

Adding New Images to Your Photo Gallery

1. Click the [Create Content](#) link in the Admin Menu, and then click [Image](#).
 - a. *If you have a special photo gallery, such as a Before & After gallery, the instructions listed here will be slightly different.*
2. Give the image a title.
3. Select an image gallery for the image to be displayed in. You may only have one gallery, or you may have several galleries to choose from.
4. Click the [Browse](#) button to find an image from your local computer. When you find the correct image, double click it (or highlight it and click the [Open](#) button).
 - a. *You may have several fields for uploading images. If this is the case, use the same procedure in each field to upload multiple images.*
5. Write a description of the image in the “Body” section. For more information about using the text editor, please refer to the “Using the WYSIWYG editor” section in this guide. For an image, you will probably only need a short description.
6. Under the “Body” area, click the [Input Format](#) link and make sure the *Full HTML* option is selected.
7. You may optionally set a URL path such as *portfolio/image12* or *gallery/mona_lisa*.
8. You do not need to set any Menu Settings.
9. You may also optionally click the [Publishing Options](#) link. To add an image without posting it to the website (i.e. make an unpublished draft), uncheck the “Published” option. By default, all of the other options should be unchecked.
10. Click the [Preview](#) button to review the image before posting; otherwise, click the [Submit](#) button to post the page to your website.
11. To edit an image, go to your website’s list of content at <http://www.yoursite.com/admin/content/node>. Click the [Edit](#) link next to the image you want to edit, then proceed as though you were adding a new image.
 - a. To delete an image, click the [Delete](#) button at the bottom of the editing page.