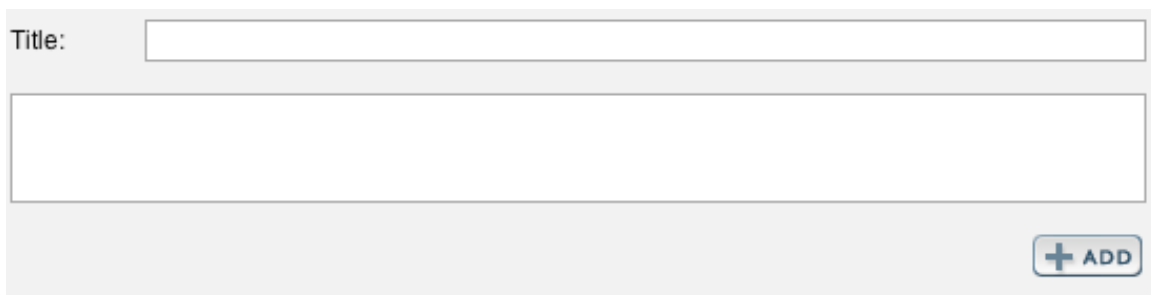


Adding photos to Image Gallery in Swift

Swift now has an option to place photos in an Image Gallery. This is great for pictures of class activities, field trips etc. Try to limit the amount you put in at one time, but you should be fine with up to 10 at a time.

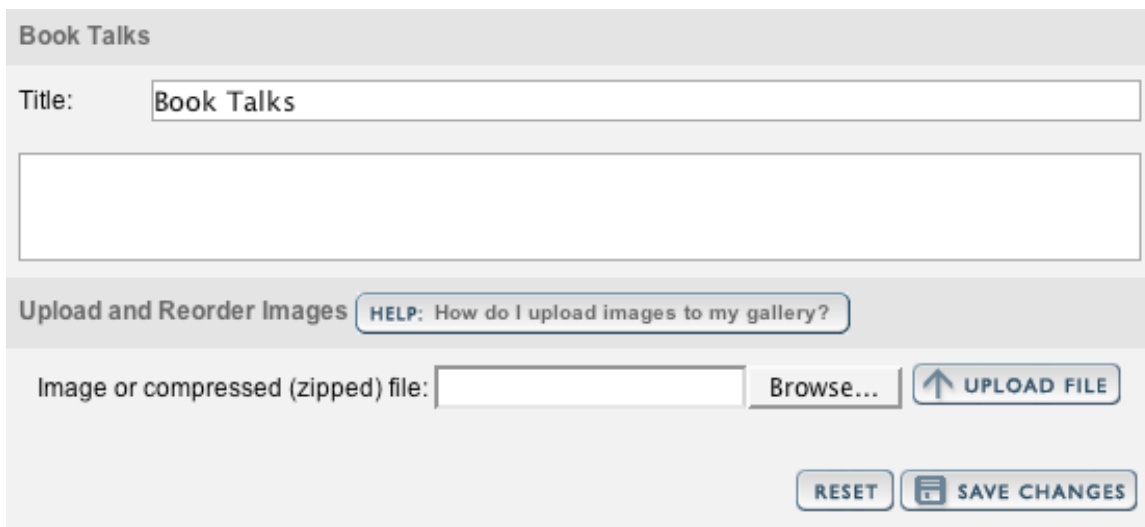
1. To do this, go up to **Profile** in Swift. Go down the list until you see Image Gallery. Choose **On, Save Changes**.
2. Go up and choose the Image Gallery tab at the top of the page. You will then see this:



Title:

[+ ADD](#)

3. Add the title, Choose - **Add**.
4. You will then see this:



Book Talks

Title:

Upload and Reorder Images [HELP: How do I upload images to my gallery?](#)

Image or compressed (zipped) file: [Browse...](#) [↑ UPLOAD FILE](#)

[RESET](#) [SAVE CHANGES](#)

5. Go to - **Help: How do I upload images to my gallery?** Follow those instructions.
6. Resize your photos before putting them on the webpage. The attached directions will help with that.

When you want to add a picture to your Swift page, or pictures to any website or photo gallery, it is a good idea to follow this process so that the pictures will not take up so much space on the website.

1. Open Iphoto.
2. Choose the photo, or photos you want to add to the website by clicking on them. (Choose one, then hold down the shift key to choose others)
3. Go up to the menu bar in Iphoto. Choose **Share – Export**



4. Choose - **Scale images no larger than** and change the width of the photos somewhere between 250 – 300, The height will adjust accordingly. (700 pixels is the width of the computer screen).
5. Choose – **Export**
6. Put the photos where you want to store them...your Swift folder on your desktop would be a great place!

That's all there is to it!