

## Add Images to a Gallery from Your Image Library (v1.0 Apr 2018)

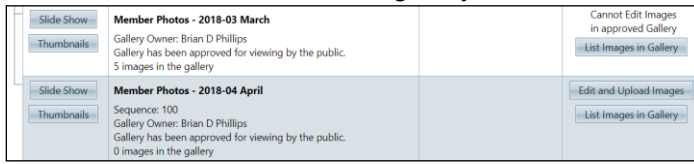
### Select and Add Image(s)

In the Main Menu, click on *My Account* then on *Galleries*.

You will see a list of Gallery Categories. Expand the one you want (e.g. Member Photos - Monthly Galleries) by clicking the [+] symbol to the left which will open a list of galleries within that category.

In the right-hand column, click the button [Edit and Upload Images].

If the button is not there then the gallery is closed and no more images can be added.



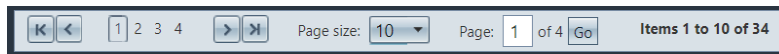
Click the button [Add Images from my Image Library]

You may use the image search criteria or, more simply [Display Recent Uploads]. This will find images uploaded within the last number of days you specify in the Catalogue Age field (default is 30 days).

To find all images in your Library click the button [Display All Images].

The found images are displayed in a grid each with a thumbnail and information.

Depending on the number found and the specified page size, there may be more than one page of images. You can navigate using the bar below the grid.



For each one you want to add to the Gallery click the 'Selected' box to the left of the image.

When you have selected all the images you want – which may be on different pages – click the button [Finished Marking Desired Images] below the grid.

You will be back in the 'Images in this Gallery' page displaying all the images in that Gallery.

If you change your mind, you may remove an image from the Gallery by clicking the [X] in its title bar.

When you are satisfied, finish by clicking [Return to Gallery List] or selecting from the Main Menu.