Settings Content](#) area.

See the [Feature Boxes section](#) in the [Manual](#) for additional information about creating and managing Feature Boxes.

Follow these steps to insert Feature Boxes:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Feature Boxes** button on the Text Editor toolbar.
6. Choose the appropriate Feature Box type.
7. Click on the Feature Box elements.
8. Edit the Feature Box elements.
9. Click the **Save Changes** button.

Insert FAQ

Click on the Insert FAQ button in the [Text Editor](#) to create a FAQ in any [Page Settings Content](#), [Image Settings Content](#), and [Tag Settings Content](#) area.

An FAQ (aka Frequently Asked Questions or Frequent Questions) answers common visitor questions. Search engines often consume FAQ content.

When you add an FAQ content using the Insert FAQ tool, Good Gallery includes FAQ Schema Markup and automatically converts your questions and answers to JSON-LD data. That markup can help your questions and answers appears on search engines.

Partial answers work best when optimizing FAQs for clickthroughs. For example, simple answers can link to in-depth explanations located on other pages. When potential visitors find detailed answers in search results, they may not visit your site to learn more. However, most reports show increased clickthroughs even when FAQ content is displayed in search results.

Reference search engine FAQ content guidelines for best results.

Follow these steps to insert an FAQ:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert FAQ** button on the Text Editor toolbar.
6. Click on the FAQ section.
7. Add your questions and answers.
8. Click **Update**.
9. Click the **Save Changes** button.

Insert Video

Click on the Insert Video button in the [Text Editor](#) to embed video at the cursor position in any [Page Settings Content](#), [Image Settings Content](#), and [Tag Settings Content](#) area. Provide the full URL to your YouTube, Vimeo, or MediaZilla video.

As an alternative to embedded video, display the video full screen using a [Video Page](#) instead. See the Video Page section in the [Manual](#) for additional information about displaying full-screen videos.

Good Gallery only supports video stored on YouTube, Vimeo, or MediaZilla. Locally uploaded video isn't supported on Good Gallery.

Follow these steps to insert a video:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, position your cursor in the appropriate area.
5. Click the **Insert Video** button on the Text Editor toolbar.
6. Enter the appropriate video URL.
7. Click the **Save Changes** button.

Special Characters

Click the Special Characters button to display a comprehensive options list. Special Characters aren't alphabetic or numeric characters. They include punctuation marks and other distinct symbols.

Outdent

Click the Outdent button to outdent the selected text (if possible). Outdenting decreases the space between the left and right paragraph margin.

Indent

Click the Indent button to indent the selected text. Indenting increases the space between the left and right paragraph margin.

Contextual Help

Contextual help refers to clarifications, instructions, or information located near a task or tool.

Some contextual help is always visible in Good Gallery. You'll find it in administrative page headings, near each setting, and in some field labels. Additional contextual help is also  available by clicking on the symbol displayed alongside buttons and form fields.

In most cases, the contextual help information exactly matches information in the [Manual](#).

In other situations, contextual help may only include partial information about a tool or feature while the [Manual](#) provides detailed or complete information.

In yet other scenarios, contextual help may be the only source of information for some tools, features, or buttons.

Custom CSS

Cascading Style Sheets (CSS) is a simple programming language that defines the appearance and behavior of website content. Simply stated, CSS add advanced formatting functionality to HTML.

CSS allows developers and website owners to control content formatting centrally. This means that when CSS formatting changes, all content where that CSS applies is also changed—across the entire website.

Follow these steps to add Custom CSS to Good Gallery:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Select the **Custom CSS** setting.
5. Provide the appropriate CSS.
6. Click the **Save Changes** button.

Class Names

Although many HTML elements respond to standard class definitions, some elements in Good Gallery may require additional identification before a style is applied.

Here's a list of common HTML elements and their corresponding class names:

NAME	TAG	CLASS
Hyperlink	a	.GGTextContent a
Standard List Item	li	.GGTextContent li

Unordered List	ul	.GGTextContent ul
Ordered List	ol	.GGTextContent ol
Headings	h1, h2, h3, h4, h5, h6	.GGTextContent h1, h2, h3, h4, h5, h6
Horizontal Rule	hr	.GGTextContent hr

Examples

Here are Custom CSS examples that modify the appearance of HTML elements.

Hypertext Links

```
/* unvisited link - BLACK */
.GGTextContent a:link { color: #000000; }

/* visited link - GRAY */
.GGTextContent a:visited { color: #bcbcbc; }

/* mouse over link - RED */
.GGTextContent a:hover { color: red; }
```

Horizontal Rule

```
/* horizontal rule - GRAY with PADDING */
.GGTextContent hr { color:# bcbcbc; background-color:#bcbcbc; height:1px;
border:none; margin-top:10px; margin-bottom:10px; }
```

Form Success Message Box

```
/* gray box - white text */
```

```
.GGForm .success { background-color:gray !important; color:white !important;
}
```

CSS / HTML Support

CSS and HTML are powerful programming tools. Modifications to CSS and HTML can sometimes yield unexpected results.

Errors present in the Custom CSS setting or in other content areas including Page Content, Image Content, Header content, Footer Content, or the Text Area Footer Info setting can cause Good Gallery websites to not function as expected.

The Good Gallery support team is unable to provide support for custom CSS.

For additional assistance, there are websites and online forums that provide CSS information and HTML tutorials. Two websites to review are W3Schools and Stack Overflow.

Custom HTML

You can customize your website's appearance using [Settings](#). Further modifications are possible using custom HTML.

Custom HTML design assistance isn't included with your standard support. If you need help with custom HTML, websites and online forums offer educational resources.

Two websites that include HTML help are [W3Schools](#) and the [Stack Overflow](#) forum. As an additional alternative, you can contact freelance HTML programmers.

Orphaned HTML

When you modify or remove content, depending on how content was modified and the content removal methods, orphaned HTML may be left behind.

Orphaned HTML can cause unexpected browser behavior, affect global settings, cause undesired formatting, and leave blank spaces.

As noted in the User Manual, never change global text characteristics (like headings or entire paragraphs) using the Font Family, Font Size, or Colors tools in the [Text Editor](#).

Instead, those text changes should be managed with Good Gallery's [Typography settings](#). If the Text Editor tools are used in ways that aren't recommended, content changes using some Text Editor tools can leave orphaned HTML.

In some cases, orphaned HTML must be removed using the Code View tool in the Text Editor. Follow these steps to remove orphaned HTML:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, click **Code View** on the Text Editor toolbar.
5. Remove unnecessary HTML.
6. Click the **Save Changes** button.

Buttons

You can add custom buttons to website Content areas using the Text Editor. Button objects can link to internal pages or external websites.

You can use your own image as a button, your own custom button code, or use our sample button code.

There are many ways to format button using CSS. However, here's an easy-to-use example if you're unfamiliar with sitewide CSS:

```
<a href="https://www.example.com" style="all: revert; text-decoration: none;"><button style="background-color: white; border: 2px solid black; padding: 15px; display: block; margin-left: auto; margin-right: auto; width: auto; margin-top: 30px; margin-bottom: 30px; cursor: pointer;">click me</button></a>
```

Follow these steps to insert this code on your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Code View** button (`</>`) on the [Text Editor](#) toolbar.
5. Paste or enter the button code in the appropriate location.
6. Change **https://www.example.com** to your desired destination URL.
7. Change **click me** to your preferred button label.
8. Click the **Save Changes** button.

Our sample button code is provided for your convenience. This custom code is unsupported. Our support team is unable to provide customization assistance.

Indexing Content

Crawling your website, indexing content, and updating existing indexed content are processes controlled entirely by each search engine's internal rules.

There are no guarantees as to when your pages will be crawled, indexed, or updated in the index.

For some websites, content is indexed in minutes. For other websites, indexed content may appear in hours or days or weeks. For other websites, indexing content takes months. And in rare cases, search engines may never add certain content to their index.

Updates to indexed content often takes longer than when adding new content to search engine indexes. Removing content from an index can take even longer—even when removal is requested using the [Google Search Console](#).

Canonicalization

Canonicalization helps ensure that search engines aren't presented with duplicate website content.

Canonicalization helps search engines understand your website better so that preferred content is indexed. These features also help prevent diluted link profiles when external links point to your content. Both considerations affect your [SEO](#) profile.

Except for duplicate image pages, every Good Gallery page includes a self-referential canonical link. Self-referential canonical links are helpful because they explicitly define the preferred URL. Self-referential canonicalization is also recommended by search engines.

Image Pages

Good Gallery automatically canonicalizes [Gallery Page](#) images. Without canonicalization, if the same image appears in multiple galleries, search engines would view those identical images as duplicate content.

Gallery Page images include a canonicalization tag that identifies the primary image and informs search engines which URL should be indexed.

The primary image is selected based on the position of that image in the website menu hierarchy. The image in the highest menu position is given priority.

For example, if the same image is displayed on two [Gallery Pages](#), the Gallery Page image that appears highest in the menu is prioritized for canonicalization.

If an image only appears once on your website, then a self-referential canonical link is provided.

Watermarks

Watermarks supply information about image makers. They identify creators and discourage copying. For photographers, watermark information often includes a logo or label.

Good Gallery offers two innovative watermark types intended to help protect your images from unauthorized use.

These features also ensure that no matter where your images appear, viewers are always presented with your studio brand. This feature helps those viewers locate and contact you.

The Problem

Websites are an open system. You can't prevent access to your images from people or apps. Even with basic protections in place, there are dozens of methods available for people who want to download and use your photos.

Our Solution

We've developed two solutions to protect your images.

The first solution is a text overlay called a [Text Watermark](#) that unobtrusively displays your studio name in the bottom corner of every image.

The second solution is called a [Hidden Watermark Logo](#). This automatically adds your logo to a hidden area below every image.

Both features should be employed on your site for best results.

Benefits

There are several ways these watermarks are beneficial. First, by displaying your brand name on every image with the [Text Watermark](#), some visitors will ask for permission before using your images.

Second, since the [Hidden Watermark Logo](#) is embedded in the file itself, when one of your images is shared via Pinterest, Twitter, Facebook or other social media, your logo will also be present making it easier for people to identify the maker.

And finally, when your images are indexed by search engines and appear in image searches, your logo is visible on the images displayed within search engines.

Legal Protection

These features are meant to provide you with potential legal recourse when one of your images appropriated without permission.

There are two possible scenarios related to improper image usage. In the first, the person appropriated your image and retained your [Text Watermark](#) or [Hidden Watermark Logo](#).

In those cases, their inappropriate usage is easily proven. In the second situation, if the Text Watermark or Hidden Watermark Logo has been removed from your image, then the individual potentially faces stiffer legal penalties when your images are copyrighted.

When your logo is removed from your image by someone who has “reasonable grounds to know, that [the removal] will induce, enable, facilitate, or conceal an infringement” they have violated Digital Millennium Copyright Act (DMCA) per 17 U.S.C. § 1202.

For more information about your rights under this statute and how to pursue these matters in court, check out the article titled [Watermarks Can Be Music to Your Ears](#).

Text Watermark

Since Text Watermarks appear on top of every gallery image.

This means that visitors who perform a screen capture will also capture your watermark. If that individual then removes that watermark, they're in violation of Digital Millennium Copyright Act (DMCA) and subject to stiff penalties.

Follow these steps to assign a Text Watermark to your images:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Watermarks**.
4. Select the **Show Text Watermark** setting.
5. Change the option to **yes**.
6. Select the **Text Watermark Message** setting.
7. Enter your name or your company's name.
8. Click the **Save Changes** button.

Hidden Logo Watermark

The Hidden Logo Watermark is automatically applied to uploaded images in an area below the bottom edge of each image.

Although the logo is present on every image, that area of each image is programmatically hidden from viewers who browse your website.

Depending on your settings, a preview version of the selected image with the Hidden Logo Watermark is displayed in [Image Info](#) content.

Since your logo is present on every image, all images shared via apps, search engines, and social media as well as images downloaded by visitors will feature your logo.

When you upload new images, the Hidden Logo Watermark is automatically applied to every resized version of your images—including the images that appear on mobile devices.

Since the Hidden Logo Watermark is only applied when you upload an image, if you change the logo associated with your Hidden Logo Watermark, that change will not affect previously uploaded images.

If you disable the Hidden Logo Watermark setting after logos have been applied to images, previously applied logos will remain on those images.

Since Hidden Logo Watermarks are only applied when your images are uploaded and resized, to add a Hidden Logo Watermark to previously uploaded images, you must upload those images again so that the resize and logo application process can run again.

Follow these steps to assign a Hidden Logo Watermark to new images:

1. **Sign In** to your Good Gallery administrator account.
2. Choose **Logos** from the menu.
3. Upload your logo using one of these methods:
 - a. Drag your logo file from a local computer folder into the upload box.
 - b. Or click **Drop Files Here or Click to Upload** and choose your logo file.
4. Don't leave the Upload tool until the word **done** appears next to the logo file.

5. Hover your cursor over the **Site** menu.
6. Under the *Your Settings* menu heading, choose **Logos**.
7. In the **Hidden Logo Watermark** setting:
 - a. Choose the Desktop logo.
 - b. Choose the Mobile logo.
8. Click the **Save Changes** button.

Password Protection

Good Gallery doesn't offer password protection functionality. However, pages can be made private using the [Visibility](#) option in [Page Settings](#). Private pages aren't visible in your website menu.

By making pages Private, those pages are only accessible if you provide visitors with the page URL or if internal or external direct links link to that page. To discourage search engine indexing of the page, you can also disable [Allow Indexing](#) in Page Settings.

Create Private Page

Follow these steps to change the Visibility setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Visibility** segmented control options.
5. Choose **private**.
6. Click the **Save Changes** button.

Discourage Search Engines

Follow these steps to change the Allow Indexing setting:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Choose the appropriate page.
4. Review the **Allow Indexing** segmented control options.
5. Choose **no**.
6. Click the **Save Changes** button.

WordPress Blogs

Free WordPress hosting is included for a single WordPress instance alongside all Good Gallery websites.

We provide basic server security and support. In other words, if one of our servers is having problems, we'll address those issues.

Otherwise, your Good Gallery WordPress installation is an unmanaged, self-service application.

This means that our support doesn't include assistance with WordPress organization, designs, themes, plugins, optimization, or configuration.

If you need assistance in those areas, we can refer you to an independent WordPress developer who has worked with many Good Gallery customers.

Alternatively, you can hire your own WordPress consultant or seek help through online tutorials.

Management

Your Good Gallery WordPress installation is a fully functional instance and is managed like other WordPress installations you may have managed elsewhere.

Once WordPress is activated on Good Gallery servers, you can install approved plugins, themes, and add content just as you would if WordPress was hosted elsewhere.

URLs

WordPress is installed in the /blog subdirectory under your root domain.

<https://www.example.com/blog/>

WordPress installations under other subdirectories, under the root directory, or under subdomains aren't supported.

When you signed up for Good Gallery, you chose a custom name that serves as your temporary “getting started” address as you build your new website.

<https://example.goodgallery.com>

When WordPress is initially activated, you can access your blog using that temporary address.

<https://example.goodgallery.com/blog/>

Just add wp-admin to the URL to access your WordPress administrative tools.

<https://example.goodgallery.com/blog/wp-admin/>

Or, after you [Go Live](#), you can continue accessing your WordPress blog using your temporary URL. Or you can use your own domain to access your blog.

<https://www.example.com/blog/wp-admin/>

When using the WordPress administrator tools, the URLs displayed will reflect either your temporary URL or your domain URL—depending on which URL you used to access your administrator tools. Visitors to your website will only see the domain URL.

Activate WordPress

Follow these steps to create a new WordPress installation:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **Activate WordPress** setting.
5. Change the option to **yes**.
6. Click the **Save Changes** button.
7. Additional configuration instructions will be sent to your Good Gallery email address.

Move Your Blog

You can move your own blog, or you can hire us to move it for you.

We Move Your Blog

Choose our [Blog Migration Service](#) and our product team will move your WordPress posts, pages, media, themes, and plugins from your current host to Good Gallery servers.

Move Your Own Blog

You can move your WordPress posts, pages, media, themes, and plugins from your current host to Good Gallery servers on your own.

Moving your blog may take several hours and will require technical competency.

You can move your blog using built-in WordPress tools or you can backup and restore your blog using popular WordPress plugins.

WordPress Tools

If you're moving your blog and your domain is going to be the same, you can try to use the built-in WordPress Import / Export features.

There are several websites that document this feature, but [WPMU DEV](#) provides a good overview.

Blog Clean Up

Once your blog is moved, you'll want to remove unused pages and posts. You'll also want to update the WordPress menu.

Follow these steps to remove a page or post from WordPress:

1. **Sign In** to your WordPress administrator account.
2. Choose **Posts** or **Pages**.
3. Hover your cursor over the appropriate **Post** or **Page**.
4. Click the **Trash** option.

Follow these steps to change your WordPress menu:

1. **Sign In** to your WordPress administrator account.
2. Hover your cursor over the **Appearance** menu.
3. Choose **Menus**.
4. Click the down arrow next to the appropriate **Menu** item
5. Click the **Remove** option or update the URL.
6. Click the **Save Menu** button.

WordPress Plugins

Some of our customers use a popular plugin called [UpdraftPlus](#) to move their blog. Although we can't endorse any plugin, UpdraftPlus has worked well for many customers.

If your blog isn't live on your own domain, you'll need to purchase the [UpdraftPlus Migrator Extension](#) (\$30). In other words, you'll need the UpdraftPlus Migrator Extension if your blog is only available on your temporary URL.

Other Tips

After restoring your blog, some paths to images and files may be inadvertently set to absolute paths instead of relative paths. In other words, the path to some images might be changed to <https://example.goodgallery.com>.

After your site is live you can use a plugin called [Velvet Blues Update URLs](#) to correct this issue and change all occurrences of example.goodgallery.com to www.example.com.

After installing the plugin, you can go to WordPress > Tools > Update URLs, enter your Good Gallery staging address as in the “Old URL” field and your real website address in the “New URL” field. Make sure you select all the options except the “Update ALL GUIDs” setting.

If you use a different method to migrate your blog, before you [Go Live](#) with your Good Gallery site, you should check to ensure that your blog images aren’t orphaned. In other words, although the content may appear to be correct on your blog, links to your images may be pointing to your old blog location.

That means that when you change your domain name to point to Good Gallery, your images will no longer be available as they’re located on your old server. To determine if your images were migrated correctly, simply access your blog via your Good Gallery address, right click on a blog image, and then select “Open image in new tab” (or the equivalent in your browser).

If the path to the image points to your domain URL instead of your Good Gallery temporary URL, then you have confirmed that the images weren’t migrated. The best plugin for correcting this issue and migrating your images to the Good Gallery server is called Import External Images.

Simply install the plugin and go to WordPress > Media > Import Images and click the Save Changes button. This tool processes 50 posts at a time so you may need to run it multiple times if you have a large blog.

Automatic Updates

[WordPress blogs](#) on Good Gallery servers are automatically updated each night. We update core WordPress files, plugins, and themes.

These frequent, unmanaged updates help ensure that you're always running the latest software on your blog. These updates also help reduce hacker injections of malicious code making the Internet safer for you and your visitors.

These background updates are typically safe. However, if you're using infrequently updated plugins or themes, there's a possibility that an update will cause unexpected consequences for your blog. You should check your blog regularly to verify the automatic updates.

If you've customized your theme, make sure you're using a child theme. If you aren't using a child theme, and your theme developer provides update, then there's a possibility that an automatic theme update could modify the appearance of your blog.

Good Gallery doesn't offer any warranties regarding any errors that might occur due to automatic updates. We will not be liable for any loss, whether such loss is direct, indirect, special or consequential, suffered by any party as a result of automatic updates.

Blog Backups

We perform backups to guard against the possibility of catastrophic server failures or malicious attacks.

Good Gallery websites and WordPress websites are backed up every 2 hours and those copies are stored for 3 days.

Daily backups are also created, and those backups are stored for 3 weeks.

We also create weekly backups that are stored for 3 months.

Although we backup your data, you should regularly backup your [WordPress blog](#) using approved plugins. This recommended procedure will help ensure that your blog information remains viable in case you make a mistake in your blog configuration, install a plugin that misbehaves, or if your blog is hacked.

We don't endorse specific plugins, but a popular backup plugin used by many customers is called Updraft Plus. The free version works great.

To prevent sever bandwidth misuse, remote storage backups via Updraft Plus aren't allowed. Updraft Plus backups must be stored locally within your WordPress installation and then downloaded to your local machine. This means that Updraft Plus backups can't be configured to use off-site storage locations like Amazon S3, Backblaze, DreamObjects, Dropbox, Google Cloud, Google Drive, Microsoft OneDrive, Rackspace, or WebDAV.

If you request that we restore your website or WordPress blog from one of our server backups, that requires non-supported work by our product team. Therefore, restoring your website or WordPress blog from server backup is a paid service separate from the services we provide with your standard hosting.

Banned Plugins

WordPress is powerful because you can use hundreds of different plugins on your website.

However, the plugins quality varies greatly, and they don't always work well in every server environment. Additionally, many plugins can cause serious performance issues for all blogs hosted on our WordPress servers.

Therefore, some plugins aren't supported or allowed. If you install any of the following plugins, they'll be disabled automatically. The plugins included in this list are subject to change without notice.

Attempting to use banned plugins may result in your website being temporarily deactivated.

- Adminer
- Backup
- Backup Scheduler
- BackUpWordPress
- BackWPup Free
- Bad Behavior
- Broken Link Checker
- Contextual Related Posts
- Duplicator
- Duplicator Pro
- Dynamic Related Posts
- EWWW Image Optimizer
- EZPZ One Click Backup
- File Commander
- Fuzzy SEO Booster
- Google XML Sitemaps with Multisite Support
- HC Custom WP-Admin URL
- IP Blacklist Cloud
- iThemes Security
- Jetpack
- JR Referrer
- No Revisions
- Online Backup for WordPress
- Ozh' Who Sees Ads
- Portable phpMyAdmin
- Quick Cache
- Quick Cache Pro
- Recommend to a Friend
- SEO Auto Links & Related Posts
- SI CAPTCHA Anti-Spam
- Similar Posts
- Spyder Spanker
- Spyder Spanker Pro
- Super Post
- SuperSlider
- Text Passwords
- The-Codetree Backup
- ToolsPack
- Tweet Blender
- W3 Total Cache
- Wordfence Security
- WordPress Gzip Compression
- WordPress Mailing List
- WP Database Optimizer
- WP File Cache
- WP phpMyAdmin
- WP PostViews
- WP Rocket
- WP Slimstat
- WP Super Cache

- WP Symposium
- WP-DB-Backup
- WP-DBManager
- WPEngine Migrate
- WPEngine Snapshot
- WPEngine Snapshot
- Yet Another Featured Posts Plugin (YAFPP)
- Yet Another Related Posts Plugin (YARPP)
- ZenCache

Pingbacks & Trackbacks

In WordPress, a pingback is a notification that someone has created a link to your blog from another blog. This feature creates an automatic reciprocal link to the website linking to your blog.

There's a security flaw in WordPress that allows attackers to abuse the pingback feature to launch Distributed Denial of Service (DDoS) attacks on websites.

Since a pingback has no known [SEO](#) benefit and given the security threat associated with this feature, pingbacks and trackbacks are disallowed on blogs hosted on Good Gallery servers.

XML-RPC (XMLRPC)

There's a security flaw in WordPress that allows attackers to use XML-RPC to launch Distributed Denial of Service (DDoS) attacks on websites. To prevent this potential security issue, XML-RPC is disabled on blogs hosted on Good Gallery servers.

Narrative

Narrative offers an Auto-Publish Service that uses XML-RPC. Since XML-RPC is a prohibited service on Good Gallery blog servers, that feature is not supported in their software.

However, they recently launched a [WordPress plugin](#) that doesn't require an XML-RPC connection. Although our product team hasn't tested the plugin, that may be worth exploring.

PHP

PHP is an open-source, server-side scripting language. WordPress and WordPress plugins and themes are written in PHP.

PHP software on Good Gallery WordPress servers is regularly updated. Updates typically occur 6 months after a new PHP release is made available. Although PHP is available in a BETA state for months prior to the official release, this 6-month delay provides theme and plugin creators with additional time for software updates.

PHP updates address performance issues and security concerns. Additionally, according to Google's website testing tools, servers running outdated PHP versions may negatively affect website SEO.

Infrequently updated plugins and themes may not operate as expected on the latest PHP version.

If your website is experiencing plugin issues, you can use the [PHP Compatibility Checker](#) plugin to determine if PHP might be related.

Follow these steps to use the PHP Compatibility Checker plugin:

1. **Sign In** to your WordPress blog's administrative tools.

2. Hover your cursor over the **Plugins** menu.
3. Choose **Add New**.
4. Search for **PHP Compatibility Checker**.
5. Click the **Install Now** button.
6. Click the **Activate** button.
7. Hover your cursor over the **Tools** menu.
8. Choose **PHP Compatibility**.
9. Click the **Scan site** button.
10. **Deactivate** or **Delete** incompatible plugins.

You can deactivate or delete any incompatible plugins. You might locate comparable plugins by searching for **PLUGIN-NAME php 7 compatible** using your preferred search engine.

Username Vulnerability

Choose WordPress usernames that are difficult to guess. Hackers use scripts that take advantage of common username and password combinations.

Avoid these usernames:

- admin
- public email address
- domain name
- first name
- last name
- first name + last name
- first initial + last name
- business name

If your WordPress blog uses one of those insecure usernames, follow these steps to create a new username:

1. **Sign In** to your WordPress blog's administrative tools.

2. Hover your cursor over the **Users** menu.
3. Choose **All Users**.
4. Click the **Add New** button.
5. Complete the required information.
6. Change the *Role* dropdown option to **Administrator**.
7. Click the **Add New User** button.
8. **Log Out** of WordPress.
9. **Sign In** to WordPress using the new username and password.
10. Hover your cursor over the **Users** menu.
11. Choose **All Users**.
12. Hover your cursor over the old username.
13. Click the **Delete** link.
14. Click the radio button next to **Attribute all content**.
15. Choose your new username from the dropdown list.
16. Click the **Confirm Deletion** button.

Server Access

By restricting access to our servers, we prevent the unapproved third-party software installations. This helps ensure that our systems always perform at optimum levels.

This restriction also minimizes server attack surfaces and helps guarantee that our networks, servers, applications, and websites are secure for all clients.

This level of security means that we don't provide FTP access, cPanel access, database access, file access, or .htaccess file access.

FTP Access

We don't provide FTP access to our servers.

cPanel Access

We don't provide cPanel access to our servers.

.htaccess

We don't provide access to .htaccess files on our servers.

WordPress Files

To manage WordPress files, use an authorized WordPress Plugin or the built-in WordPress media management capabilities.

Other Files

See the [Storage](#) section in the [Manual](#) for additional information about online storage for hosted files.

Authentication & Encryption

Good Gallery requires that all customers use TLS (Transport Layer Security) via SSL (Secure Socket Layer) certificates.

SSL certificates ensure that all visitor traffic is authenticated and encrypted. This level of security is confirmed by the lock icon and a “Secure” browser notification displayed for visitors next to your URL.

There are several benefits for websites secured with SSL certificates. Some of those benefits include:

- Reduced likelihood that information can be intercepted by a third party.
- Your business appears more trustworthy and professional.
- Visitors know that information shared via online forms is protected.
- Your website won't be identified and flagged as insecure by some browsers.
- Sensitive data like usernames and passwords are protected.
- Google rewards [HTTPS](#) encryption with a minor [SEO](#) ranking benefit.
- Good Gallery servers can employ HTTP/2 technology thus improving download speed.
- Good Gallery can add AMP support to our development roadmap.

Once your website is live, a free SSL certificate is automatically installed on your public Good Gallery website. SSL certificates are renewed automatically.

Our systems check for unsecured domains four times daily at 00:00, 06:00, 12:00 and 18:00 PST (GMT -07:00). If a live website connected to an unsecure domain is discovered, an SSL certificate is automatically installed for that domain.

SSL certificates are automatically renewed every sixty days. That can result in an outage of 1 or 2 minutes while your old certificate is removed and your new certificate is added.

HTTPS

HTTPS (Hyper Text Transfer Protocol Secure) securely transfers information over the Internet. When your SSL certificate is installed, HTTPS is automatically enabled.

This means that all traffic between our servers and your visitors will use HTTPS instead of HTTP. For example, instead of using `http://www.example.com`, visitors will instead access your website using `https://www.example.com`.

If a visitor enters `http` instead of `https` in their browser or if a backlink to your website includes `http` instead of `https`, then that traffic is automatically forwarded to your HTTPS URL.

HTTP/2

All [HTTPS](#) enabled Good Gallery websites are served using the HTTP/2 protocol.

If a visitor's browser supports HTTP/2, then visitors will typically experience improved speeds and user experience.

Additionally, your website will require less bandwidth and communications will be less error-prone which improves server performance and the performance of your website.

HSTS

In addition to [HTTPS](#), HSTS (HTTP Strict Transport Security) is also enabled when this protocol is implemented.

HSTS is a mechanism that helps protect your website from man-in-the-middle attacks including protocol downgrade attacks and cookie hijacking. This is accomplished through a response header that browsers receive when accessing your website.

Once received, the browser will prevent any unsecure communications between the browser and the server and will require all data be sent over HTTPS.

When a supported browser receives this header, that browser will prevent any communications from being sent over HTTP to the specified domain and will instead send all communications over HTTPS.

HSTS Preload List

The HSTS Preload List is a directory of secure domains included in the source code of most modern browsers including Chrome, Edge, Firefox, Opera, Safari, and IE 11.

If your domain is on the HSTS Preload List, when a visitor accesses your website using one of those browsers, then your SSL/TLS security is enforced absolutely. Including your domain on this list will make your website even more secure.

If you're certain that your domain AND all subdomains will never be downgraded from HTTPS to HTTP, then you can add your domain to the HSTS Preload List.

You should only add your domain to this list if you're certain you can offer [HTTPS](#) over your domain and all current and future subdomains indefinitely.

One consideration of the HSTS Preload List is that you must always use a naked domain (e.g. example.com) instead of a www subdomain (e.g. www.example.com) for your website.

If you don't think you can guarantee this level of domain security, you shouldn't sign up for the HSTS Preload list. Visit the [HSTS Preload List Submission website](#) to submit your domain to the list.

Encryption

Encryption keys are used to encode and decode information securely. Your public key is sent to visitors connecting to your site.

That public key encrypts data sent to our servers. Your private key decrypts the data encrypted by the public key. Good Gallery uses a 2048-bit RSA key.

Hints & Tips

If you have recently added TLS or SSL to your website, there are onsite and offsite adjustments that you should make to improve your usability and [SEO](#).

Internal Links

Internal links refer to hypertext links in your body content that link to other pages on your website. When you add an SSL certificate to your website, you should review all internal links. If any internal links use absolute links with

HTTP, you should change those links to relative links or change the protocol to [HTTPS](#).

Absolute links refer to hypertext links that include the full URL to different page on your website (e.g. <https://www.example.com/about>).

Relative links refer to hypertext links that include a shortened URL where only the page name is used (e.g. </about>). Relative links work on the assumption that the URL path automatically includes the domain name used. Therefore, the path is always relative to domain name used to access the website.

Inbound Links

Inbound links refer to links from external websites that point to your website. When you add an SSL certificate to your website, external links should be changed to your updated [HTTPS](#) URL wherever possible.

Inbound links are commonly found on external websites like online proofing systems, business listings, social media profiles, review websites, map listings, directories, paid advertising campaigns, external blogs, vendor websites, and in third-party website management tools.

Changing every inbound links to HTTPS won't be an easy task. However, changing those URLs over time can be one of your long-term optimization goals. Search engines may reward your efforts.

In the short term, focus on changing your inbound links from popular social networks and directories. That's an easy win.

Other Links

Review all business documents that include website links including email signatures, boilerplate emails, newsletter templates, and proposal templates and make sure they include your updated [HTTPS](#) URL.

301 Redirects

If your [301 Redirects](#) in WordPress use absolute paths that include HTTP, change those redirect URLs to [HTTPS](#).

This should only be necessary for 301 Redirects implemented on other domains you manage or on 301 Redirects you have created using WordPress plugins. Redirects with absolute paths created in Good Gallery settings are automatically migrated to HTTPS.

Mixed Content

When a web page contains both insecure (HTTP) and secure ([HTTPS](#)) content, then browsers will either a) display a mixed content warning or b) block the insecure content without warning.

To prevent mixed content issues, all embedded content, integrated content, external content, and custom scripts must use HTTPS.

Specifically, embedded third-party forms must use a HTTPS URL. If the embedded form code isn't secure, then the form will not appear on your page or a warning may be displayed.

Domain Forwarding

Domain forwarding allows you to redirect visitors from one domain to another domain. Domain forwarding settings are managed with tools provided by your domain registrar. They aren't managed with your Good Gallery settings.

If domain forwarding is configured for one or more of the other domains you own, you should change those forwarding details to use [HTTPS](#) instead of HTTP.

For more information or assistance with domain forwarding, please contact your domain registrar.

CAA

The Certification Authority Authorization (CAA) is a standard that helps protect websites by only allowing authorized certification authorities to issue SSL certificates for a domain name. Adding a CAA record to your domain is beneficial, but not required. For additional assistance making these changes, please contact your domain registrar.

Follow these steps to add a CAA record to your domain name:

1. **Sign In** to your domain registrar administrative tools.
2. Select your domain name management tool.
3. Edit the DNS settings for your domain name.
4. Add a new domain record for your domain. Enter these values:
 - a. Type: CAA
 - b. Name: @
 - c. Flags: 0

- d. Tag: issue
 - e. Value: letsencrypt.org
 - f. TTL: 1 hour
-

Purchasing Certificates

Good Gallery certificates are free and are included with your hosting fee. Other SSL certificates purchased from third-party providers cannot be used with your Good Gallery website.

Unsupported Browsers

Some older browsers are unable to access secure websites. Those browsers use dated technology that doesn't meet the security standards required by SSL certificates. Those unsupported browsers include:

Desktop Browsers

- Apple Safari before Version 2.1
- Google Chrome before Version 6
- Internet Explorer before Version 7
- Internet Explorer on Windows XP before Service Pack 3
- Mozilla Firefox before Version 2.0

Mobile Browsers

- Android Browsers before Version 3.0
 - Blackberry before Version 10.3.3
 - iOS Safari before Version 4.0
 - Windows Phone Browsers before Version 7
-

Other Browsers

- Nintendo 3DS
- PS3 Game Console
- PS4 Game Console before Version 5.00 Firmware

Cookie Warning

If you'd like to provide a pop-up GDPR cookie warning message on your website, here's some sample JavaScript you can use that's compatible with Good Gallery.

```
<link rel="stylesheet" type="text/css"
href="//cdnjs.cloudflare.com/ajax/libs/cookieconsent2/3.0.3/cookiecon
sent.min.css" />
```

```
<script
src="//cdnjs.cloudflare.com/ajax/libs/cookieconsent2/3.0.3/cookiecon
sent.min.js"></script><script>window.addEventListener("GGLoad",
function(){ window.cookieconsent.initialise({ "palette": { "popup": {
    "background": "#000000"
```

```
    }, "button": {  
      "background": "#54f75b"  
    }}, "content": {  
      "message": "This website uses cookies and tracking technologies. By  
continuing to use this website, you agree with the terms outlined in  
our Privacy Policy.",  
      "dismiss": "OK",  
      "link": "Privacy Policy",  
      "href": "/privacy-policy"  
    } })); </script>
```

Follow these steps to add this JavaScript to your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Add the JavaScript to the fields for both Desktop and Mobile.
6. Change the "href": "/privacy-policy" value in the JavaScript to point to the URL where your Privacy Policy is located.
7. Click the **Save Changes** button.

SEO

Search Engine Optimization (SEO) refers to strategies and tactics for improving a website's position on search engine results pages (SERPs). It's also one of the most frequently misunderstood aspects of small business marketing.

There is no quick or easy path to SEO success. SEO is a long-term strategy. To achieve good results, you must spend time developing worthwhile content for your website. In other words, if you need more business tomorrow, SEO is unlikely to yield immediate results.

SEO shouldn't be your only marketing strategy. Although it's great when your website appears on the first page of Google, you should balance your SEO efforts with paid advertising, directory listings, social media, networking, and referrals.

You don't have to address SEO before you [Go Live](#) with your new Good Gallery website. Although there are benefits to launching a new website with your SEO tasks complete, you can also improve your optimized content gradually over time.

The SEO information in the [Manual](#) refers to on-page ranking strategies and tactics. However, off-page ranking factors also affect your search engine rankings.

Those off-page ranking factors include inbound links, social mentions, trust factors, and authority. Use your favorite search engine to find additional information about those topics.

SEO Help

Given the deep and varied complexities of online marketing, SEO consulting isn't included as part of our standard support services. For SEO help beyond

the information provided in the Manual, we can recommend several additional resources.

Online

There are thousands of resources online that address SEO. In most cases, you can enter your query into Google for a quick response and varied opinions.

Facebook Group

Join the free [Photographer SEO: Google Is A Stone-Cold Bitch](#) Facebook group.

Although group policies prohibit Good Gallery technical support requests, you can ask general SEO or website questions and receive responses from your peers.

For Good Gallery specific support, please send your requests to info@goodgallery.com.

SEO Workshops

Sign up for the 2-day [SEO Workshop for Photographers](#).

This workshop is hosted by Rob Greer, an SEO expert and professional photographer with more than 20 years of experience building and optimizing websites for companies large and small. He's also the Founder of Good Gallery.

One-on-One Help

Sign up for [Website Help for Photographers](#).

This hour-long one-on-one personalized Skype meeting can cover many topics including SEO strategy, website structure, naming conventions, search engine positions, keywords, website usability, copywriting, and portfolio reviews.

You'll meet virtually with Rob Greer, the Founder of Good Gallery. He'll answer any questions and show you where to focus your immediate efforts.

Ranking Factors

There are hundreds if not thousands of search engine ranking factors.

Think of [SEO](#) like a checkbox chore.

If you had a list of every possible ranking factor, and there was a checkbox next to each task, to rank higher than your competitors you need to mark more checkboxes than your competitors.

In other words, if you do more work than your competitor, and if your content deserves to rank first, then search engines will reward your efforts by placing your website higher in their search results.

Keywords

Keywords are single words that is significant to search engines.

Here are example keywords relevant to photographers working in New York City:

- new york
- new york city
- nyc
- manhattan
- brooklyn
- queens
- the bronx
- staten island
- wedding
- weddings
- photographer
- photographers
- photograph
- photographs

Keyword Phrases

Keyword Phrases refer to multiple words that commonly appear together and that are significant to search engines.

Keywords are often combined to create keyword phrases. Here are example keyword phrases relevant to wedding photographers working in New York City:

- new york wedding
photographer
- best nyc wedding
photographers
- nyc weddings
- wedding in manhattan
- staten island photographers
- brooklyn wedding
photographs

Titles

Titles are labels displayed in search results, bookmarks, browser tabs, and in shared content. [Keywords](#) and [keyword phrases](#) should be incorporated into page titles.

Title content also populates image description fields in the source HTML (aka alt text, alt tags, alt attributes, alt descriptions). These fields were originally used by screen reading software to provide image descriptions. Today, text found in those descriptions is a search engine ranking factor.

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched keywords. Titles should also be unique for each page.

Titles alone are unlikely to provide unique or helpful information to for visitors. Therefore, creating informative and useful content is necessary for pages or images to rank on search engines.

Titles are managed for [Page Titles](#) in [Page Settings](#), Image Titles in [Image Settings](#), and Tag Titles in [Tag Settings](#).

Content

Content includes articles, captions, case studies, checklists, comparisons, guides, interviews, news, questions / answers, reviews, and white papers. Both visitors and search engines consume that website content.

Searchers seek answers. Great website content answers searcher questions. Search engines reward websites that answer searcher questions.

The length of content is not as important as the value of the content. Short valuable content is more important for rankings than long filler content.

If you're unable to create truly valuable content for visitors, there's no reason to add that content as search engines won't consider that content as worthy of ranking.

Content can be added on [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), in images using [Image Settings](#), and in Tags using [Tag Settings](#).

Copywriting

Copywriting is the act of creating written content. Written content is used by search engines to determine search engine ranking positions.

For best results, follow these steps when creating website content:

1. Define Target Keywords
2. Investigate Keywords
3. Review Top 10 Search Results
4. Consider Searcher Intent
5. Research Topic
6. Write Content
7. Revise Content

Define Target Keywords

Defining target keywords is the first step in the content creation process.

Wedding Photographer Suggestions

Wedding photographers should first focus on city names, venue names, locations (beach, ballroom, hotel), cultures (Chinese, Korean, Greek), religions (Catholic, Muslim, Jewish), and style (chic, classic, rustic, romantic).

Target Keyword Examples

Replace « Keyword » with the targeted city, venue, location, culture, religion, or style and use the keyword phrases in Titles and Content.

- « Keyword » Weddings
- « Keyword » Wedding Ceremonies
- « Keyword » Wedding Photographer
- « Keyword » Wedding Photography
- « Keyword » Wedding Photographs
- « Keyword » Wedding Photos
- « Keyword » Wedding Pictures
- « Keyword » Wedding Receptions

Portrait Photographer Suggestions

Portrait photographers should first focus on city names and styles of portrait photography (e.g. family, baby, newborn, corporate, personal).

Target Keyword Examples

Replace « Keyword » with the targeted city or style and use the keyword phrases in Titles and Content.

- « Keyword » Portraits
- « Keyword » Headshots
- « Keyword » Portrait Photographer
- « Keyword » Headshot Photographer

- « Keyword » Portrait Photography
 - « Keyword » Headshot Photography
 - « Keyword » Portrait Photos
 - « Keyword » Headshot Pictures
-

Investigate Keywords

Researching keyword popularity is arguably the most important step in the content creation process. Understanding search volume is key to content planning. Don't waste time creating content that targets unpopular [keywords](#).

Search volume is the number searches for a keyword or keyword phrase.

Popular keywords receive more traffic than less popular keywords. Likewise, appearing in search results for popular keywords is more difficult than appearing in search results for less popular keywords.

Search volume and difficulty should define which target keywords. Review real search statistics. Don't rely on your best guess. Your best guess may be incorrect.

Targeting less-popular keywords is easier than targeting competitive keywords. As your site becomes authoritative, targeting competitive keywords becomes easier.

The best tool for determining keyword popularity is [SEMrush](#).

Review Top 10 Search Results

Websites rank in the top 10 search results because they deserve it.

Enter the target keyword in your favorite search engine. Review the websites that appear in the top 10 search results. Or expand your analysis and examine the top 20 results.

Determine why website content from the top websites might be popular with searchers. Then create better content than the content that appears on those websites.

Some top-performing websites might feature insubstantial content. It's sometimes difficult to understand why search engines reward poor content. Don't waste time trying to reverse engineer those efforts. Move on to the next website.

Consider Searcher Intent

Searcher intent refers to the goal or meaning behind a searcher's search. Understanding the meanings behind the searcher's search allows you to create content that answers their true need.

For example, when someone searches for "best wedding photographer," they're looking for answers to these questions:

- how much does it cost to hire the best wedding photographers
- are the best wedding photographers available for my wedding date
- which photographers specialize in wedding photography
- who are the most popular wedding photographers
- have the best wedding photographers worked at my venue
- which wedding photographers can guarantee me amazing photographs
- help me compare the best wedding photographers
- show me photography examples from the best wedding photographers
- don't show me poor, average, or good wedding photographers

- are the best wedding photographers better than good wedding photographers

Define searcher intent for target [keywords](#) and use those profiles to develop content that answers every question related to searcher intent.

Research Topic

Search engines reward websites with first-page positions when they provide the most comprehensive answers to searcher questions.

Perform deep research from multiple sources on every aspect related to the target keyword. Then offer original observations on that research.

One way to begin your research is to create a comprehensive list of questions you can answer based on searcher intent ideas.

Write Content

When writing content, include the target keyword in the title and lead. Include related [keywords](#) in the body.

Search engines are sophisticated and can easily understand content. Therefore, keyword repetition isn't necessary. Although mentioning keywords once or twice is fine, repeating the same keywords won't help your ranking.

Content areas include the title, lead, and body.

Ideally, content should also include internal links and a call to action. External links should also be included when appropriate.

Titles

Titles are labels displayed in search results, bookmarks, browser tabs, and in shared content.

Titles are one of the most important content areas for [SEO](#). Good titles are clear, helpful, accurate, specific, and concise. The Title field should include well-researched [keywords](#). Titles should also be unique for each page.

Include keywords as the first words in titles to improve click-through rates. Early keyword position in titles may also be an SEO ranking factor.

Titles that only include targeted keyword phrases often work best. However, when variety is required, use supplemental titles that encourage clicks on search engine results pages.

Lead

A lead is the introduction to content. Appearing in the first few sentences (preferably the first sentence), the lead summarizes the content. Most importantly, a good lead will encourage visitors to read the rest of the content.

The targeted keyword phrase should be listed at least once but no more than twice.

Body

The body is the main content text. Popular, unique, relevant, valuable, and trustworthy content often ranks highest in search results.

Also include internal and external links directing visitors to additional information. These links also serve as [SEO](#) ranking factors.

As was first suggested by Aristotle, body content can answer who, what, when, where, why, and how.

The minimal, basic, expanded, and detailed examples under each section showcase content options. Detailed content is typically better for SEO than expanded content. Likewise, expanded content performs better than basic content. And finally, basic content will perform better than minimal content.

Who

Include information about individuals involved. To expand content, develop details about supporting individuals. Details matter.

Minimal Example

There are seven dwarfs.

Basic Example

The seven dwarfs are Doc, Dopey, Bashful, Grumpy, Sneezy, Sleepy, and Happy.

Expanded Example

There are seven dwarfs. Doc is the leader, Dopey is mute, Bashful is shy, Grumpy is unhappy, Sneezy has powerful sneezes, Sleepy is tired, and Happy laughs frequently.

Detailed Example

Although he's often challenged by Grumpy, Doc is the de facto leader of the seven dwarfs. He wears glasses and mixes up his words. His job as a miner is sorting diamonds unearthed by the other dwarfs. His enemy is The Evil Queen.

What

Include information about what happened. Critique, describe, explain, or review to express main ideas.

Minimal Example

Snow White and the Seven Dwarfs is an animated film.

Basic Example

Snow White and the Seven Dwarfs is a Walt Disney Productions animated film based on a well-known fairy tale.

Expanded Example

Snow White and the Seven Dwarfs is a Walt Disney Productions animated film released by RKO Radio Pictures and based on a German fairy tale by the Brothers Grimm.

Detailed Example

Snow White and the Seven Dwarfs is a Walt Disney Productions animated film released by RKO Radio Pictures and based on a German fairy tale by the Brothers Grimm. It was the first feature-length animated Disney film. The United States Library of Congress selected the film for preservation in the National Film Registry.

When

Include information about when things happened. Dates, days of the week, time of day (morning, afternoon, evening, twilight, sunrise, sunset), and seasons (spring, summer, autumn, fall) should be included whenever appropriate.

Minimal Example

Snow White and the Seven Dwarfs premiered in 1937.

Basic Example

Snow White and the Seven Dwarfs premiered on December 21, 1937.

Expanded Example

Snow White and the Seven Dwarfs premiered on December 21, 1937. It was later followed by a nationwide release on February 4, 1938.

Detailed Example

The story of Snow White and the Seven Dwarfs began on August 9, 1934 when the principal characters were first suggested by a Disney staff writer. The film eventually premiered on December 21, 1937. A nationwide release followed on February 4, 1938. It was re-released in theaters in 1944, 1952, 1958, 1967, 1975, 1983, 1987 and 1993.

Where

Include information about the location. In addition to common information, elevate content with unique details.

Minimal Example

Snow White and the Seven Dwarfs is primarily set in a forest, cottage, and castle.

Basic Example

Snow White and the Seven Dwarfs is set in a forest glade, a dwarven mine, a small cottage, and the queen's scary castle.

Expanded Example

The small cottage in Snow White and the Seven Dwarfs is home to the seven dwarfs. Inside the cottage are animal carvings, a pipe organ, a small kitchen, and a warm fireplace. The exterior features a thatched roof and stone walls.

Detailed Example

The exterior design of the small cottage in Snow White and the Seven Dwarfs may have been inspired by a house appearing in Fritz Lang's film, Metropolis. Alternatively, the animated abode may have been influenced by the architecture of eight real-life cottages located near the original Walt Disney Studios location. The cottage's architectural style is called Provincial Revivalism but is commonly named Fairy Tale or Hansel and Gretel.

Why

Explain why something happened. Explicitly identifying important content or exploring individual motivations is helpful. Another approach is to explain why visitors should care about the content.

Minimal Example

The dwarfs became involved Snow White because she met them in the forest.

Basic Example

The dwarfs meet Snow White when she finds their cottage in the forest. She cleans the cottage and becomes their friend.

Expanded Example

On the run from The Evil Queen, Snow White meets the dwarfs when she stumbles upon their cottage in the forest. She cleans the cottage with the help of forest animals. This makes the dwarfs happy.

Detailed Example

The dwarfs become deeply involved with Snow White when she stumbles upon their fairy tale cottage in the forest, breaks in without permission, and then cleans the cottage with the help of a broom, rags, and her forest friends including deer, chipmunks, rabbits, racoons, squirrels, quail, robins, and a terrapin. She is later adopted by the dwarfs.

How

Explain how the thing happened or how those involved are affected. Alternatively, explain how something works.

Minimal Example

Snow White met the dwarfs accidentally.

Basic Example

Snow White was hiding in the forest from The Evil Queen when she discovered the dwarfs' cottage.

Expanded Example

The Evil Queen was jealous of Snow White. To save her own life, Snow White ran into the forest. There she met the dwarfs.

Detailed Example

The Evil Queen was jealous of Snow White because of a talking mirror. The queen sent The Huntsman to kill her—the object of her jealousy—but instead The Huntsman told Snow White to run into the forest. Snow White wandered the forest until she found the dwarfs' cottage and became deeply involved in their daily lives.

Revise Content

No content is ever initially perfect. Before publication, content should be reviewed carefully. Poorly proofreading can result in early visitor abandonment.

Reviewing content involves checking text for grammatical and structural problems.

Content reviews should also examine capitalization, spelling, punctuation, verb tense, sentence structure, paragraph length, word choice, missed words, clarity, continuity, and fact checking.

Effective proofreading strategies include reading content out loud, printing physical copies, and sharing content with friends. It's also helpful to pause for hours or days between content creation and content review.

Optimizing Images

Good Gallery's most important innovation relates to image [SEO](#). Every gallery image operates as a separate page. With this feature, images can be optimized individually for unique keyword phrases.

If you don't have time to optimize every image, you can selectively hide any image from search engines.

The Allow Image Indexing setting in [Image Settings](#) indicates if the image should be visible to search engines. You can share all images or some images with search engines. Or only share images where both Title and Content text are present.

Testing has shown that gallery images on authoritative websites with Titles alone may appear organically in first-page search results pages and on image search.

However, if you believe that images without accompanying content are viewed negatively as thin content by search engines, you can indicate that images should only be visible to search engines when both a Title and Content are present.

Controls to manage image visibility based on the presence of [Titles](#) and [Content](#) are available in Page Settings for Gallery Pages, [Image Settings](#), and in [Site Options](#) settings.

Follow these steps to change search engine index rules for search engines:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **Search Engines Index Gallery Images** setting.
5. Choose the appropriate option.
6. Click the **Save Changes** button.

Filenames

Using [keywords](#) in image filenames is a known ranking factor. However, that task is rarely completed as it's admittedly tedious to manually change hundreds of filenames to include important keywords.

However, Good Gallery solves this problem by being the first website builder to include a feature that automatically renames photos.

When you add a keyword-rich title to any photo, the photo is renamed, and important keywords are automatically included in your image filename.

More information about this feature is available in the [Permanent Link](#) details under [Image Settings](#).

Content

Information is associated with images using the Content area in [Image Settings](#). Using the [Text Editor](#), content associated with images may include text, forms, video, or even additional images.

Both visitors and search engines can view this information. Visitors access these details by clicking on the [Image Info](#) button on the [Control Bar](#). Search engines consume that content just as they naturally discover all other website content.

If you add informative, detailed, and compelling content that describes your photos, you'll encourage search engines to display those image pages in search results.

Location

Assign a street address to any image using the [Location](#) setting in [Image Settings](#). If a street address isn't available, include the city and state only.

This unique feature can directly influence local search positions when you're optimizing for geographical keyword phrases.

Tags

Good Gallery offers an innovative feature that links related images.

Connecting photos using dynamic internal links helps inform search engines about the relationship between images and enhances your [SEO](#).

These kinds of relevancy signals are particularly important when the photos share common information relevant to visitor queries.

See the [Tags](#) section in the [Manual](#) for additional information.

Image Exif

Exchangeable image file format (Exif) is metadata information embedded within image files. This metadata includes dates and times, camera settings, titles, descriptions, camera settings, geolocation, and hundreds of additional details.

When images are uploaded to Good Gallery, Exif information in the Title, Content, Sublocation, and Keywords fields is automatically added to [Image Settings](#) in the [Title](#), [Content](#), [Location](#), and [Tags](#) fields.

If subsequent uploads replace existing images, then information in the Title, Content, Location, and Tags fields is replaced with Exif information from the Title, Content, Sublocation, and Keywords fields.

Camera information collected from Exif can also supplement image content on [Gallery Pages](#). When Exif is activated via Image Settings, the camera shutter speed, aperture, ISO, and focal length are displayed.

To add content to image Exif, use a program like Adobe Lightroom or Adobe Photoshop. See documentation for your preferred software for additional information about editing image Exif.

301 Redirects

301 Redirects notify browsers and search engines that a page on your website has moved to a new location. 301 Redirects serve as a permanent forwarding address for old URLs.

301 Redirects are created automatically by Good Gallery when Permanent Links change for pages, images, and tags.

Creating a 301 Redirect is like submitting a change of address card to the post office to ensure that your postal mail is forwarded correctly after you move.

If you're moving from an old website to a new Good Gallery website, you should consider creating 301 Redirects.

Some Good Gallery customers find the process of creating 301 Redirects tedious. This is understandable and common.

You should balance the benefits of adding 301 Redirects against the alternatives of not adding 301 Redirects to determine which choice is right for you.

Benefits

There are several benefits to adding [301 Redirects](#).

If pages on your old site were ranking well for important keyword phrases, then a 301 Redirect will ensure that those ranking factor benefits pass through to the new URL.

Additionally, when visitors arrive at an old URL via a search engine result or bookmark, they're automatically redirected to the new page location.

Also, when search engines recrawl URLs, they're automatically notified of the new page URL. With 301 Redirects, search engines will update their index more rapidly than if you don't provide 301 Redirects.

Alternatives

Although many websites will benefit from adding [301 Redirects](#), if your site isn't already popular with search engines, skipping the creation of 301 Redirects may not be harmful to your brand.

Search engines will eventually find the new pages on your website even if you don't create 301 Redirects.

If you don't create 301 Redirects, if a visitor arrives at missing page via a search engine result or bookmark, that visitor is presented with a "404 Not Found" error page. Visitors are then encouraged to visit your home page.

Google Search Console may report missing URLs in their Crawl Errors report. However, your SEO is not impacted by missing URLs in your Crawl Errors report.

Search engines don't penalize sites for not having 301 Redirects. Search engines also don't penalize sites where 404 Errors are present.

Other Considerations

There are several issues to consider when you're working with [301 Redirects](#).

If a URL on your old site and your new site is the same, you don't need to create a 301 Redirect for that page.

You should create your 301 Redirects list before you [Go Live](#) with your new site. Once your new site is live, you may not have access to the URLs from your old website.

If you don't create 301 Redirects before you go live, and if you decide to add 301 Redirects later, you can do that. However, you may lose the benefit of letting Google know about the new page. Google indexes sites at irregular intervals so whether that will impact your situation is uncertain.

If a page on your old site doesn't have a corresponding page on your new site, you don't need to create a 301 Redirect for that page unless the old page is heavily trafficked. If the old page is heavily trafficked, you should create a corresponding page on your new site and create a 301 redirect to that page.

If the page isn't heavily trafficked or if no corresponding page exists, then you don't need to create a 301 Redirect. When you don't create a 301 Redirect, search engines and visitors will be shown an Error 404 page. This is an appropriate server response when a page no longer exists.

Using 301 Redirects to send visitors and search engines to home pages is not recommended. Instead, forward visitors and search engines to similar content or allow the page to Error 404.

After you save your 301 Redirect list in Good Gallery, test the old URLs before you [Go Live](#) to make sure that the old URL redirects to the new URL.

Create Redirect List

Follow these steps to create [301 Redirects](#) for your website:

1. Open a new document in any third-party text editor.
2. Visit a page on your old website.
3. Copy the full URL from the browser address bar.

<http://www.example.com/aboutme/>

4. Paste or enter the appropriate information.
5. Press **ENTER** to add a line break.
6. Repeat steps #2 through #5 adding every page from your old website.
7. Add a comma (,) after each URL on your list.

<http://www.example.com/aboutme/>,

8. Find the corresponding page on your new Good Gallery website.
9. Copy the full URL of the corresponding Good Gallery page.

<https://example.goodgallery.com/about-me>

10. Paste or enter the new URL on the same line as the old URL.

<http://www.example.com/aboutme>,<https://example.goodgallery.com/about-me>

11. Repeat steps #8 through #10 for all pages.
12. Activate the Search & Replace tool in your text editor.
13. Remove the <http://www.example.com> and <https://example.goodgallery.com> text.
14. **Sign In** to your Good Gallery administrator account.
15. Hover your cursor over the **Site** menu.
16. Under the *Your Settings* menu heading, choose **Site Options**.
17. Edit the **301 Redirects** setting.

`/example,https://www.amazon.com`

You can't include a number sign (#) in your old URL. The number sign (#) is a URL fragment that typically links to a page bookmark and thus servers don't recognize a # sign as a valid URL path.

Good Gallery supports the use of wildcard characters in 301 redirect lists. A wildcard is a character that will match any other character or sequence of characters.

If you use the wildcard character at the end of URLs in your old URL list, all matching traffic is sent to a single new URL.

`/gallery1/*, /favorite-photos`

Likewise, you can use a wildcard at the end of a URL in your old URL list AND at the end of a URL in your new URL list to redirect to a set of new URLs.

`/journal/*, /blog/*`

Redirects for Blogs

If your old [WordPress blog](#) resided on the root of your domain or in any subdirectory other than the “/blog” subdirectory, then you can create [301 Redirects](#) using the steps outlined in Create 301 Redirects.

If your old blog resided in the “/blog” subdirectory, and you have migrated that blog from your old website to Good Gallery, then you may not need to create redirects as the URL to your posts and pages should remain the same.

If your old blog resided in the “/blog” subdirectory and you need to make changes to the URLs of posts that have “/blog” in the path, then you need to

add those 301 Redirects using a WordPress plugin. The Good Gallery 301 Redirects setting doesn't support paths that include “/blog.”

If you had a blog that resided in the “/blog” subdirectory of your domain and you no longer want a blog, to create 301 Redirects with “/blog” in the path, you'll still need to install WordPress alongside Good Gallery and then add those 301 Redirects using a WordPress plugin. In other words, 301 Redirects with “/blog” in the path must be handled via WordPress.

The most popular plugin used by many Good Gallery customers to manage those redirects is Simple 301 Redirects.

Automatic Redirects

Good Gallery includes an innovative feature that automatically creates [301 Redirects](#). The 301 Redirect change occurs when a Permanent Link is changed.

The Permanent Link field indicates the page URL.

When the Permanent Link field is changed, Good Gallery keeps track of that change and automatically creates a 301 Redirect record for the old URL. Those 301 Redirects are then displayed in the 301 Redirects field in Page Settings, [Image Settings](#), or [Tag Settings](#).

Storage

Good Gallery standard hosting includes 10GB of combined storage space. That space allowance includes both Good Gallery content and WordPress content.

View your current usage in the [Storage audit table](#) on your [Dashboard](#). That table also displays the total space available in your current plan.

Remove extraneous posts, dated images, unused themes, unnecessary plugins, and old backups to reduce WordPress storage totals.

Use [JPEGmini](#) to reduce WordPress image sizes before uploading. Or reduce existing WordPress image sizes using the [Imagify Image Optimizer](#) plugin for WordPress.

Other image compression utilities include TinyPNG, Compressor.io, TinyJPG, Smush.it, and BlogStomp.

Additional storage is also available.

To increase your storage, send a request to info@goodgallery.com. and specifically indicate how much additional storage you require. Our support team will send you an invoice for the extra space.

ADDITIONAL STORAGE	TOTAL STORAGE	MONTHLY FEE
5GB	15GB	\$5.00
10GB	20GB	\$10.00
15GB	25GB	\$12.50
20GB	30GB	\$15.00
25GB	35GB	\$17.50
30GB	40GB	\$20.00
35GB	45GB	\$22.50

Local Storage

Documents can be added to Good Gallery content areas. Examples include PDF files, Microsoft Word documents, and Keynote files.

Add files to the content area in Page Settings, [Image Settings](#), or [Tag Settings](#) using the [Text Editor](#) Upload File tool.

WordPress Storage

If you have WordPress installed alongside your Good Gallery website, several plugins allow you to upload files to your WordPress directory. Choose a plugin that works best for you.

Offsite Storage

If you perform a search for “cheap hosting” then you can easily locate bargain hosting with prices ranging from \$.50 to \$1 per month. For example, you can purchase 100GB of space on GoDaddy for only \$12 per year.

To use that external storage, use the path they provide. Alternatively, you can connect that content with a subdomain.

More information about how to create a subdomain for your primary domain is available on your domain registrar’s website. Alternatively, call their support line for more information.

Alternatively, if you have a free Dropbox account, you can use the Public folder to host files—sharing the URL only when necessary.

Google Drive, iCloud, Box, Microsoft OneDrive, SugarSync, and Hightail also offer similar sharing options.

Monitor Usage

Storage associated with your account is detailed in the Dashboard. Both used and available storage is reflected in this report.

Root Access

Server performance and website security are critical concerns for customers. Since all Good Gallery websites operate on shared servers, root access to website folders is not available.

Backups

Our server hardware is incredibly reliable and distributed. But we perform backups to guard against the possibility of catastrophic server failures or malicious attacks.

Good Gallery websites and WordPress websites hosted on our servers are backed up hourly and those copies are stored for 3 days.

Daily backups are also created, and those backups are stored for 3 weeks.

We also create weekly backups that are stored for 3 months.

We don't just backup our servers and then assume that the backups are good. Instead, we perform frequent testing of our backups to ensure the long-term viability of our data.

Given the nature of our disaster recovery systems, in the case of an emergency or catastrophic failure, we can immediately rollback to backups.

If you request that we restore your website or WordPress blog from one of our backups, that requires non-supported work by our product team.

Therefore, restoring your website or WordPress blog from a backup is considered a paid service separate from the services we provide as part of your standard hosting.

See the [Blog Backups](#) section of the [Manual](#) for additional information.

Custom 404 Pages

When a visitor accesses a website URL that no longer exists, they're presented with a 404 Error page. That Error 404 page indicates that the page cannot be found. The error page also provides a hypertext link that leads to your home page.

You can't customize Good Gallery Error 404 pages. When visitors or robots access URLs that don't exist, those attempts consume server resources. Custom 404 pages require more server resources than our Error 404 page and thus website speed is favored over customization capabilities.

If you'd prefer a custom page for URLs that no longer exist on your website, please consider [301 Redirects](#) instead.

Google Analytics

Google Analytics is a free tool that tracks and reports website traffic. Understanding visitor behavior helps you optimize your website.

To learn more about Google Analytics, visit the [Analytics Academy](#). Or search for additional information using your preferred search engine.

After [creating a property](#) in Google Analytics, [find your tracking ID](#).

The tracking ID is a string of letters and numbers. The first set of numbers is your account number while the second set of numbers is the property number.

Only add your tracking ID to Good Gallery. Don't include the entire tracking code JavaScript snippet provided by Google.

This Good Gallery setting supports both Google Universal Analytics and Google Analytics 4.

Universal Analytics (aka App + Web) properties use the UA-XXXXXX-X format. Google Analytics 4 properties use the G-XXXXXXXXXX format.

You can use a Universal Analytics property or Google Analytics 4 property. You cannot use both numbers in Good Gallery.

Don't include the entire tracking code snippet as Good Gallery inserts the required gtag.js code automatically.

Google Analytics JavaScript is hosted locally to leverage browser caching and optimize the code for website testing software.

Alternatively, leave this field blank and add the entire gtag.js tracking code snippet in the Head Info setting and remove the Google Analytics Tracking ID from this setting.

The Google Universal Analytics tracking ID will look like this example:

UA-000000-2

The Google Analytics 4 tracking ID will look like this example:

G-000000-2

Follow these steps to add the tracking ID to your Good Gallery website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **Google Analytics Tracking ID** setting.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

Google Search Console

[Google Search Console](#) is a free service that monitors your website. Google Search Console is formerly known as Google Webmaster Tools (GWT).

To learn more about Google Search Console, visit [Search Console Help](#).

Once your account is created, [verify your site ownership](#). When verifying your account, choose the **HTML Tag** verification method.

Google will provide verification code for your website. The verification code will look like this example:

```
<meta name="google-site-verification"
content="WB6RIJ6ybjK8Nna9fph9XGHGZjVYzJP3n_Ltl4wFEtE" />
```

The code should remain on your site after verification is completed as Google will periodically query that meta tag information.

Follow these steps to add the verification code to the <HEAD> section of your Good Gallery website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

Messages

Your Google Search Console may share messages about website configuration issues.

Reported issues are typically related to Settings choices, blog configuration issues, third-party embedded code, or most commonly inaccurately reported issues based on resources not loading fast enough for Google's rendering engine.

As Google Search Console is a third-party application and addressing the reported issues is outside of our direct control, diagnosing reported issues is your responsibility.

Google Ads

Google Ads is a platform for displaying product and service advertisements online.

Follow these steps to add Google's global site tag code to the <HEAD> section of every page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Paste or enter the global site tag code provided by Google.
6. Click the **Save Changes** button.

Add events on individual pages using the Google event snippet.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded Google event snippet code in this area.

Follow these steps to add Google event snippet code to the <BODY> section of individual pages to track events on page load.

9. **Sign In** to your Good Gallery administrator account.
10. Hover your cursor over the **Pages** menu.
11. Under the *Your Pages* menu heading, choose the appropriate page.
12. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
13. Paste or enter the Google event snippet code at the top of the content area.
14. Click the **Save Changes** button.

Since query strings aren't supported in Good Gallery, disable auto-tagging in Google Ads settings before you start a new campaign.

Follow these steps to disable auto-tagging in Google Ads:

1. **Sign in** to your Google Ads account.
2. Click the **Gear** icon.
3. Select **Account settings**.
4. On the Preferences tab, click **Edit** (in the Tracking section).
5. Clear (disable) the **Destination URL Auto-tagging** checkbox.
6. Click **Save changes**.

Google Tag Manager

Google Tag Manager helps you track website data.

Tags are code that collect information. Tags can track scroll behavior, monitor forms, generate heat maps, manage remarketing, and record other visitor behaviors.

Follow these steps to add Google Tag Manager information to the <HEAD> section of every page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

To add Google Tag Manager embedded code to [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded code in this area.

Follow these steps to add Google Tag Manager information to the <BODY> section of individual pages.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.

4. Click the **Code View** button (`</>`) on the Text Editor toolbar.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

Mailchimp

Mailchimp, an email marketing service, is supported by Good Gallery.

Form Builder is a Mailchimp tool that provides embeddable code that adds Mailchimp forms to your Good Gallery website. This Form Builder tool is separate from Good Gallery's own built-in Forms tools.

See Mailchimp Form Builder [help documentation](#) for information about creating Mailchimp embedded forms.

To add Mailchimp Form Builder embedded code to [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded code in this area.

CSS styles provided in embedded Mailchimp forms may need to be modified or removed to match text and button styles within Good Gallery.

Default Mailchimp forms have been tested and are compatible with Good Gallery on desktop and mobile devices. However, test your embedded forms on all devices and browsers to ensure compatibility.

The default JavaScript included in Mailchimp Subscriber Pop-ups is incompatible with Good Gallery websites.

If compatibility issues are discovered, choose different settings in the Mailchimp Form Builder. For example, enable the **Disable all JavaScript** option on the Classic form in the Mailchimp Form Builder to ensure maximum compatibility.

Follow these steps to embed Mailchimp Form Builder code in the <BODY> section of individual pages.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.

4. Click the **Code View** button (</>) on the Text Editor toolbar.
5. Paste the Mailchimp Form Builder code in the appropriate location.
6. Click the **Save Changes** button.

Facebook

Facebook is an online social media and social networking service.

Sharing Content

When a URL is shared on Facebook, a preview is presented. Facebook then caches information about that page.

If changes are made to previously shared pages, Facebook may require an update before new information is displayed in the preview.

Use the [Facebook Developer Debugger](#) to update cached information.

Facebook Pixel

Facebook Pixel code allows you to remarket to previous visitors and track conversions from Facebook ads.

Follow these steps to add Facebook Pixel code to the <HEAD> section of every page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Paste or enter the code provided by Facebook.
6. Click the **Save Changes** button.

Use the Facebook Image Tag to add events on individual pages. Review Facebook Business [advertiser help](#) for more information.

To add Facebook Pixel embedded code to [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded code in this area.

Follow these steps to add Facebook Image Tag code to the <BODY> section of individual pages.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

Pinterest

Pinterest is a social media company that encourages image and video sharing.

You can [claim your website](#) to unlock Pinterest content attribution and analytics. Also, your Pinterest profile picture is added to any pins from your Good Gallery site.

See Pinterest [help documentation](#) for information about how to claim your website.

Follow these steps to add the Pinterest meta tag to the <HEAD> section of your website:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Paste or enter the Pinterest verification code.
6. Click the **Save Changes** button.
7. Return to your Pinterest Admin tools and click the **Complete Verification** button.

PayPal

PayPal is a worldwide online payments system that supports online money transfers. Good Gallery supports transactions facilitated by embedded PayPal buttons.

You can accept online payments for single items by adding PayPal payment buttons to your website. These buttons allow you to securely accept credit card payments on your website.

PayPal payment buttons can be configured to accept donations, enable subscriptions, create installment plans, or receive payments for single items.

See PayPal [help documentation](#) for information about how to create a PayPal button.

To add PayPal's embedded code to [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded code in this area.

Follow these steps to add the PayPal button to Good Gallery:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
5. Paste or enter the HTML snippet provided by PayPal in the appropriate location.
6. Click the **Save Changes** button.

Táve

Táve (Tave) is a web-based studio management system supporting booking, invoicing, questionnaires, expense tracking, and email monitoring.

Táve provides embedded form code you can include on your Good Gallery website. Use their embedded form code to share their forms with your website visitors.

See Táve [help documentation](#) for more information about Táve's embedded forms.

To add Táve's embedded code to [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded code in this area.

Follow these steps to embed a Táve form on your Good Gallery website:

1. Follow [Táve's instructions](#) and copy your embed code.
2. **Sign In** to your Good Gallery administrator account.
3. Hover your cursor over the **Pages** menu.
4. Under the *Your Pages* menu heading, choose the appropriate page.
5. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
6. Insert the Táve embed code in the appropriate location.
7. Click the **Save Changes** button.

Beyond these basic insertion instructions, our support services don't include troubleshooting services for Táve forms. Please contact Táve for additional assistance.

ShootQ

ShootQ is a web-based studio management system supporting booking, invoicing, questionnaires, expense tracking, and email monitoring.

ShootQ integrates with Good Gallery's forms.

Follow these steps to locate your ShootQ leads creation email address:

1. **Sign In** to your ShootQ admin area.
2. Go to **Settings**.
3. Go to **Contact Form**.
4. Locate the **Your Leads Creation Email Address** field.
5. Copy the leads creation email address.

Follow these steps to create a ShootQ compatible contact form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Form Tools* menu heading, choose **Add New Form**.
4. Complete all required fields.
5. In the *Send Submissions To* field, paste the leads creation email address copied from ShootQ.
6. Change the *Email Format* segmented control field to **plain text**.
7. Add the following form fields (these exact names are important):
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Home Phone
 - e. Referrer

- f. Event Type
 - g. Event Date
 - h. Event Location
 - i. Remarks
8. Click the **Save Changes** button.

Follow these steps to insert the ShootQ compatible contact form in Content.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Insert Form** button on the Text Editor toolbar.
5. Choose the appropriate form.
6. Click the **Save Changes** button.

Pixifi

Pixifi is a web-based studio management system supporting booking, invoicing, questionnaires, expense tracking, and email monitoring.

Pixifi integrates with Good Gallery's forms.

These instructions explain how to create a Good Gallery form and then submit form information to your Pixifi account.

Follow these steps to create a Pixifi compatible contact form:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Forms** menu.
3. Under the *Form Tools* menu heading, choose **Add New Form**.
4. Complete all required fields.
5. In the *Send Submissions To* field, paste the leads creation email address provided by Pixifi.
6. Change the *Email Format* segmented control field to **plain text**.
7. Add the following form fields:
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Home Phone
 - e. Referrer
 - f. Event Type
 - g. Event Date
 - h. Event Location
 - i. Remarks
8. Click the **Save Changes** button.

Follow these steps to insert the Pixifi compatible contact form in Content.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Insert Form** button on the Text Editor toolbar.
5. Choose the appropriate form.
6. Click the **Save Changes** button.

HoneyBook

HoneyBook is a workflow management software that also offers tools and payment solutions.

HoneyBook forms aren't compatible with Good Gallery.

HoneyBook provides form code designed to embed their forms on any website. Although that embedded code functions as expected on Good Gallery desktop websites, HoneyBook's JavaScript conflicts with Good Gallery's mobile JavaScript. Although their support team is aware of their code issue, their JavaScript remains incompatible with our mobile JavaScript.

In 2015 we contacted HoneyBook to discuss form integration. We provided detailed integration instructions. However, their product team didn't move forward with that proposed integration.

In 2019, HoneyBook claimed that they can't address their issue because Good Gallery [uses adaptive design techniques](#) instead of responsive design—even though countless thousands of other high-performance websites also use adaptive design.

HoneyBook is the only software in the client management vertical that doesn't offer a compatible embeddable form.

If you're a HoneyBook user, we recommend using Good Gallery's standard [Forms](#) to collect visitor data. Once the data is collected, you can then transfer that data manually to HoneyBook.

SmartSlides

SmartSlides is a slideshow software offered by Pixellu. Use their embedded code to share their slideshows with your website visitors.

To add SmartSlides embedded code to [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. Insert your embedded code in this area.

Follow these steps to add the SmartSlides code to Good Gallery:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
5. Paste or enter the HTML snippet provided by SmartSlides in the appropriate location.
6. Click the **Save Changes** button.

Embed Code

To add embedded code or insert code into the body of [Gallery Pages](#), [Text Pages](#), [Visual Menu Pages](#), or [Image Pages](#), use the Code View option in the [Text Editor](#) under any Content area.

This Code View option in the Text Editor exposes the source HTML for pages. This is also known as the HTML <body> of pages. Insert your embedded code in this area.

Some embedded code may interfere with Good Gallery performance on desktop or mobile browsers so extensive testing is recommended. If an issue is recognized, remove the conflicting embedded code.

Our support doesn't extend to troubleshooting assistance with third-party embedded code issues.

Follow these steps to add embedded code to Good Gallery:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
5. Paste or enter the HTML snippet in the appropriate location.
6. Click the **Save Changes** button.

StatCounter

StatCounter isn't supported by Good Gallery. If you include the StatCounter embed code on your website, accurate information won't be recorded.

We instead recommend [Google Analytics](#)—a free tracking software that conforms with international visitor privacy laws.

Tracking Codes

Some third-party software uses tracking codes or embedded code.

Follow these steps to add information to the <HEAD> section of every page:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Site Options**.
4. Edit the **HEAD Info** setting.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

Follow these steps to add information to the <BODY> section of individual pages.

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, choose the appropriate page.
4. Click the **Code View** button (</>) on the [Text Editor](#) toolbar.
5. Paste or enter the appropriate information.
6. Click the **Save Changes** button.

Good Gallery may not support all third-party tracking codes. Some tracking codes may not function as expected or the tracking code may cause operational failures on your website.

Sitemaps

Sitemaps inform search engines about the architecture of your website. Good Gallery creates and manages your sitemap automatically.

Sitemap details are stored in a file named `sitemap.xml` located in your website's root directory.

<https://www.example.com/sitemap.xml>

When a new page is added to your website, the sitemap file is updated. Image details are also included in the sitemap. The sitemap file includes all pages and images on your Good Gallery website.

The sitemap file doesn't include pages from your WordPress blog. To create a separate sitemap for your WordPress blog, use a sitemap plugin to generate that information.

Structured Data

Structured Data helps identify page content. The code used in structured data is defined by Schema.org. Good Gallery includes structured data in your website HTML to classify images, concepts, relationships, and terms.

Search engines often expand structured data support. When that happens, some testing tools may report structured data warnings. Those warnings are recommendations and aren't compulsory. Your website can still be indexed without issue.

Our product team evaluates every new schema opportunity and expands our schema support when appropriate.

Website Speed

Good Gallery websites typically load almost instantly.

Factors that can negatively affect website speed include the use of non-system fonts, tracking codes, advertising tags, embedded scripts, widgets, embedded video, or even your thumbnail and page configuration choices.

Some testing tools also change testing criteria periodically and scores can change over time. Other tools may post inaccurate or misleading results due to their testing methods.

Server caching can also affect website speed in some cases. Also, running tests a few minutes apart can yield different results.

We store some website content in server memory. Information in memory is delivered faster than information on hard drives. With this caching strategy, we can deliver your content at incredible speeds.

When website content isn't present in the server cache, it must be reloaded. Reloading website content to server memory and then serving a page can take more time than when content is already loaded in the cache.

If a Good Gallery website hasn't been visited in 90 minutes, then that website is automatically removed from server memory. When the site is again visited, the website is reloaded in server cache. Most websites receive visitors around the clock and delays are rarely seen by visitors.

Additionally, if any changes are made to Good Gallery settings or content, then the server cache is updated when the website is accessed by the next visitor.

Finally, when the Good Gallery product team deploys an update, all websites are unloaded from memory. The next visit to each website reloads the server cache.

Updating the server cache can take from 5 to 10 seconds on depending on website content.

Additional speed optimization suggestions and technical architecture education aren't included with our standard support. However, our product

team is available to speak to you at length about those details at our standard consulting rate.

Testing Tools

The Good Gallery product team frequently uses automated testing tools like Google Search Console, web.dev, Lighthouse, Pingdom, WebPageTest, SISTRIX, and others.

We occasionally receive an email from a concerned client who has run an automated testing tool against their Good Gallery website.

Good Gallery source code and default settings are highly optimized for both search engines and visitors. There are no platform issues that impact search engine indexing or visitor access.

Some testing tools report trivial issues that don't directly impact website performance. Other tools can't programmatically understand Good Gallery websites.

In some situations, a reported issue might be related to third-party embedded code that you've added. And in yet other cases, non-default settings you've selected aren't recommended.

And some tools report WordPress-related issues for blogs connected to our Good Gallery sites and are outside our purview.

Given the wide range of misreported information related to third-party testing tools, we don't provide detailed information or diagnose errors reported from those systems as part of our standard support response.

If the reported issue has caused you concern, you can research the issue yourself to better understand the reported data. Suggested research includes clicking on the error message and reviewing the error help system within the reporting tool, posting questions to forums for that testing software, or contacting the support personnel responsible for the testing tool.

If a detailed technical response or one-on-one consulting is required, we will prepare documentation or make ourselves available. However, that task is considered a professional service and would be billable at our standard professional services rate.

Lighthouse

Trust & Safety

Good Gallery uses the latest version of jQuery Mobile (1.4.5)—a JavaScript library that improves your website’s presentation on mobile devices.

In 2017, Google security engineers discovered that jQuery Mobile can expose websites to cross-site scripting (XSS) attacks if an open redirect vulnerability also exists.

On Good Gallery mobile websites, the website analysis tool Lighthouse reports a trust and safety warning stating: “Includes front-end JavaScript libraries with known security vulnerabilities.” When expanded, that warning continues: “Some third-party scripts may contain known security vulnerabilities that are easily identified and exploited by attackers.”

That security issue doesn’t apply to your Good Gallery website. Although Lighthouse tests for the jQuery Mobile JavaScript library, it doesn’t test for server-side exploit protections against those attacks.

Good Gallery specifically guards against that cross-site scripting redirect vulnerabilities by returning an error message (404) on all invalid requests. Good Gallery websites are therefore immune from that attack vector.

Email

Good Gallery doesn't provide email services and we aren't an email provider.

If you're moving your email services from your current email host, we recommend [Google Workspace](#).

Google Workspace is the best option for managing business email. For a small monthly fee, you'll have access to powerful email tools linked to your domain email addresses.

To get started, go here: <https://workspace.google.com/>

Administrative Users

Good Gallery supports one administrative username (i.e. email address) per website.

If multiple administrator users exist for a website, the same username and password must be shared among those users.

If you host more than one website on Good Gallery, you must choose non-matching usernames (i.e. email addresses) for each site.

Meta Tags

Good Gallery supports several common HTML meta tags.

NOARCHIVE

The tag `<meta name="robots" content="noarchive" />` is included on all Good Gallery websites. This tag indicates that a cached preview copy of your page should not be stored in the search engine index.

The primary benefit to including this tag on your website is that your content can't be scraped from the Google cache by companies who use automated tools.

This restriction helps reduce the amount of copied website content that might appear on other websites. This tag also prevents visitor access to conflicting historical content if you have recently changed information on your website.

There is no [SEO](#) penalty for including the noarchive tag on your website. Search engines will index the page and display snippets in search engine results.

Robots.txt

The robots exclusion standard, commonly known as robots.txt, is a file that provides instructions for search engines and crawlers.

The robots.txt file for your website is generated automatically. This file includes information about the location of your sitemap.xml file and specific instructions for automated tools and search engines.

An incorrectly configured robots.txt file can negatively impact the performance of your website. To prevent common mistakes, Good Gallery customers don't have write access the robots.txt file.

Third-Party Software

You can use third-party applications, code, and widgets with Good Gallery.

Although our software will work with many third-party applications, not all third-party code is compatible with Good Gallery.

We cannot endorse or recommend specific third-party software. That includes special code or forms, chat programs, calendars, scheduling tools, or embedded Instagram.

Your own testing will reveal if the third-party software you've selected will work with our system. Before purchasing or subscribing to any third-party software, you should first perform your own compatibility testing.

If you encounter issues with third-party software, contact the company issuing the code or plugin and ask them for assistance.

Our hosting fees don't include troubleshooting or support for integration with third-party platforms, widgets, or embedded code.

Click the **Code View** button (`</>`) to embed custom code, widgets, or third-party code.

Copy and backup HTML source code before making changes. Modifying the source code can result in unexpected page errors.

Follow these steps to activate the Code View:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Pages** menu.
3. Under the *Your Pages* menu heading, select the appropriate page.
4. In the *Content* area, click **Code View** on the Text Editor toolbar.
5. Modify the appropriate information.

6. Click the **Save Changes** button.

Feature Requests

We love to hear from customers. Send your ideas for new features or functionality to info@goodgallery.com.

Here are questions we use to prioritize and evaluate new features requests:

- Is this a popular request?
- How many customers share this problem?
- Can this problem be solved differently?
- How do competing products solve this problem?
- Will this feature improve our customer's conversions?
- Will this feature enhance our customer's [SEO](#)?
- Will we gain new customers by solving this problem?
- Will we retain more customers by solving this problem?

Customer suggestions are sometimes added to our list of planned features immediately.

If we provide an estimated timeframe for a new feature, please remember that our priorities are fluid and change frequently. Any suggested timeframe should not be considered a guarantee.

If a request doesn't align with our near-term product roadmap, then we'll make a note of the suggestion. However, that new feature won't be included in our development backlog.

Customization

Good Gallery offers thousands of settings and features that allow you customize your website using easy-to-understand administrative tools.

However, if we don't have something you need right now and if your feature request doesn't align with our product roadmap, the Good Gallery product team will customize our software to accommodate customer desires.

Through customization, we can offer you the features you want right away. All customizations are immediately available to all customers. One-off or delayed system-wide customizations aren't available.

Before providing an official quote for any customization, you'll first receive a ballpark estimate. This ballpark estimate presents you with a general idea as to the possible potential expenses related to your proposed customization.

If you approve the ballpark estimate, then we'll create a short description defining the functional requirements of the feature you have requested. Those functional requirements are then shared with the product team who will then provide you with the official quote for your requested customization.

Initial ballpark estimates are sometimes provided without feedback from the product team. Therefore, although the official quote is often near the ballpark estimate, in some situations the official quote amount may be significantly higher or lower than the ballpark estimate.

Our fees for customization are based on how many hours we estimate it will take to complete any customization. However, our official quote is a fixed cost bid. That means that you'll only pay the quote amount, regardless of how much time it takes to complete the work.

When you pay for a customization, we'll support that customization for the lifetime of our product. This means that when we make major changes to Good Gallery, we'll make sure that the customization you purchased will continue to work in Good Gallery.

Beta Features

You may see some features in Good Gallery presented with a “Beta” label. This means that functionality related to that feature is undergoing final testing on real customer sites. Functionality may be added or changed frequently.

Although this feature is available for anyone, Good Gallery doesn’t offer any warranties as to the suitability or usability of this feature. Any capabilities are being provided on an “as is” basis.

Good Gallery will not be liable for any loss, whether such loss is direct, indirect, special or consequential, suffered by any party as a result using a Beta feature.

Use of these Beta features is at your own risk and you’ll be responsible for any loss associated with this feature.

If you encounter any issues while using a Beta feature, please let us know immediately at info@goodgallery.com. Your help is greatly appreciated.

System Updates

The Good Gallery product team perform system updates that add new features, improve performance, or fix known issues.

The frequency of updates varies according to our internal schedules and immediate needs.

System updates are rarely announced via email. Most system update news is documented in the Manual Release Notes section.

Small-scale system updates are typically performed every three to four weeks. However, more frequent or less frequent updates are also possible. Large-scale updates may defer all small-scale system updates for several months.

During system updates, your Good Gallery website will be unavailable for a period of approximately ten to fifteen minutes while our servers reboot.

System updates are typically scheduled to begin sometime between midnight and 3:30 AM Pacific Time, Sunday through Thursday. However, critical system updates may be performed at any time.

In the unlikely situation where a maintenance window of longer than 30 minutes is anticipated, all Good Gallery customers are notified by email.

SSL certificates are automatically renewed every sixty days. That can result in an outage of 1 or 2 minutes while your old certificate is removed and your new certificate is added.

Typography

Typography is the visual component of the written word. Good typography helps make text legible, readable, and appealing. Text is managed by changing typeface size and spacing attributes.

Typeface

Typeface refers to text characters and the weight, style, width, slant, italicization, and ornamentation of those characters.

The words typeface and font are often used interchangeably. However, typographers often argue over the nuanced differences of the two words.

Good Gallery offers 130+ typeface options. Each typeface can be applied separately to menus, headings, and body text.

Follow these steps to view all typeface options:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Preview* menu heading, choose **Typeface Previews**.

System Fonts

System fonts are typeface options commonly installed on most computers.

Websites using system fonts load faster than websites using other fonts. System fonts are already present on visitor computers and thus typeface information isn't downloaded when websites load.

System fonts aren't available on all devices. Also, system fonts render differently on different browsers and devices. Choose a system font that works best for you across the devices you prefer.

Good Gallery uses font stacks to help reduce system font issues across devices.

Font stacks are lists of similar alternate fonts. The alternate fonts are fallback alternatives if the designated typeface isn't available on a visitor's computer.

Every Good Gallery system font includes a font stack list of similar, alternate fonts.

Google Fonts

Google font selections will appear the same across most devices—regardless of platform.

Some fonts render differently on different browsers and devices. Choose a font that works best for you across the devices you prefer.

Each visitor must download the Google font you selected before your site is viewed. Although Google fonts are lightweight, using Google fonts will cause a minor impact your website's overall performance.

Google fonts are free and don't require commercial use licensing.

Copyright

The U.S. Copyright Office has determined that fonts are protected. Good Gallery only supports free fonts that are commercially licensed without restriction. Many font licenses don't extend to website use. Those fonts aren't available on Good Gallery.

If the font you prefer isn't available, locate a similar font by searching for "google font like YOURFONTNAME."

Full support is offered for Google fonts, system fonts, and open license fonts.

Font Size

Font size is an important consideration in website design.

If you select a large font size, characters may look great on a large monitor; however, that same font may take up a large amount of space on a mobile device.

Large fonts are easy to read, easy to click, and typically encourage visitors to read more information faster than when that same information is presented in a small font. Large fonts are also sometimes perceived as an unexciting design choice.

If you choose a small font, although that font may look great on many screens, some visitors may have difficulty reading small characters.

When the text is part of a navigational element like a menu or a hypertext link, visitors may have more difficulty clicking on small text navigational elements than they would clicking on large text navigation elements.

Good Gallery uses pixel values for all font size settings because pixels are the most effective way to precisely indicate how browsers should render character height. This technical design decision helps ensure that your website will look nearly the same across all modern browsers.

Readability

The character count in lines of text influences readability.

When too many characters appear on a single line, visitors are distracted from content. When too few characters appear on a single line, visitor reading rhythm is broken resulting in reduced reading comprehension.

To avoid readability issues, studies show that content should reflect a 50-75 character per line average—including any spaces.

Follow these steps to modify content width in all [Text Areas](#):

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Site** menu.
3. Under the *Your Settings* menu heading, choose **Text Areas**.
4. Edit the **Text Area Maximum Width** setting.
5. Click the **Save Changes** button.

Update Account

To update your company name, billing address, or email address, please send an email with your new information to info@goodgallery.com. Your information must be manually updated across multiple systems.

To update your credit card number, expiration date, or security code, you can edit your My Account information online.

However, to update credit card information, at least one automatic subscription transaction must exist.

To update your own information, view any past invoice sent to you previously via email. When you access the past invoice, click on the My Account link, and update your credit card information.

Good Gallery will never contact you via phone or email and ask for updated credit card information. If anyone contacts you attempting to gather payment information, please contact Good Gallery immediately.

To update your Good Gallery password, you can use the Change Password tool.

Follow these steps to update your password:

1. **Sign In** to your Good Gallery administrator account.
2. Hover your cursor over the **Tools** menu.
3. Under the *Account* menu heading, choose **Change Password**.
4. Enter your **Current Password**.
5. Enter your **New Password**.
6. Enter your New Password again in the **Confirm Password field**
7. Click the **Save Changes** button

Cancel Good Gallery

If you'd like to cancel your Good Gallery account, send an email to info@goodgallery.com and include your Good Gallery username.

In that email, state explicitly that you would like to cancel your Good Gallery account effective immediately. For example:

My Good Gallery username is name@example.com. Please cancel my account effective immediately.

We're unable to cancel accounts on a future date.

Upon receipt of your request, we'll stop all future recurring billing. We'll also permanently delete your images, content, website, and blog from the Good Gallery servers.

Once your service is terminated, you'll receive an email confirming your cancellation.