

Group Leaders - Putting pictures on your pages

Adding pictures

It is very easy!

Pictures are added to Group Pages and then automatically appear in the Gallery. (You cannot put photos directly in the Gallery.) If a picture cannot be uploaded it is probably too large, but easiest not to worry about this and just have a go. Please remember to remove pictures as well as adding them.

Log in as a Group Leader and go to your Group page

- 1) Log into the U3a Site Builder. (www.u3asites.org.uk)
- 2) At the top of the page click on *Login and Edit*.
- 3) Enter your Log-in name (email mary.mitchison@hotmail.com if you don't know it); where it asks for the first word of your U3a name enter **Ashbourne** and then press *Edit my U3A Site*. This will take you to your Group page.

How to add pictures

Go to your Group page and

- 1) Select *Upload picture* from the *Menu* options on the left hand side
- 2) Click on *Browse* and then find the picture you want and click *Open*
- 3) The name of the picture you have selected appears next to the *Browse* button. Click on *Upload this file*.
- 4) Fill in the Title and Description boxes and click *save data*.
- 5) It then tells you the information you have recorded and if you are happy with this select *View my page* from the *Menu* to see what your page now looks like.
- 6) Select *Log out* from the *Menu* options on the left hand side.

How to remove a picture

Go to your Group page and

- 1) Select *Remove picture* from the *Pictures* menu on the left hand side. This shows you the pictures on your pages.
- 2) Select the picture you want to remove and click *Remove this picture*
- 3) Select *View my page* from the *Menu* to see what your page now looks like.
- 4) Select *Log out* from the *Menu* options on the left hand side.