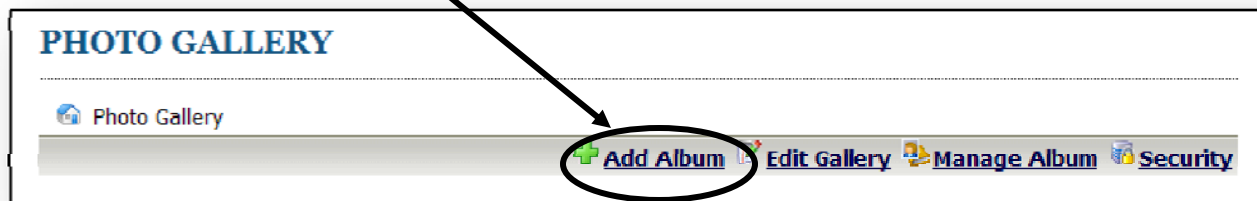
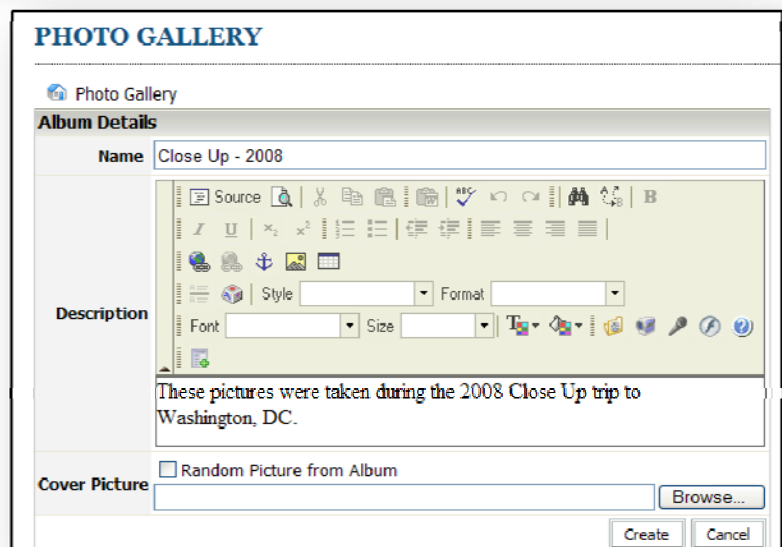


Adding an Album to a Photo Gallery

1. Open a browser window and go to your school webpage.
2. Log in to the website.
3. Navigate to the photo gallery page.
4. All pictures must be uploaded into albums. This will allow you to organize your pictures by topic. To create a new album, click on **Add Album**.



5. From the **Album Details** window, give the album a name. This name will appear under the Photo Gallery.
6. The **Description** field will allow you to enter more information about this particular album. This is a basic *Word* editor. The icons match what is usually seen in many software programs, Microsoft created or otherwise.
7. The **Cover Picture** for the album can either be a random picture from the album (by checking the box) or a specific picture.



To select a specific picture, click on Browse and then navigate to the location of the picture on your computer. Click **Open** when finished.

8. When finished with the Photo Gallery, click **Create**.