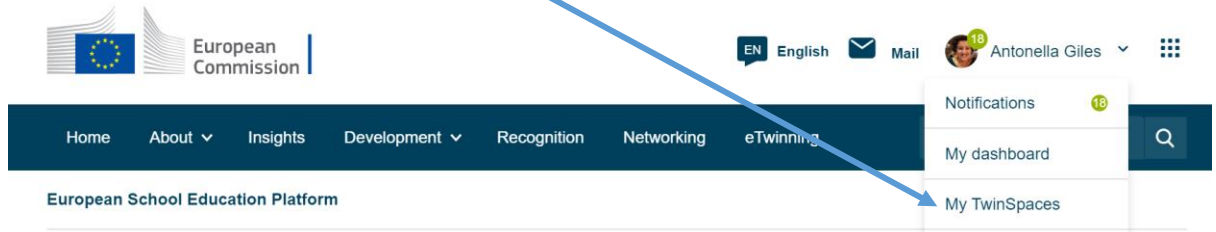


# Uploading content in a page in your TwinSpace

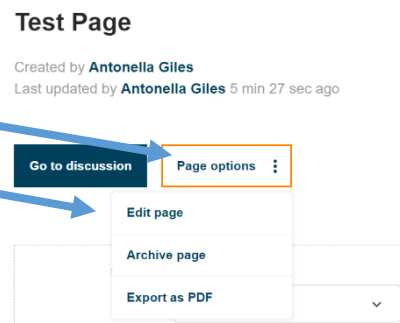
1. Log onto - <https://school-education.ec.europa.eu/en>
2. Access your **Project TwinSpace** from **My TwinSpaces**.



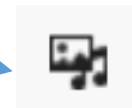
3. Open the **TwinSpace**.
4. Go to **Pages**



5. Select the Page where you would like to upload content, click on **Page Options** and select **Edit Page**



6. A text editor with an interface similar to word will open. To add content such as images, files, videos etc. click on the **Add from Media Library** button.
7. You now have 3 options. You can add:
  - a. **Images**. Formats: png gif jpg jpeg
  - b. **Documents**. Files such as PDFs or PowerPoint presentations
  - c. **Remote Video**. Links of YouTube or Vimeo videos.

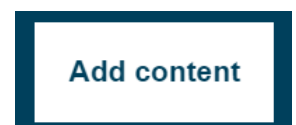


**Add or select media**

<b>Image</b>	By uploading a picture in this section I declare I own the copyright, or have permission from the copyright holder, to publish this picture. <a href="#">Read more</a>
<b>Document</b>	
<b>Remote video</b>	

One file only.  
10 MB limit.  
Allowed types: png gif jpg jpeg.

8. You can add more than one '**container**' with content in a single page. Eg. Different countries can have a container each to upload their material. This can be done by clicking on the **Add content** button.



9. Once you add content to the page you can preview the page. It is very important to click on **Save changes** not to lose your work.