



Erasmus+ Program



PODSOL

“Podcasting, opening doors and sharing our locality”

To upload photos and documents onto the website

When you have selected the photos, which you wish to upload, save them in a gallery on your PC/laptop. When saving the photos, it helps to have them the size / aspect ratio. It also helps if you an equal number of photos in your gallery.

In your browser, log in to – <http://podsoler.com/wp-login.php>

The Username is: *****

The Password is: *****

This brings you to the Dashboard

If you go to the toolbar on the left and click on “Northampton NS”

Click on Visit Site

This shows the Podsoler’s homepage

There are five pages on the website; Gallery, Dissemination, Podcasts, Teacher Training and ETwinning

The most straightforward way to add photos, content to the page is to go to “Gallery”

On the top of the page you will see a black toolbar – click on the “edit page” button

Go to the bottom of the photos and click on “Edit”

This allows you to edit /delete existing photos or if you are adding additional, go to the end of the photos again and press the + sign, and a drop down menu appears. Click on “browse all” and this will give you different editing options.

If you click on Group and then go the bottom of the Gallery, you will be able to upload the gallery of photos, which you have saved onto your PC/laptop. You can choose what column width would suit the quantity of photos that you are uploading. There is a link on the right hand side of the screen, which you need to activate to a media file. Once you are happy with the layout click on the blue update button for your gallery to save.

A document can be added in much the same way. Just always ensure that your document is saved as a PDF as Wordpress doesn't accept a Word document.