

# Photo Album Help Guide

Photo Album is a legacy product and is no longer sold. This guide contains archived Help content for Photo Album to help answer questions. However, it's no longer being updated as of March 2020.

To find answers in this guide:

- Select any title in the Contents to go directly to a specific Help article.
- Use the **Find** function (**Ctrl + F** for Windows OR **Command + F** for Mac) in your browser to search the whole PDF for specific keywords.

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## Setting up your account

Before you can add and share photos or videos in Photo Album, you need to set up your account.

1. Log in to your account.
2. Click **Photo Album**.
3. Click **Setup Account** next to the account you want to create.
4. On the **End User License Agreement** page, click **Accept**.
5. On the **Account Settings** page, enter the email address you want to use to send photos by email and for password recovery, and then specify one of the following Domain Settings:
  - **Create a new subdomain** — Enter the subdomain prefix and select one of the domains in your list.
  - **Select an available domain from your account** — Select from a list of domains for this account.
  - **Enter a domain not registered here** — Enter the full domain name.

**Note:** If you enter a domain that you registered with another registrar, please update the A Record for your domain so it points to the IP address 192.169.209.106. For more information, contact your domain registrar.

6. Click **Save**.

## Understanding album privacy settings

You can send images from your Photo Album account directly to your blog using the Blog Image feature. However, access to the image may be limited depending on the privacy level you set for the gallery in which the image is stored. There are three privacy levels for Photo Album Galleries:

### Public

This setting makes the gallery available for public view. We suggest that you use a Public gallery to store any photograph you want to share.

### Private

This setting makes the gallery private so only you, the owner, can view it when logged into the website. You can blog photos from galleries that you have marked as Private. However, no one apart from the Photo Album owner can click the image and view it; all other visitors instead see an error displayed.

### Password Protected

This setting makes the gallery accessible only to visitors who enter the correct password. You can blog photos from galleries that you have marked as Password Protected. However, when people click a Password Protected photo displayed on your blog, they're not able to access it without knowing the password.

**Note:** If you blog a picture stored in a Public gallery and later change the gallery to Private or Password Protected, you must manually remove the image from your blog, since the blog software has no way of knowing that you have changed the gallery status.

## Adding photos

You can upload your photos to Photo Album individually using the Basic Uploading Tool, or you can upload multiple photos at once with the Advanced Uploading Tool.

**Note:** The Advanced Uploading Tool requires the Image Uploader ActiveX control.

To use the Advanced Uploading Tool, follow the directions on the Upload page. If you do not see any information under **Step 2. Select and upload your photos and videos**, you must re-install the Image Uploader ActiveX control or use the Basic Uploading Tool.

If you use the Basic Uploading Tool, individual files you upload can be up to 50 MB in size. When using the Advanced Uploading Tool, Photo Album uploads your files in pairs. It uploads the first two files, then the next two, and so forth. The combined file size of each pair can be up to 50 MB.

You can upload photos in JPG or GIF file formats.

### To Add Photos Using the Basic Uploading Tool

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Upload**.
5. Click **'basic uploading' tool**.
6. From the **Select a gallery** list, select the gallery you want to upload the photos to.
7. Click **Browse**, and then locate and select the photos to upload.
8. Click **Upload**.

## To Add Photos Using the Advanced Uploading Tool

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Upload**.
5. If this is the first time you've accessed the Upload page, follow the instructions for running the Image Uploader ActiveX control.
6. From the **Select a gallery** list, select the gallery you want to upload the photos to.
7. Click **Browse**.
8. Locate and select the photos you want to upload, and then click **Open**. To select multiple files, hold the **Ctrl** or **Shift** key while selecting the files you want to upload.
9. Click **Upload**.

## Creating galleries

With Photo Album, you can organize your photos or videos into galleries. You can create multiple galleries, and then upload photos and videos to them.

You can make your galleries public, private, or password-protected. For private or password-protected galleries, an icon displays below the name of the gallery to indicate it is protected.

**Note:** Video upload to private or password-protected galleries is not supported at this time.

You can create a gallery and add photos or videos later.

### To Create a Photo or Video Gallery

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Create Gallery**.
5. In the **Gallery name** field, enter the name of the gallery.
6. In the **Gallery description** field, enter a description for your photo gallery.
7. In the **Privacy settings** area, select one of the following:
  - **Public** — Makes the gallery available for public view.
  - **Private** — Makes the gallery private so only you can view it.
  - **Password protected** — Makes the gallery accessible only to visitors who enter the correct password.
8. Click **Create Gallery** to create your gallery and add photos or videos later, or click **Create and Upload Files** to add photos or videos to your gallery now.

## Deleting galleries

Before deleting Photo Album galleries, you should move the photos to another gallery or they will be deleted, too.

### To Delete a Photo Gallery

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Galleries** menu, select **Manage Galleries**.
5. Select the gallery or galleries you want to delete.
6. From the **Apply this action** list, select **Delete**.
7. Click **Go**.
8. In the Delete Galleries dialog box, type **Yes**.
9. Click **OK**.

## Change my gallery settings

In Photo Album, you can edit your gallery's settings and theme. Settings include the gallery's title and how you display it. The theme is a combination of complementary colors.

### To Edit Your Photo Galleries

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Edit Galleries**.
5. Click the name of the gallery you want to edit.
6. From the **General** tab, edit the following information:
  - **Gallery name** — Enter a name to display for the gallery.
  - **Gallery description** — Enter a description to display for the gallery.
  - **Display number of gallery items** — Select to display the number of items in your gallery.
  - **Date display** — Select to display the date you created the gallery, the date you last updated your gallery, no date, or select and then enter a custom date.
  - **Privacy settings** — Select **Public** to make your gallery viewable by anyone, **Private** to make it viewable only by you, or **Password protected** to make it viewable only by those who have the password you specify.
7. From the **Gallery Theme** tab, select a category and color.
8. Click **Save**. Your gallery is edited.

## Setting gallery themes

By default, your Photo Album gallery themes are the same as your site theme. However, you can change the gallery theme to customize the look and feel of your galleries.

To narrow the list of themes that display, you can filter the list by category and color. Photo Album always displays the five themes that most closely match the criteria you sorted by.

### To Set a Gallery Theme

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Galleries** menu, select **Edit Galleries**.
5. Select the gallery or galleries for which you want to change the theme.
6. From the **Apply this action** list, select **Change Theme**.
7. Click **Go**.
8. Filter the list of themes you want to view by selecting an option from one of the following lists:
  - o Category
    - View all themes associated with a specific category.
  - o Color
    - View all themes associated with a specific color.
9. Click the theme you want to set.
10. Click **Save**.

**Note:** You can preview the theme by clicking the Preview Theme hyperlink.

## Change gallery display

In Photo Album, you can change the way you view photos and videos.

1. Enter the URL in your Web browser for the Photo Album you want to view. For example, photos.coolexample.com.

**Note:** If you own a Photo Album account, you can change the default view for your visitors.

2. Click the thumbnail of the gallery you want to view.
3. Set the view by clicking one of the following tabs:
  - **Thumbnails** — Displays the photos and videos as thumbnails. If you click on a video thumbnail, it plays the video.
  - **Slideshow** — Displays photos and videos which automatically play in a slideshow. Use the controls below the slideshow to stop, play, or scroll through photos or videos in the slideshow. You can also adjust the speed of the slideshow.

**Note:** Slideshows can play music.

- **Filmstrip** — Displays photos and videos in a filmstrip. Click a photo or video to view or play. Use the scroll bar to view the previous or next photo or video in the filmstrip.
4. The photos and videos display as you selected.

## Setting gallery display order

With Photo Album, you can sort galleries by the date on which they were created, by gallery name, or manually set the gallery order.

### To Set Gallery Display Order

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Galleries** menu, select **Edit Galleries**.
5. Click **Change Gallery Order**.
6. Select one of the following:

**Date created (oldest first).**

Lists galleries in order of date, with the oldest gallery displaying at the top of the list.

**Date created (most recent first).**

Lists galleries in order of date, with the most recent gallery displaying at the top of the list.

**Name (A-Z).**

Lists galleries in alphabetical order, with "A" displayed at the top of the list.

**Name (Z-A).**

Lists galleries in alphabetical order, with "Z" displayed at the top of the list.

**Manually set gallery order.**

In the Order column, set the numbered position in which you want each gallery to display.

Click **Save Changes** when ready to save.

## Organizing my gallery items

In Photo Album, you can change the order in which your media displays in galleries, move them to other galleries, tag them with keywords or phrases, or delete them. To rearrange media, you must sort them alphabetically, by date, or drag them to a new location on the Organize page.

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the gallery that contains the media you want to move.
5. Click **Manage**.
6. Click **Organize**.
7. Drag the media you want to the new location in the gallery or Apply an action from the **Organize by** list.
8. Click **Save**.

**Note:** You can click **Cancel** to restore the photos to their original order for this session.

## Re-arranging galleries

You can move all photos or videos from one gallery in your Photo Album to another gallery, or you can select the media you want to move and specify the gallery you want to move them to.

### To Move All Media from One Gallery to Another

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.

4. Click **Edit Galleries**.
5. Select the gallery or galleries you want to move media from.
6. From the **Apply this action** list, select **Move Media**.
7. Click **Go**.
8. From the **Move Media to** list, select the gallery to which you want to move the media to.
9. Click **Move Media**.

## To Select and Move Media Between Galleries

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **View Galleries**.
5. Click the gallery that contains the media you want to move.
6. Click **Manage**.
7. Select the photos or videos.
8. From the **Apply this action** list, select **Move Items**.
9. Click **Go**.
10. From the **Move selected items to** list, select the gallery where you want to add the media.
11. Click **Move Items**.

## Make my galleries private

You can make your Photo Album galleries private so that visitors won't be able to see them on your website. In this way, only you have access to these galleries. You can also password protect photo galleries so that visitors can view them only if they have the password.

### To Make a Photo Gallery Private

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the galleries menu, click **Edit Galleries**.
5. Click the **Edit** hyperlink for the gallery you want to edit, where the gallery name is the name of the gallery you selected. The hyperlink displays next to the Thumbnails tab.
6. From the **Privacy settings** area, select **Private**.
7. Click **Save**.

## Protecting galleries with a password

You can password protect Photo Album galleries so that visitors can only view them if they have the password.

**Note:** If you use the same password for multiple galleries, visitors will be able to access all galleries that use that password.

You can also make your photo galleries private so that they're only accessible to you, and visitors won't be able to see them on your website.

### To Password Protect a Photo Gallery

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery you want to password protect.
5. Click the **Edit** hyperlink for the gallery you want to edit, where the gallery name is the name of the gallery you selected. The hyperlink is located next to the Thumbnails tab.
6. From the **Privacy settings** area, select **Password protected**.
7. In the **Enter Password** field, enter the password.
8. Click **Save**.

## Switching galleries

You can add multiple photo galleries to your Photo Album. When viewing your photo galleries, you can switch between them from the Gallery tab.

### To Switch Between Photo Galleries

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Home**. The gallery view displays with a list of your galleries on the Gallery tab.

**Note:** If you are already logged into your account, you can click **Home** any time to bring up the gallery view.

5. Click the name of the gallery you want to view.

## Deleting items from galleries

You can delete photos and videos from your Photo Album. You can also move them to another gallery or rearrange the order in which they display.

### To Delete Media from Photo Album

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the gallery that contains the media you want to delete.

5. Click **Manage**.
6. Click the photos or videos to select them.
7. From the **Apply this action** list, select **Delete Items**.
8. Click **OK**.

## Rotate or flip photos

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. To rotate or flip the photo, click one of the following:

### **Rotate Left**

Rotates the photo 90 degrees to the left (counterclockwise).

### **Rotate Right**

Rotates the photo 90 degrees to the right (clockwise).

### **Flip Horizontal**

Flips the photo horizontally (sideways).

### **Flip Vertical**

Flips the photo vertically (up and down).

**Note:** If you need to start over at any time, click the **Reset** button.

7. Click **Save**.

If you edit a photo without saving, the next time you try to edit a photo, Photo Album gives you the option of resuming the editing session for the unsaved photo.

## Crop my photos

You can crop photos in Photo Album by specifying the width-to-height ratio you want to maintain and then selecting the portion of the photo you want to keep. When you crop the photo, only the portion you selected remains.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit** above the photo you want to modify.
6. Select the **Crop** tab.
7. From the **Orientation** area, select whether you want to maintain the size ratio in landscape or portrait format.
8. From the **Size** area, select an option for maintaining the width-to-height ratio of the photo.
9. Holding down the mouse button, drag diagonally to select the portion of the photo you want to keep. When you crop the photo, this portion will be the only part of the photo remaining.

**Note:** Once you have created the area to be cropped, you can resize the area or move the entire selected area.

10. Click the **Crop** button.

**Note:** If you need to start over at any time, click the Reset button.

11. Click **Save**.

If you edit a photo without saving, the next time you try to edit a photo, Photo Album gives you the option of resuming the editing session for the unsaved photo.

## Change photo's brightness

You can enhance or decrease photo lighting by changing the brightness. When you select to change the photo's brightness, Photo Album creates several thumbnails with different brightness levels applied to them. Select the thumbnail you want to use and apply the change.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. Click **Decrease Brightness** or **Increase Brightness**.
7. Select the photo you want to use, and then click **Apply**.
8. Click **Save**.

## Changing photo's contrast

You can enhance or decrease photo details by changing the contrast. When you select to change the photo's contrast, Photo Album creates several thumbnails with different contrast levels applied to them. Select the thumbnail you want to use and apply the change.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery you want to view.

5. Click **Edit Photo** above the photo you want to modify.
6. Click **Decrease Contrast** or **Increase Contrast**.
7. Select the photo you want to use, and then click **Apply**.
8. Click **Save**.

## Remove red-eye from photos

With Photo Album, you can use the red-eye tool to remove the appearance of red or glowing eyes caused by camera flash in a dark room.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. From the Edit area, click **Remove Red Eye**.
7. Select the portion of the photo that contains the red eye.
8. Click **Remove Red-eye**.
9. Click **Save**.

## Adding photo keywords or tags

In Photo Album, you can tag photos and videos with keywords to describe them. Tag photos and videos individually or, from the Edit Galleries page, tag all media in selected galleries. Tagging media helps organize photos and videos, and makes it easier to find them as more galleries are added.

The tags display in the sidebar on the gallery home page. You can also view all of the tags associated with your media and the number of times the tag has been used.

### Adding Tags to Media

Tagging photos and videos makes them easy to search for and find.

#### To Add Tags to Media

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the gallery you want to view.
5. Click the photo or video you want to add tags to.
6. Click **Click to edit title, caption, and tags**.
7. In the **Tags** field, enter keywords.
8. Click **Save**.

## Editing or Deleting Keyword Tags for Media

In Photo Album, you can remove keyword tags from individual photos or videos, or remove them from all media in selected galleries.

### To Edit or Delete Keyword Tags for Media

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the gallery you want to view.
5. Click the photo or video you want to edit the tags for.
6. Click **Click to edit title, caption, and tags**.
7. In the **Tags** field, edit or delete the keywords.
8. Click **Save**.

## Adding or Deleting All Tags in a Gallery

In Photo Album, you can add keyword tags to individual photos or videos or to all photos or videos in selected galleries.

### To Add Tags to All Media in a Gallery

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the menu, select **Edit Galleries**.
5. Select the gallery or galleries you want to add keyword tags to.

6. From the **Apply this action** list, select **Tag All Media**, and then click **Go**.
7. In the **Enter tags** section, enter the tags you want to apply. Separate terms with a comma.
8. Click **Add Tags**.

### To Delete Tags from All Media in a Gallery

In Photo Album, you can remove keyword tags from individual photos or videos, or remove them from all media.

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the menu, select **Edit Galleries**.
5. Select the gallery or galleries you want to remove keyword tags from.
6. From the **Apply this action** list, select **Delete Tags from Media**, and then click **Go**.
7. Type **yes** to confirm you want to remove the tags.
8. Click **OK**.

### Viewing Tagged Media

You can search for photos or videos by clicking on a tag in the Tags box. When you click on a tag, all galleries, photos and videos with that tag display.

### To View Tagged Media

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.

4. Click **View Galleries**.
5. All tags display in the **Tags** field.
6. To view tagged media, click the associated tag, and those photos or videos display in the list.

## Using album badges

A photo badge is a single photo or multiple photos that you can share on other websites, such as your Blog, MySpace, or Facebook account. In Photo Album, you can create a photo badge using HTML or Flash photo badges.

For your photo badge, select from public photos that you tagged with a specific value or photos from one of your public galleries. Depending on the type of badge you create, you can also specify badge details, such as the layout, color, and number of photos to display on the badge.

After you create the badge, we provide the HTML code to copy and paste it into the Web pages where you want the badge to display. You can save badges and display the badge code or view badge details, such as the date saved, at any time.

**Note:** Photo badges use the first photos in your gallery. You can change the photos that display in your badge by reorganizing the order in which they display in your gallery.

### To Create a Photo Badge of an Individual Photo

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Tools** menu, select **Create Badge**.
5. On the Select a Badge page, select **HTML Single Image badge**, and then click **Next**.

6. On the Select Photos page, select one of the following:
  - Public photos from your gallery**  
Indicates you want to use a public photo from a specific gallery and allows you to select the gallery.
  - Public photos tagged with**  
Indicates you want to use a public photo that has a specific tag and allows you to select the tag.
7. Click **Next**.
8. On the Set Layout page, specify the following:
  - Display title**  
Allows you to specify whether you want the site title to display on the badge.
  - Photo size**  
Allows you to select the size of the photos that display on the badge.
9. Click **Next**.
10. On the Select Background Color page, select the color from the palette or enter the color values, and then click **Finish**.
11. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
12. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

## To Create a Photo Badge of Multiple Photos

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Tools** menu, select **Create Badge**.
5. On the Select a Badge page, select **HTML Gallery Badge**, and then click **Next**.

6. On the Select Photos page, select from one of the following:

**Public Photos from your gallery**

Indicates you want to use public photos from a specific gallery and allows you to select the gallery.

**Public photos tagged with**

Indicates you want to use public photos that have a specific tag and allows you to select the tag.

7. Click **Next**.
8. On the Set Layout page, specify the following:

**Display title**

Allows you to specify whether you want the site title to display on the badge.

**Number of photos to display**

Allows you to select the number of photos you want to display on the badge.

**Arrange photos by**

Allows you to determine the order in which photos display on the badge.

**Turn paging on**

Allows you to specify whether visitors can advance through the entire gallery to view photos or only view the number of photos you selected to display from the Number of photos to display list.

9. Click **Next**.
10. On the Select Background Color page, select the color from the palette or enter the color values, and then click **Finish**.
11. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
12. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

## To Create an Adobe Flash Photo Badge

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Tools** menu, select **Create Badge**.
5. On the Select a Badge page, select **Flash Gallery badge**, and then click **Next**.
6. On the Select Photos page, select one of the following:

### **Public photos from your gallery**

Indicates you want to use a public photo from a specific gallery and allows you to select the gallery.

### **Public photos tagged with**

Indicates you want to use a public photo that has a specific tag and allows you to select the tag.

7. Click **Next**.
8. On the Set Layout page, specify the following:

### **Display title**

Specify whether you want the site title to display on the badge.

### **Number of photos to display**

Select the number of photos you want to display on the badge.

### **Shuffle Speed**

Set the frequency with which the photos cycle.

9. Click **Next**.
10. On the Select Background Color page, select the color from the palette or enter the color values, and then click **Finish**.
11. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
12. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

## Delete my album badges

If you no longer want to keep a badge that is saved in your Photo Album account, you can delete it.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Tools**.
5. Click **Manage Badges**.
6. Click **Delete** next to the badge you want to delete.
7. Click **OK** to confirm you want to delete the badge.

## Creating HTML badges to share multiple photos

In Photo Album, you can share your pictures on other websites by creating HTML or Adobe Flash photo badges of a single photo or multiple photos. For your photo badge, select from public photos that you tagged with a specific value or photos from any of your public galleries. Depending on the type of badge you create, you can also specify badge details, such as the layout, color, and number of photos to display on the badge.

After you create the badge, we provide the HTML code to copy and paste into the Web pages where you want the badge to display.

**Note:** Photo badges use the first photos in your gallery. You can change the photos that display in your badge by reorganizing the order in which they display in your gallery.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.

4. From the **Tools** menu, select **Create Badge**.
5. On the Select a Badge page, select **HTML Gallery Badge**, and then click **Next**.
6. On the Select Photos page, select from one of the following:
  - Public Photos from your gallery**  
Indicates you want to use public photos from a specific gallery and allows you to select the gallery.
  - Public photos tagged with**  
Indicates you want to use public photos that have a specific tag and allows you to select the tag.
7. Click **Next**.
8. On the Set Layout page, specify the following:
  - Display title**  
Allows you to specify whether you want the site title to display on the badge.
  - Number of photos to display**  
Allows you to select the number of photos you want to display on the badge.
  - Arrange photos by**  
Allows you to determine the order in which photos display on the badge.
  - Turn paging on**  
Allows you to specify whether visitors can advance through the entire gallery to view photos or only view the number of photos you selected to display from the Number of photos to display list.
9. Click **Next**.
10. On the Select Background Color page, select the color from the palette or enter the color values, and then click **Finish**.
11. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
12. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

## Creating Adobe Flash badges

In Photo Album, you can share your pictures on other websites by creating HTML or Flash® photo badges of a single photo or multiple photos. For your photo badge, select from public photos that you tagged with a specific value or photos from any of your public galleries. Depending on the type of badge you create, you can also specify badge details, such as the layout, color, and number of photos to display on the badge.

After you create the badge, we provide the HTML code to copy and paste into the Web pages where you want the badge to display.

**Note:** Photo badges use the first photos in your gallery. You can change the photos that display in your badge by reorganizing the order in which they display in your gallery.

### To Create a Flash Photo Badge

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. From the **Tools** menu, select **Create Badge**.
5. On the Select a Badge page, select **Flash Gallery badge**, and then click **Next**.
6. On the Select Photos page, select one of the following:

#### **Public photos from your gallery**

Indicates you want to use a public photo from a specific gallery and allows you to select the gallery.

#### **Public photos tagged with**

Indicates you want to use a public photo that has a specific tag and allows you to select the tag.

7. Click **Next**.

8. On the Set Layout page, specify the following:

**Display title**

Specify whether you want the site title to display on the badge.

**Number of photos to display**

Select the number of photos you want to display on the badge.

**Shuffle Speed**

Set the frequency with which the photos cycle.

9. Click **Next**.
10. On the Select Background Color page, select the color from the palette or enter the color values, and then click **Finish**.
11. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
12. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

## Viewing my photo-sharing badges

You can create and save badges in Photo Album and then view your badge list on the Saved Badges page. The badge list displays the badge name, date saved, and the actions you can perform for the badge. You can also view the code for a badge or delete badges.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Tools**.
5. Click **Manage Badges**.

The badge list displays.

## Display photo-sharing badges on my website

You can add a badge from your Photo Album to your Web page by copying and pasting the code for the badge into the code for your Web page. Use the Get Code feature to display the code for a saved badge so you can copy it.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Tools**.
5. Click **Manage Badges**.
6. Click **Get Code**.

## Manage my album site settings

Manage your site settings when you launch Photo Album for the first time. You can edit the preferences at any time.

### To Manage Site Settings

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. From the **Settings** menu, select **Settings**.

5. From the **Site Settings** tab, enter the following information:
  - **Site title** — The title of your site.
  - **Default Media View** — Specify whether you want your view to default to the Thumbnail, Filmstrip, Slideshow, or List tab.
  - **Thumbnail View** — Select the number of photos you want to display.
  - **Gallery View** — Select the number of galleries you want to display.
  - **Gallery Description** — Select to show gallery descriptions on home page.
  - **Photo downloads** — Select to prevent visitors from right-clicking to save photos.
  - **Like feature** — Select to display a button letting visitors like galleries and individual photos.
  - **Display Information** — Select **Text**, **URL**, or **Email**, and then enter the corresponding information to display text, a URL or an email address with your galleries.
  - **Embedding** — Select to allow visitors to enable embedding of your montages.
6. From the **Default Theme** tab, select a category and color.
7. From the **Upload via Email** tab, enter the following information:
  - **Upload through email** — Select to enable email uploading.
  - **Email address** — Note the address. This is where you email photos to upload them.
  - **Enter security code** — Enter a security code to use when you upload through email.
  - **Default gallery** — Select a default gallery for photos you upload through email.
  - **Default tags** — (optional) Enter default tags to apply to photos you upload through email.

8. From the **Blog Settings** tab, perform the following actions:
  - Click **Add Blog** to display your Photo Album content on your blog.
  - Select an available blog from your account, or enter the URL to a blog you registered elsewhere.
  - In the **Blog User Name** field, enter the user name for the blog you're adding.
  - In the **Blog Password** field, enter your password for the blog you're adding.
9. From the **Domain Settings** tab, verify or edit the domain associated with your Photo Album account.
10. From the **Account Settings** tab, perform the following actions:
  - In the **Email address** field, enter an email address to use when you email photos.
  - Verify your available and remaining disk space and bandwidth
11. Click **Save**. Your settings are updated.

## Change my default view setting

From the Site Settings area in Photo Album, you can customize your view to default to galleries or tags, and you can select to default to the Thumbnail, Filmstrip, Slideshow, or List tab. You can also specify the number of photos that display in the Thumbnail tab. You can view 6, 12, 24, or 48 at a time.

### To Change the Number of Photos to Display on the Thumbnails Tab

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. Click **Settings**.
5. From the **Default Group View** list, specify whether you want your view to default to your galleries or tags.

6. From the **Default Photo View** list, specify whether you want your view to default to the Thumbnail, Filmstrip, or Slideshow tab.
7. From the **View** list, select the number of thumbnails you want to display.
8. Click **Save**.

## Change your album's site title

When you first set up your Photo Album account, the title of your site defaults to the URL address you create for it (for example, *photos.coolexample.com*) and displays on the top of your Photo Album page. However, you can update the site title to virtually any other name (for example, *My Personal Photos*).

### To Edit Your Photo Album Site Title

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Settings**.
5. In the **Site title** field, edit the title of your website.
6. Click **Save**.

Your site title is updated.

## Viewing my album's email address

You can email photos to the address listed in the Email address field on your Upload via Email tab.

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. Click **Settings**.
5. Go to the **Upload via Email** tab.

Your Photo Album email address is listed in the Email address area.

## Change my album's contact address

If you would like to alter your contact information, you can easily change the email account associated with your Photo Album.

### To Change the Email Account Associated with Your Photo Album

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. Click **Settings**.

5. Select the **Account Settings** tab.
6. In the **Email Address** field, edit your email address.
7. Click **Save**.

Your email address is updated.

## Set my album theme

In Photo Album, you can select a theme to establish the look and feel of your photo album. You can also set themes for individual galleries.

To narrow the list of themes that display, you can filter the list by category and color. Photo Album displays the five themes that most closely match the criteria you sorted by.

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Settings**.
5. Select the **Default Theme** tab.
6. Filter the list of themes you want to view by selecting an option from one or both of the following lists:

### **Category**

View all themes associated with a specific category.

### **Color**

View all themes associated with a specific color.

7. Click the theme you want to use.
8. Click **Save**.

**Note:** You can preview the theme by clicking Preview Theme.

## Change my album's domain name

You can change the domain name visitors use to access your Photo Album at any time.

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. Click **Settings**.
5. Go to the **Domain Settings** tab.
6. From the **Domain Settings** area, select one of the following:

### **Select an available domain from your account**

Select from a list of domains associated with your account.

### **Enter a domain not registered here**

Enter a domain name that you registered in a different account.

### **Enter a subdomain for a domain in this account**

Add a subdomain to one of the domains associated with your account.

**Note:** If you enter a domain that you registered with another registrar, please update the "A Record" for your domain so it points to the IP address 208.109.80.29. For more information, contact your domain registrar.

7. Click **Save**.

## Change my album's user name

If you would like to alter your Photo Album user information, you can easily change the user name associated with your account.

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. Click **Settings**.
5. Select the **Account Settings** tab.
6. Under User name, click **Edit**.
7. Enter the user name you want to use to log in to your account.
8. Click **Save**.

Your user name is updated.

## Change my album password

It is important to keep your Photo Album account password secure. If your password has been compromised, you can change it on the Photo Album account Settings page.

### To Change Your Password

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.

4. Click **Settings**.
5. Select the **Account Settings** tab.
6. Under Password, click **Edit**.
7. In the **New password** and **New password again** fields, enter your new password.
8. Click **Save**.

## Adding and changing album captions and titles

By default, Photo Album uses the photo's file name as the title, but you can edit it at any time. You can also add and edit a photo caption.

If you use the Advanced Uploading Tool to add photos, you can edit the title before you upload the photo.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Select the gallery you want to view.
5. Click the photo title. The title displays in a text box, and a caption text box displays below it.
6. Update the title and caption as necessary.
7. Click **Save**.

## How to hide my album

If you don't want other people to be able to visit your Photo Album gallery, you can make it private. If you only want certain people to be able to visit it, you can password-protect your galleries and then supply the password to specific individuals.

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. Click **Edit Galleries**.
5. Click the gallery you want to hide.
6. Select one of the following options, and then click **Save**.

### **Private**

The gallery is visible only when you are logged in.

### **Password protected**

The gallery is visible on your website only when a visitor enters the password you specify in the **Enter password** field.

## Can I share my album?

With Photo Album, you can make your photo galleries public, so that anyone who visits your site can view them. You can also make your photo galleries private, so that other people can't view them. Also, if you only want certain people to view your galleries, you can password-protect them and give the password to your friends.

## Sharing permanent links

Once you've published Photo Album online, it creates hyperlinks to your public galleries, photos and videos. These hyperlinks remain valid as long as your Photo Album is published.

You can create hyperlinks to galleries, individual photos and videos, and to all photos associated with a tag. You can share these hyperlinks with friends and family so they can view your photos and videos as often as they want.

## Publishing Your Photo Album

Once you've published your Photo Album, you can share hyperlinks to your public galleries and photos and videos.

### To Publish Your Photo Album

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.
4. From your Photo Album home page, click **Publish Gallery Site**.
5. Click **Yes**. Your gallery is published. You can now share hyperlinks to your galleries, photos and videos.

## Sharing Your Gallery

You can share a hyperlink to let others view a gallery you created in your Photo Album.

### To Share Your Gallery

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the gallery you want to share.
5. Click the **Thumbnail** button.
6. Click the **Share** button.
7. Using the drop-down menu, identify the type of hyperlink to display.
8. Select the URL.
9. Copy and paste the URL in an email, add it to a Web page, or send it in a message.

## Sharing Your Photo or Video

You can share a hyperlink to let others view a photo or video you uploaded to your Photo Album.

### To Share Your Photo or Video

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the gallery that contains the photo.
5. Click the **Filmstrip** button.

6. Click the **Share** button.
7. Select between **Link to item** or **Link to site**.
8. Using the first drop-down menu, specify the image size to display.
9. Using the second drop-down menu, identify the type of hyperlink to display.
10. Select the URL.
11. Copy and paste the URL in an email, add it to a Web page, or send it in a message.

## Sharing Tagged Photos

You can share a hyperlink to let others view all the photos you've associated with a tag in your Photo Album.

### To Share Tagged Photos

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the tag you want to share.
5. Click the **Thumbnail** button.
6. Click the **Share** button.
7. Using the drop-down menu, identify the type of hyperlink to display.
8. Select the URL.
9. Copy and paste the URL in an email, add it to a Web page, or send it in a message.

## How many pictures can I save?

The number of pictures you can save depends on how large the files are and what type of account you have. There are two types of accounts: free and paid.

Free accounts come with 1 GB of space. Paid accounts come with 2.5 GB of space. If you run out of space, you can either upgrade your account or resize your photos so they are smaller.

## Subscribing to my site and gallery

Using RSS, anyone can subscribe to your Photo Album website and individual galleries to receive updated content. RSS is a Web content syndication format that you can use to subscribe to websites, such as news sites and blogs. Subscription content is updated in real-time, so when someone updates a website you've subscribed to, the update displays in your RSS reader. Depending on the RSS reader you use, new content either displays in its entirety or in a condensed version of the entry.

### To Subscribe to Your website

- From your live site, click **Subscribe to Site** from the top right corner of any page.

### To Subscribe to a Gallery

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Home**.
5. Click the name of the gallery to which you want to subscribe.
6. Click the **Subscribe to** hyperlink, where is the name of your gallery.

## Emailing photos

You can use Photo Album to email photos to your friends and family. When you share photos you added to public galleries, your emails display links back to those galleries. If you share photos from private or password-protected galleries, no links display.

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the name of the photo gallery that contains the photo you want to send.
5. Click the photo you want to send.
6. Click **Email Photo**.
7. Enter the following information:
  - **To** — Enter your email address and the address(es) to which you want to send the photo.
  - **From** — Enter your name.
  - **Subject** — Enter the subject of the email message.
  - **Message** — Enter the message body.
  - **Enter code shown above** — Enter the security access code that displays above the field.
8. Click **Send Email**.

## Sharing permanent links to social media

Photo Album lets you share permanent links to your photo galleries, photos, and videos, which are valid as long as they are in your photo album.

You can also share your permanent links with your social networks. Post it on Facebook® or MySpace®, tweet it on Twitter®, save it to Delicious® or share it via RSS feed.

### To Share a Permanent Link to A Social Network Site

1. Log in to your Account Manager.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the gallery you want to share.
5. Click the **Filmstrip** button.
6. Click the **Share** button.
7. Select between **Link to item** or **Link to site**.
8. Using the first drop-down menu, specify the image size to display.
9. Using the second drop-down menu, identify the type of hyperlink to display.
10. Click the icon of the social networking site you want to share your link with.
11. Follow log in instructions for the site until the process completes and your link is visible.

## Adding a blog to your album

You can send images from your Photo Album accounts directly to your blog. However, you're not limited to just one blog; you can add multiple blogs to your Blog Photo list, so you can easily select a specific blog to send a specific image as an entry.

1. Log in to your
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Settings**.
5. Click the **Blog Settings** tab.
6. Click **Add Blog**.
7. Enter the required blog information:

### **Blog URL**

Enter the full URL of your blog. For example, *http://blog.coolexample.com*. To use the Blog Photo feature, your blog must support the MetaWeblog API and RSD.

### **Blog User Name**

Enter the user name you use to manage your blog.

### **Blog Password**

Enter the password you use to manage your blog.

8. (Optional) Click **Send a test post**. This step sends a test post to your blog to validate the settings you've entered. You can delete it once it displays in your blog.
9. Click **Save**.

## Change my album blog settings

In your Photo Album account, you can edit any blogs you've added to your Blog Photo list. In this way, you can update a blog address, user name, or password information. You can also delete a blog from the list.

### To Edit a Blog in Your Blog Photo List

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click **Settings**.
5. Click the **Blog Settings** tab.
6. Click the **Edit** (pencil) icon next to the Blog address you want to modify.
7. Update any information you want to change.

**Note:** All fields are required.

8. Click **Save**.

### To Delete a Blog from Your Blog Photo List

1. Log in to your account.
2. Click **Photo Album accounts**.
- 3.
4. Click **Manage** next to the account you want to modify.
5. Click **Settings**.
6. Click the **Blog Settings** tab.
7. Click **Delete** next to the Blog address you want to modify.
8. Click **Save**.

## Blogging my album photos

With Photo Album, you can send your saved photos to your blog, creating blog entries with custom titles and messages.

1. Log in to your account.
2. Click **Photo Album**.
3. In your Photo Album account list, click **Manage** next to the account you want to modify.
4. Click the image you want to blog, and then click **Blog Photo**.
5. Enter the blog photo settings in the following fields:

### **Blog**

Select the blog to which you want to blog the photo.

### **Category**

(Optional) Enter a category for this blog entry. You can enter multiple categories separating each one by a comma.

### **Title**

Enter a title for this blog entry.

### **Message**

(Optional) Enter a message to post with this photo in the blog entry.

### **Choose Layout Template**

Select a layout template for how you would like your photo and message to display in the blog.

6. Click **Blog This Photo**.

**Note:** By default, only the primary author can use the remote blogging feature. However, additional authors can use this feature if the "Can write new entries?" permission is set in their profiles.

## Playing videos in a slideshow

If you added videos to your Photo Album slideshow, they play automatically as the slideshow rotates through the pictures and videos. If you set music to your slideshow, it fades during a video, but continues playing in the background.

You can control the music's volume using the volume control. The background music returns to regular volume when the video is complete.

The slideshow resumes rotation after the video completes. If you pause the video, the slideshow is paused. The slideshow does not continue until the video completes. Pausing the slideshow, pauses the video, too.

## Adding music to my slideshow

Photo Album offers a variety of music tracks to play during your slideshows. You can select from several built-in tracks, and you can upload your own music. When you play or share a slideshow, the music you select plays in the background.

During a video the music fades, but keeps playing in the background. You can control the music by lowering the volume using the volume control or muting it by clicking the volume control icon. The background music returns to regular volume when the video completes and the slideshow rotates to the next picture or video.

### To Add Music to a Slideshow

1. Log in to your account.
2. Click **Photo Album**.
3. Next to the account you want to use, click **Manage**.

4. Click the gallery you want to use for your slideshow.
5. Click **Slideshow**.
6. From the **Choose Music** menu, select the music track. The track begins playing automatically when your visitors start the slideshow.

## Why are my photos not uploading?

You can upload only image files to Photo Album. Supported file types are .JPG, .BMP, .GIF. You will receive an error message when attempting to upload any other file type. Renaming any other file type with one of these extensions will result in an error. You may also receive an error message if the photos you attempt to upload cause you to exceed your account's allotted bandwidth.

Another cause is trying to upload an image that has the same name as another photo you have uploaded previously.

## Download multiple photos

With Photo Album, you can download batches of multiple photos, rather than one at a time.

The photos you select will download as a single zip file. After the download is complete, unzip the file to access your photos.

1. Select the gallery you wish to download photos from.
2. Click the **Manage Photos** button.
3. Place check marks by the photos that you wish to download.
4. From the **Apply this action** drop-down box, select **Download Photos**.

## Hiding the banner at bottom of my albums

You can hide the "Powered By Photo Album" banner from the bottom of your Photo Album. When you hide the banner, the banner is removed from your published album.

1. Log in to your Photo Album account.
2. From the **Settings** menu, click **Site Settings**.
3. Select the option to **Hide banner**, and then click **Save**.

## Why can't I access my album in Internet Explorer?

You may not be able to access the application if your security level is set to High. To access the application, you can either change the security level to Medium or add the application's URL to your Trusted Sites list.

1. In **Internet Explorer**, from the **Tools** menu, click **Internet Options**.
2. Click **Security**.
3. Click **Trusted Sites**.
4. In the **Security level for this zone** box, check your security level. You may need to do one of the following:
  - If it is set to High, use the slider to change it to a **Medium** or lower security level.
  - If it is set to Custom, click **Default Level**, and then use the slider to change it to a **Medium** or lower security level.
5. Click **Sites**.

6. Clear the **Require server verification** check box.
7. In the **Add this website to the zone** field, type **http://app.onlinephotofiler.com**.

**Note:** Although you add app.onlinephotofiler.com to your trusted sites, there is no login page. To log in to your account, log in through your account or go to the domain you set up to work with Photo Album, click **Login**, and log in to your account.

8. Click **OK**.
9. On the **Internet Options** window, click **OK**.