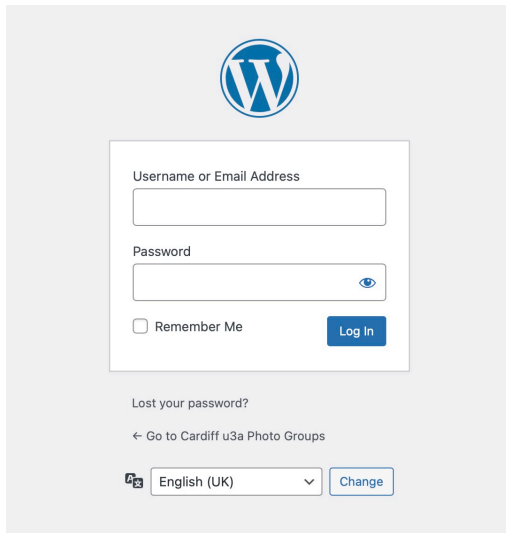


Uploading your photos

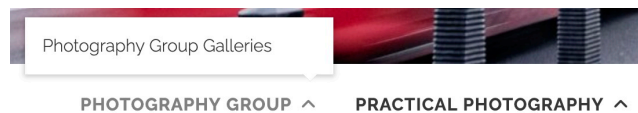
Any registered member (Contributor, Author, Editor or Administrator) can upload images to the website – <https://photo.cardiffu3a.org.uk>

They need to login from the Menu bar (top right-hand) using their userid and password which should have been provided by the Group Convenor – you can get a new password by clicking on “Lost your password?”.



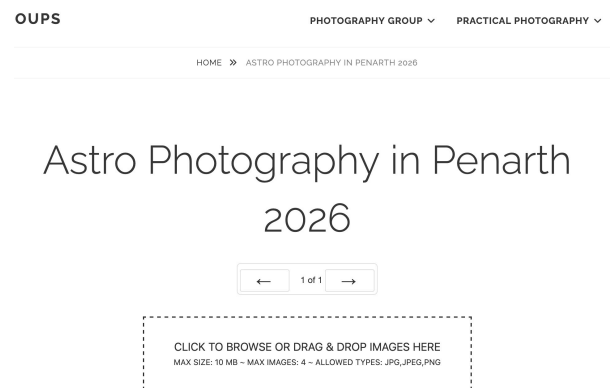
The image shows a WordPress login form. At the top is the WordPress logo. Below it are two input fields: 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a 'Log In' button. Below the form are links for 'Lost your password?' and 'Go to Cardiff u3a Photo Groups'. At the bottom, there is a language selector set to 'English (UK)' with a 'Change' button.

From the Menubar, select the Group to which you’re uploading photos, and Hover and Select ‘Photography Group Galleries’ or ‘Practical Photography Galleries’.

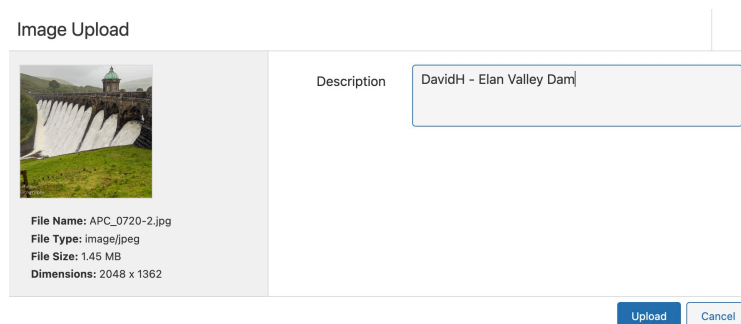


A screen like the one below should appear with the current photoshoot title at the top ...

... just follow the instructions in the ‘box’; click to open the File Explorer on your device, or drag and drop images from a desktop window to the box. Please note the limitations listed in the box - the size restriction applies to the total upload size.



It is important that you add your Username and a description (caption) to your upload as shown below ... click on ‘Upload’.



The image shows an 'Image Upload' form. On the left, there is a preview of the image being uploaded. Below the preview, the following information is displayed: 'File Name: APC_0720-2.jpg', 'File Type: image/jpeg', 'File Size: 1.45 MB', and 'Dimensions: 2048 x 1362'. On the right, there is a 'Description' field with the text 'DavidH - Elan Valley Dam'. At the bottom right, there are two buttons: 'Upload' and 'Cancel'.

You should get a ‘Success’ message, and then if you refresh your screen you should see the images displayed in the Image Viewer.