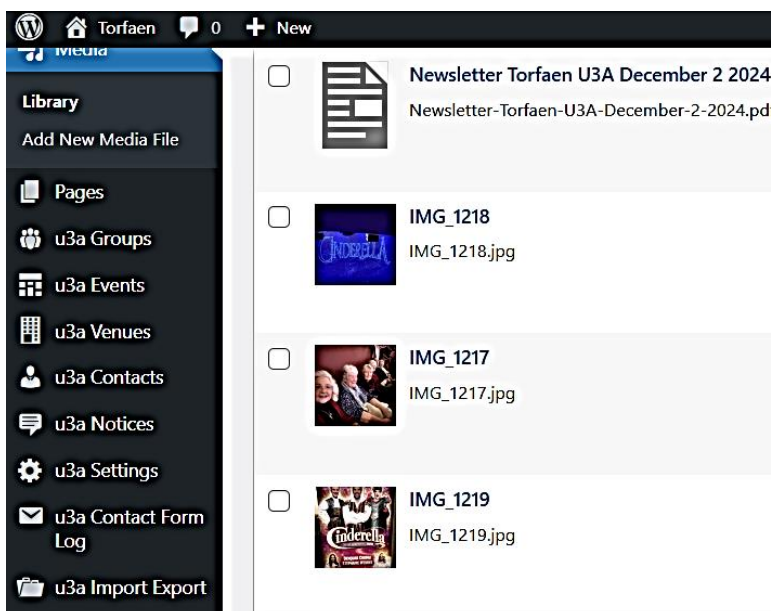


About the Media Library

The Media Library holds all the pictures used on the Torfaen u3a website, together with other media.

In the **Dashboard Menu** click on **Media** and then on **Library**. The Torfaen u3a Media Library will appear, displayed either as a grid or a list. (This example shows it in **List View**).



You can change between list and grid views via the two icons at the top left of the screen.



In **List View**, if you hover over the thumbnail, the following options will appear:

Edit | Delete Permanently | View | Copy URL | Download file.

Picture Editing

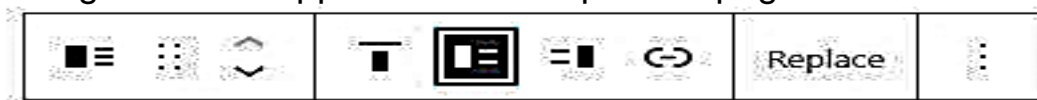
Log in to the Torfaen u3a website using your username and password. The **Dashboard Screen** will be displayed as shown in **Getting Started**.

Navigate to your group editing page (or other web page) following the steps detailed in **Siteworks for All Users (1)**.



Replacing a Picture

Click on the picture that you want to replace.

The following menu will appear near the top of the page:



Click on **Replace**. The following options are displayed:

- Open Media Library 
- Upload 
- Reset

NOTE. Only the first two are relevant. The **Reset** option can be safely ignored.

If you select **Open Media Library** you will be shown all the pictures that are held in Torfaen u3a library.

Navigate to your replacement picture and click on it.

Click on **Select** (bottom right hand corner). Your selected picture will replace the existing one.

If you select **Upload** you will be directed to the file folders on your device.

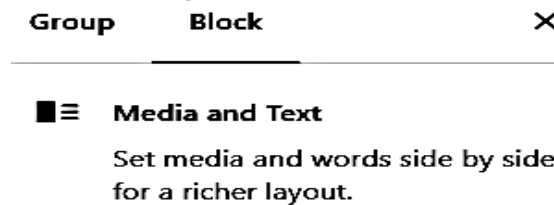
Browse through your files to locate your replacement picture. Click on it.

Your selected picture will automatically replace the existing one and will also be added to the Media Library.

The Media and Text Block.

If your selected picture is displayed alongside some text it may form part of a **Media and Text** block.

If it is, then the editing panel on the right-hand side will look like this.



You will be able to further edit the picture as follows:

Resizing the picture

Click and hold on the small circle located between the picture and the text and drag the picture to your desired size.

Repositioning the picture

To display it on the **left** click the “**Show media on the left**” icon.



To display it on the **right** click the “**Show media on the right**” icon.



Changing the Focal Point of the Picture

You can only do this if the button marked “**Crop image to fill**” is set **ON**.

Somewhere within the picture that is located below **FOCAL POINT** will be a white circle.

If you click and hold this circle and move it around the focal point in your main photo will change accordingly.

NOTE. When you have completed all your changes, click **Save**.