

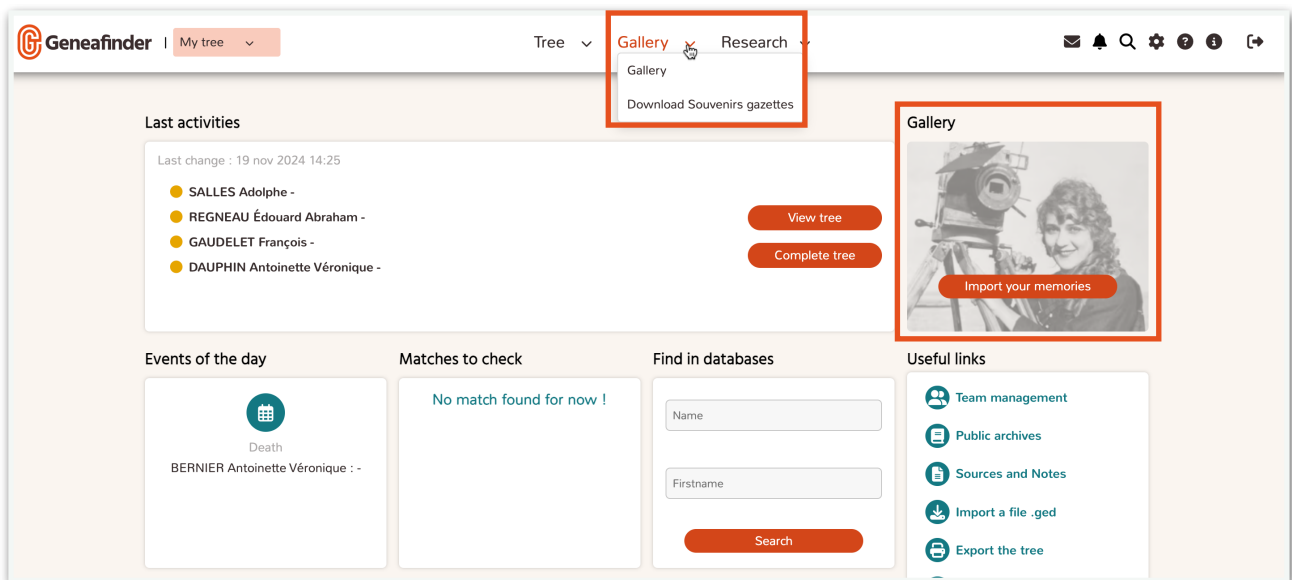
Gallery

What is the Gallery feature for?

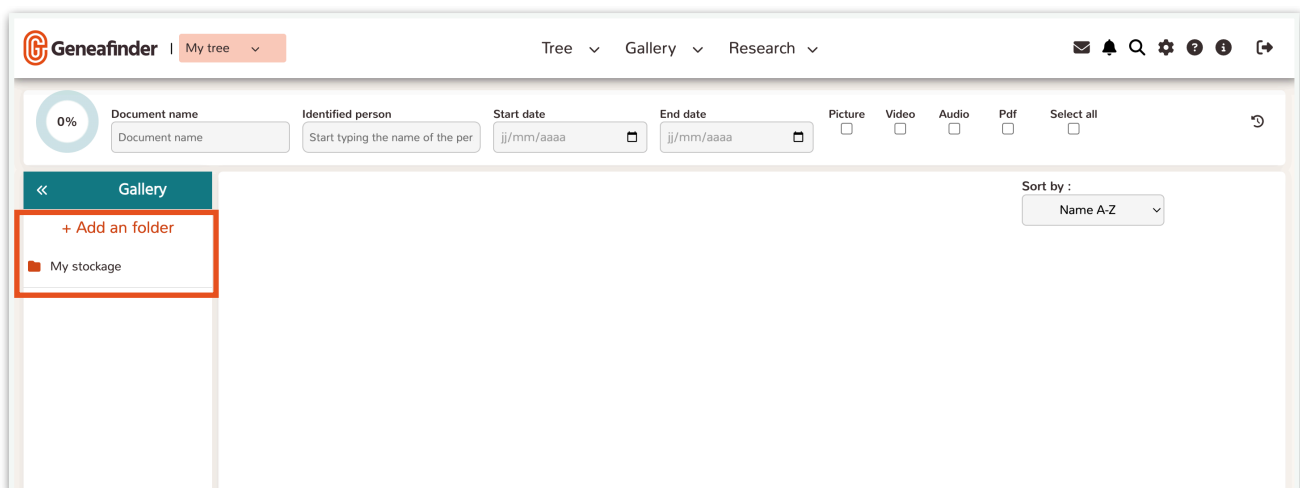
The **Gallery** feature is a Premium tool available with a Solo, Duo, or Family subscription. The Gallery tool allows you to upload up to **20GB of media** (including images, videos, audio files, and PDFs) and link them directly to your family tree.

How to use the Gallery

1. Click on the **Gallery** button or access the **Gallery** module directly from your dashboard.

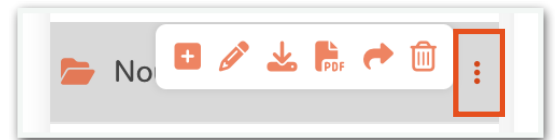


2. Create or select the folder where you want to add your media.

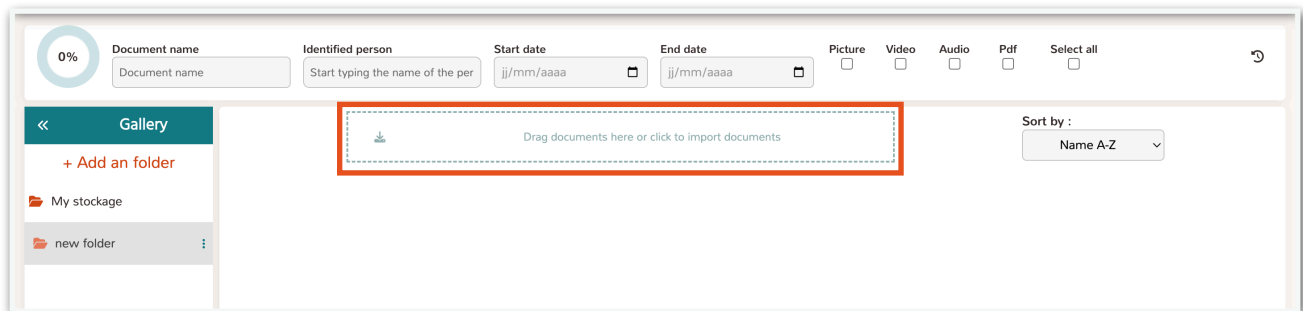


3. By clicking on the **three dots** on the right, you can:

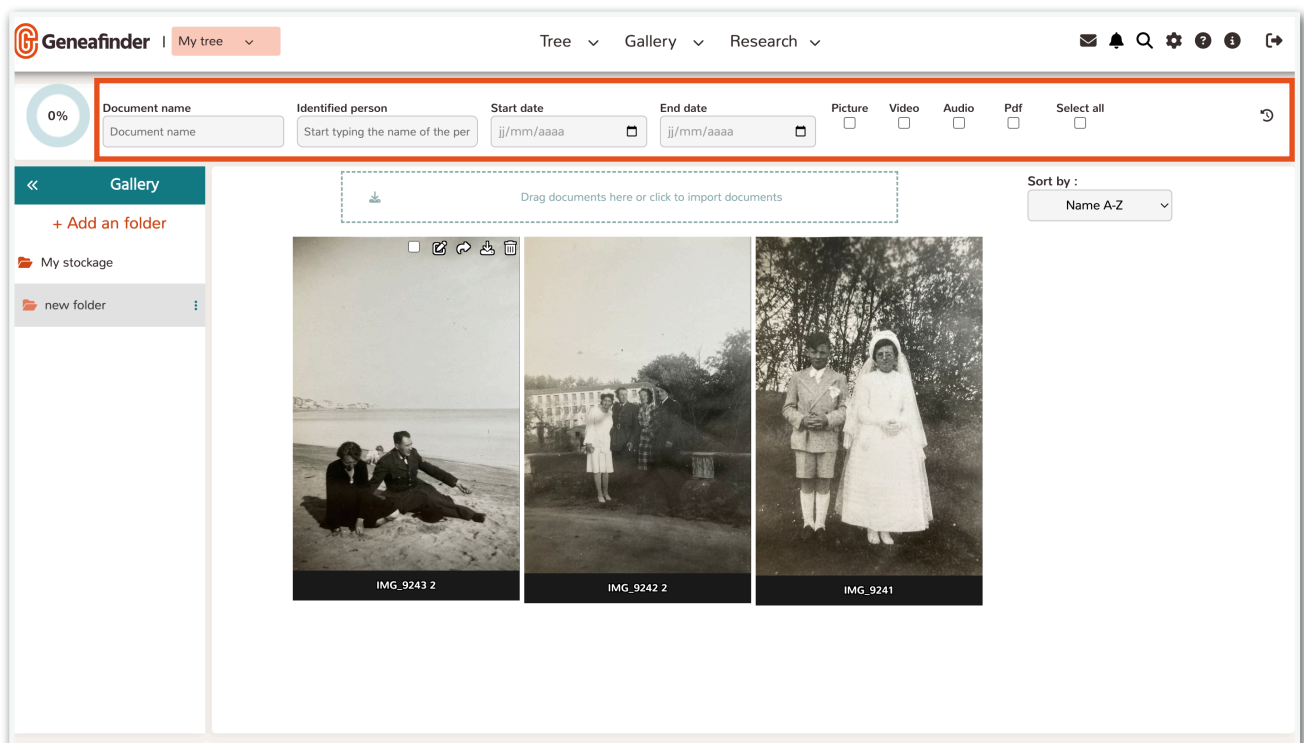
- Create a sub-folder
- Rename the folder
- Export folder media
- Download a PDF booklet of the folder's media
- Share a URL link to the folder's media
- Delete the folder and its contents



4. **Add media** by dragging and dropping them onto the page, or by clicking on the upload box.



5. Make sure your media has been successfully uploaded. Use the filter bar to save time when searching for or organizing your files.



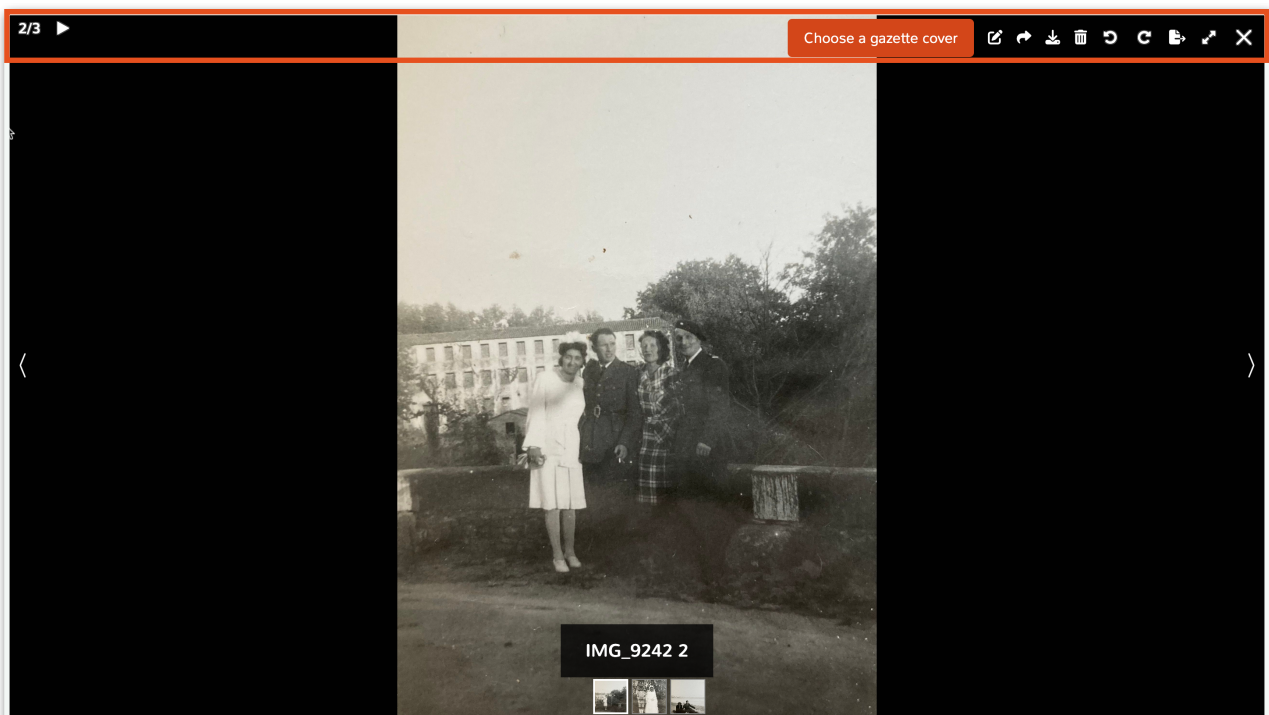
6. By hovering over a media file with your mouse, you can access several tools:



- Select (to move to another folder, delete, etc.)
- Edit (to annotate, modify, or tag/identify)
- Share (to send a link to the media)
- Download (to export the media)
- Delete

7. By clicking on a media file, you enter **View Mode**, where you can access the following tools:

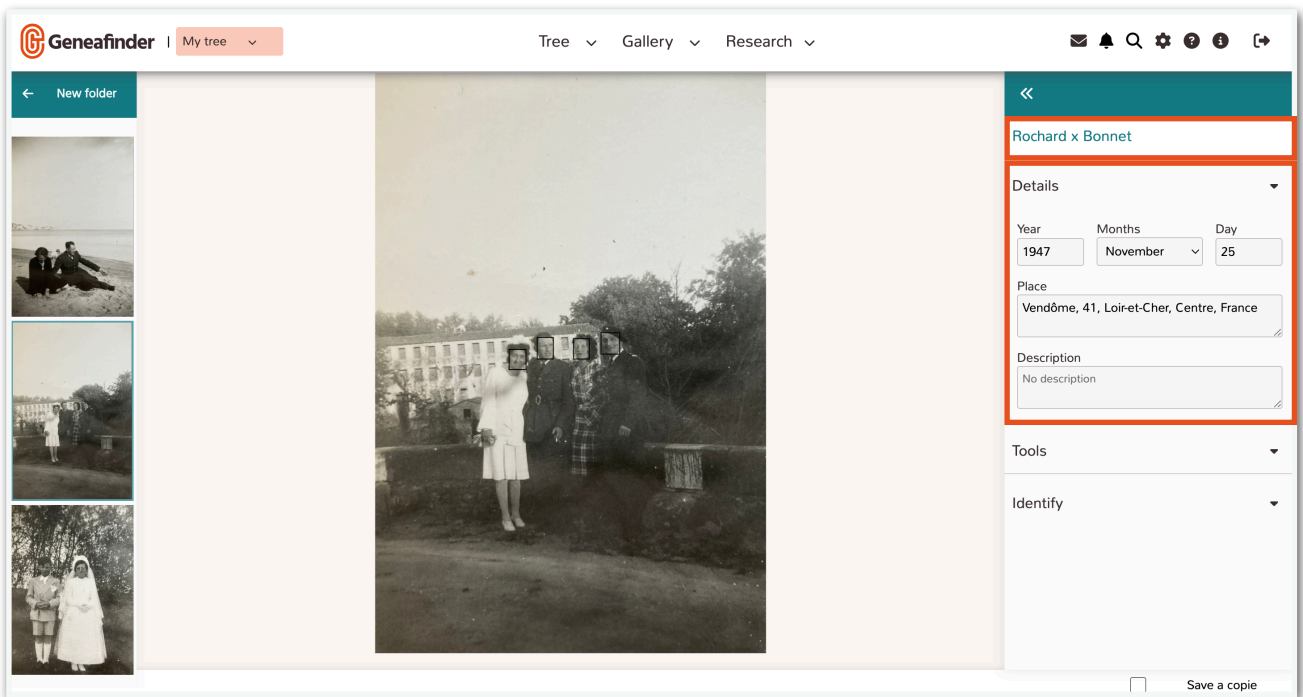
- **Slideshow** (Play button on the left – settings can be adjusted in the **Control Panel**)
- **Set as PDF Cover** – Click to select a cover photo for your **PDF Photo Booklet**
- **Edit** – To annotate, modify, or tag people in your media
- **Share** – To send a direct link to the media
- **Download** – To export the file to your device
- **Delete** – To remove the file from your folder
- **Rotate Left/Right** – To change the orientation of your media
- **Open Document** – To open the file in a new browser tab
- **Full Screen** – To expand the view of your media
- **Close** – To exit View Mode



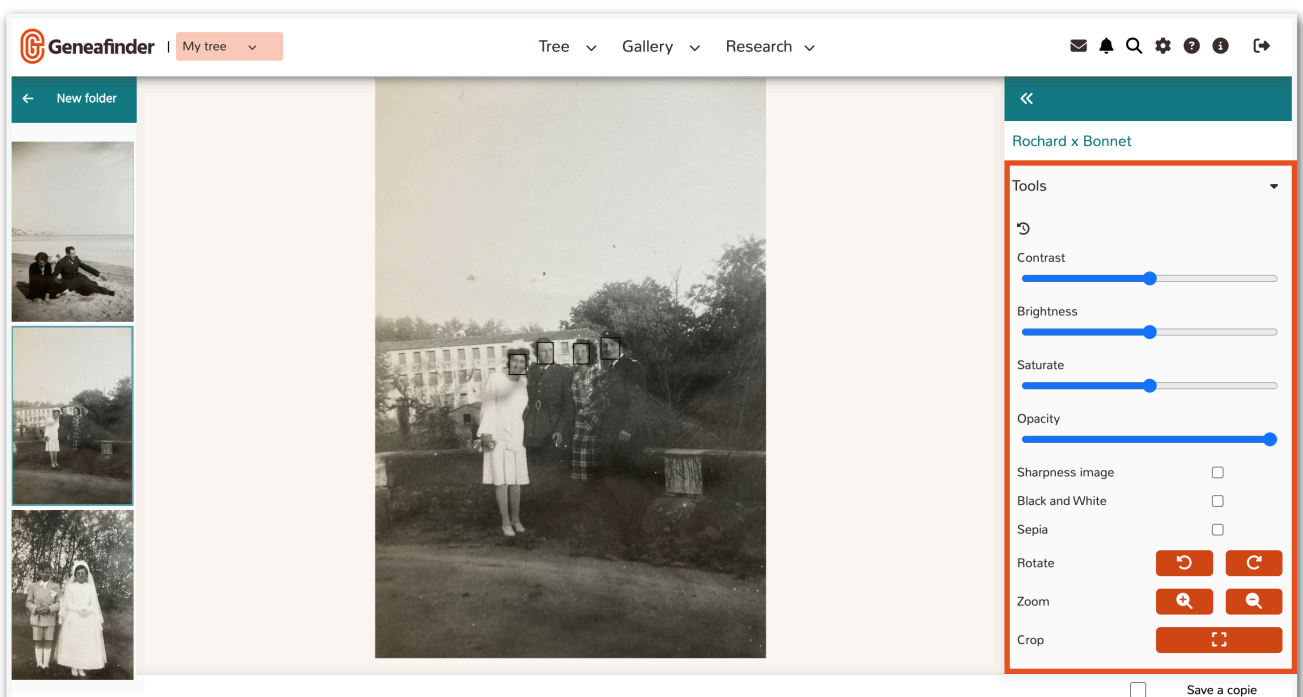
9. By clicking the **Edit** button, you access a wide range of tools to enrich your media files.

10. You can **rename your media** directly using the toolbar on the right.

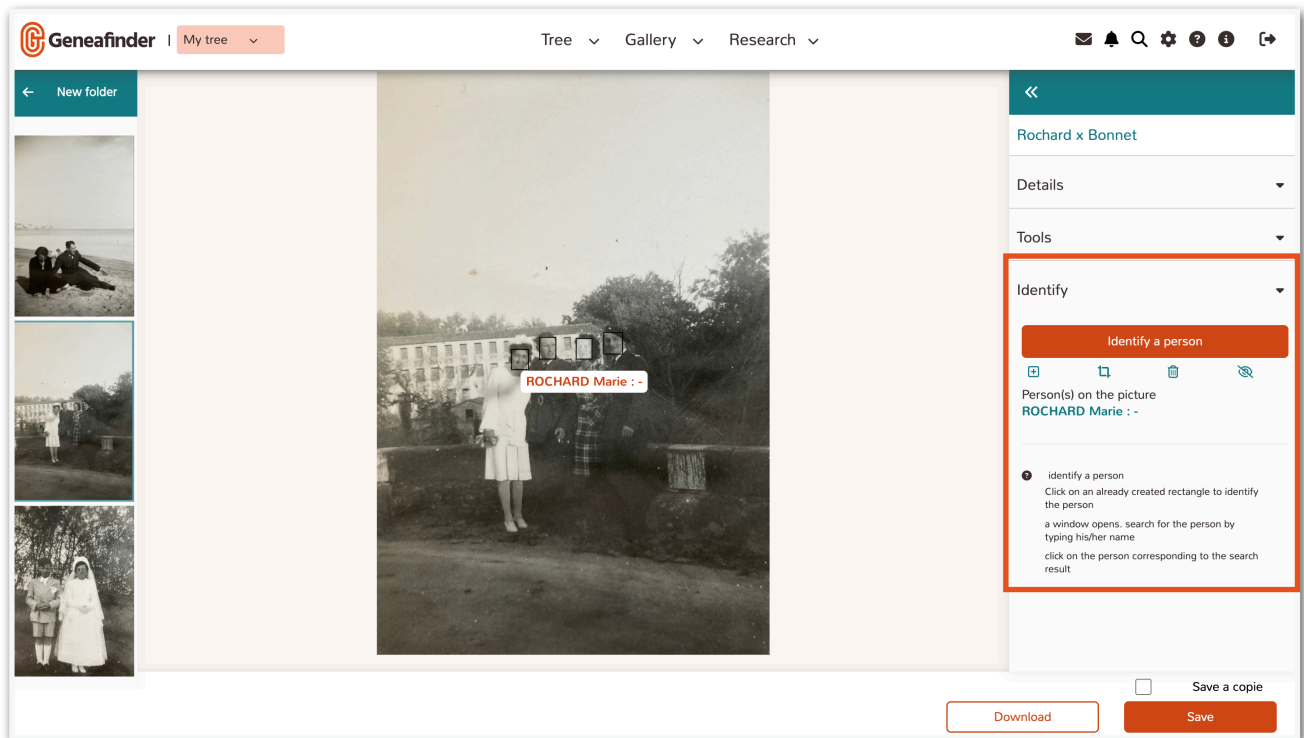
11. By opening the **Details tab**, you can add a date, a location, and a detailed description to your media.



12. By opening the **Tools tab**, you can edit your images and adjust contrast, brightness, saturation, and opacity. You can also sharpen the image, convert it to black and white or sepia, change its orientation, zoom in, and resize the image.



13. By opening the « **Identify** » tab, you can identify ancestors in your images. Our tool **automatically detects faces**, but you can also do this manually. Click on a face and type the name of an ancestor. Media files featuring tagged ancestors will appear directly on their **profile page** within your tree.



14. Don't forget to save your changes and annotations by clicking **Save**. You can also download an edited media file by clicking **Download**.

💡 Use the **media sidebar** on the left to navigate quickly through your folder and modify your files faster.