

Add, remove or reorder photos in a gallery

Put new photos into a gallery, swap one for another, choose which part of a photo shows, and take photos out or change the order.

Your gallery should show your latest work. Here is how to add new photos, swap old ones and tidy the order.

Open the gallery

1. Log in to your site editor and open the page with the gallery.
2. Click the gallery, then choose the content option in the small menu that appears. You can also right-click it and choose **Edit Content**.

Add photos

1. Click **Add image**. You can pick several photos at once.
2. Pick from the photos on show. **Full View** opens the full picker, and the plus icon uploads new ones.

Swap one photo for another

1. Click the photo you want to change.
2. Click **Replace Image** and pick the new one.

Change which part of a photo shows

1. Click the photo, then click **Position**.
2. Adjust which part of the photo shows.
3. For cropping and touch-ups, click **Edit** to open the image editor. See Crop or rotate a photo.

Take a photo out, or change the order

To take photos out of a gallery or change their order, send us the list of photos to remove and the order you'd like, and we'll do it.

Finish up

1. Check each new photo has **Alt text**. Click the photo and type a short description. See Write alt text in plain words.
2. Look at the page in the phone preview.
3. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Tips

- To remove a file from your media library as well, see Rename, move or delete a photo or file.
- Keep photos in the same shape so the grid stays tidy.
- If the gallery shows your Instagram photos, those come from Instagram, not from your library. See Show your Instagram photos on your site.

Need a hand?

Email the new photos (or a shared album link) to hello@zossoz.com and tell us which gallery, which photos to remove and the order you'd like. We reply within one business day. It counts as one of your small changes for the month. See Request a change.

Related guides: Add a photo gallery · Add titles and links to gallery photos · Add or replace a photo · Upload and organize your photos and files · Write alt text in plain words

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