**How to put photos on the website**

**Preparation of the photos beforehand**

Make sure the physical dimensions of your photos are a) for Landscape 700 px wide or b)for Portrait 700 px high – use a Photo Editor package to do this. E.g. Irfanview

Reduce the resolution of your now-smaller photos (South Cots Ramblers has a licence for Paint Shop Pro 5) so that no individual photo is bigger than 100KB

**General information about the website**

Most work is done in Page Builder

You get the options to Publish Changes (which go immediately live), Discard or Save Draft.

You can Save Draft if you are not ready to publish and wish to go back to it later

**Make your page**

Log onto the website [www.southcotswoldramblers.org.uk/wp/wp-login](http://www.southcotswoldramblers.org.uk/wp/wp-login).php

Enter your User Name and Password

(If blue box appears at the top about Two Factor Authentication, ignore it)

The Dashboard should appear on the top left of the page in blue

Below it click on Pages

Click on Add New

The Add New Page box appears

Where it says Enter title here, type in the title of your page using the format – Place (of walk)- Day Date Month year

Click blue Publish button on right

Click on pale grey Page Builder button half way down page next to Text Editor

Layout Templates appears

Select Landing Pages

Click on Blank

**Putting a heading on the top of your page**

Click on Row Layouts on the right

Click on 1 column and Drag to the top of the page and release

Click on Saved Rows near bottom right

Drag the “Title+Previous+Next” into the box.

Click over the title on the left side,(it currently says July 2016 Walk Photos!). The Heading settings box will appear. Delete the heading in the heading box on the General tab and type in your walk’s title. Leave Previous and Next on the right

Click Save

Either Click Done and Publish changes or, to continue, click on Add content

**Gallery**

Go onto Page Builder

Row Layout

Drag one column across below your heading and release

Go to Advance modules

Drag Gallery across and release

A box called Gallery Settings appears

On the General tab:

* Layout – select/leave as Collage
* Source – leave as Media Library
* Photos - Ignore Create Gallery for now
* Photo Size – select 700px
* Photo Spacing – leave as 20
* Show Captions – choose Below Photo
* Click action – choose Lightbox

Then return to Create Gallery and click on this

If you are uploading files off your computer, click Upload Files, then Select Files

Then search on your computer for the correct file and open so all the photos you want are visible.

Highlight the first picture, hold the shift key and highlight the last pictures. All these photos will be listed in the File Name box at the bottom. Click Open. They will take some time to load into the Media Library. Don’t worry if they come in a different order – they will sort themselves out in the end. They will all come ticked, unlike the other photos already in the Media Library.

When all pictures are uploaded and the Add to Gallery button becomes brighter, click on it. The Edit Gallery box appears. Type or cut/paste in the captions individually under each photo.

Click Update Gallery

Gallery Settings appears

Save

Either click Done and Publish changes, or to continue, Add Content

**Acknowledgements at the bottom**

In Page Builder click Row Layout

Select 1 column.

Drag across and release (it will automatically go below the photos)

In Basic Modules click Text editor

Drag and release in the box

Type in who did the photos, captions, processing and uploaded.

Highlight what you’ve typed and click on Align Centre

Save

Done

Publish changes

Check pictures and captions are ok. If not, go in Page Builder, click on what you want to change. The Gallery Settings Box will appear. Make changes. (If is it pictures or captions that need changing, click Edit Gallery, then make the changes, Update Gallery)

Save, Done, Publish changes

**Set Featured Image**

Go to Dashboard

Pages

All Pages

Find correct page either by looking alphabetically or, if it is most recent,by clicking on date column to get latest page in date order. Hover over the correct page title

Click on Edit underneath the correct page

Click on Set Featured Image on bottom right

Click on chosen picture. Tick appears on it.

Click Set Featured Image

Click Update higher up on the right

**Add page to slider** (the slider is the series of Set Featured Images (see above) that change and are positioned on the left side of the Photos page. They are one of two ways to select the photos you want to see.

Dashboard

Visit Site

Find on the menu where you want to put your photos e.g. Our Photos, the correct month and Select

In Page Builder click on the Slider

Posts Slider Settings box appears

Check Number of Posts is enough for all the pages required. If it is not enough, add and save

On Content tab, below Filter

In Pages you will see a list of pages already on the slider. Click below the last entry. Start typing the title of the walk you want to add and it will appear. Click on it.

Save,

Either click Done and Publish Changes or continue

**Text Link** (this is the Gallery which is an alternative way of selecting specific Walks Photos)

Click on Page Builder

Hover over the Galleries and click

Text Editor Settings box appears

In General tab, put your cursor in the position (chronologically) where you want your photos to appear. This is usually at the bottom unless you are inserting earlier photos.

Type in the title of your page. Highlight this. Align centre. Then find the Insert Link on the icons bar (looks like a chain link)

Then click the Wheel which is Link Options

Your page address should appear in the below

Clickon it and Add Link

Save

**Link to the Previous page**

Go onto the new page.

In Page Builder click over Previous

Text Editor box appears

Highlight Previous

Then click on Insert Link icon

Find the previous page you wish to link to and click on it. Save

**Link FROM the previous page**

Go onto the previous page.

In Page Builder click over NEXT

Text Editor box appears

Highlight Next

Then click on Insert Link icon

Find the page you wish to link to and click on it.Save

Done

Publish content