

## MKG Gallery - How to FAQ

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**Answers to Frequently Asked Question**

**How do I play a slide show of an album?**

- select an individual album**
- use the "album actions" pull down near the bottom of the page and select "View Slideshow" or "View Slideshow (Fullscreen)"**
- Fullscreen mode requires Java to be installed on your desktop**

**How do I add my own gallery?**

- Sign in to the MKG Site.**
- Select MKG Gallery from the Share Kites menu**
- Click on Your Album**

**How do I add a picture to my album?**

- Open the album that you want to add a picture to.**
- Click on Add Photo**
- Or at the bottom of the page in the album actions pull down select add item**

**How do I rename my photo?**

- Select the picture you would like to edit.**
- From the item actions pull down select edit photo**
- On the General tab modify Title to the new name you would like.**
- Click on Save at the bottom of the page.**
- Note you must save changes on each tab separately.**

**How do I update the Custom Fields (Made by, Date Made, MKG Scale, Sail, Frame, Dimensions, Collected by) for a kite picture I have uploaded?**

- Select the picture you would like to update.**
- From the item actions pull down select edit photo**
- On the Custom Fields tab (fifth tab from left) update each of the fields.**
- Click on Save at the bottom of the page.**
- Note: you must save changes on each tab separately.**

**My photo is sideways or upside down, how do I rotate it?**

- Select the picture you would like to update.**
- From the item actions pull down select edit photo**
- On the Modify Photo tab (third tab from left) select rotate option.**
- Click on Save at the bottom of the page.**
- Note: you must save changes on each tab separately**
- This process may not work for really large pictures, if "nothing" happens you will need to use desktop software to rotate the image and re-upload it.**

**How do I create an album for my Charlie Kites?**

- From the Charlie Sotich Album**
- Click on "Add Album"**

**How can I move an album from My Album to the Charlie Album?**

- use the "album actions" pull down near the bottom of the page and select "move album"**

**Why can't I see the My Album or Add Photo buttons?**

- You must be logged in as a registered user to see these buttons.**