

Doteasy KB

How to upload photos to a new album

- The Doteasy Hosted Gallery stores photos inside albums, so you will need to create at least one album to hold and display your photos.

NOTE: Each Photo Gallery plan has its own photo allowance:

Photo Gallery Basic - maximum number of photos allowed is 100 Photo Gallery Enhanced - maximum number of photos allowed is 2000 Photo Gallery Professional - maximum number of photos allowed is 50000

To create a new album, log into your Gallery admin panel and,

1. Click on "Create Album" on the top toolbar. This will open the "Create Album" window.
2. Enter the album name.
3. You can also set the privacy and comment settings, or you can always change these settings later on.
4. If you wish, enter a description for the new album.
5. When ready, click on the "Next" button to begin uploading your photos.
6. To upload your photos, click on the "Browse" button to locate the photos on your computer, camera, memory card, etc. You can upload up to 30 photos at a time.
7. When ready, click on the "Upload Photo(s)" button.
8. After all photos have been uploaded, click on the "Next" button to select your album theme.
9. In addition to Gallery theme, you can also set individual themes for your albums. These themes will be displayed when visitors view the album (album page).
10. Once you have selected the album theme, click on the "Complete" button to complete the album creation process.

<https://kb.doteasy.com/questions/516/>