Adding Images to Galleries

- 1. Log in to the Stony Brook Website
- 2. Click on "My Account" on the main menu
- 3. Click on "My Galleries"



4. Look for the desired gallery by clicking on the small arrow to the left of **Gallery Categories** (you might first have to click **on "Show all organization Galleries"**

Side Show	Seavenger Hunt at Southwick Zoo 2016	Reject	Edit and Upload Images
Thumbnails	Sequence: 1 Gatery has been approved for viewing by the public. 8 images in the gallery	Prevent Updates	List Images in Gallery
Edit		Set Home Gallery	Delete this Gallery
Options	Relative link to Gallery slide show: /g/6b21424c-c11d-4779-56cf-a718463(2930		

5. Click on "Edit Images in Gallery" over to the right

Two ways to add images to galleries

1. Add Images from my Image Library

- Scroll to the bottom of the page and click on "Add Images from my Image Library"
- On next screen, select "Display All Images" at the bottom of the screen
- Select up to two images you would like to see in this gallery by clicking in the **Selected** box
- Click on "Finished Marking Desired Images" at the bottom of the screen

2. Add images from your computer

- Select "Upload Images into this Gallery"
- Click on "Select" this will open the file explorer on your computer
- Click on as many images as you want to upload to your gallery
- The file(s) will then be listed and a green dot will appear when uploaded.
- Click on "Save Images and Proceed to Edit Page" at the bottom of the page
- Information Box
 - Title Edit the title otherwise the default is the file name.
 - Allow Public Display on by default.

Note: The maximum image size is 2560x1700 pixels. Maximum file size allowed for the website (2.0MB)