

ACDSee Pro 3 tutorials > Uploading images to Zenfolio

1 Selecting photos to upload

2 Opening Zenfolio Uploader

3 Logging into Zenfolio

4 Placing your photos in a gallery

5 Creating a new gallery

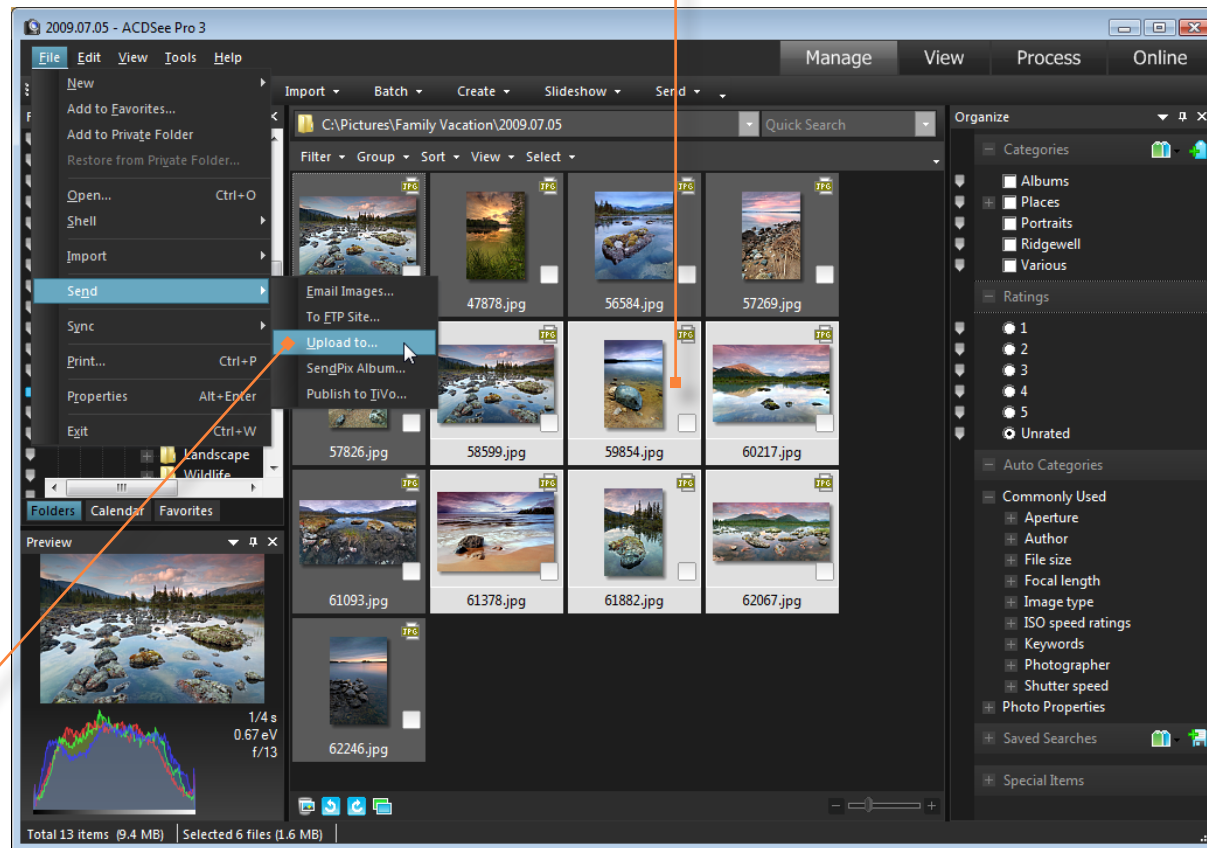
6 Adding Keywords

7 Uploading your photos

8 Key concepts

Upload images to your Zenfolio account using the Zenfolio Uploader. You can resize your images, set keywords and captions with existing metadata, and upload your images to galleries.

Select files to upload



Click **File** | **Send** | **Upload to**

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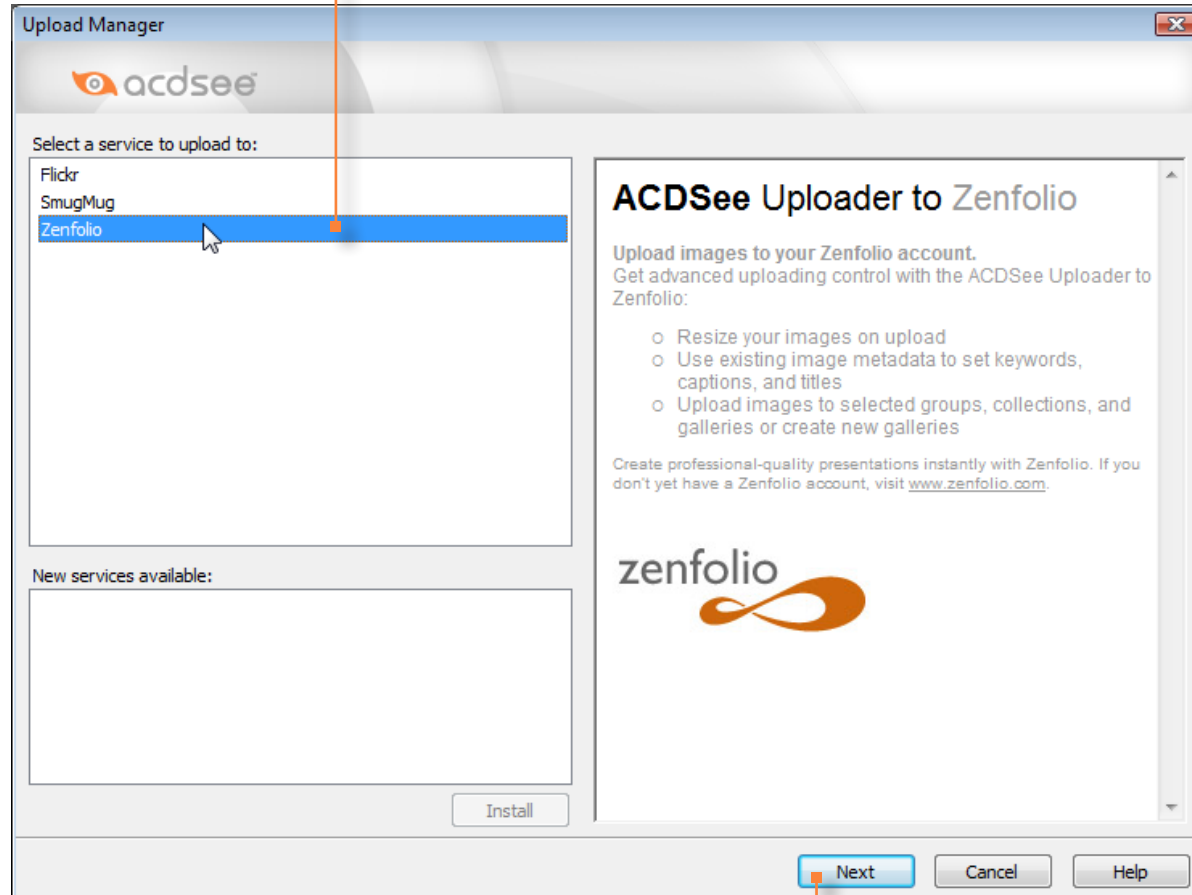
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Select **Zenfolio**.



Click **Next**.

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You will see thumbnails of the photos you have selected for upload.

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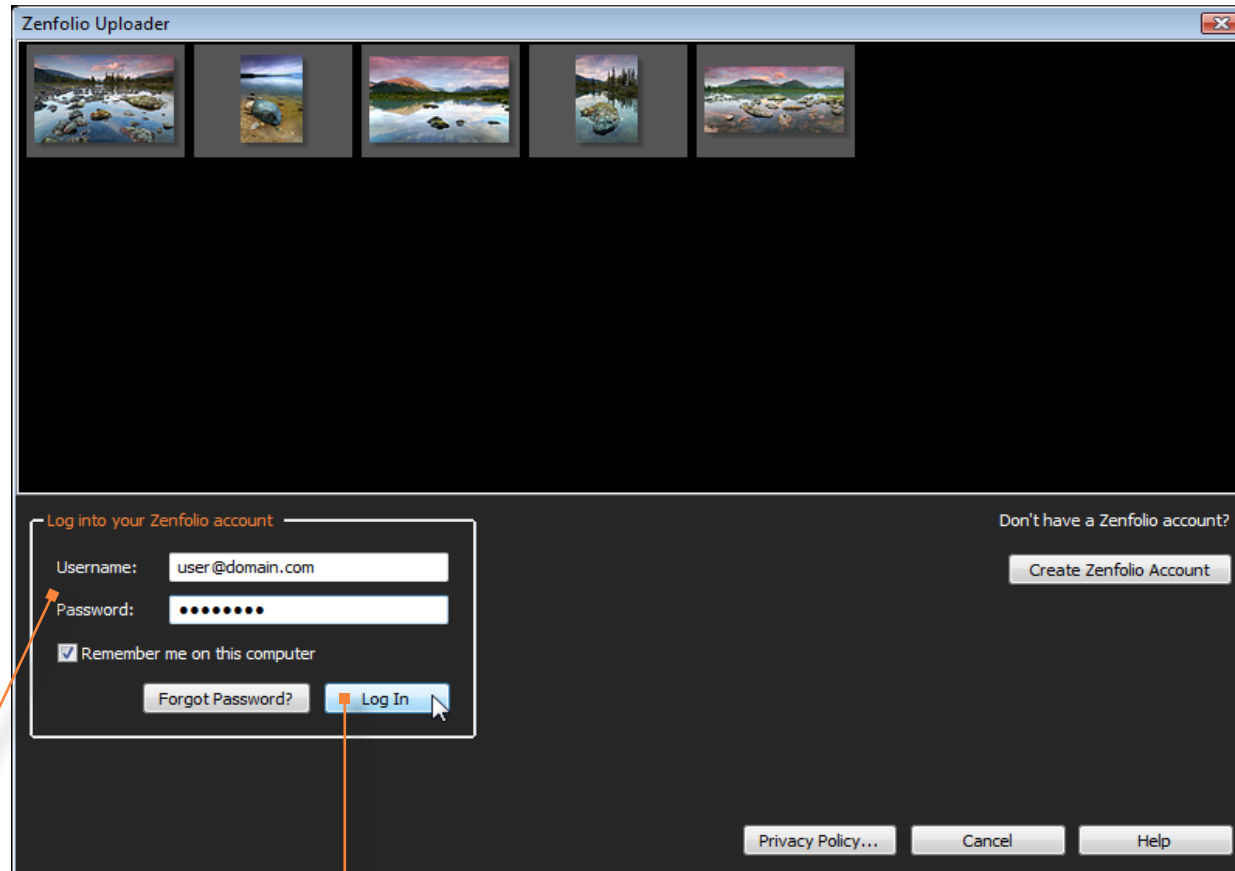
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To login, enter your information into the **Email** and **Password** fields.



Click **Log In**.

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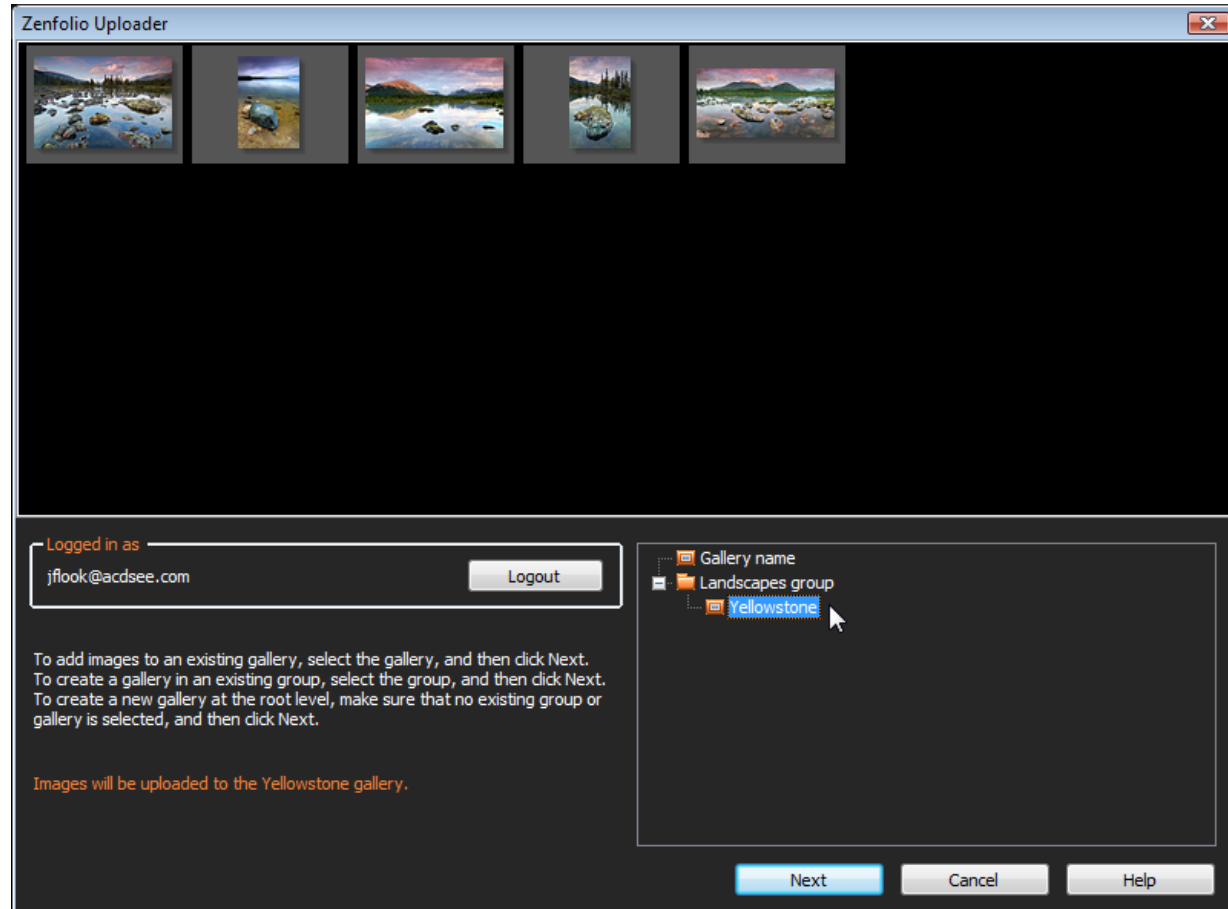
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To add images to an existing gallery, select the gallery, and then click Next.
To create a gallery in an existing group, select the group, and then click Next.
To create a new gallery at the root level, make sure that no existing group or gallery is selected, and then click Next.



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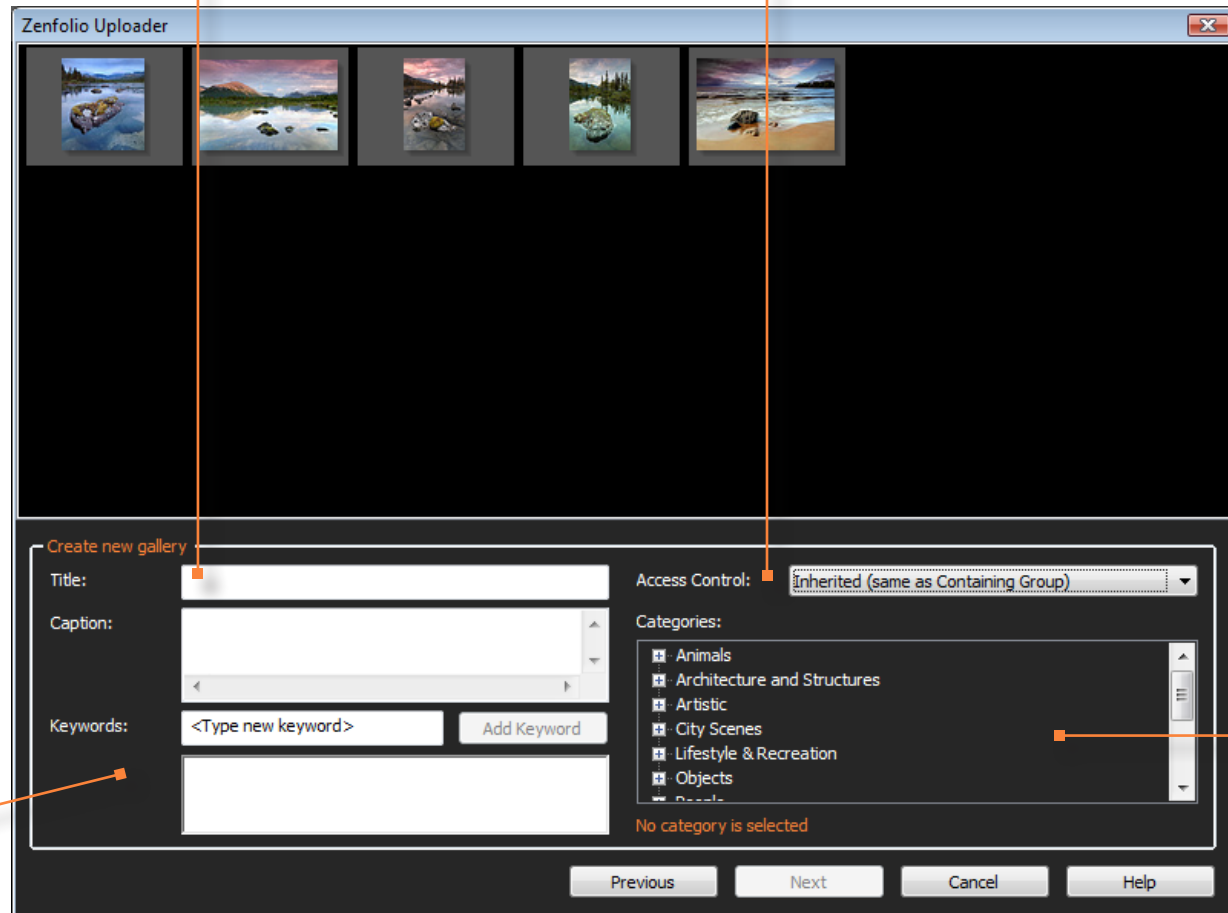
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Give your new gallery a descriptive **Title** and a short text message for the **Caption**.

Keep containing group's privacy settings, or set accessibility to public or private.



Type a keyword in the text box, and then click **Add Keyword** or press **Enter**.

Select a Category to further organize your Gallery .

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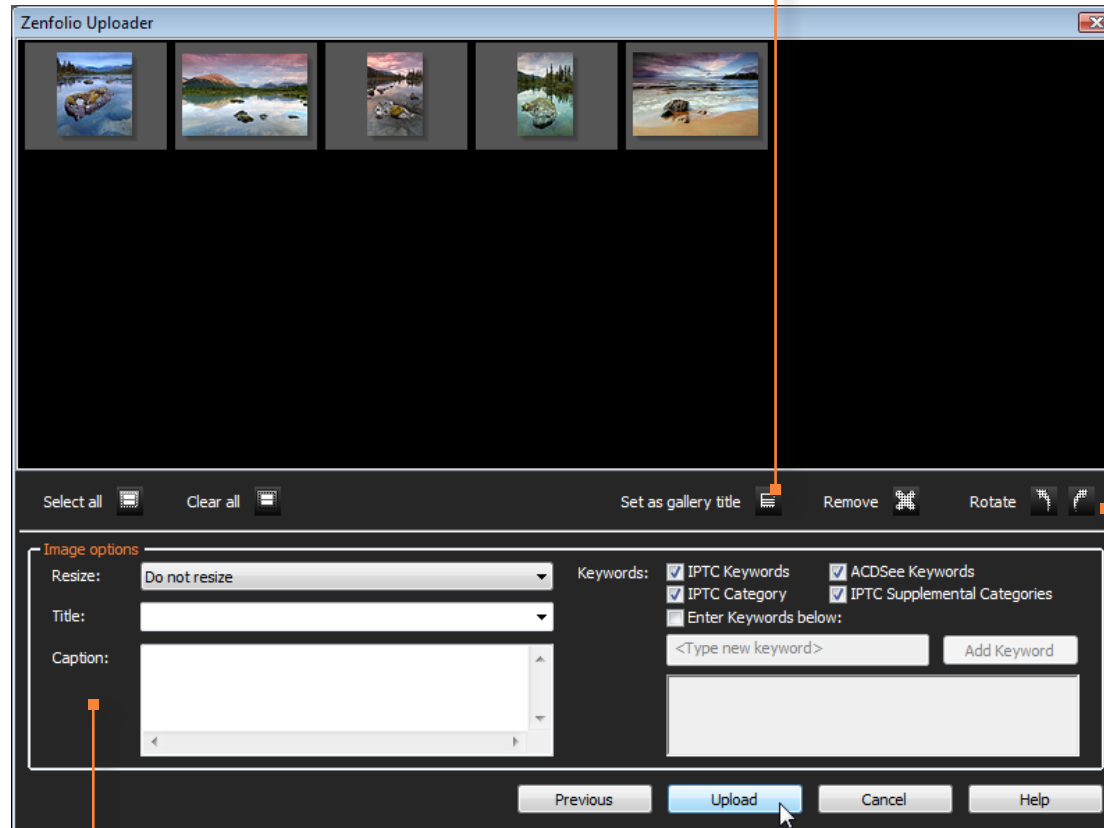
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Set an individual image as the gallery title to make it the thumbnail representative for the gallery.



Select all images, or click on an individual image to **Remove** or **Rotate**.

You can resize your images and enter a Title and Caption for the group.

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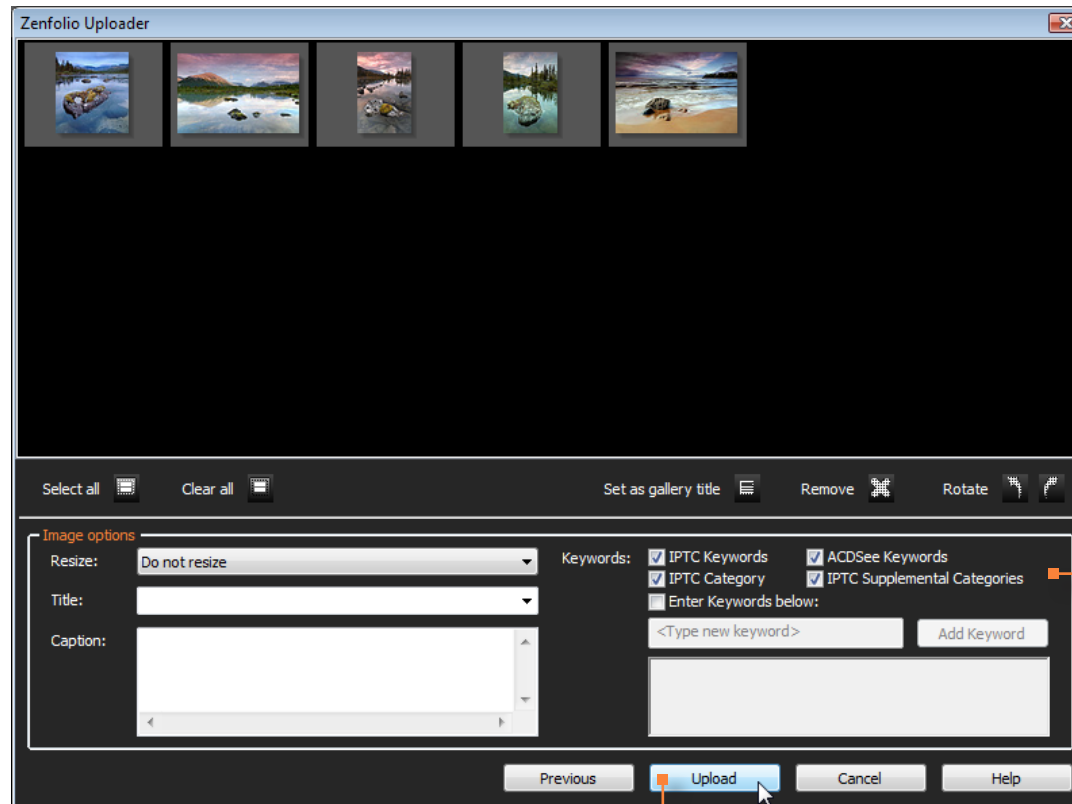
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Select where you would like the keywords for your gallery to be pulled from.

Click **Upload Now**.

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Check to see if you learned these key concepts:

- » Zenfolio Uploader allows you to upload your photos to your Zenfolio account.
- » There are many options to help you organize your photos and make them easier to find.
- » You can upload your photos to an existing gallery or create a new gallery.
- » Whether your images are kept private or made available to the public is up to you.
- » You can add a title and a caption to your image gallery.
- » The thumbnail image for your gallery can be chosen with the **Set as gallery title** button.