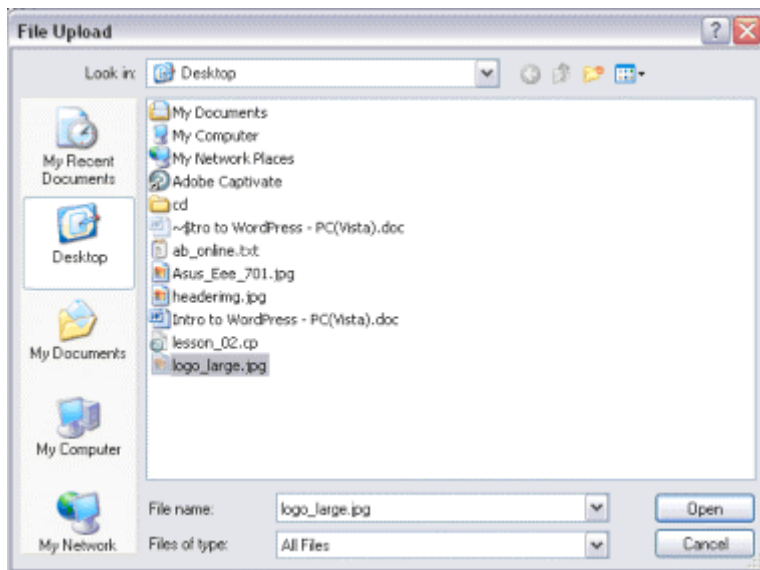


Adding Images and Videos to Posts

To make your posts more interesting, or to convey other kinds of information, you'll want to add in images and video files to your posts. WordPress makes this an easy process.

Images

Near the bottom of the 'post' page, there is the ability to upload an image or file. **Click** the **'Browse...'** button.



The file upload dialog box will open, where you can search your computer for the file you want to use.

Once you've found it, **click** on it once, and **click** 'Open'.

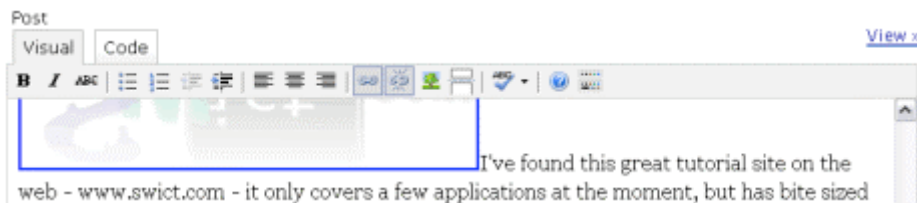
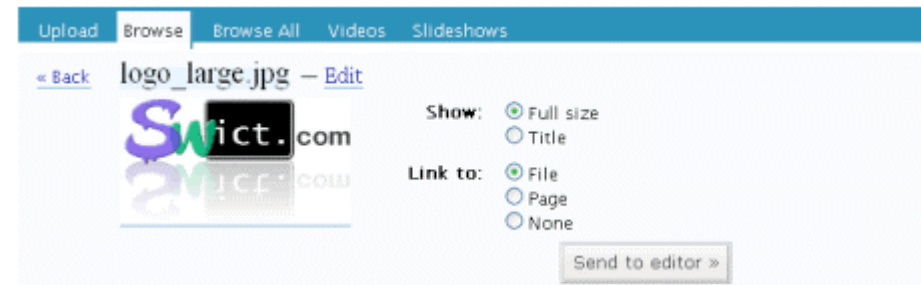
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Click the 'Upload >' button.

Your file will be uploaded.



Decide how you wish to display your image.



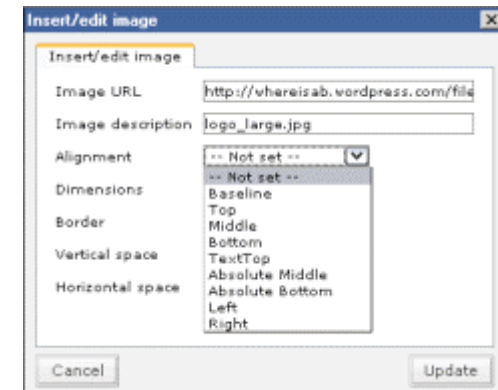
The image will now appear in the editor in the location of your cursor.

It's probably not displaying the way you'd like, so **click** on it once, and **click** the 'picture' icon in the toolbar.

The 'Insert/edit image' dialog box will open, where you can alter how the text is aligned to your image. **Select** the **option** you wish to use.

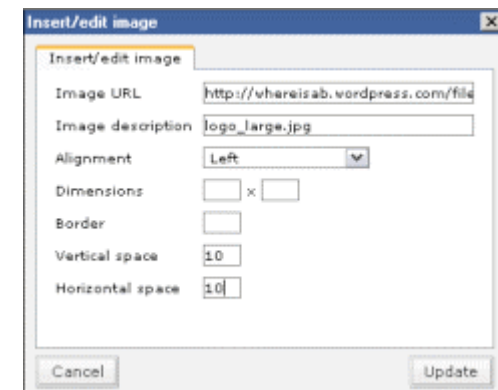
Click 'Update' to make any changes.

Your image will now be updated.



Notice the text is very close to the edge of the image? We can alter this too. **Click** the **picture icon** again and add in a **vertical** and **horizontal spacer** - this is measured in pixels - so don't get too carried away!

Click 'Update' to make any changes.



Click the **'Save'** button to save your post. (Or click 'publish' if you started from scratch)

Images stored online

This process is even easier if you keep your images online –

Find the image you want to use, and **right click** on it (or if you're using a Mac - '**Ctrl + click**')

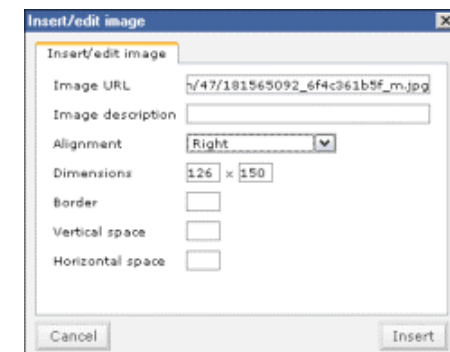
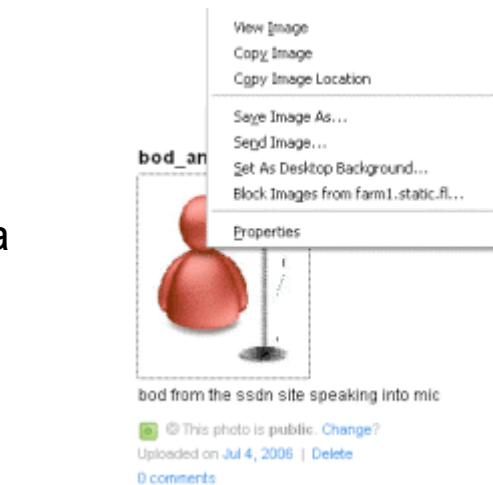
From the pop-out menu that appears, **select 'copy image location'**

Back in WordPress, **click** the **picture icon** on the toolbar.



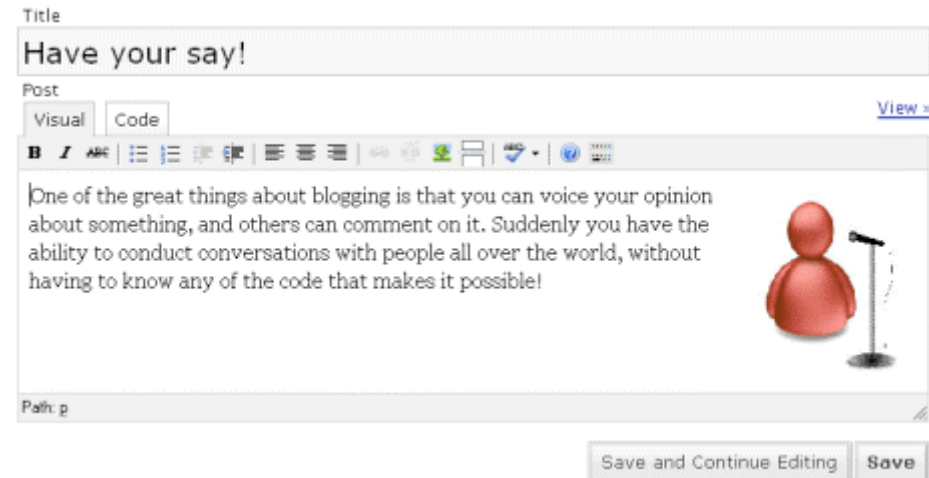
In the insert/edit image dialog box, **paste** the **address** of the image you wish to use.

Decide how you want to align your image, and **click 'Update'**.



Click 'Save' to save your post (or 'publish' if you started from scratch)

Select 'view site' to see your site again.



Inserting Video

Inserting video is an easy process too.

Find the video you wish to include online.

Copy the URL from the address bar by highlighting it and pressing '**Ctrl + C**' on your keyboard (or '**Command + C**' if you are using a Mac)



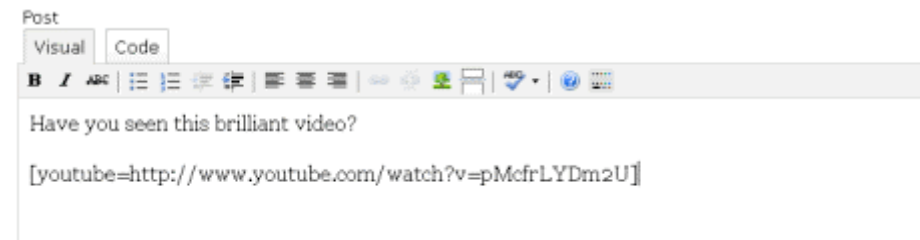
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Back in WordPress, **scroll down** the write post page to see the upload options.

Click the **'Video' tab**, and **paste** in the **url** you copied

Click the **'Send to Editor >'** button.

You'll now see the url included in your post. **Click 'Publish'** to save the changes (or save if you are editing an older post)



A video to make you think...

July 31st, 2007 • No Comments

Have you seen this brilliant video?



Click the **'view site'** link to see your post.