

# PHOTOS ON FACEBOOK

You can share one photo or create an album with a collection of photos from a special time or place, like a birthday party or fundraising event.

## Member Permission

Before you upload any photos to your Facebook Page, your members need to have signed a Media Consent form available on at <http://view.org.au/resources/forms/>.

This is also important if you have any children in photos. Parents must provide signed permission first.

## Upload and Edit Photos

To add and post photos to Facebook:

1. Click **Photo/Video** at the top of your News Feed or timeline
2. Select the photos or videos you want to add to Facebook.
3. Click **Post**.

## View photos in fullscreen mode

When you're viewing a photo using Chrome or Firefox browsers, you can expand the photo to take over the entire screen. To view a photo in fullscreen mode:

1. Click the photo to open it
2. Click  in the top right

To exit fullscreen mode, click **x** in the top-right or press the **Escape (ESC)** key.

## Manage Albums

### How do I create an album?

To create a new album:

1. Click **Photo/Video Album** at the top of your News Feed.
2. Select photos or videos from your computer to add to your album, then click **Open**.
3. Enter an album title. You can also:
  - Add a description or location
  - Add [contributors](#)
  - Tag friends
  - Select a new privacy
4. Click **Post**.

You can also move photos or videos between albums as needed.

## How do I delete an album?

Some albums (example: Profile Pictures) can't be deleted, but you can [delete photos](#) in those albums.

Deleting an album also deletes photos in the album. Once you delete an album, you can't restore it.

To delete an album:

1. Go to the album you want to delete
2. Click  in the top right and select **Delete Album**
3. Click to confirm

## How do I add to an existing album?

You can only add to [albums you've created](#) or [a shared album you're a contributor of](#). Live videos can't be added to an album.

To add photos or videos to an existing album:

1. Go to your profile and click **Photos**.
2. Select the album you'd like to add to.
3. Click **+ Add Photos/Videos**.
4. Choose photos or videos to add, then click **Open**.
5. Click **Post**.

Note: You can upload up to 1000 photos to an album.

Disclaimer: The instructions here are a guide only. For full Facebook instructions please visit <https://www.facebook.com/help/?ref=contextual>.