Click on Insert An Image icon



## Inserting a Photo Gallery into your Post

You can insert a photo gallery into your posts using the Add An Image icon as follows:

- 1. Give your post a title
- 2. Write some content in your post
- 3. Click Save Draft
- 4. Click on Add an Image icon
- 5. In the Add an Image window click on
  - the Select Files button



Upload/Insert (📄

- 6. Locate the images on your hard drive (use your Shift or Crtl key to select multiple images).
- 7. Click Open to start uploading the images.

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- 8. While your images are uploading you will see a progress bar.
- 9. Once uploaded click on Gallery Tab

Add an Image	Click on Gallery Tab	×
From Computer From URL Gallery (	Media Library	
Add media files from your	computer	
Choose files to upload Select Fi	les Cancel Upload	
You are using the Flash uploader. Probl	ems? Try the <u>Browser uploader</u> instead.	
After a file has been uploaded, you can ad	d titles and descriptions.	
header		Show
family		Show



10. You can change photos order that photos appear when you insert as a gallery into a post by typing a number for each image in the Order column.

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family	Add numbers here if you	1	<u>Show</u>
header	in a specific order	2	Show
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11. Set your gallery options such as where your thumbnail links to and how many columns of images you'd like to display in your gallery and the click **Insert Gallery**.



12. Once your gallery has been inserted into your post click **Publish**.



13. When you view your blog post you should see a photo gallery.

