Quick Tip #5

Remove Images from a Gallery:

- Click on *"My Account"* on the main toolbar

- Click on *"My Galleries"*

- Select either *"Show only My Galleries"* or *"Show all Organization Galleries"*

- A list of the Gallery Categories is presented. Click on the small arrow to the left of the category in which the gallery resides, such as *"Tuesday Group"*. Only galleries to which you can addd or remove images to will be available to you

- After clicking on the small arrow, the list of galleries in that category will be presented

- Click on *"Edit Images in Gallery"* for the gallery you are removing images from

- All the images are presented in their sorted order in small boxes

- You can now:

    o Click on *"X"* in the top right of any image box to delete the image from the gallery

    o The image remains in your Image Library, unless it was uploaded more than 60 days ago **AND** it does not appear in any other galleries, competitions or forums, in which case it will be removed from your Image Library as well.

- **IMPORTANT** - When you are done resorting/deleting, click on *"Save updates to image order"*

- Click on *"Return to Gallery List"* to finish