Photo Gallery Guide

You can upload photos and create photo albums to share pictures from your organization.

To begin visit the Gallery tab on the left hand side of your student organization page:

1. If you already have Photo Albums within your organization, the first thing you will see is the different albums you have. If you don't have any albums, your page will be blank where the albums would be.

2. To create a new Photo Album, click on the Create Album button.

3. Fill out the form on the page that comes up with the Name of the album, the Description, and specify who can see the album.

   The Public – Everyone who views your page can see it whether they are logged in or not.

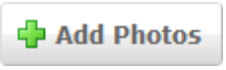
   Anyone on Campus – Only people logged in to Tiger[Link] can see it.

   Only People on the Organization Roster – Only the members on your roster can view them.

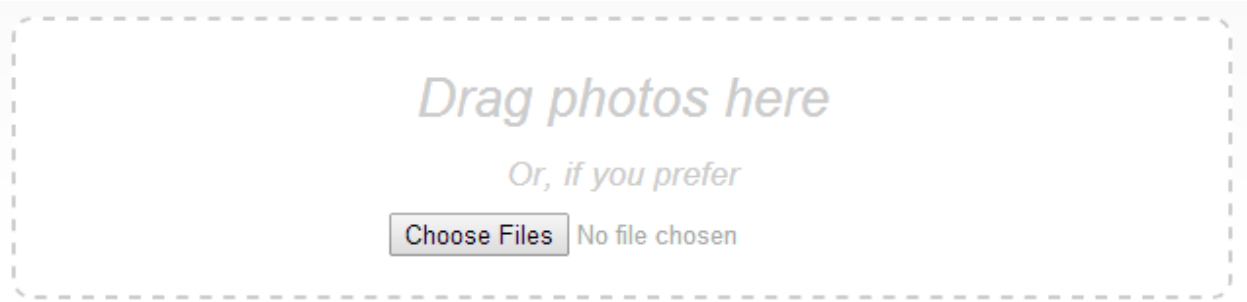
   Only Organization Members in Certain Positions – Choose from the positions in your organization on who can see the album.

4. After you have finished filling out the form to create you album, click on the Create Album button.

5. Once your album is created, it will take you to your album. There, of course, won't be any photos in it. To add photos click the Add Photos button at the top right.



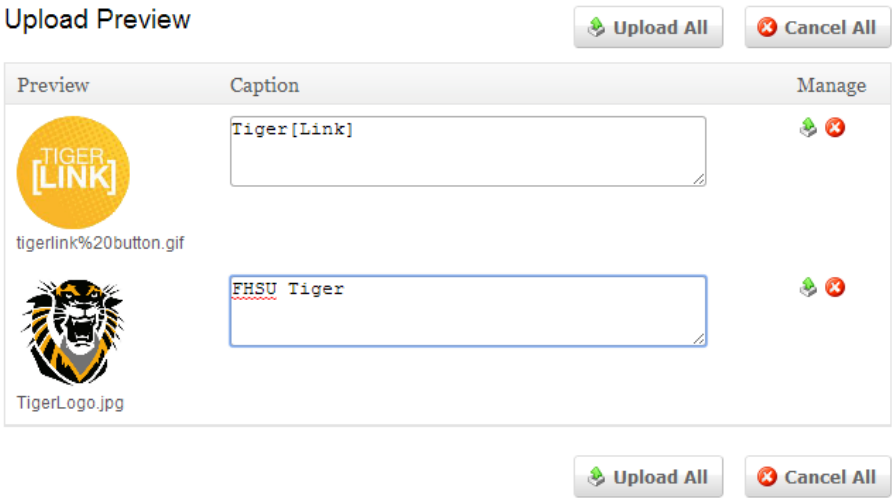
6. On the next page, you can either drag and drop your photos into the area or click on the Choose Files button to search through your computer to find photos.



For additional tips visit www.fhsu.edu/tigerlink or contact the Center for Student Involvement at 785- 628-4664 or at csi@fhsu.edu

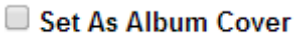
7. When you drag and drop or choose the files that you wish to upload, they will show up in a list underneath the drag and drop box in the Upload Preview box. In this box, you are able to preview the image, edit the caption, and either delete or upload the single image. You must have a caption or else it won't let you upload the image.

8. After you have chosen all of the images you wish to upload, you can click on the Upload All button. If you want to cancel uploading the photos, click on the Cancel All button.



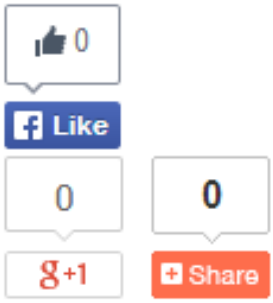
9. If you ever want to delete or edit an album or photo after it is uploaded or created, the red circle with white X is to delete it and the pencil with the notepad is to edit it. These can usually be found at the top right corner of an album or photo.

10. When you click on the Edit button on a single photo, it gives you the option to edit the caption and there is also a check box to set the image as the Album Cover if you would like.

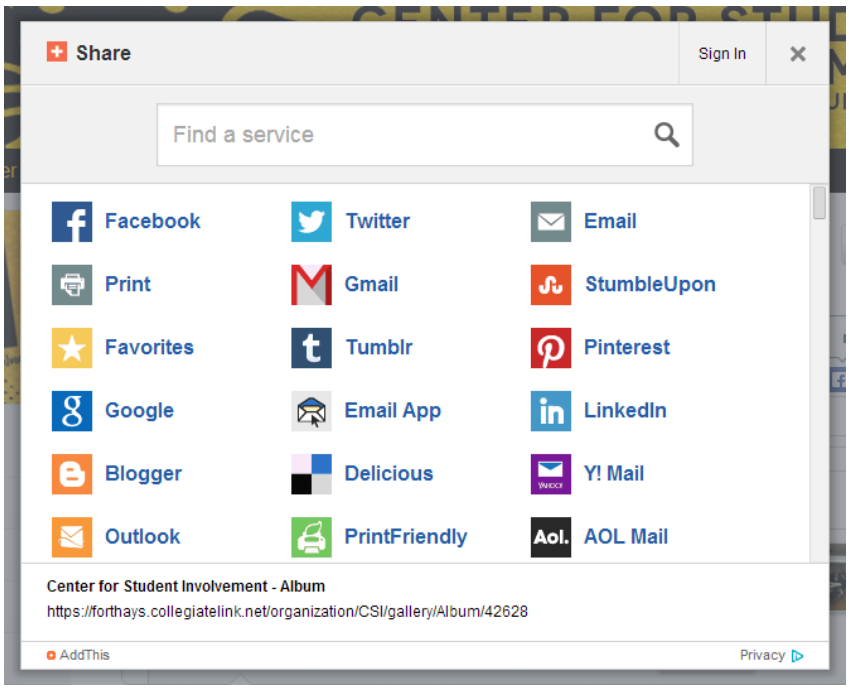


To share the photo album through various social media:

1. At the top right side after you click on an album, you will see various sharing buttons. To like it on Facebook, click the blue Like. To +1 on Google Plus, click on the white button with the “g +1” on it. To view other sharing options, click the orange Share button.



2. If you click on the orange Share button, a pop up box with appear with lots of different ways you can share the photo album. Depending on what you click, it will take you to that site to share the album.



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