

# Quick Tip #4

## Add Images to a Gallery from Your Image Library:

- Click on *"My Account"* on the main toolbar
- Click on *"My Galleries"*
- A list of the Gallery Categories is presented. Click on the small arrow to the left of the category in which the gallery resides, such as *"Tuesday Group"*. Only galleries to which you can add images to will be available to you. Generally, there will club shared galleries to which all members can add images. Individual member galleries are not permitted.
- After clicking on the small arrow, the list of galleries in that category will be presented
- Click on *"Edit Images in Gallery"* for the gallery you are adding images to
- All the images are presented in their sorted order
- Scroll down to the bottom of the page, select *"Add Images from my Image Library"*
- You will be presented with the *"Image Search"* box to use to find the image you wish to enter
- You can use the various fields to find the image, however it is generally quicker to use the *"Display Recent Uploads"* at the bottom of the Image Search box
- *"Display Recent Uploads"* – just above this button is a *"Use Catalog Age value"* and default of *"30"*. This will search your Image Library for all uploads completed in the last 30 days. You can change this number from 1 and up.
- To see all your images in the library, either click on *"Display All Images"* or uncheck the *"Use Catalog Age value"* then click on *"Search for Images"*
- You will see the images you have search for presented in a table of boxes with their information
- Click on *"Selected"* in the top left corner of all the images you want to enter
- Click on *"Finished Marking Desired Images"* at the bottom of the page
- You will be returned to the Gallery, displaying all the images in that gallery. New additions are at the end of the list and you may have to scroll down to see your new addition.
- **IMPORTANT** - click on *"Save Updates to image order"* at the bottom of the image list in order to save your addition(s) to the gallery

Click on *"Return to Gallery List"* to finish