

How do I upload photos to the gallery?

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First, make sure you are logged in.

(If you do not have an account yet then you will need to create one first)

Now, go to the Gallery page.

One of the options in the Gallery menu (which only appears AFTER you have logged in) is "Upload File". Click on it, you will be presented with a file upload screen that allows you to upload anything from 1 to 5 files at a time. Use the "Browse" buttons to find the files on your PC, then when ready click the "Continue" button.

Now you get a new screen saying "n Uploads were successful – please click Continue to add the files to albums" (where "n" is the number of files you just uploaded). Click "Continue"

You will now be presented with a new screen allowing you to give your first image a Title, Select an Album for it to go into (from a drop-down list), give it a description and also you can assign keywords, or choose them from a list, then click "Continue" and you will get the option to do the same for your next photo etc. etc. etc. Once all files are placed in albums you will be told that the operations were successful.