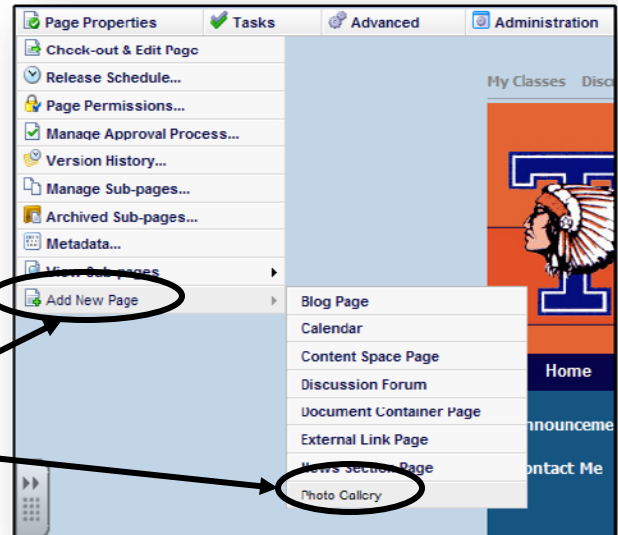


How to Add a Photo Gallery to a Webpage

1. Open a browser window and go to your school webpage.
2. Log in to the website.
3. Navigate to your teacher or club page that you wish to include the Photo Gallery.

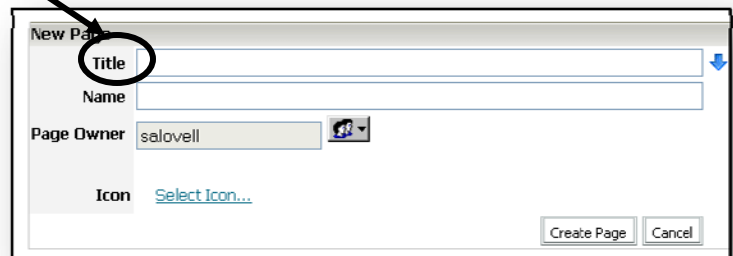
(Example: if you wish to add a photo gallery page within your specific club page, go to that page.)

4. From the **Page Properties** tab at the top, select **Add New Page** and then **Photo Gallery**.



5. From the **New Page** window, give the page a title. The name will be the link that will appear on the left menu.

By clicking on the blue arrow, or tabbing to the **Name** line, the page name will be created. This is the name used by the software to distinguish one page from another. No two pages within the website may be named exactly the same.



6. Click on **Create Page**.