How to manage your gallery

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# Add photos to your gallery

**FORM**<sub>net</sub>

- 1. Go to picasaweb.google.com and log in with your google account
- 2. Click the "Upload" button at the top of the screen
- 3. Enter an Album name (this will show up in the app)
- 4. Drag photos into the browser
- 5. Click the "Ok" button when the photos have finished uploading
- 6. On the Right side of the screen next to the "lock" icon click "edit"
- 7. Change the "Visibility" dropdown at the bottom to "Public on the web"
- 8. Click "Save Changes"

Note: Any album set to "Public on the web" will show up in your app

# Add photos to your gallery

- 1. Go to picasaweb.google.com and log in with your google account
- 2. Click on the album you want to edit
- 3. Click the "Add photos" button
- 4. Drag photos into the browser
- 5. Click the "Ok" button when the photos have finished uploading

# Add captions to photos

- 1. Go to picasaweb.google.com and log in with your google account
- 2. Click on the album you want to edit
- 3. Click on a photo
- 4. Click "Add a Caption" button or "edit" it there is already a caption
- 5. Type in your caption
- 6. Click the "Save Caption" button when you are finished

# Add links to photos

- 1. Go to picasaweb.google.com and log in with your google account
- 2. Click on the album you want to edit
- 3. Click on a photo
- 4. Click "Add a Caption" button or "edit" it there is already a link
- 5. Copy <a href="URL goes here" target="\_blank">View this Listing!</a>
- 6. Replace "URL goes here" with the web address you want to link to (keep the "")
- 7. Click the "Save Caption" button when you are finished

# Reorder photos

- 1. Go to picasaweb.google.com and log in with your google account
- 2. Click on the album you want to edit
- 3. Click the "Organize" button
- 4. Click and drag photos to desired location
- 5. Click done when you are finished

# Delete photos

- 1. Go to picasaweb.google.com and log in with your google account
- 2. Click on the album you want to edit
- 3. Click the "Organize" button
- 4. Select the photos you want to delete then click the "Delete" button