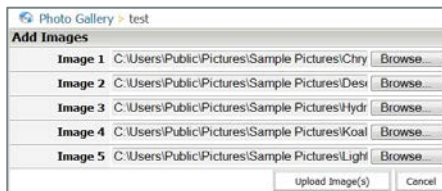# SCHOOLMESSENGER®

PHOTO GALLERIES HELP CARD

USING PHOTO GALLERIES

- Photo Galleries are made up of photo albums into which you can upload pictures. These are automatically converted to clickable thumbnails.
- You can create an unlimited number of albums and upload an unlimited number of pictures.
- Easy to use tools allow you to manage your albums in a fast and effective manner.

Creating Albums	Rearranging Photos	Tagging/Removing Photos

Creating Albums

1. Click the **Add Album** icon.
2. Type in a name for the album.
3. Choose the **Random picture from Album** option (*Randomly chooses a picture from your album as the cover picture*).
4. Click the **Add Image** icon.
5. Click the **Browse** button. Select an image from your computer and click the **Open** button. (*The 5 browse buttons allows you to select 5 images at a time*).
6. Click **Upload Image(s)** to finish.

Rearranging Photos

1. Click the **Reorder Images** icon
2. To move a picture, simply click and drag the image to the desired position
   Note: *When you drag the image from one position to another, it gets interchanged with the picture at that position.*
   For example, if you move a picture from the last position to the first, the picture at the first position now becomes the last in the list.
3. Click the **Update** button to complete the changes.

Tagging/Removing Photos

1. Click the **Manage Images** icon
2. To add a tag line to a photo, click the name of the file. Then add in the description you want under the description field
3. Click the **Update** button when done
4. To remove a photo, click the ✪ icon located to the right hand side of the photo.

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