

## 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”**)



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)**