

If you would like to be included on the MAAA Member Gallery, **contact me @ [ltruslow@ne.rr.com](mailto:ltruslow@ne.rr.com)** I will need to set you up as a new user before you will be able to login and create your album of artwork.

Before you start, you might want to look at other peoples' albums to see what they have done for number of images, descriptions, etc., and then move on to the directions shown below. Work one step at a time, rather than trying to understand the whole list of steps. Let me know if you have questions. – Gill (Jill) Truslow, Web administrator/ Membership Chair

### **Setting up your album on the Monadnock Area Artists Web Site Gallery**

1.)- Go to this address (<http://monadnockareaartists.org/Gallery/admin>)

A window will open for you to login.

Your username will begin with the first initials of your first and last names, in uppercase. (example: HMatisse). Your password will be your last name, **all lower case**. You will be able to change your password after you login, if you'd like.

2.) Once you enter your name and password you get to the overview page – from there click on the tab “Albums”. Then click on “New album” a little ways down the page. You can then name your album via a pop-up window.

3.) This will bring you to the description section of your album. Here you can write a description of your work and put in a link to your web site or Facebook page. If you type out the web address of your web site in the description box, select (highlight) that text- [www.gilltruslow.com](http://www.gilltruslow.com) - click on the link icon (chain link) you can then input the address it will link to. When you've written what you'd like, click save (the row of buttons just above or below the description box). Also there is a password option below this box but do not lock your password, because your images will not show up in the gallery.

4.) Click on the tab at the top of the window that says “upload”. There will be a drop down menu next to the words “Upload to:”. Click on the arrows and select your album. Click on the button, “Select files”. You can then select images from your computer to upload. You can do multiple uploads at a time. Once you've selected your images to upload, click on the “Upload” button.

5.) Once this has been completed, it will bring you to a page where you can write titles/descriptions or whatever you'd like for each image. If you want to change the way the thumbnail looks, click on “crop thumbnail” and a window will open with a box over your image. Move it until it outlines the part that you want for your thumbnail and then click “save”.

Once you've written what you'd like, click the Save button at the top or the bottom. In this section you can also pick which image you'd like to be the thumbnail for your album. If you don't select an image, it will rotate through your pictures randomly, which is fine.