

## TO UPDATE YOUR ALBUM:

Go to this address: <http://monadnockareaartists.org/Gallery/admin>

A window will open for you to login.

**1. Log In:** Your username will begin with the first initials of your first and last names, in uppercase. (example: HMatisse). Your password will be either your last name in all lower case, or the new one you chose for your album.

**2. Click on the “albums” tab.**

**3. Click on your album name.** On this page you can edit the text in your album description, **click on the “images” tab** to change information or delete images, or **click on the “image order”** tab to change the visual order. **Remember to click “save” at the bottom after making changes.**

**4. To add images:** 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. Add image information:** 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.