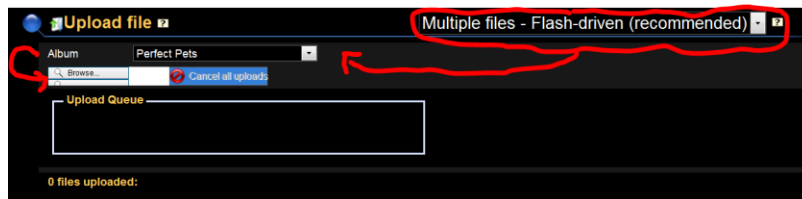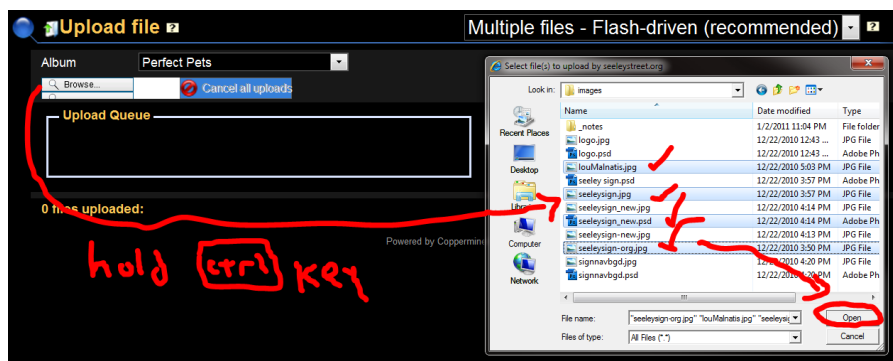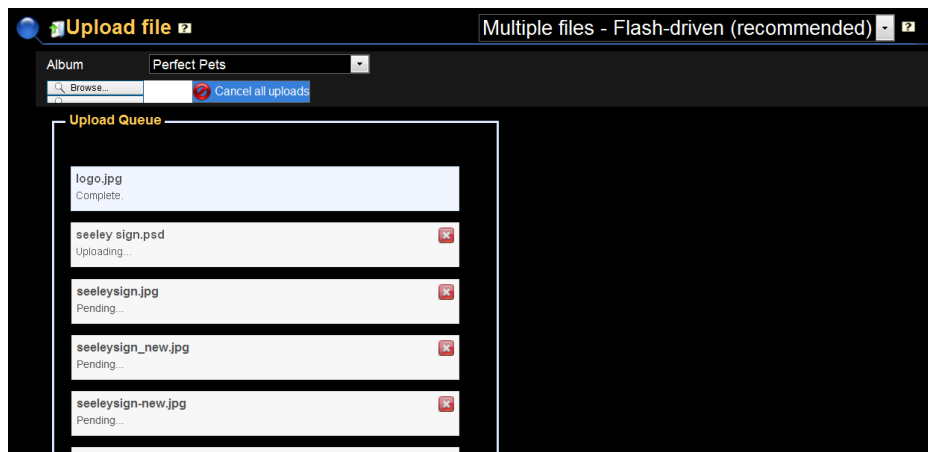# UPLOADING MULTIPLE FILES TO PHOTO GALLERY

Go to the HOME icon and click UPLOAD FILE

1. Select Multiple Files from dropdown
2. Select the Album you want to put the photo into
3. Click the Browse button

The popup will appear for the files on your hard drive and navigate to the folder that has the photos.
Hold down the CTRL key and click on the files you want to upload
Click the OPEN button

The files will begin to upload. Wait until it is finished.

The next step is to add Photo Title, Description (optional), crop and rotate the photos, or delete any that you do not want anymore.
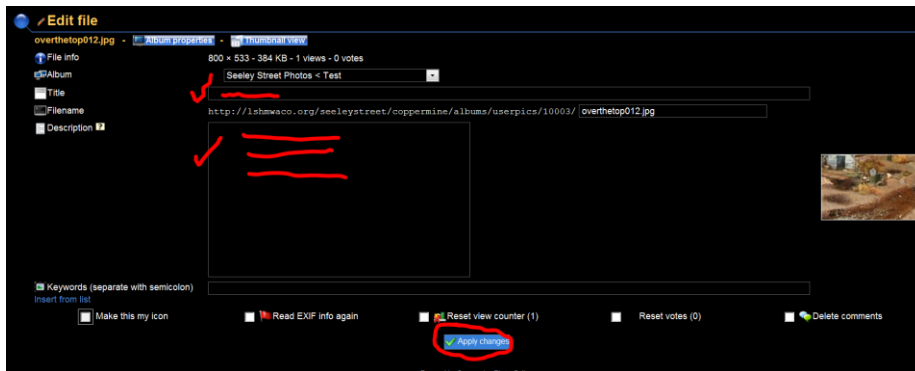
Go to the album you uploaded them to (example: test) and click on the particular photo.

Options will appear on the bottom (Crop – Edit file Info – delete)

Select the Edit File Information and click.

1. Type in a Title for the photo
2. Add a description if it needs one
3. Click Apply Changes