



# Gallery View

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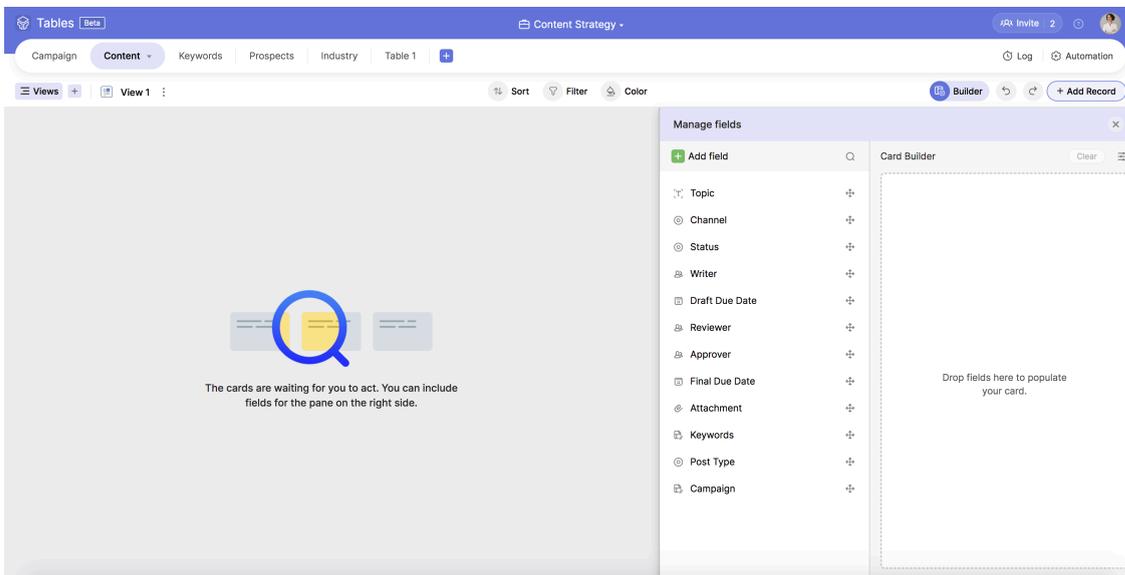
## Gallery view

Gallery view portrays your records in a **large arrangement of cards**. You can create your visual database for design illustrations, photographs, recipes, vacation memories, etc. This view mainly works best for **contents with images**.

Take an example of a blog content calendar.

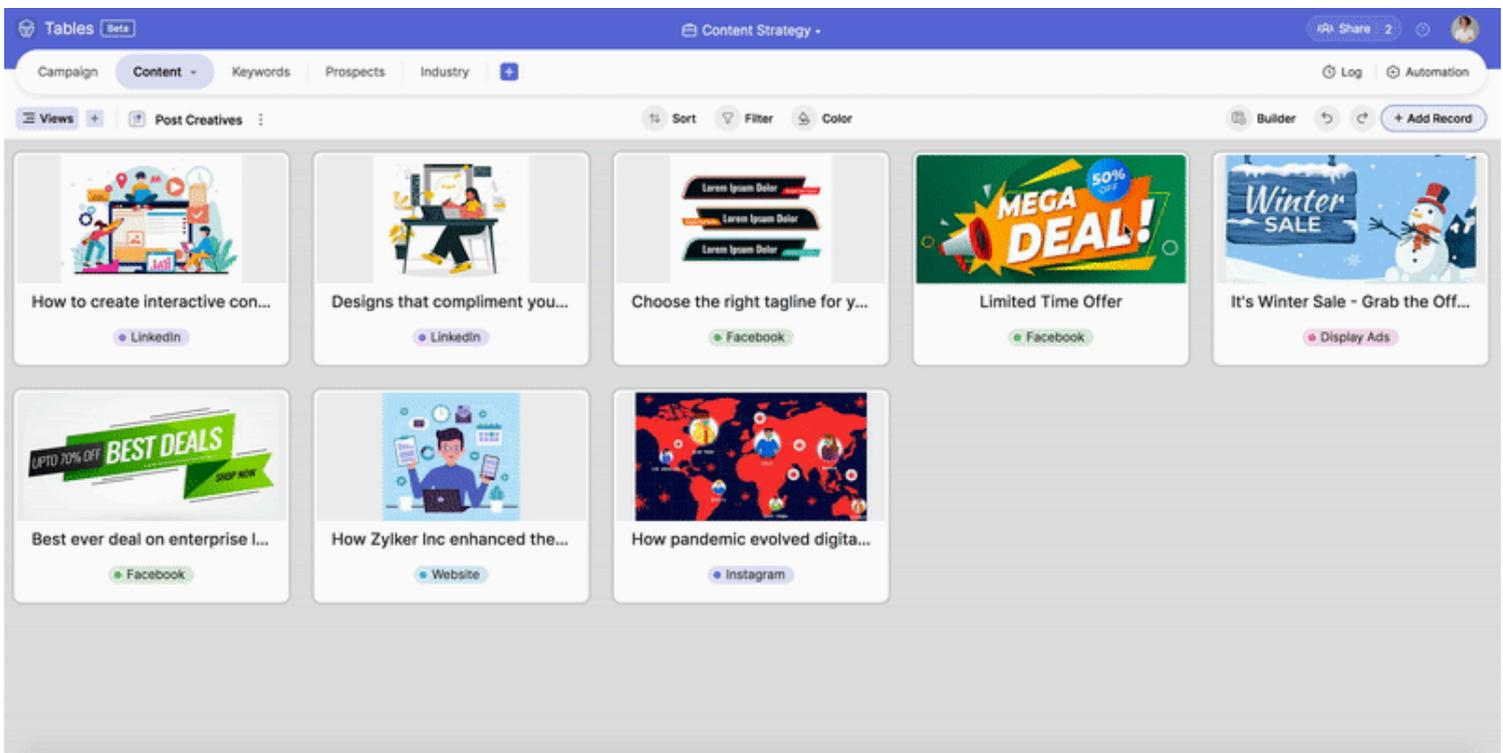
- Click on the + **icon** next to **Views** on the top left corner
- It opens a context menu stating **Create View**
- Select **Gallery**

You are now presented with the **Gallery Builder** to add fields and build your customized gallery.



## Manage Fields

It displays the list of fields in your grid. The Card Builder automatically picks up the relevant fields to build the gallery cards. From Manage Fields, you can also choose to add more fields by **drag-and-drop method**. As you add the fields, you can see them populating in the gallery cards on the left.



### Manage fields ✕

+ Add field 🔍

- 📄 Topic +
- 📍 Channel +
- 📍 Status +
- 👤 Writer +
- 📅 Draft Due Date +
- 👤 Reviewer +
- 👤 Approver +
- 📅 Final Due Date +
- 📎 Attachment +
- 📄 Keywords +
- 📍 Post Type +
- 📄 Campaign +

Card Builder Clear ☰

📎 Attachment Cover

📄 Topic Title

📍 Channel

Tables Beta
Content Strategy
API Invite 2

Campaign
Content
Keywords
Prospects
Industry
Table 1
+

Views
View 2
Sort
Filter
Color
Builder
+
Add Record

How to create interactive c...

Channel

📍 LinkedIn

Designs that compliment yo...

Channel

📍 LinkedIn

Choose the right tagline for ...

Channel

📍 Facebook

Limited Time Offer

Channel

📍 Facebook

It's Winter Sale - Grab the O...

Channel

📍 Display Ads

Best ever deal on enterpris...

Channel

📍 Facebook

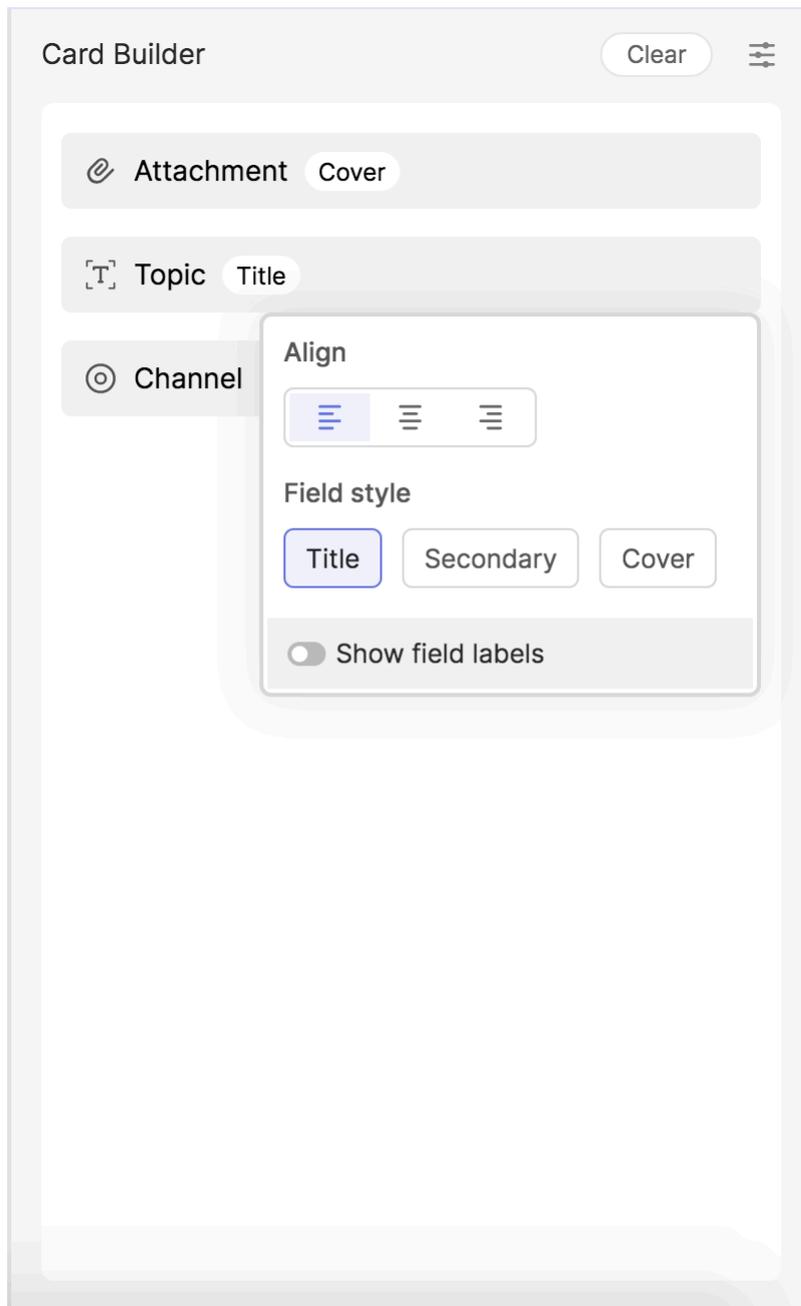
Manage fields ✕

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- 📅 Final Due Date +
- 📎 Attachment +
- 📄 Keywords +
- 📍 Post Type +
- 📄 Campaign +

## To set a cover to your gallery card

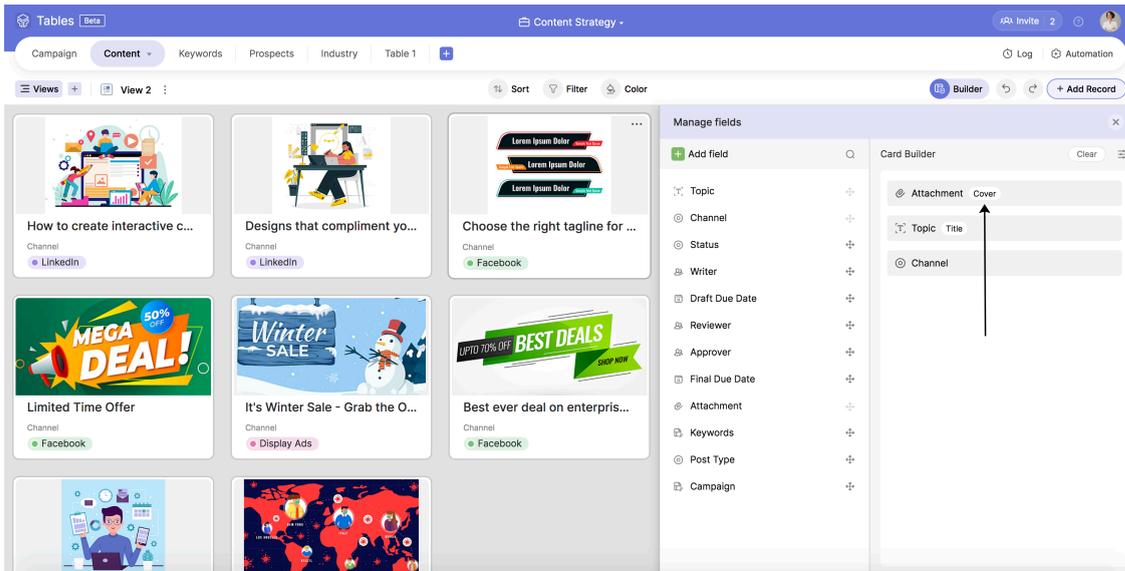
Using the **Builder option**, you can set a field as a **Cover** or **Title** for your cards.



- Click on the **three dots** beside the field name in the Builder panel
- Choose **set as Cover**
- Click **Remove** to delete a field from displaying in the gallery card

When you set a field as **cover**, it enlarges the image or text of that field. In the card builder panel, the field name displays as **Cover**.

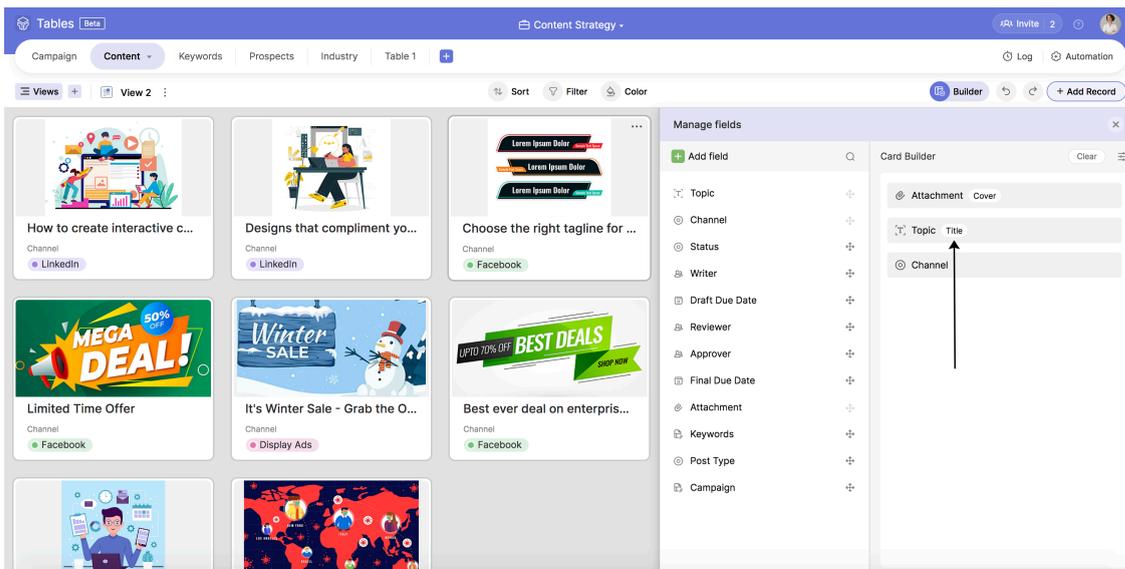
To remove the field from being marked as cover, click on the **three dots** and select the option **set as default**.



## To set a title to your gallery card

- Click on the **three dots** beside the field name in the **Builder panel**
- Choose **Set as Title**

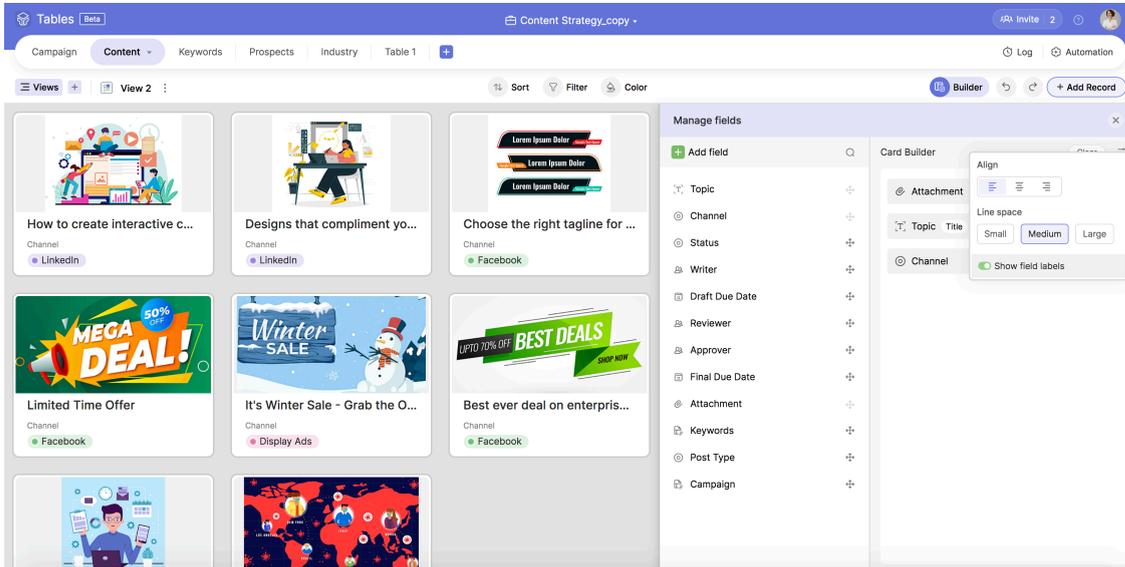
When you set a field as **Title**, the gallery card displays the field value in **bold** format. In the card builder panel, the field name displays as **Title**. To remove the field from being marked as Title, click on the **three dots** and select the option **set as default**.



# Format your gallery card:

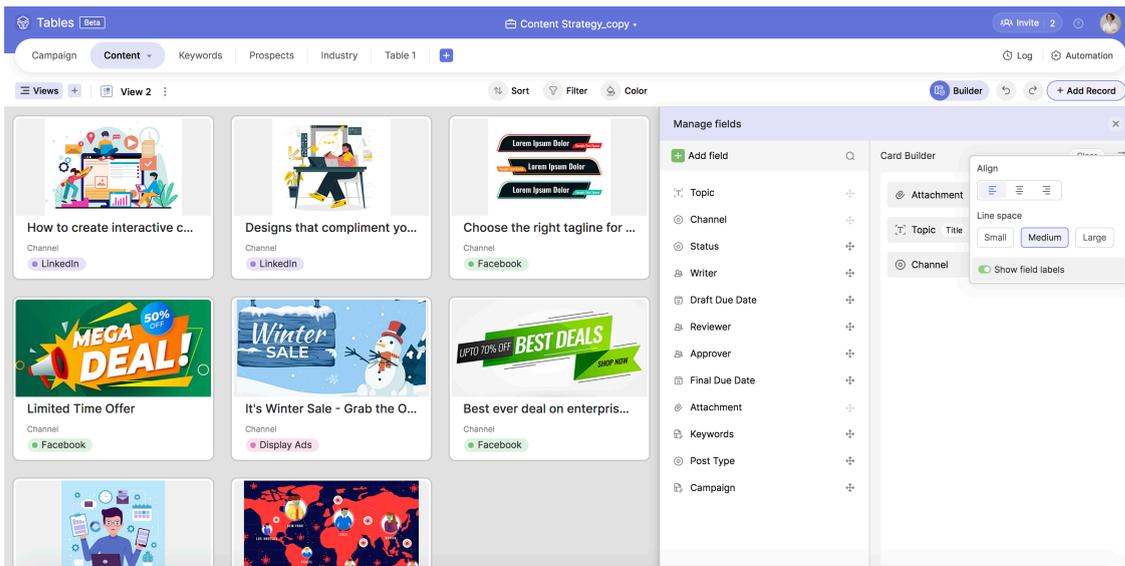
At the top of the Builder Panel, you'll notice three options: **Align**, **Line space** and **Show field labels** enabled by default.

**Show field labels** - Toggle this option to **show/hide field labels** in gallery cards



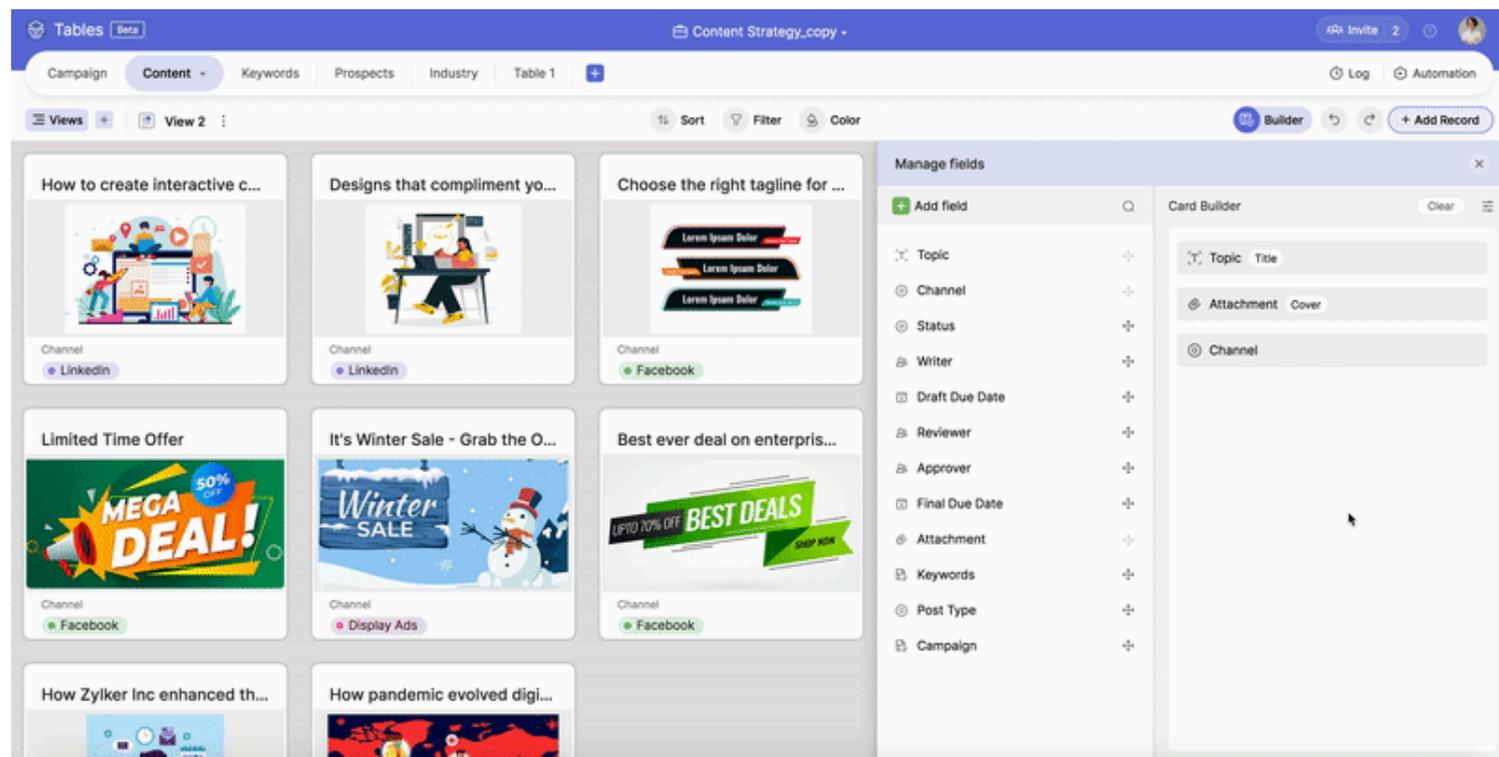
## Align and Line Space

Go to the global settings option and edit the text in the gallery card using Align and Line space.

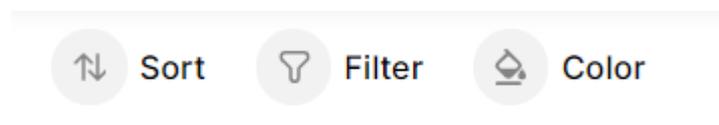


## Reorder the cards

You can reorder the cards by clicking, dragging, and dropping them in the desired order.



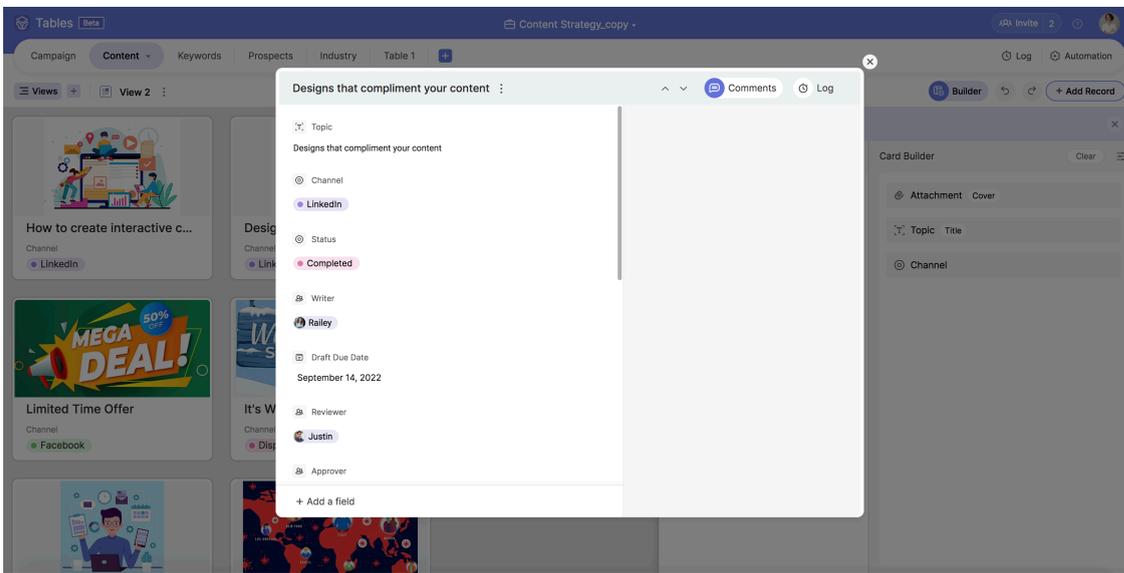
Use the **Sort** and the **Filter** cases at the top centre of the view bar to arrange or filter data as per your preference.



## Expand Record

A click on a card will open the record in an expanded version so you can examine it in more detail.

Through this article, you can read more about [Expand record](#).



After customizing to your heart's delight, click the Builder icon at the right top to close the gallery builder. You can now see the complete gallery view in all its glory.

