Adding an album to My Gallery

Your images need to be smaller than 4.88mb and resolution smaller than 3,200px (long edge). If you are unsure you can try uploading. It will tell you if they are too large and upload the ones that are fine. I can make it possible to upload any size, but this slows down the site and can cause other problems.

If you do not know how to resize there are free programs on the internet that will do it easily. Look at the links at the bottom right of the page for shortcuts to resizing programs.
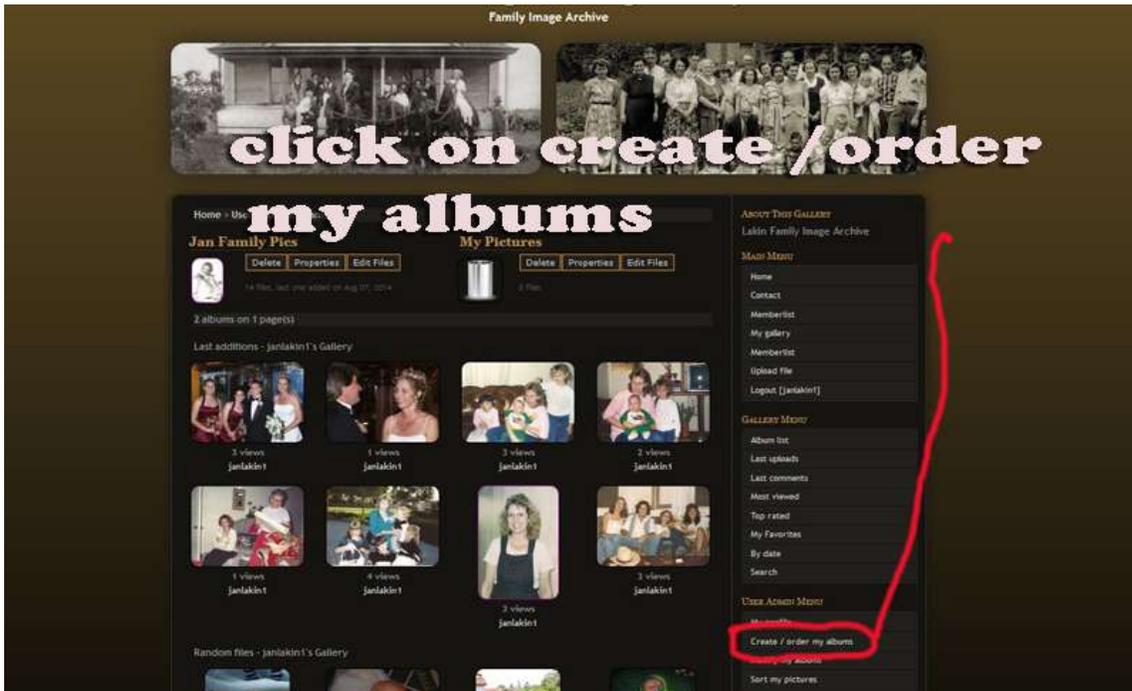
for resizing info see the PDF - Resizing

Here are 2 really good and easy programs (fotosizer easiest)
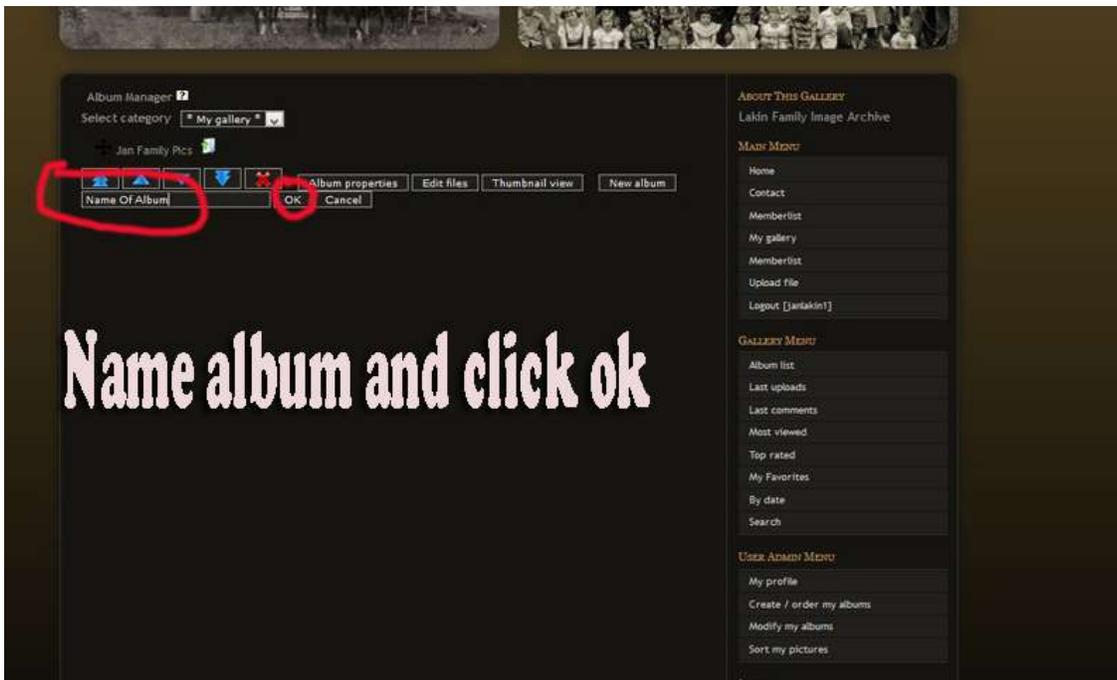
Fotosizer

http://www.fotosizer.com/Download.aspx   Make sure to use free version, the paid version is not necessary.

Irfanview is a free software editor that has been around for years. Great for resizing , renaming, editing and more
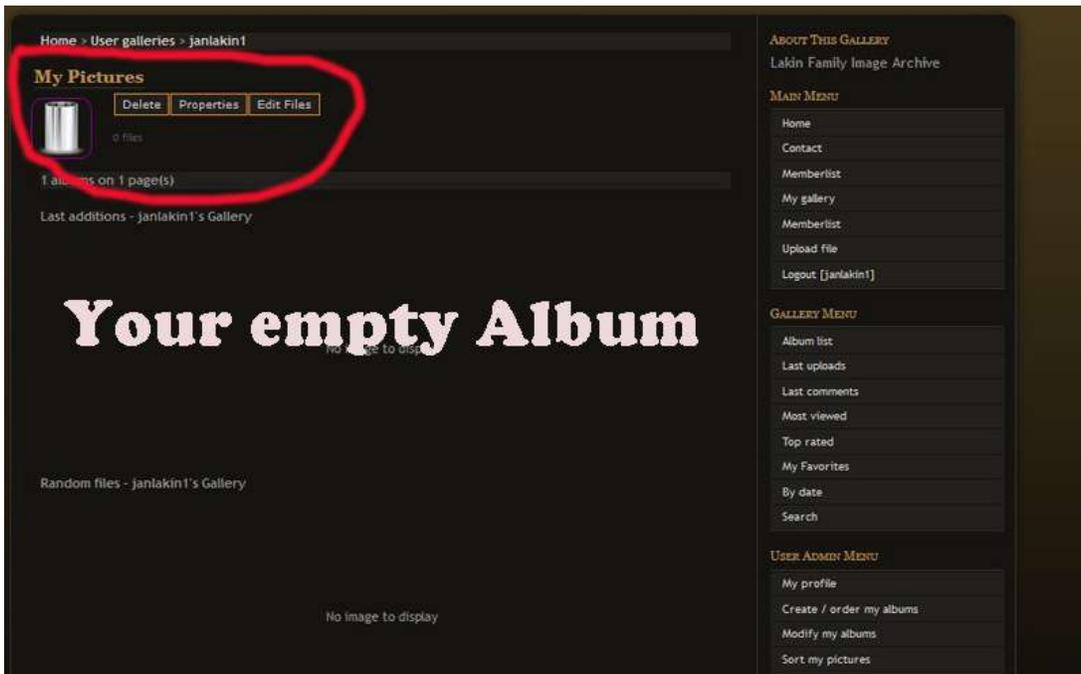
1. Click on create /order album

2. Name album and click ok

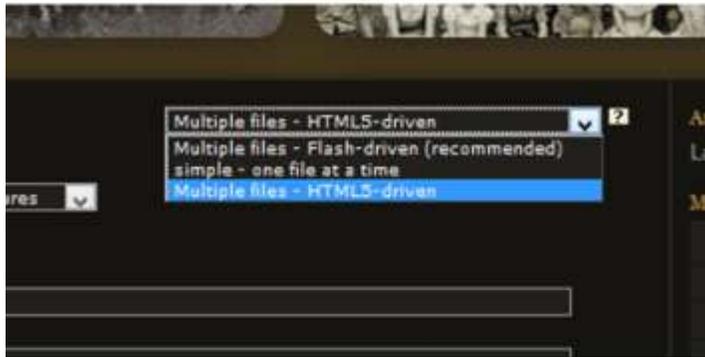## 3. Click on my gallery

4. Your Empty Album

5. Click on upload

6. There are 3 ways to upload:

    a. Multiple (flash Driven) - This is for older Browsers - use if not sure

b. Multiple (HTML 5) - For newer browsers (IE 10+) This is a good choice as you can add keywords, and other info to all images at once.

c. Single image upload. Goof if you are only uploading a few images. You can add info to each image before uploading.

There are 3 ways to upload

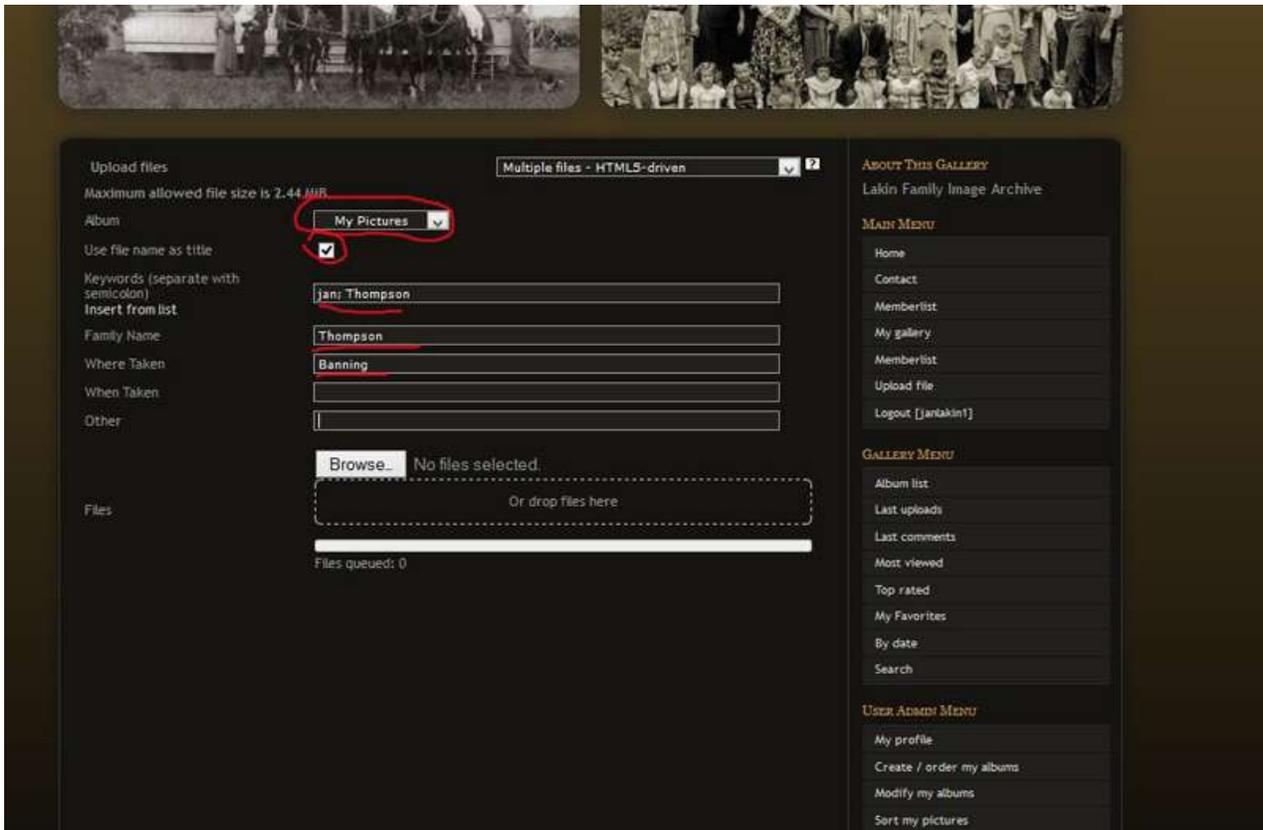Mutiple files Flash (older browsers)
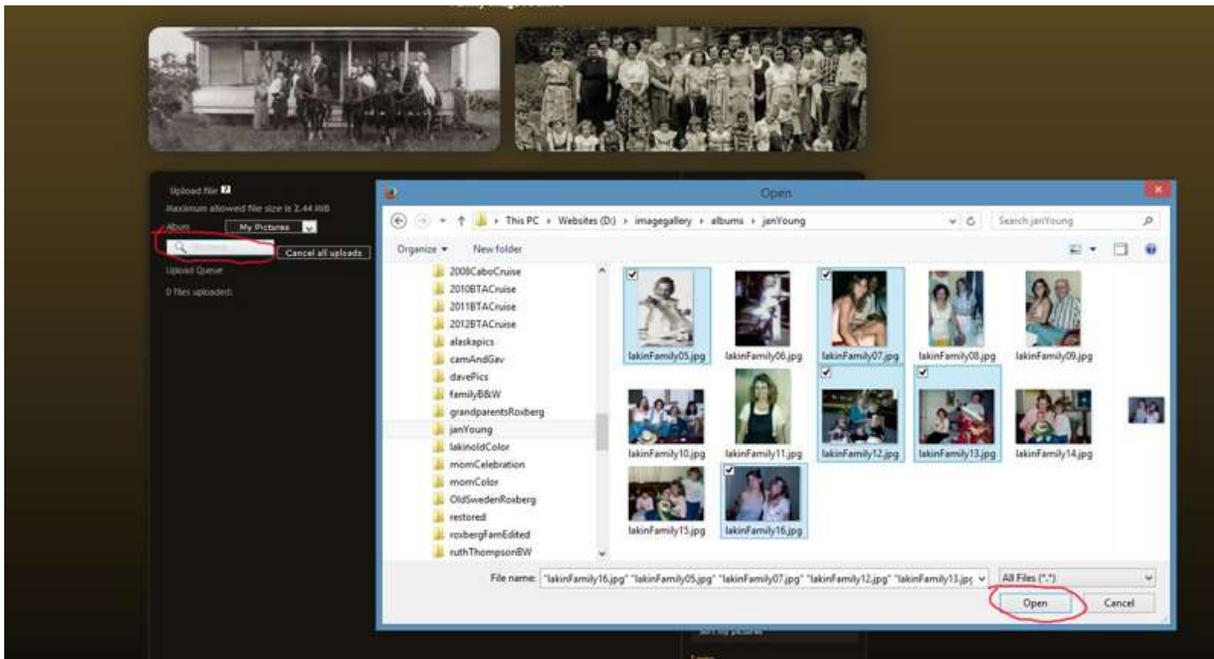
Multiple Files HTML 5 (Newer Browsers)
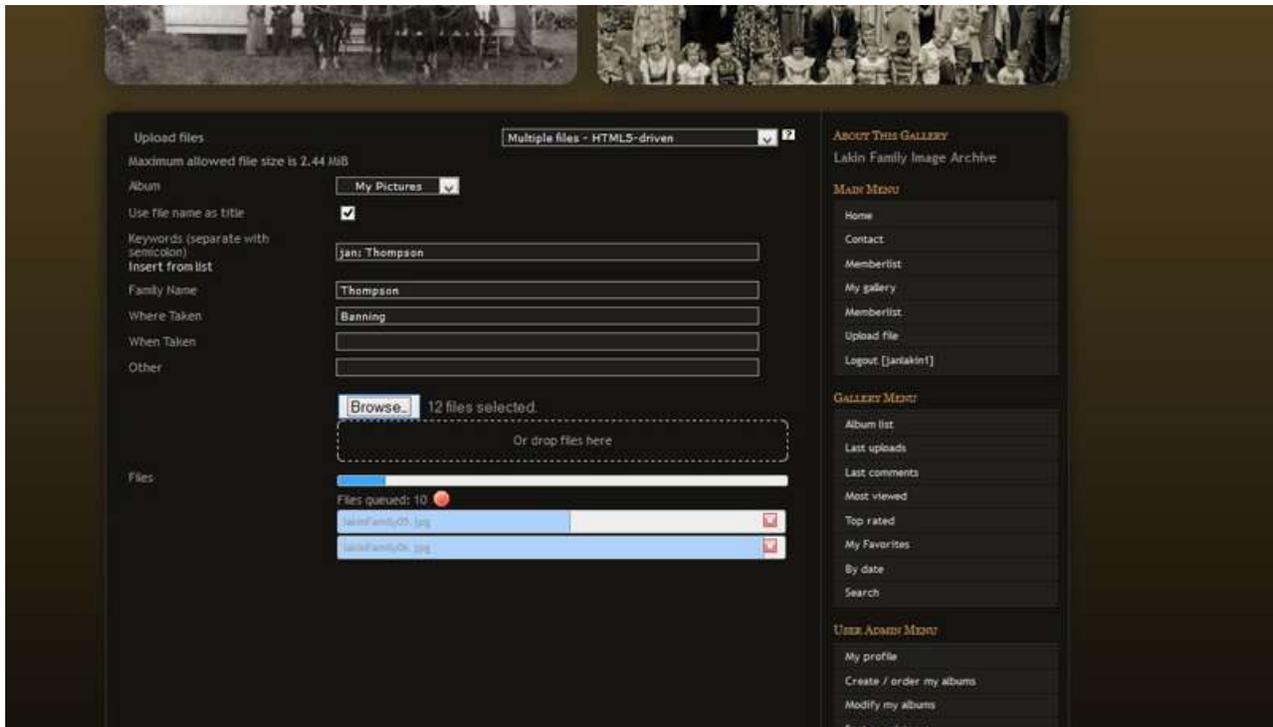
Single - One file at a time

7. Choose the album you want to upload to. Check if you want to have the file name the title, fill in any info you want.

8. Click browse , navigate to the folder of your images , select the ones you are uploading (can hold down the CTR button and select multiple images) and click open.

9. your files are downloading.

10. Once done it will automatically go to edit album page. Click apply changes.

11. Now click on My Gallery to see your images.