

- 1) Logging into the Administrator, select Components->Phoco gallery
- 2) Click on images
- 3) Click on New (top right)
- 4) Enter Name
- 5) Select category from the drop down
- 6) Click on 'Image' button
- 7) Double click on folder ie necklaces (same as category)
- 8) At the bottom of the screen, select Browse then browse for the chosen image
- 9) Click 'Start Upload' – the image will then appear in the list
- 10) Click the mouse over the chosen image
- 11) Go to bottom of the screen and enter a description
- 12) Go back to the top of the screen and click 'Save'      This should automatically put it up on the gallery.