How to create a photo album

Michael C. - 2023-02-15 - Website Content

Photo Albums allow your organization to upload and share photos with visitors on your website, displaying them within an animated slide show!

1. Click **Website** or the **Globe** icon on the left menu, and then click **Photos**. This will bring you to the Photo Album Library, which hosts all of the organizations created photo albums, including those that have been published or deleted.

2. Click the **Add** button to create a new photo album.

3. On this page, we can enter in some basic details and settings regarding the new photo album. Under the **Photo Album Settings** section, you will find the following options:

    - **Title -** The name of the photo album.
    - **Permalink -** The website address to access the photo album.
    - **Description -** The details of the photo album.
    - **Display on Photo Albums Page -** Determines whether the photo album will be displayed on the public photo albums list page.
    - **Date -** The date of the Photo Album.
    - **Album Logo -** A thumbnail for the photo album.
    - **Display Social Media Share Bar -** Allows individuals to share the photo album across different social medias.

4. Next, you can adjust the **Slide Show Settings**.

    - **Interval Time -** How long an individual photo is displayed within the slideshow.
    - **Transition Time -** Adjusts how long it takes to transition between two photos.
    - **Transition Effect -** Changes the style of transition between two images.

5. Once you have configured these basic settings, click on the **Save** button at the bottom of the page to save the Photo Album.

6. In the Photo Album Library, you should now see the new photo album listed. Click on the photo album's title to open it.

7. Click on the **Upload Photos** button to begin uploading images into the new photo album.

8. Click the **Add Files** button to select images stored on your device or you can click and drag the images into the **Drag files here** area.

9. Click the **Start Upload** button once done to upload your photos.

10. You can now review the photos uploaded. To add a title or description to the photos, click the **Down Arrow** link on the right side, then click **Edit**. To rearrange the order of the photos, drag and drop the photos using the three dots to the left of the photos.

11. Once done, click **Go Back** near the top left corner of the page to return to the photo album list page.