

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

General information about the website

Most work is done in Beaver Builder

You get the options to Publish Changes (which go immediately live but no-one can see them until you link them into the previous page), 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/2019login/

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 Add title, 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 Beaver Builder button half way down page next to Text Editor

A basic South Cots page appears with a black box on the right. Click Templates. Landing Pages.

Click on Blank

Putting a heading and adding photos

Click on + top right

Click on Row on the right

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

Click on Saved on right

Drag the “Walk Template July 2019” into the box.

Click over the title on the left side,(it currently says July 2016 Walk Photos!). The Heading box will appear. Delete the heading in the heading box on the General tab and type in your walk's title. Easiest is to use same format as your page title. Click Save.

Leave Previous and Next on the right for now.

Photos

Make sure you are still in Beaver Builder

Click on 1st photo. The 3 there are dummies and will need to be deleted later.

Powerpack Filterable Gallery appears on the left

Click on Photos at the top

Edit photo group

Add Filter box appears

Click on Add photos

Upload from computer

Select Upload files tab, then Select files and find them on your computer.

Highlight the first picture, hold the shift key and highlight the last picture. All these photos will be listed in the File Name box at the bottom. Click Open.

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

Delete X the 3 dummy photos at the beginning Save. Save.

If there is a problem with the photos, go on to the General tab on the Powerpack Filterable Gallery and check the following:

- Image Size – select Large
- Show Captions – choose Below Photo
-

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

Acknowledgements at the bottom

Still in Beaver Builder click on +

In 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

Check pictures and captions are ok. If not, go in Beaver 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

Set Featured Image

If you are still on the page, go onto Edit page at the top, otherwise

Go to Dashboard

Pages

All Pages

Find correct page either by clicking on date column to get latest page in date order. Filter.
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.

Above Dashboard you will find Visit Site. Click on it.
Find on the menu where you want to put your photos e.g. Photos, the correct year and month and Select
In Beaver Builder click on the Slider
Posts Slider box appears
On Content tab, Match these 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
If it doesn't appear Check Number of Posts is enough for all the pages required. If it is not enough, add and save

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

In Beaver Builder
Hover over the list below the Month and click
Text Editor 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 Insert/Edit link
Your page address should appear in the below
Click on it and Add Link
Save. Done. Publish

Link TO the Previous page

Go onto your new page.
In Beaver Builder click over Previous
Text Editor box appears
Highlight Previous
Then click on Insert Link icon (the chain and then the wheel)
Find the previous page you wish to link to. Add Link. Save. Done. Publish

Link FROM the previous page

Go onto the previous page.

In Beaver Builder click over NEXT

Text Editor box appears

Highlight Next

Then click on Insert Link icon (the chain and then the wheel)

Find the page you wish to link to. Add Link. Save

Done

Publish