

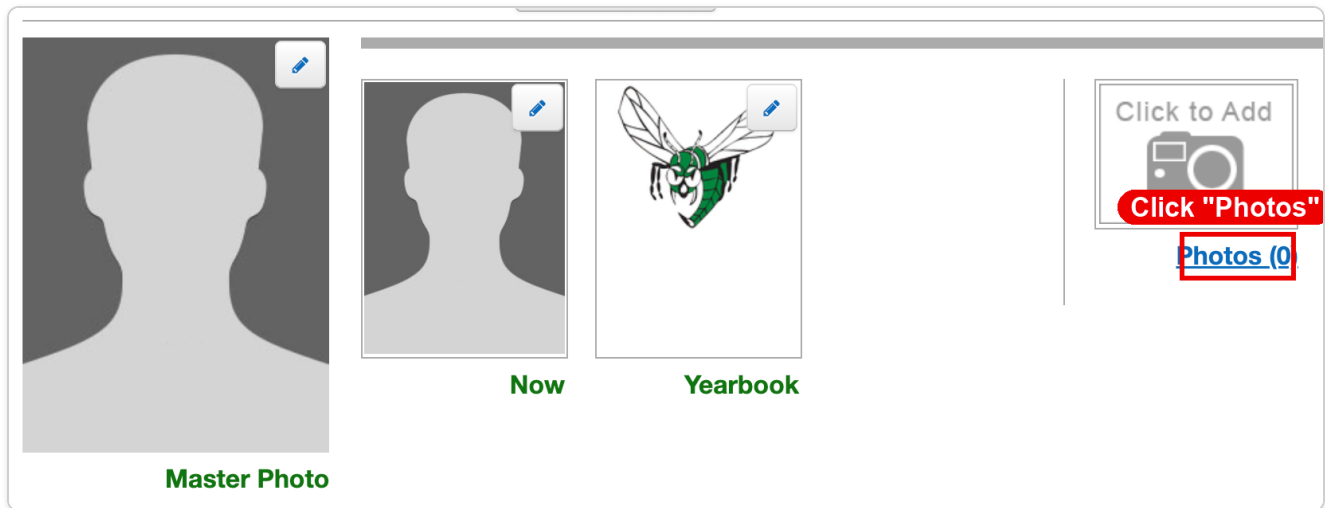
Adding Photos to Your Profile

EDINA EAST · CLASS OF 1976 REUNION WEBSITE

You can add as many photos as you like to your profile — then, now, family, whatever you want to share — and give each one a caption. Here is how, step by step.

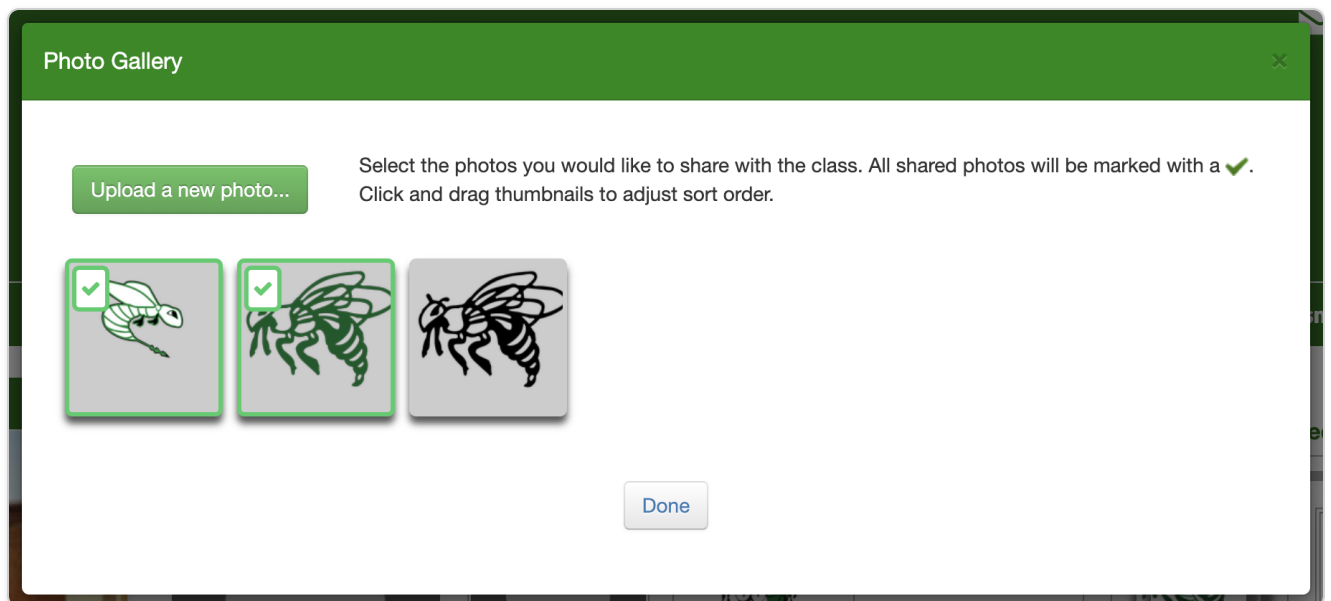
1 Go to your profile and click “Photos”

Log in to the website, open your profile, and click **Edit Profile**. At the top you'll see your photo boxes — Master Photo, Now, Yearbook, and **Photos**. Click the **Photos** link (the number shows how many you already have).



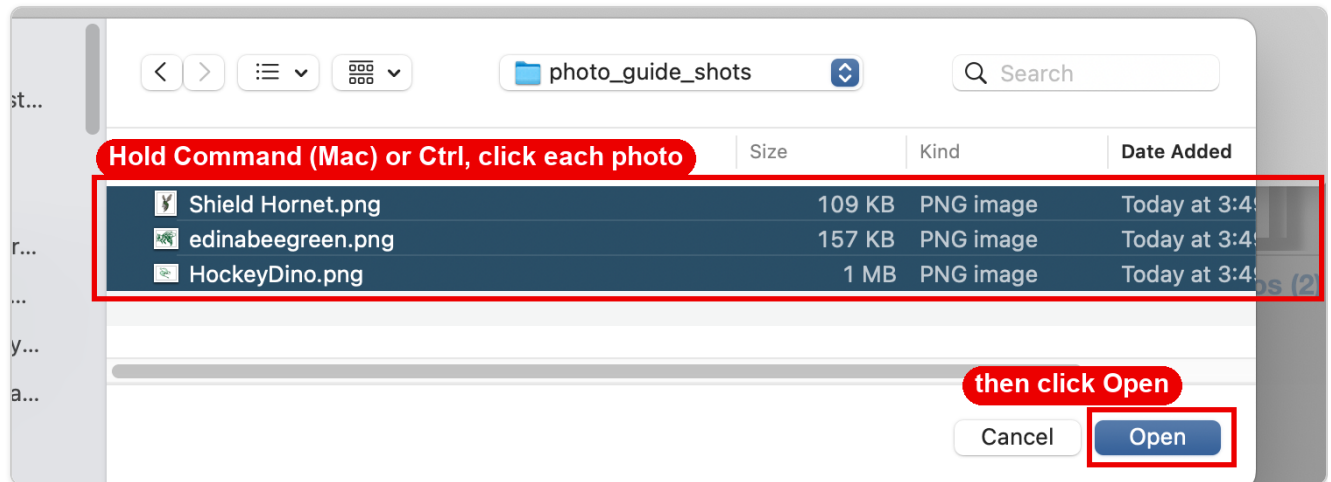
2 Click “Upload a new photo...”

The **Photo Gallery** window opens. Click the green **Upload a new photo...** button.



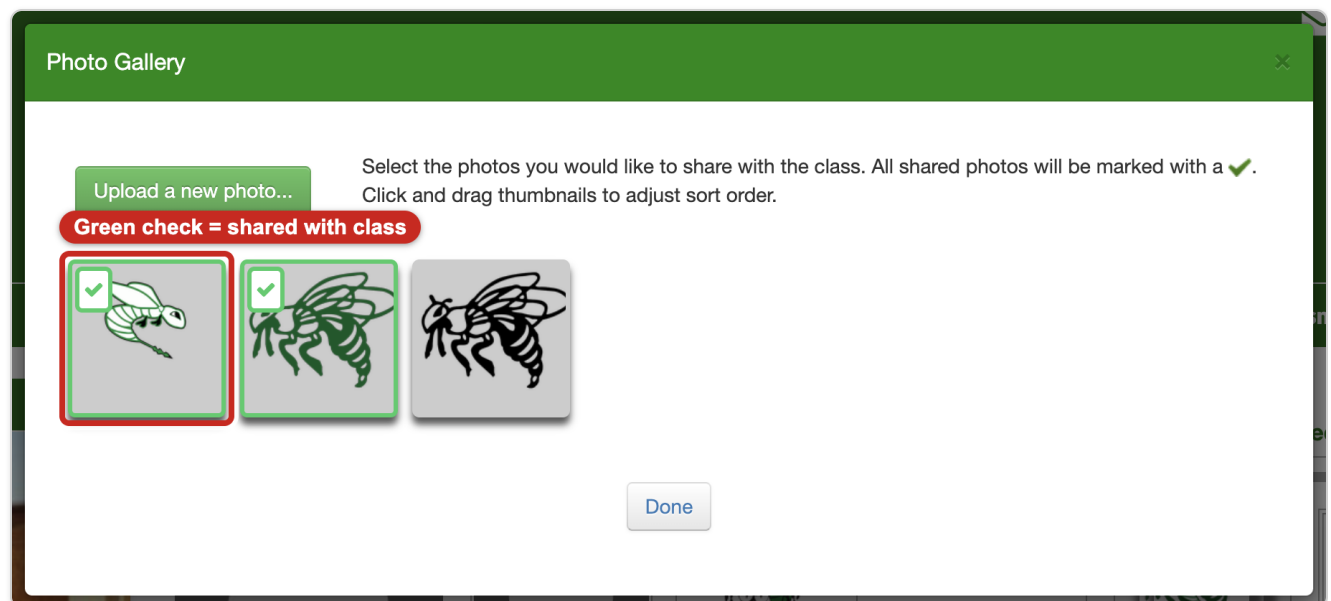
3 Pick one photo — or several at once

Your computer's file window opens. To add **several at once**, hold **Command** (Mac) or **Ctrl** (Windows) and click each photo you want, then click **Open**. You can also add one at a time and repeat the Upload step later.



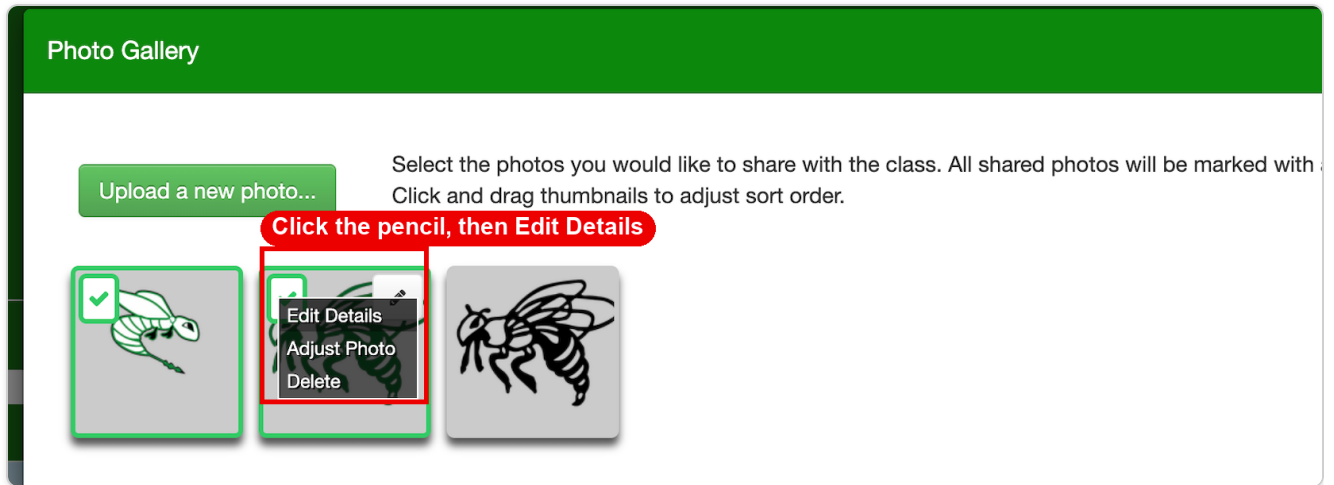
4 Choose which photos to share

Your uploaded photos appear as thumbnails. A **green check** ✓ means that photo is shared with the class. Click a thumbnail to turn sharing on or off. You can also **drag thumbnails** to change the order they appear in.



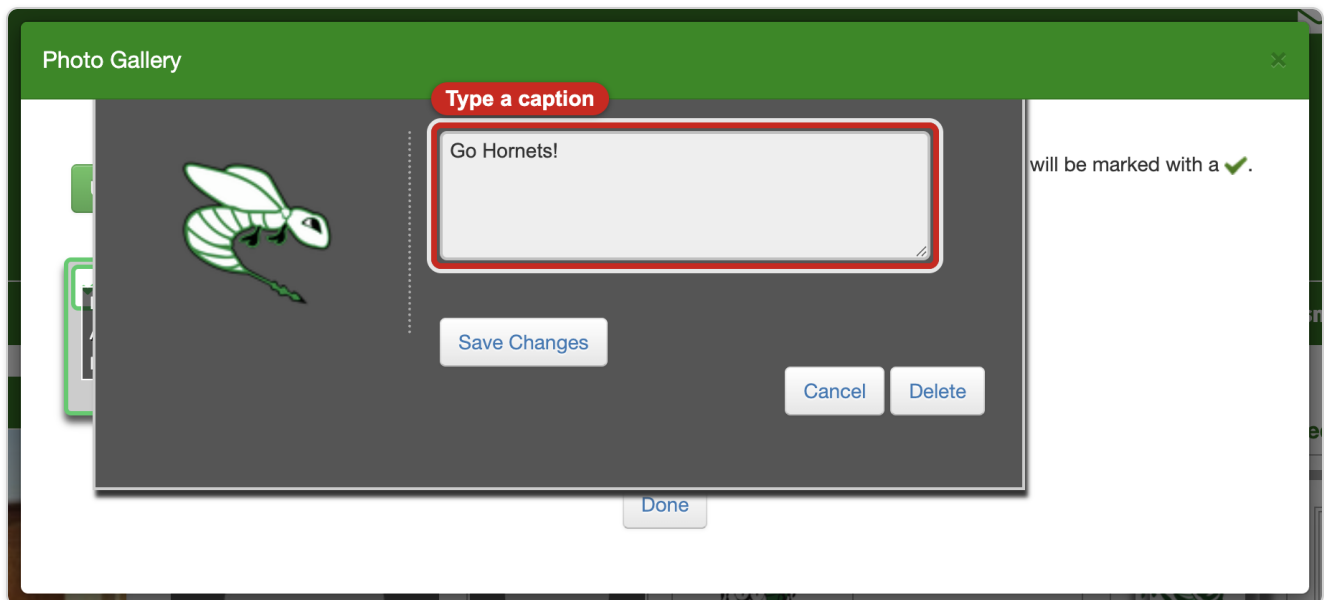
5 Open a photo to add a caption

To caption a photo, **hover over it** and click the **pencil**  that appears in its corner, then choose **Edit Details**.



6 Type your caption, then save

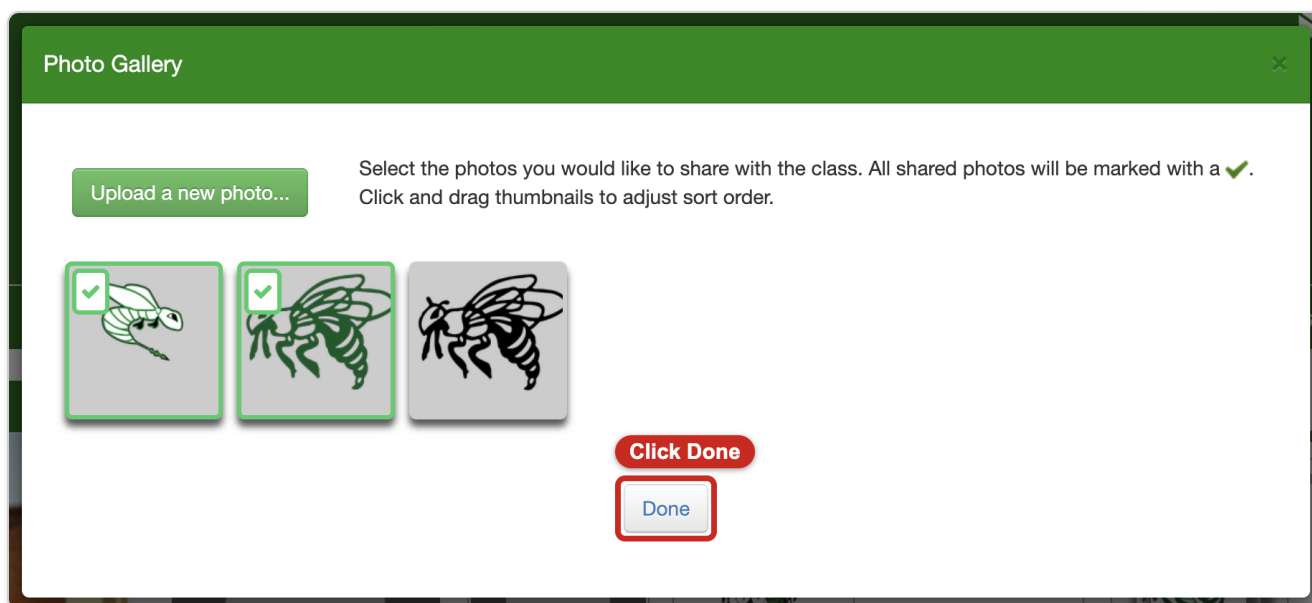
Type your caption in the **Photo Caption (Optional)** box, then click **Save Changes**. Captions are optional — leave it blank if you prefer.



7

Click “Done” when finished

Click **Done** to close the window. Your photos and captions are now visible on your profile.



Questions? Email edinaeastclassof1976@gmail.com — we are happy to help.