Tutorial: Organizing Your Gallery

by Meryl Bartho

Step 1.

Now, click on Create a New Album, as shown above

Step 2.

You will now see box on your screen like this one above.
Fill in the details pertaining to the album you want to create.
In this case, we have left "No" to the question, "Is this Album Private?"
Click "Create a new Album"

Step 3.

The day you though would never come - you now have a gallery which is filling up! Unless you are the very organized type who gets things right from the strat, its also starting to look a tad bizarre - wedding layouts mixed up with new baby pages, a few heritage into the mix? Sound familiar? Time to get your gallery organized.....
First step is to go to your Gallery & Click on My Albums, as above.

Step 4.

Now that you have an album set up its time to move some layouts.....
Click on the thumbnail image of the LO you want to move, to open it.
At the bottom click on "Edit Photo "

Step 5.

Now on the screen wich opens up, opposite "Change Catagory"
click on the drop down box to open, and you should see your new album right down at the BOTTOM.
Select this album. and click "SUBMIT CHANGES"
Do this with each page that you would like to add to the album.

Once you have your layouts into the album, you can have fun arranging them using the easy options available.

Making the Album Private.
If you do not want the rest of the world seeing what you have in an album, you can make it "Private" (See Step 2 above). To gain access to this private album requires a password, which will be generated when you create it – you will see it below the album name when you click on "My Albums" as in Step 3. You will need to click on this link if you want to see inside, and if you want chosen family and friends to take a look, don't forget to share it with them too.

I do hope that following these steps will soon give you a neat, and attractive gallery.

Meryl

For a printable copy of this tutorial, click here.

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