**How-To Photo Gallery**

Create a photo gallery to attach to your stories is a great way to enhance your story by incorporating a visual look into the written word. Follow the steps below to create your own photo gallery.

Click [here](https://www.journalism.co.uk/news/telling-visual-stories-photography-tips-for-journalists/s2/a670180/) to read more about capturing the right photos for your story.

1. **Analyze your photos**
	1. Go through your photos and begin to pick the ones you would like to incorporate into the gallery.
	2. Make sure to find photos that enhance your story and bring your information to life. Try not to use multiple photos that tell the same story. Give the reader/viewer something new each time they flip to the next photo.
	3. Choose between 5-10 (feel free to use more if needed) photos for each gallery.
2. **Organize your photos**
	1. In the same way we tell a story, you want to capture the same organization in your gallery. Begin with the photo that encapsulates the story and slowly begin to peel back the layers with each photo that follows.
3. **Captions/Cutlines**
	1. Write a caption/cutline for each photo that will be presented in the gallery.
		1. Photo captions are used to help identify the subjects in your photo and/or provide additional details (including date and location) and context for the reader.
		2. The caption should be written by the photographer/reporter who captured the image. The captions are then reviewed by the photo editor before it’s moved through publishing.
4. **Upload**
	1. Upload your photos using the designated software or program (approved by editors) that allows for a gallery to be embedded into your online story.