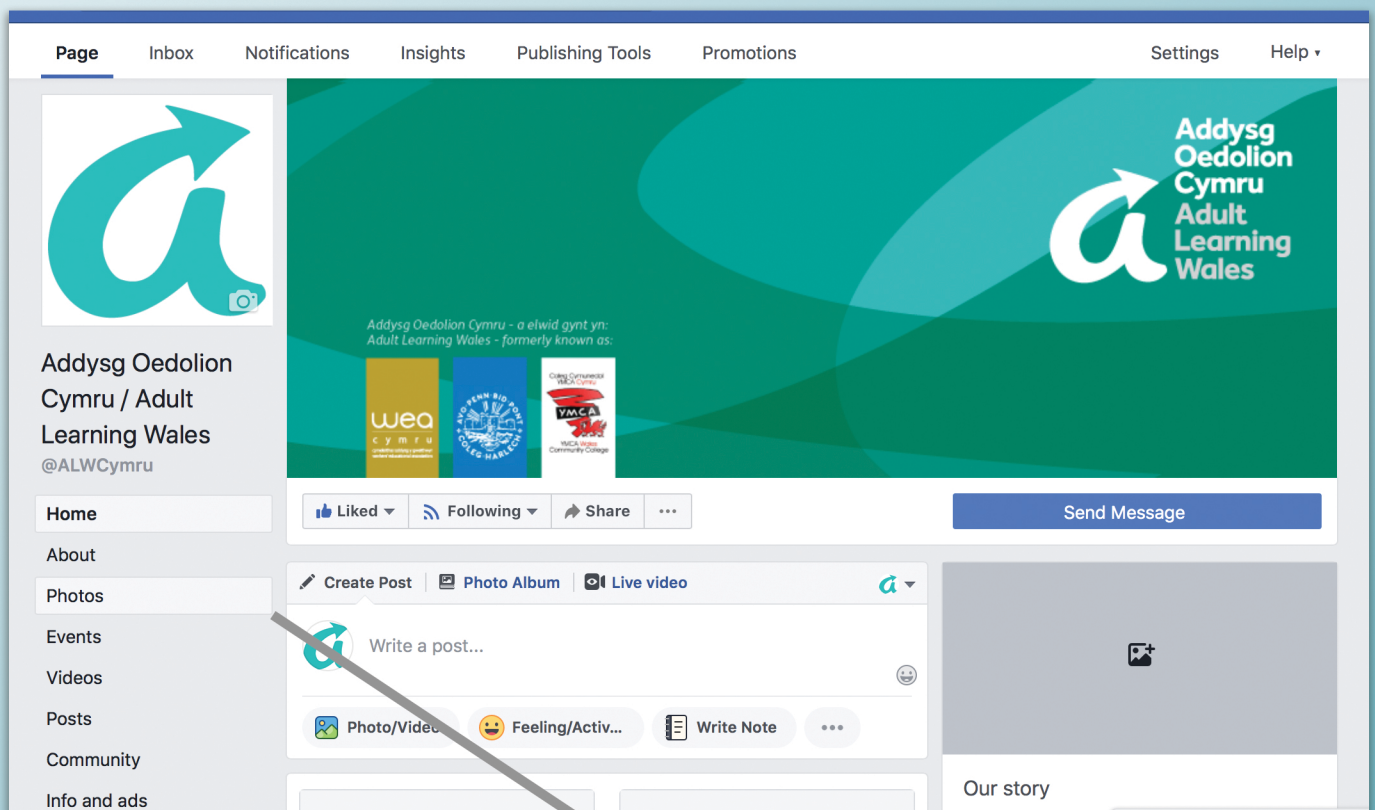


Facebook Guide:

How to Add Photos/ Course Ads to an Existing Album

This is a guide for Facebook page admins and editors, on how to add course adverts/ photos to existing albums on the Organisation's Facebook page.

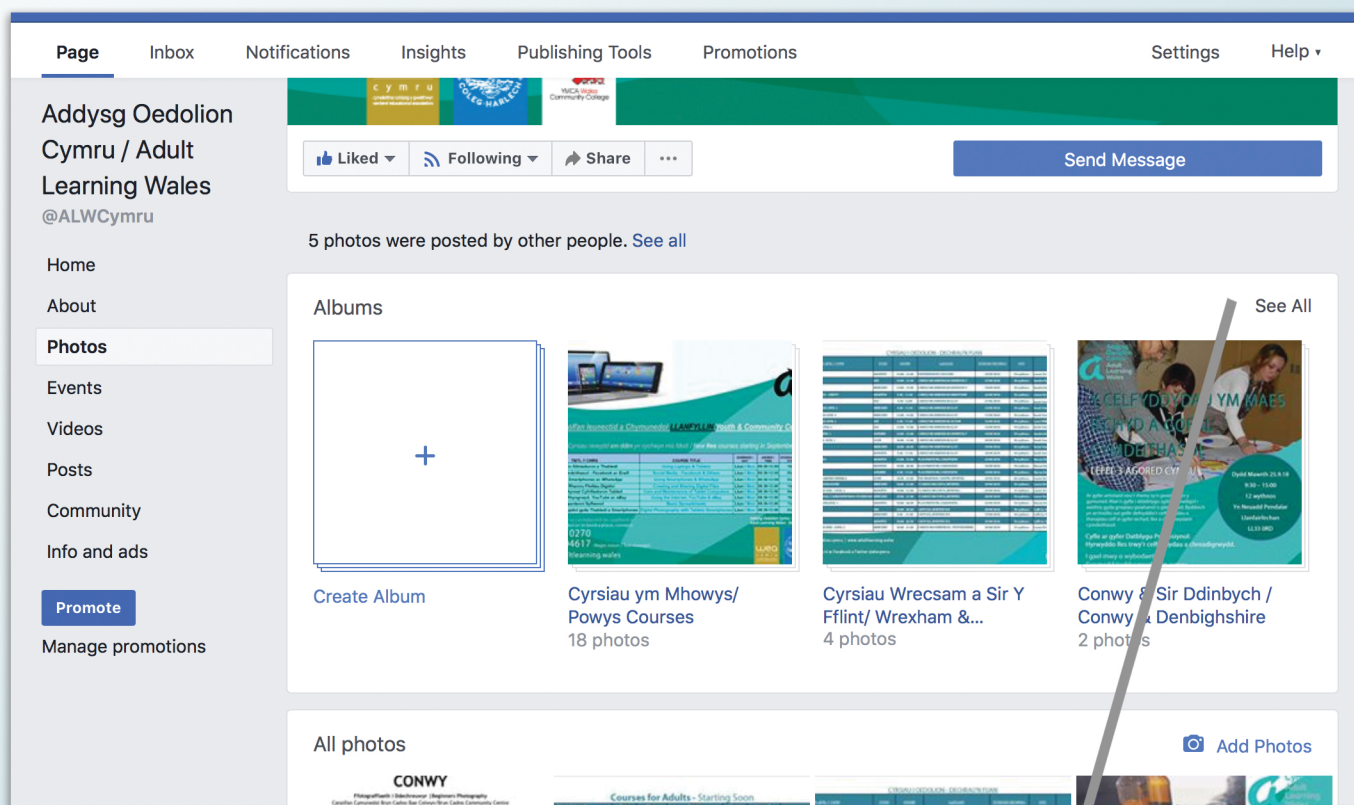


1

Open the Addysg Oedolion Cymru/ Adult Learning Wales Facebook page, and click 'photos' on the left hand menu.

Photos

Events



2

In the top right corner of the 'Albums' section, click 'See All'.

See All

3

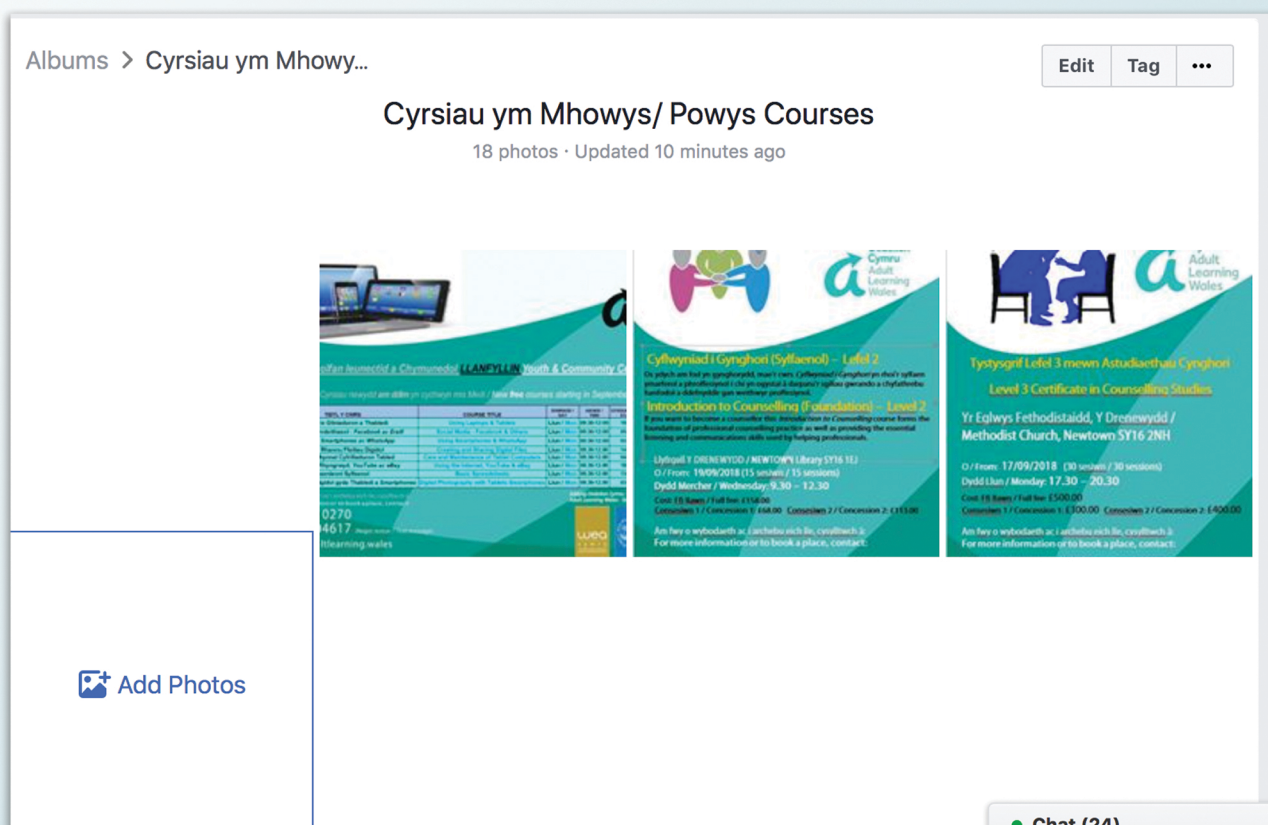
All existing albums on the page will be listed.

Select the album that you wish to add a photo/ course advert to.



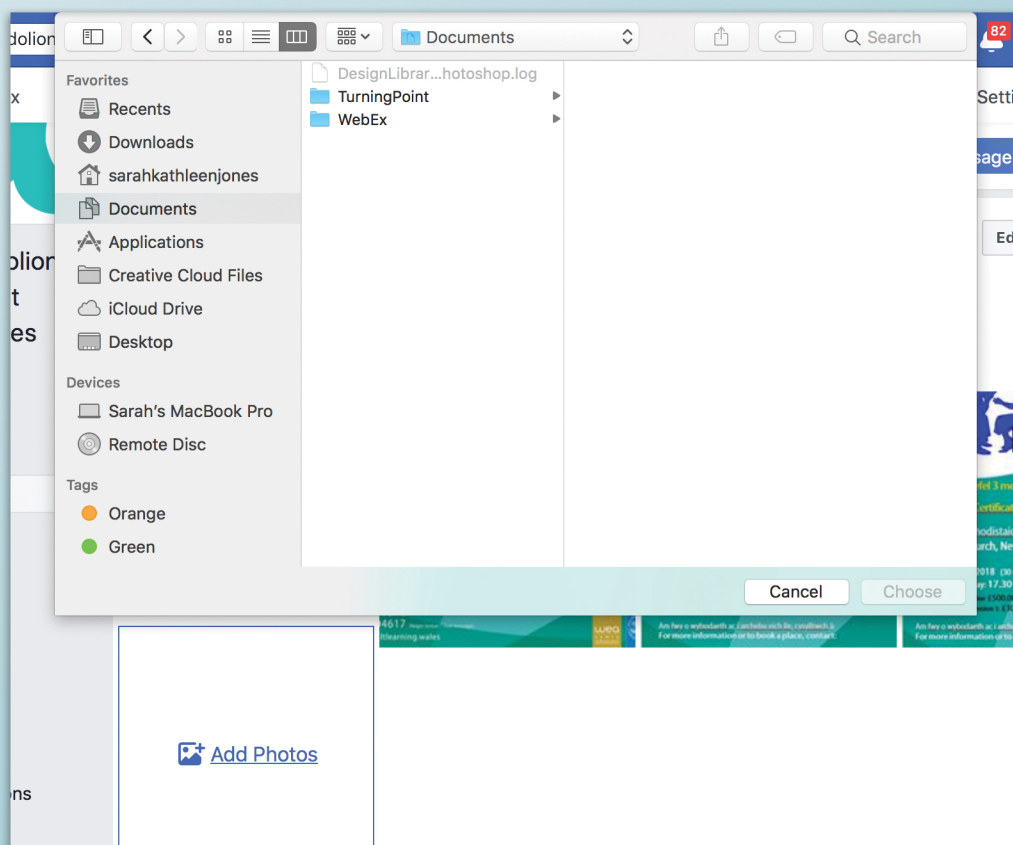
4

When the album opens, click 'add photos'.



5

Select the file you want to upload and click 'choose'.
Note: The file must be in image format, e.g. a 'JPEG' file.



The screenshot shows a social media app's 'Add Photos' interface. At the top, there's a header with 'Add photos' on the left and 'Add Photos' and 'Order by Date Taken' on the right. The main content area is divided into three sections. The left section contains a 'Description' field with the text 'Cyrsiau ym Mhowys/ Powys Courses', a 'Location' field with the text 'Location', and an 'Options' section with a checkbox for 'Hide from News Feed'. The middle section shows a photo of a flyer for 'CONWY' courses, with a caption field below it containing the text 'Say something about this photo...'. The right section is a dashed box with a large blue plus sign and the text 'Add Photos'. At the bottom right, there is a 'Post' button.

10-12pm
 Franais Deschreux - Candide/Beginners Intermediate French
 Ken Vagel/Liaison Old School
 Dydie Issa/Thursday 04, 10, 18
 10 seniors/Session
 5, 4pm
 Am. for a website www.lancetelus.fr/~candidefrch&rsid.html
 For more information or to book a place contact us today
 01472 326 692 www.addonspeditions.com

Post

6

If needed you can add a comment which will be displayed underneath your image.
To publish the advert/ photo, click 'post'.