



FACEBOOK PHOTO ALBUMS



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Where Bright Ideas Begin!

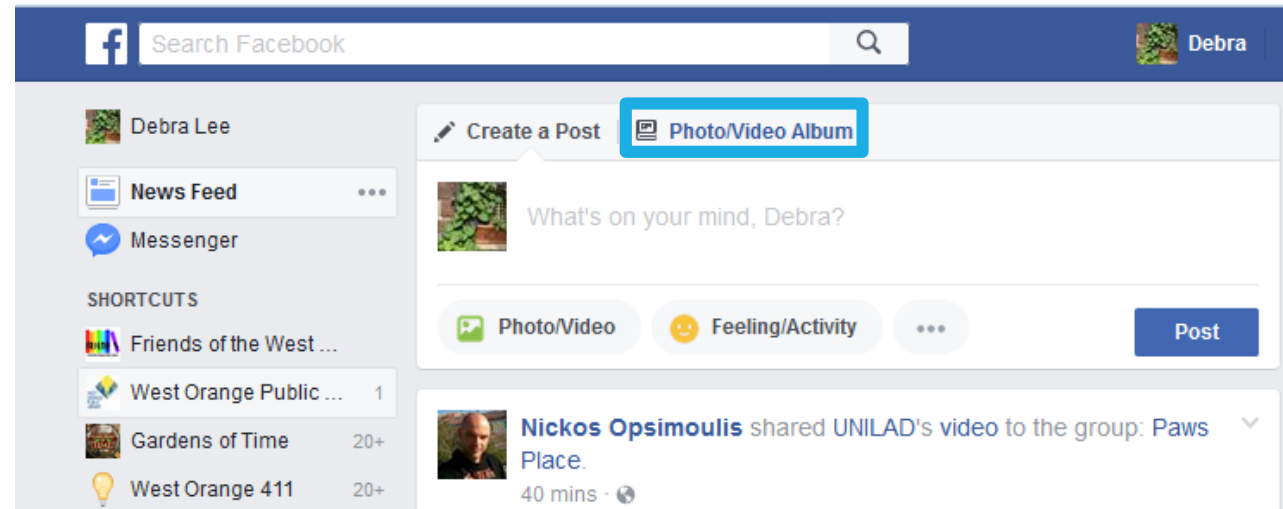


CREATING A PHOTO ALBUM VIA PC – 1

Facebook allows you to share and create photo albums by uploading photos from your computer.

You can upload pictures from a trip you took, a family reunion, etc. and share them with your friends on Facebook.

To create an album, simply logon to Facebook and click on “Photo/Video Album” to create a new album.

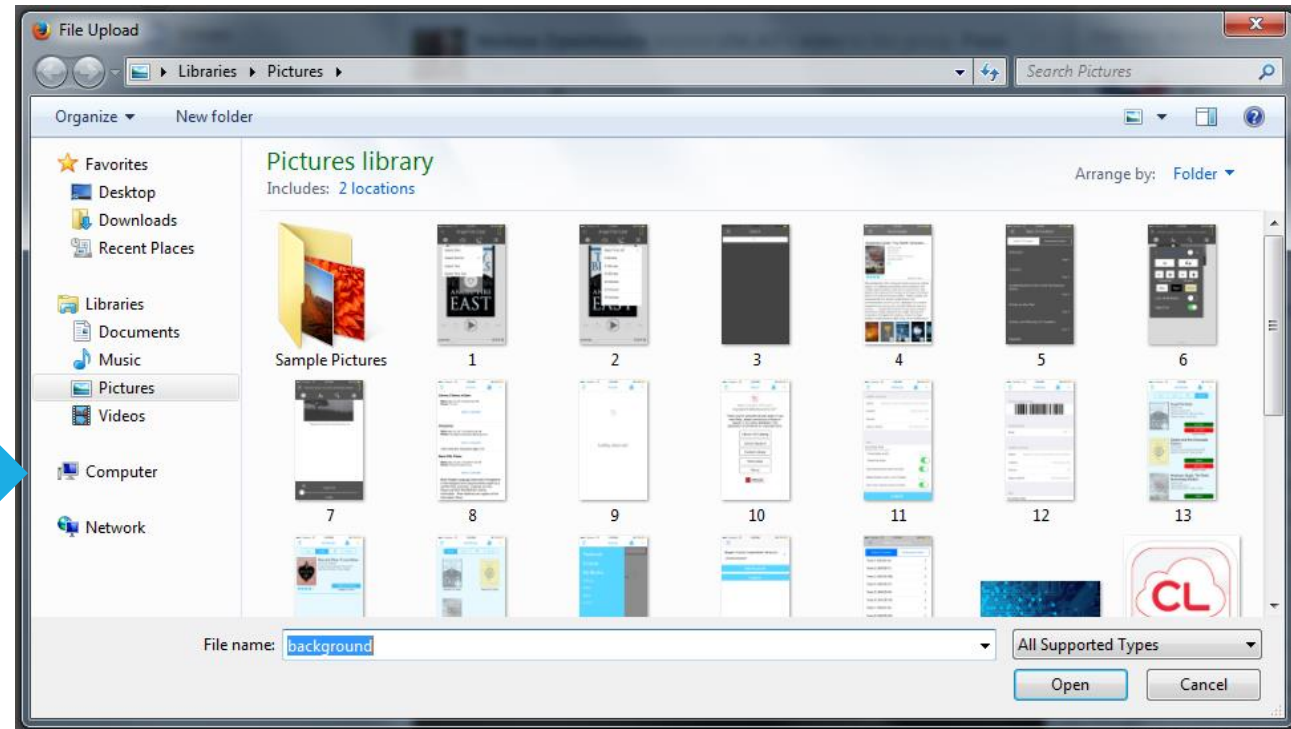
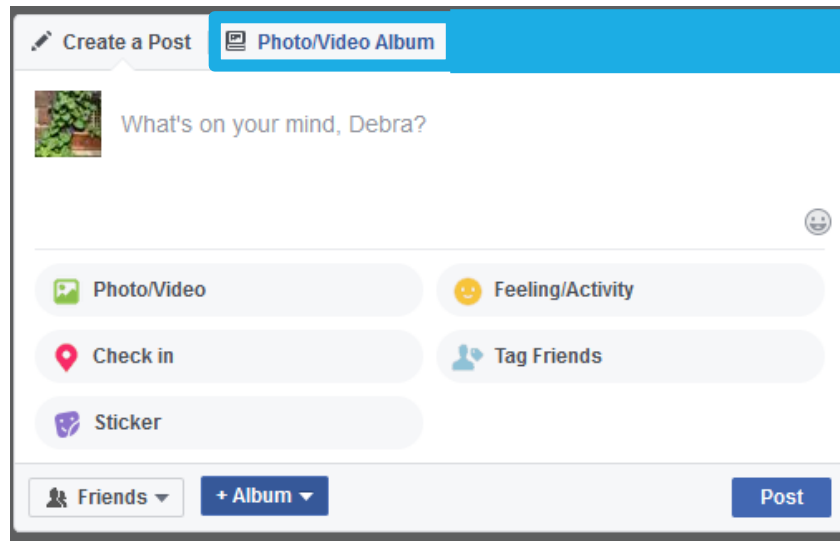




CREATING A PHOTO ALBUM VIA PC – 2

After clicking on “Photo/Video Album” you will see your status box pop out.

If you click on “Photo/Video Album” again you will be able to select photos from your computer to upload to your album.



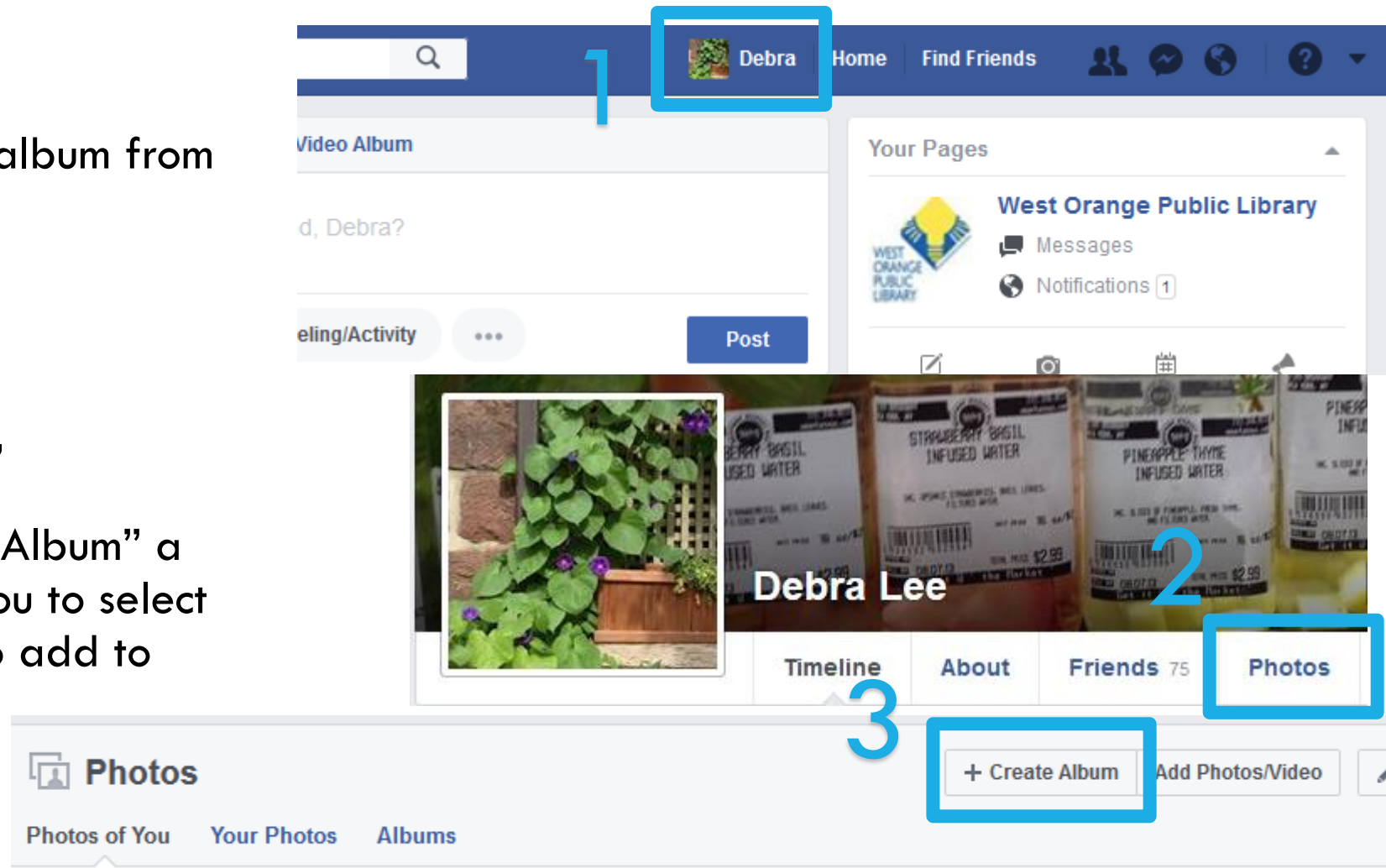


CREATING A PHOTO ALBUM VIA PC – 3

You can also create a photo album from your profile page by:

1. Going to your profile
2. Click on “Photos”
3. Click on “+ Create Album”

Once you click on “+ Create Album” a window will pop up asking you to select photos from your computer to add to your new album.





ADDING PHOTOS TO YOUR ALBUM

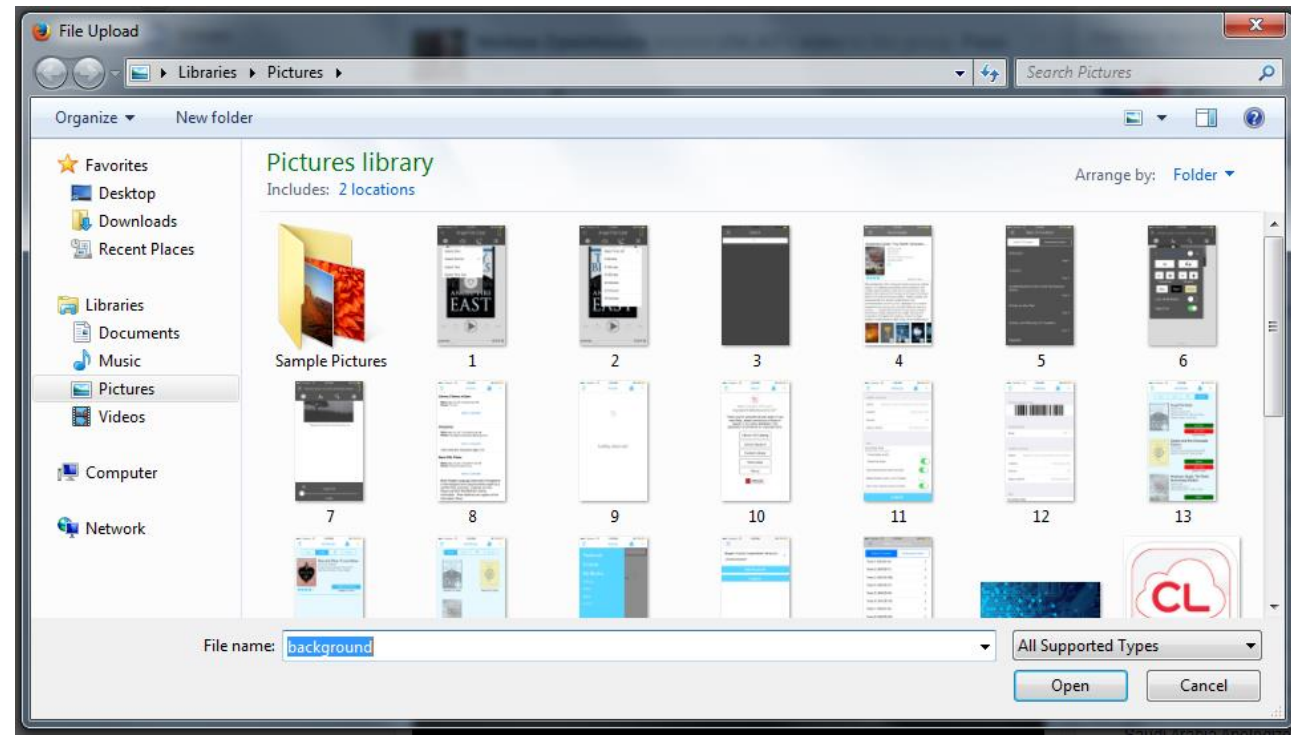
To add or upload photos to your album, navigate to the relevant folder and select the photos you would like to add.

You can use the navigation pane on the left hand side of the window to navigate to the correct folder.

To select more than one photo at a time press and hold down the “Ctrl” key on your keyboard and click on the pictures you would like to use.

You can also put all of the pictures you want to upload in a new folder on your computer and press “Ctrl” and the “A” key at the same time to select all (any photo you select will be highlighted in blue and its name will be listed in the “File name” box at the bottom of the window).

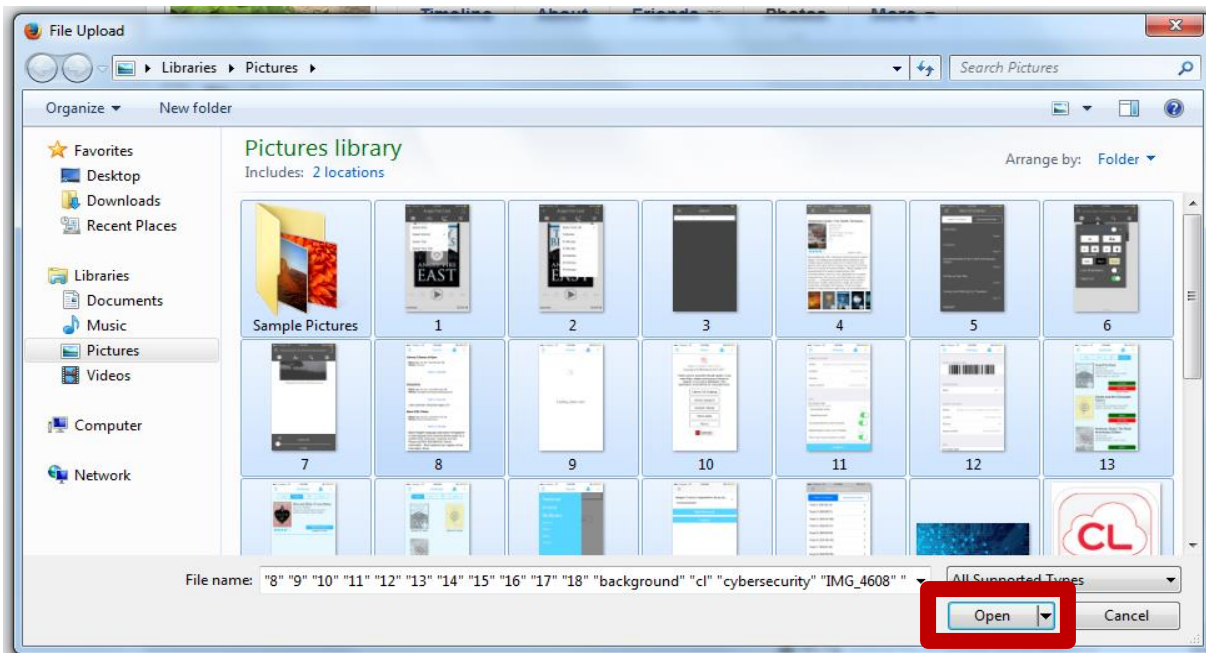
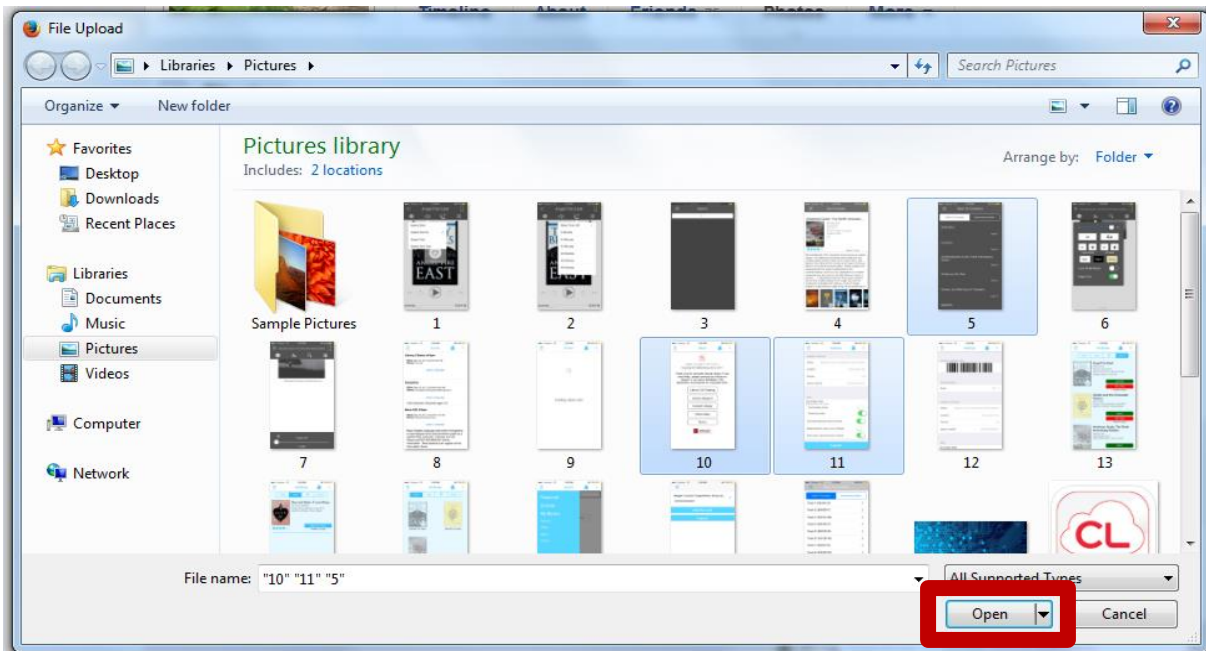
When you have selected your photos click on open to upload them to your album on Facebook.





To add one image, click on the image and click “open”.

To add multiple images, press and hold the “Ctrl” key on your keyboard and then (while the “Ctrl” key is pressed) select the images you want to upload. When finished, click on “open”. Selected photos will be highlighted in blue.



If you want to add all of the photos in the folder (ex, this folder is “Pictures”), press “Ctrl” and “A” at the same time to select all of the images in the folder. Once you’ve done that you should see all of the images highlighted in blue, meaning they’ve been selected. Click on “open” to add them to your album.



NAMING YOUR ALBUM

After you upload your photos you can name your album, add a description and location, allow friends to add photos to your album, and add more photos.

You can also check the “High Quality” box to upload your photos in higher quality.

Last, you can click on “use date from photos” or “pick a date” to select the date when the photos were taken (this is optional).

Create Album

Album name

Description

Location

Tagged in This Album

Click anywhere on your photos to tag a friend

Let Friends Add Photos

☐ Add Contributors

More Options


☐ High Quality

Change Date


Use date from photos

Pick a date

2017 ▾ June ▾ 9 ▾



Say something about this photo...



Say something about this photo...



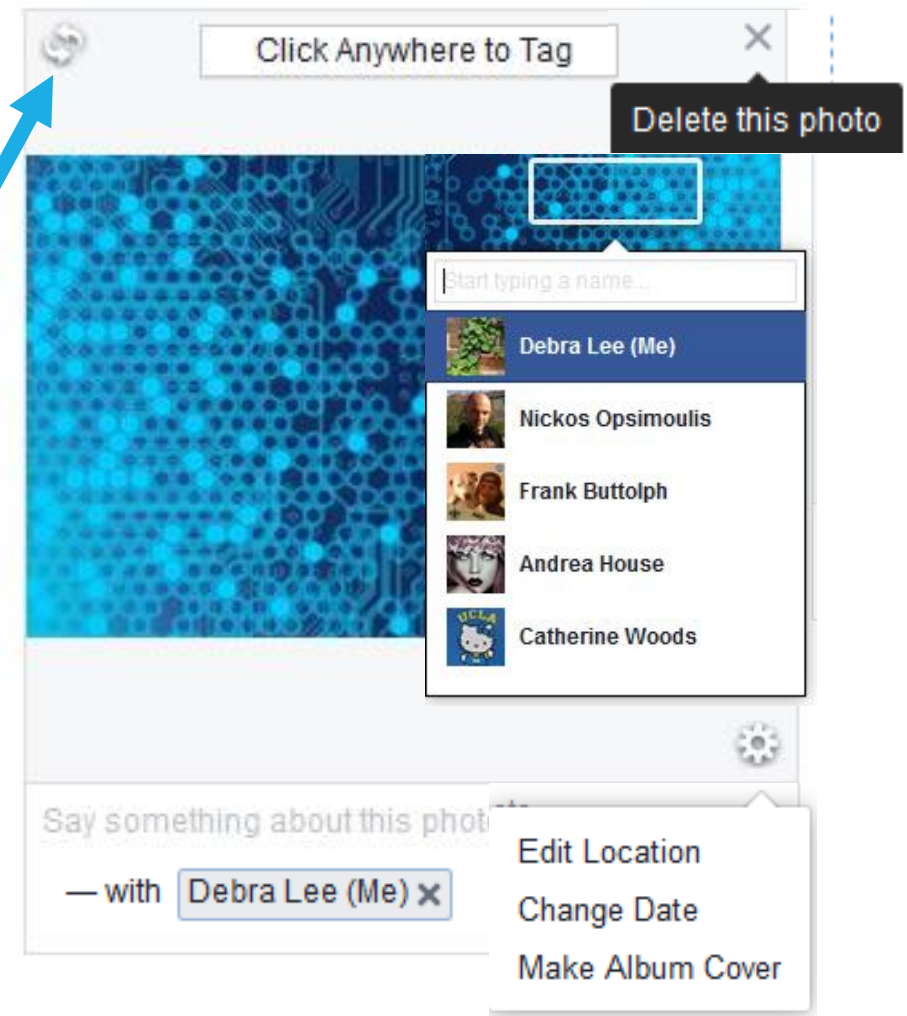
ADDING PHOTO DESCRIPTIONS, TAGGING, AND MORE

You can add a description to any photo in your album by clicking below the photo (where it says “Say something about this photo...”) and typing in your description.

Click anywhere on the photo itself to tag a friend. Tagging a friend means that your friend will be notified that they have been tagged and that the image will display their name in the description.

You can also rotate the image by using the arrow icon on the top left hand corner and you can use the gear icon to change the location or date of the image or make it your album cover image (note: if you do not select a cover photo, Facebook will select one for you).

To delete a photo from your album, simply click on the “x” at the top right hand corner of the image.

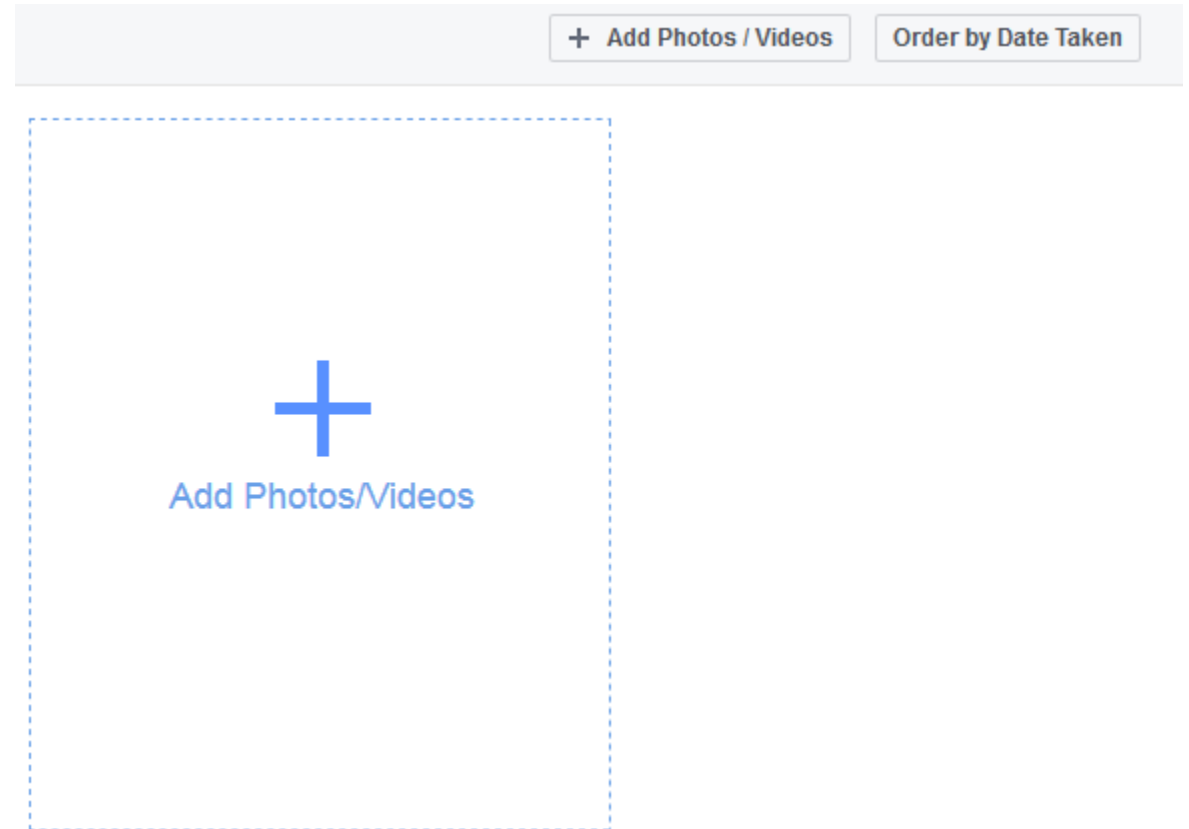




ADDING MORE PHOTOS AND SORTING YOUR PHOTOS

You can easily add more photos to your album by clicking on “Add Photos”.

You can sort your photos by dragging and dropping them to change their order or by selecting “Order by Date Taken” from the top right hand side of the window. You can click on “Order by Date Taken” a second time to revert to the previous order.



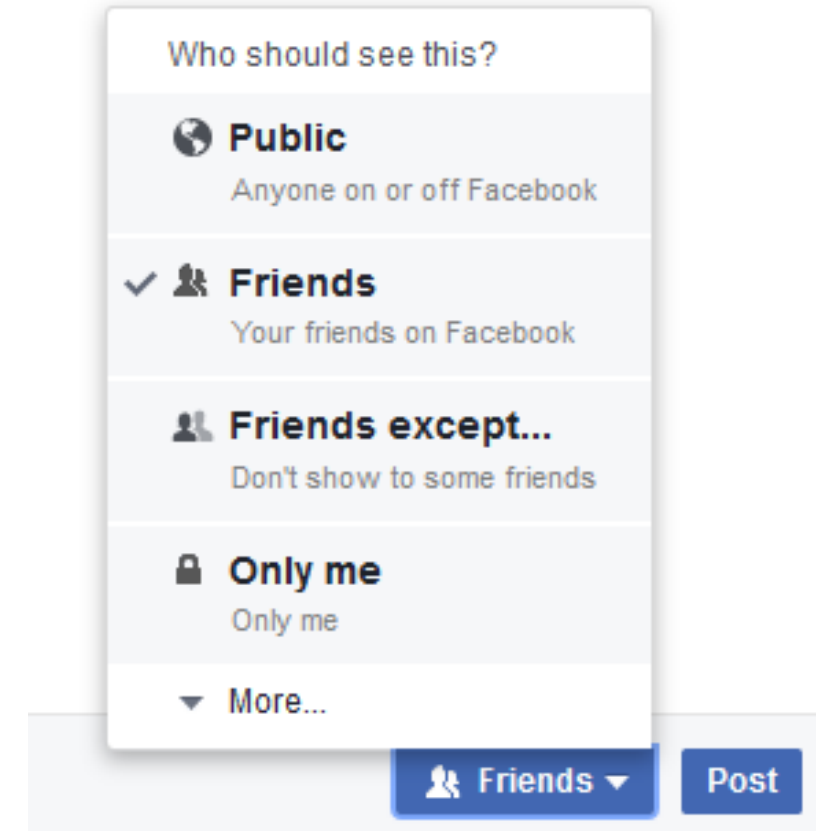


POSTING YOUR ALBUM

When you are finished adding information and/or photos to your album, use the blue “Post” button on the bottom right hand side of the window to post your album.

You can also select who can view the album by click on the “Friends” button and selecting the privacy control.

If you want to test your album you can select “Only me” so that no one else will see it. You can change this later by opening the album and updating who can see it.

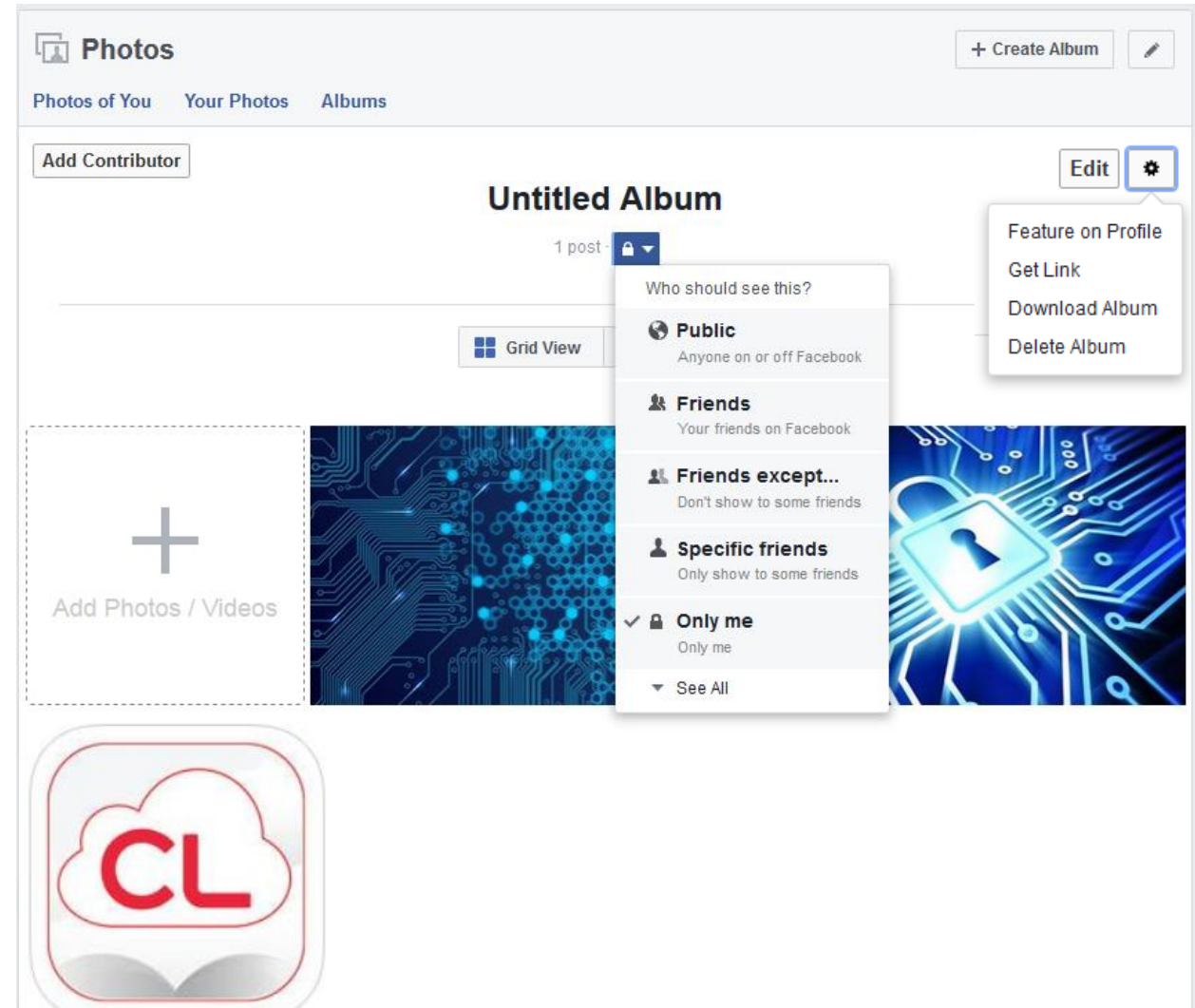




EDITING YOUR ALBUM

You can edit your album after you've posted it by going to your photos, clicking on the album you would like to edit, and click on "Edit".

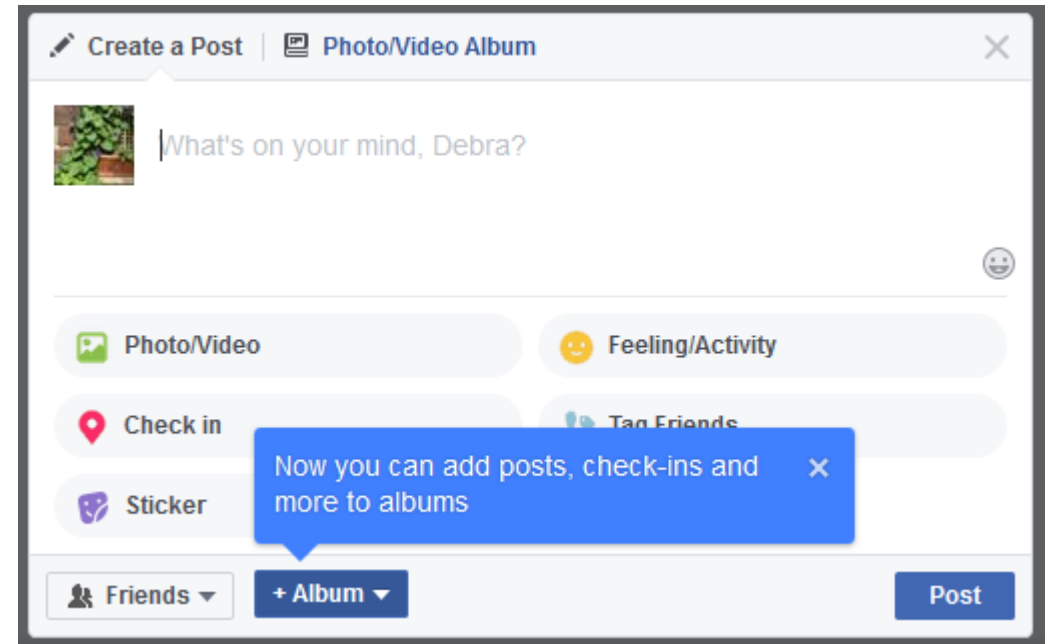
You can also change who can see your album from here, add photos/videos to your album, add a contributor to your album, delete your album, and more.





ADDING TO YOUR PHOTO ALBUM

Facebook also allows you to add photos, check-ins, status updates, and more to your albums. If you want to add a status or post to your album, click on the blue “+ Album” button and select the album you want to add the item to or create a new album to place the item in.





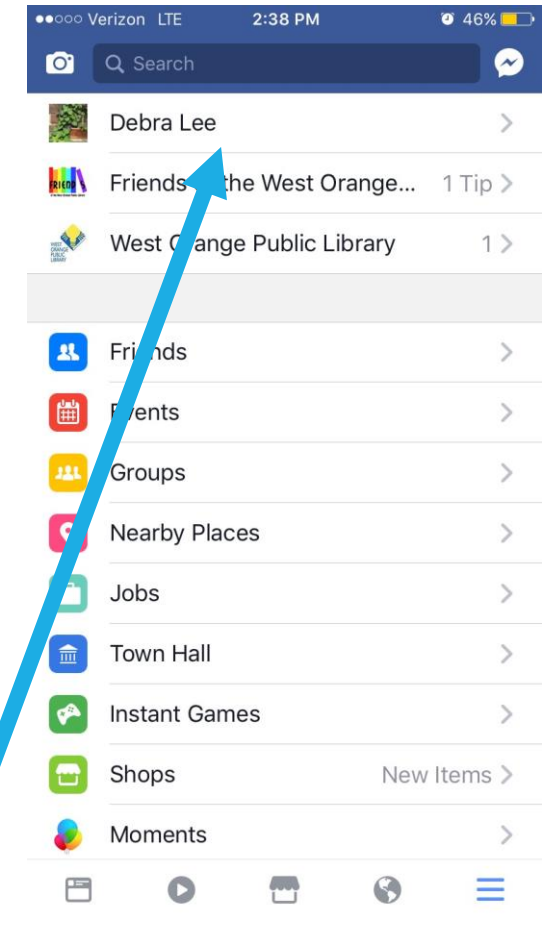
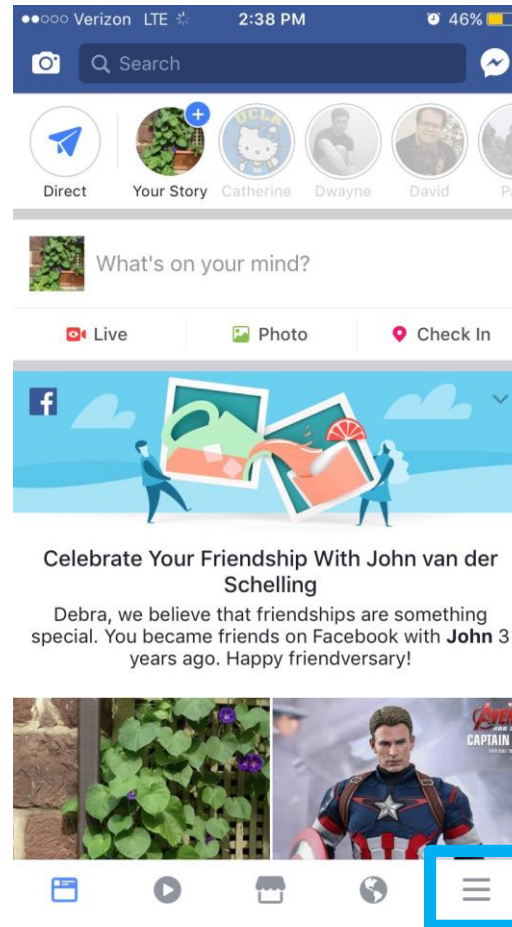
CREATING AN ALBUM VIA THE FACEBOOK APP

To create a photo album via the Facebook app on your smartphone or tablet:

1. Go to your profile
2. Next, go to your photos
3. Within your photos, tap on “Albums”
4. From the “Albums” tab you can create a new album using photos on your device.

Creating an album using the app is very similar to creating one using the website on your PC.

1

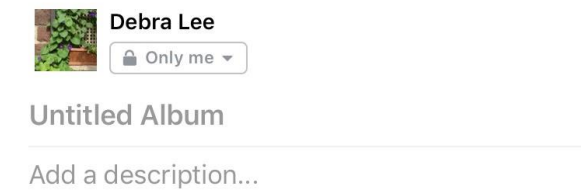
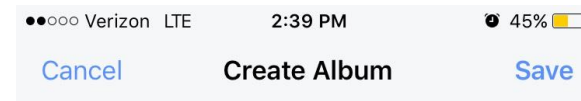
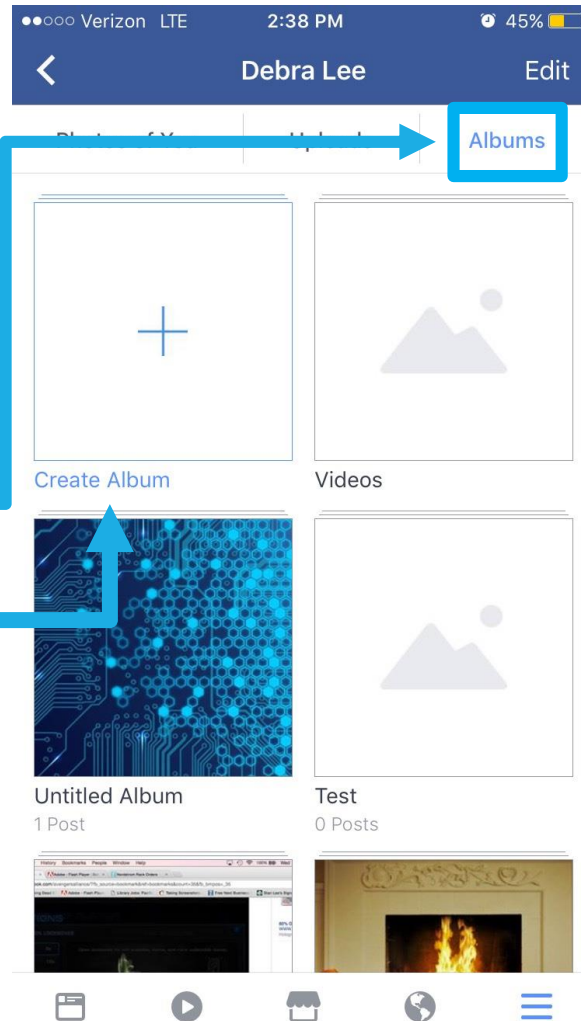
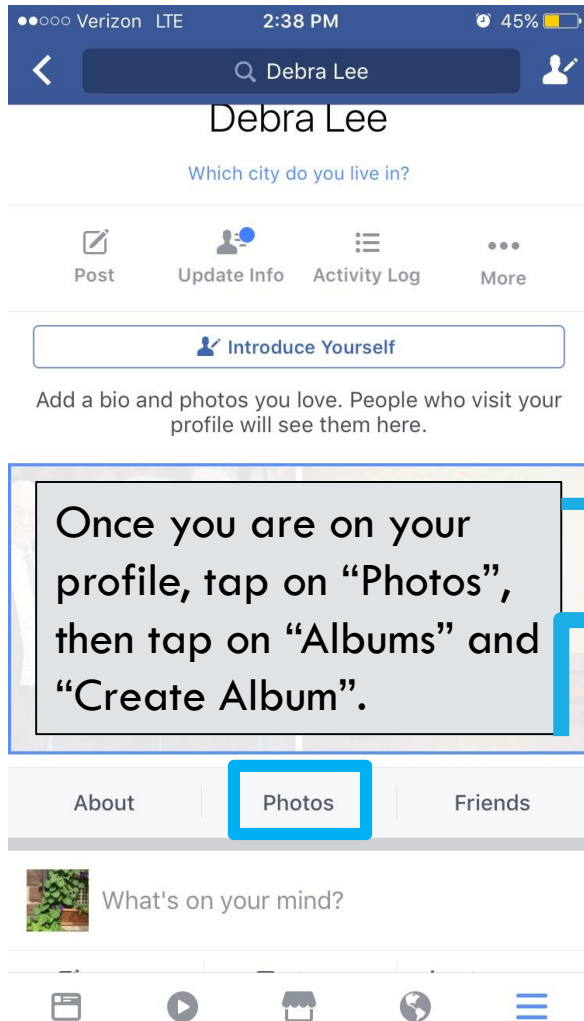




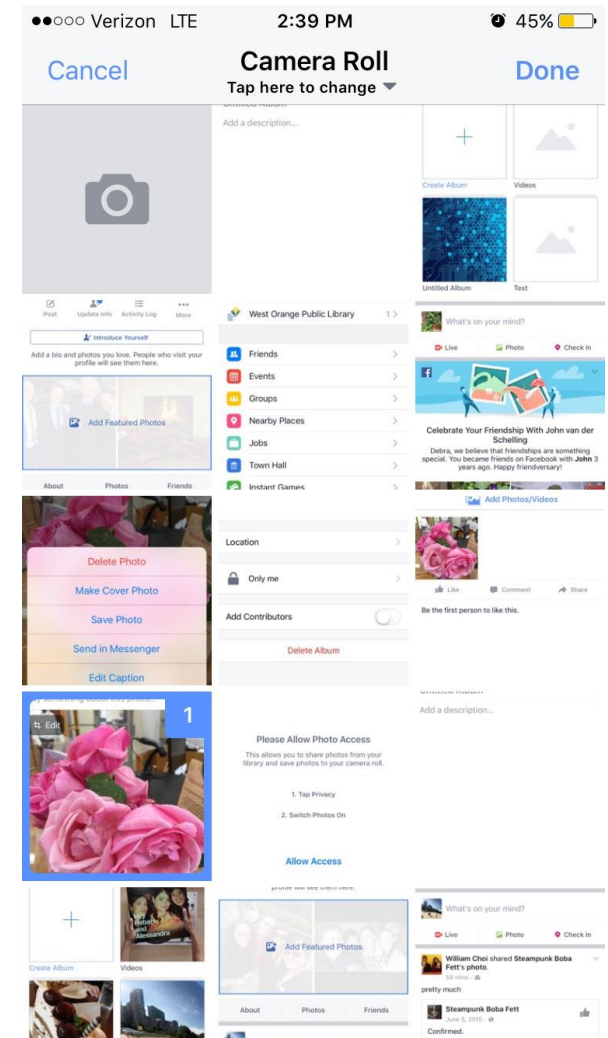
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CREATING AN ALBUM VIA THE FACEBOOK APP

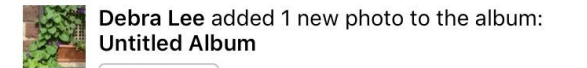
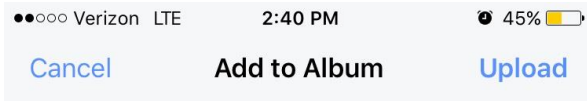


After you tap on “Create Album” you will be able to name your album and add a description. Hit “Save” to select images from your camera roll/photos to add to your album. To select an image, simply tap on it once (it will be highlighted to indicate that it has been selected). When you are finished, hit “Done”.

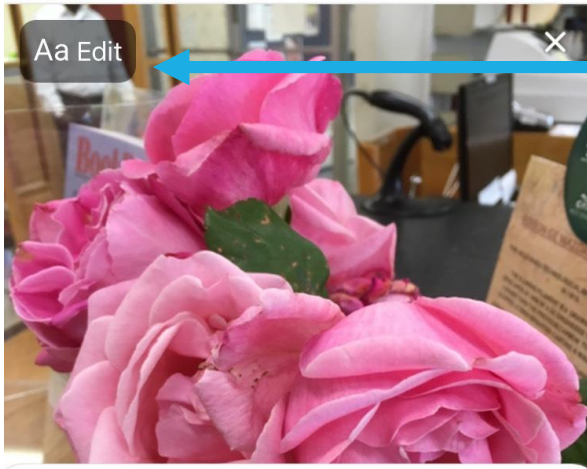




CREATING AN ALBUM VIA THE FACEBOOK APP



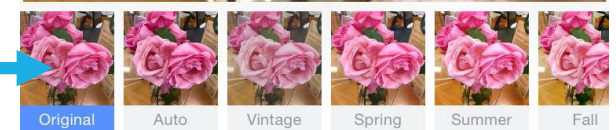
Say something about this photo...



After selecting your photos and hitting “Done” you will be able to add a comment to each photo, tag friends, or add a location (check in).

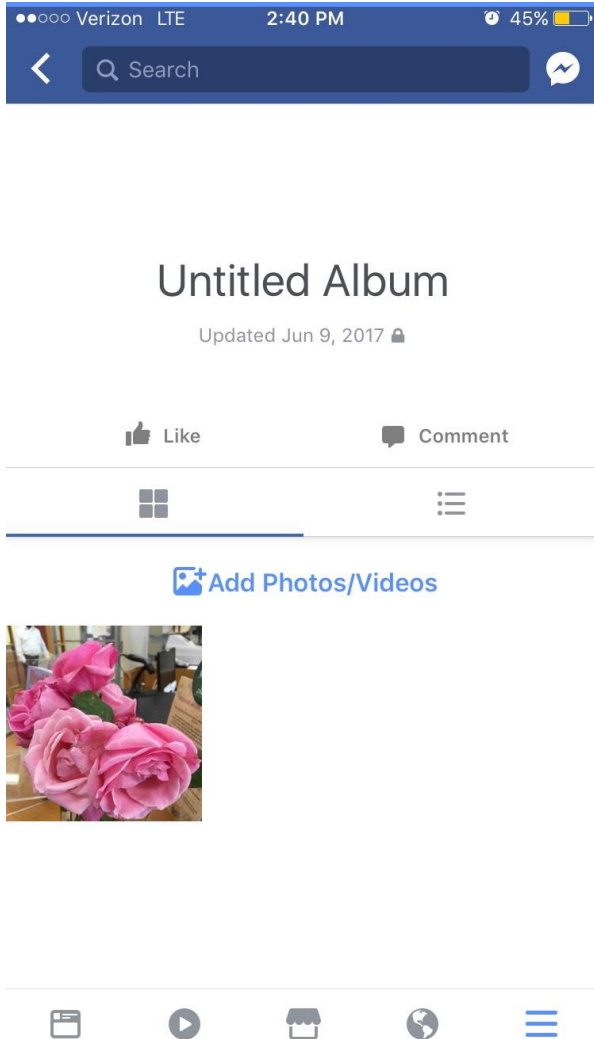
You can also edit the photo or text by clicking on the gray edit box on the top left hand corner of the image. This will allow you to crop the image, add a filter, tag friends, and more. Press “Done” when finished.

When you are finished, press “Upload” to add your photos.





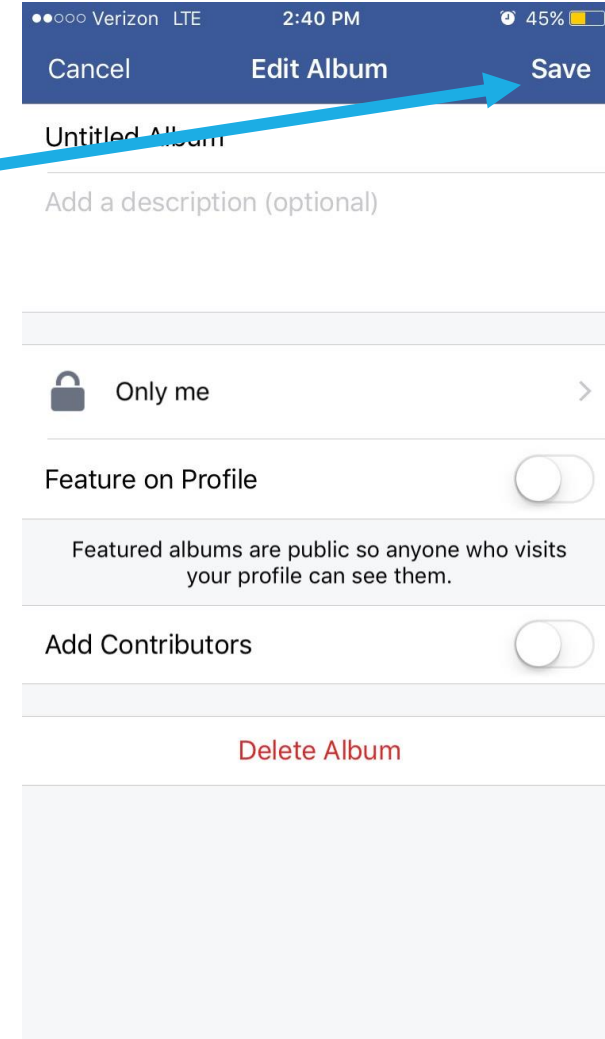
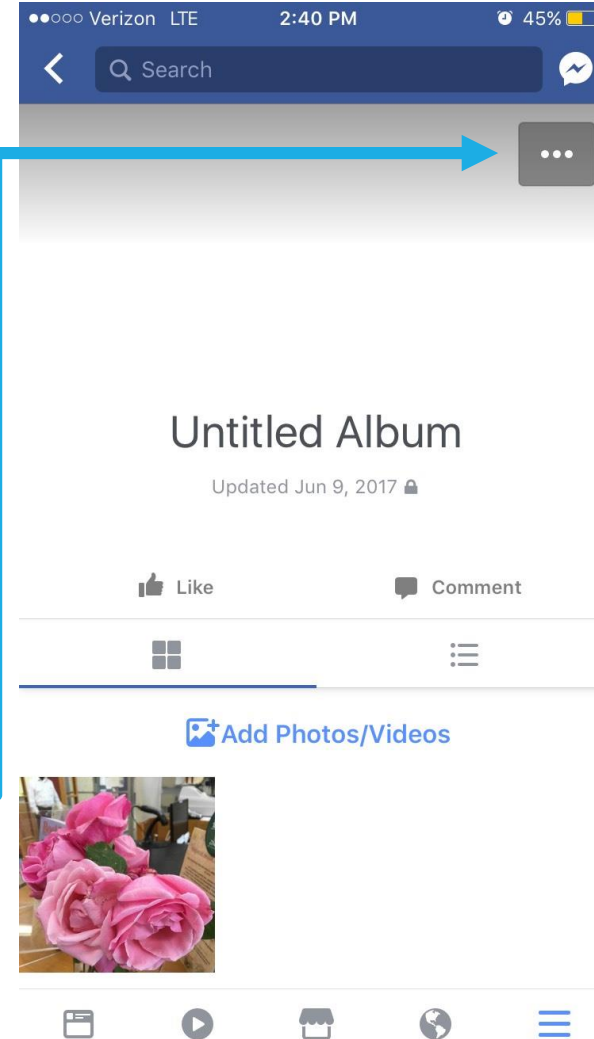
CREATING AN ALBUM VIA THE FACEBOOK APP



Pressing "Upload" will create your album. Once your photos are uploaded, you will be able to view your album and make changes.

To edit, delete, add contributors, or change who can see your album, tap on the upper right hand corner of the screen and then hit the "..." icon.

After making your changes, hit save.



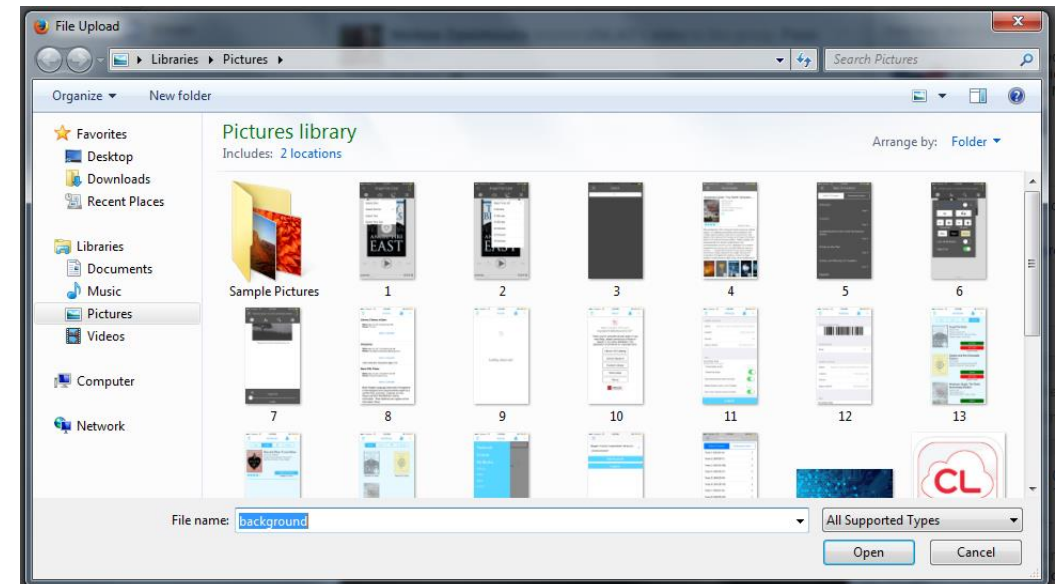
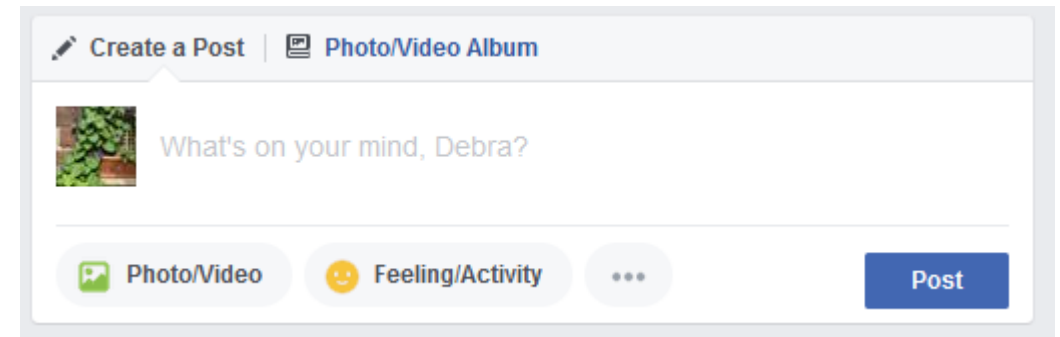


UPLOADING PHOTOS WITHOUT CREATING AN ALBUM

If you only want to upload a few photos and do not want to create an entire album, you can do so via your status update box.

Whether you're on your PC or using the app, simply click on the "Photo/Video" button to select photos or videos to add to your status.

Finish typing your status and hit "Post" to publish your status to your timeline.









UPLOADING PHOTOS WITHOUT CREATING AN ALBUM



Create a Post | Photo/Video Album


Say something about this photo...

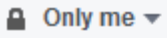
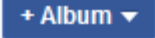

 

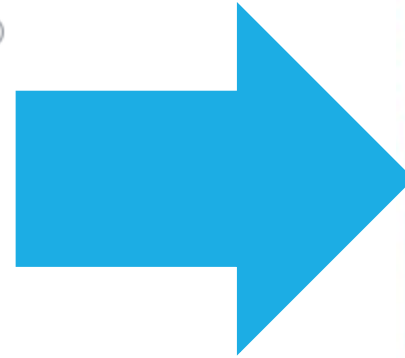
With Who were you with?

 Photo/Video  Feeling/Activity

 Check in  Tag Friends

 Sticker

 Only me  + Album  Post



 **Debra Lee**
Just now · 

Check out my new photo



 Like  Comment

 Write a comment...   