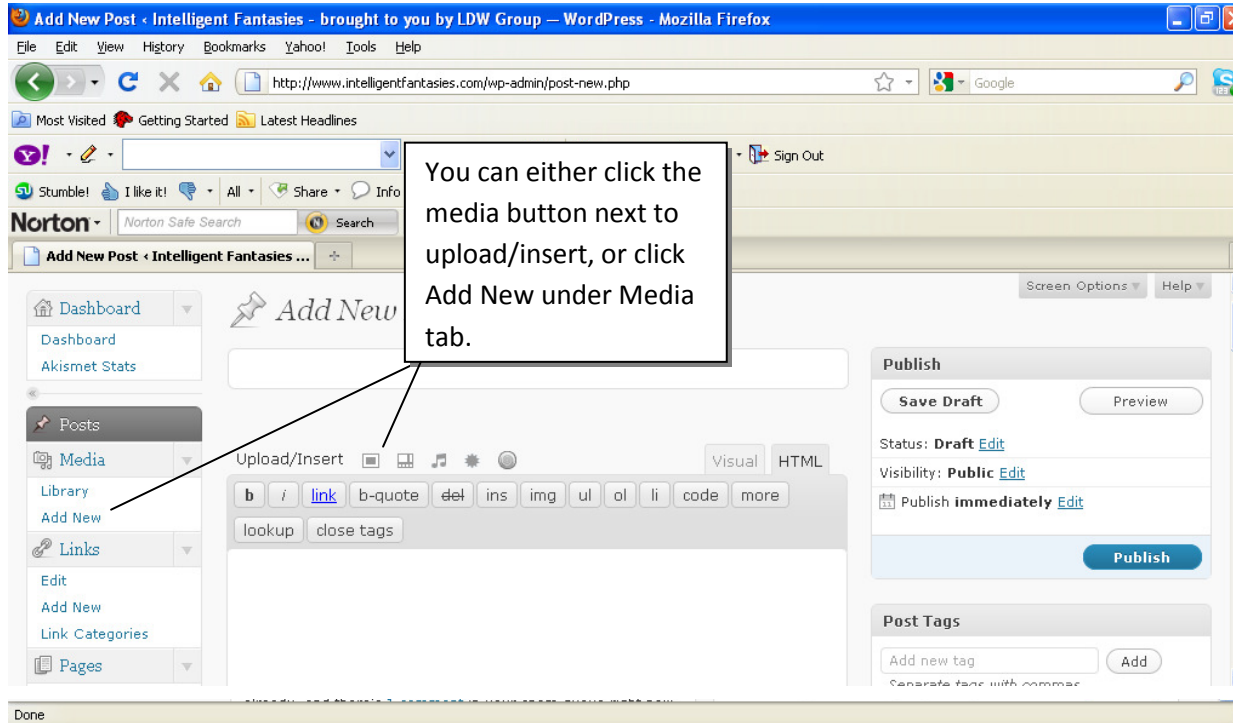


Adding Pictures to the Media Library

To add pictures to your media library, either click the media button next to upload/insert or the Add New link on the dashboard (see figure 1.9) .

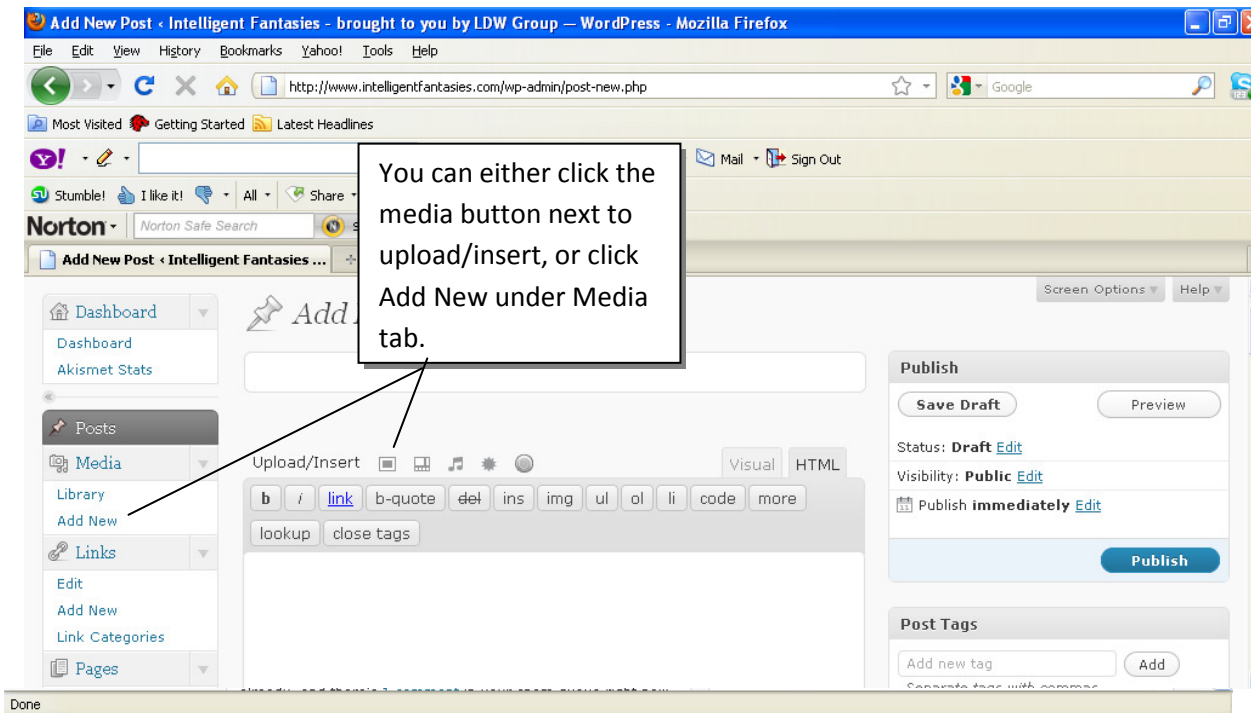
Note: Do not upload pictures directly from content links; save and rename the picture before uploading.

Figure 1.9



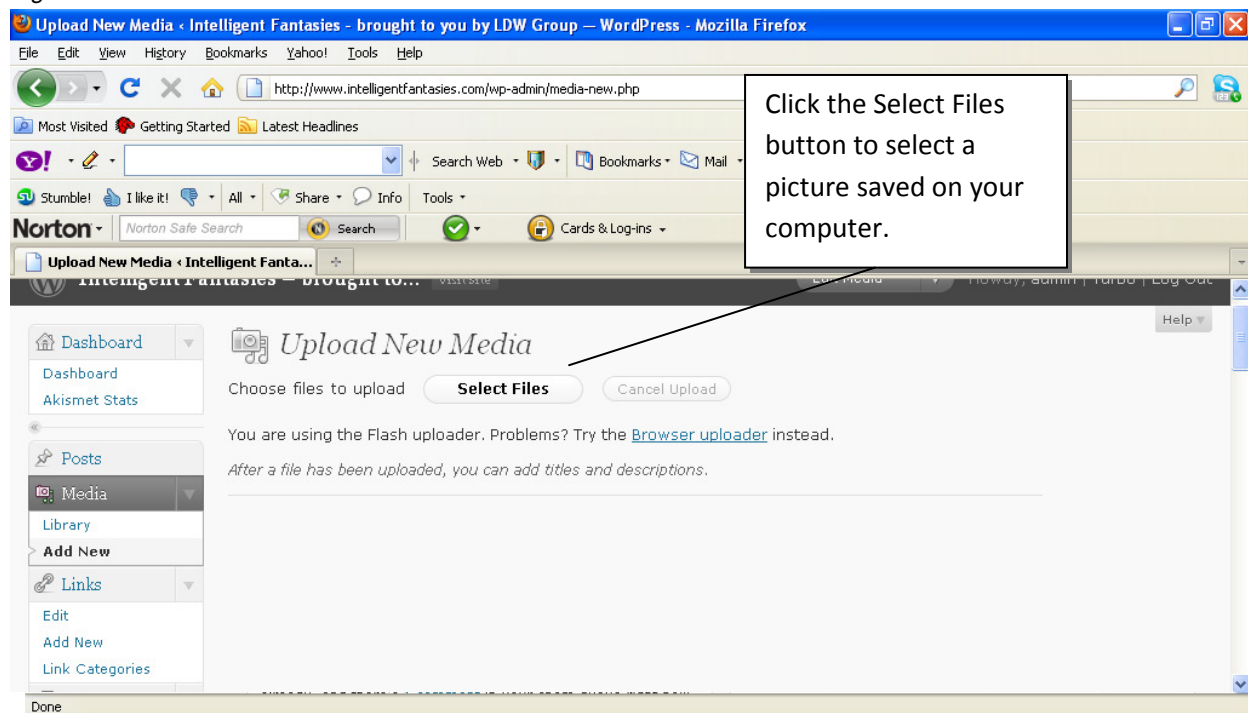
Clicking on the Add New or the Upload/Insert button will bring up the media upload screen (see figure 1.10 below).

Figure 1.10



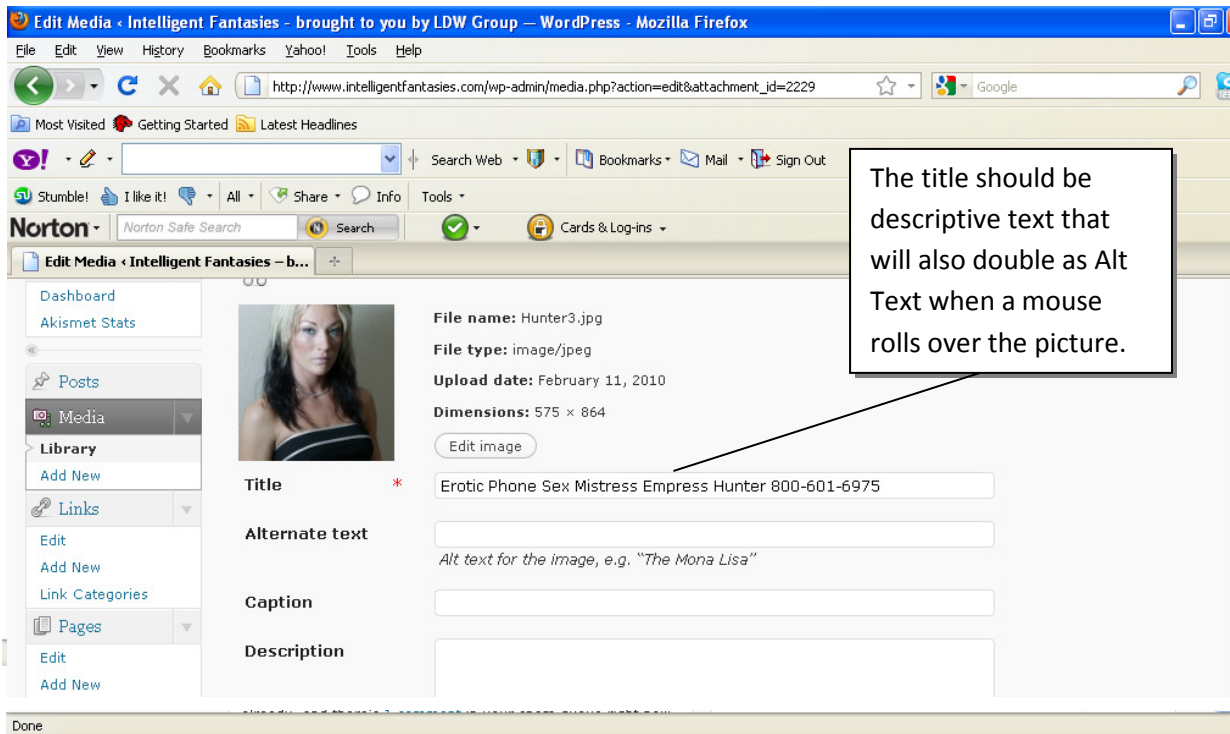
Clicking on the Add New or the Upload/Insert button will bring up the media upload screen (see figure 1.10 below).

Figure 1.10



Click the Select Files button to select the file to be uploaded, select the file and click open. This will bring up the Add Media screen (see figure 1.11 below).

Figure 1.11

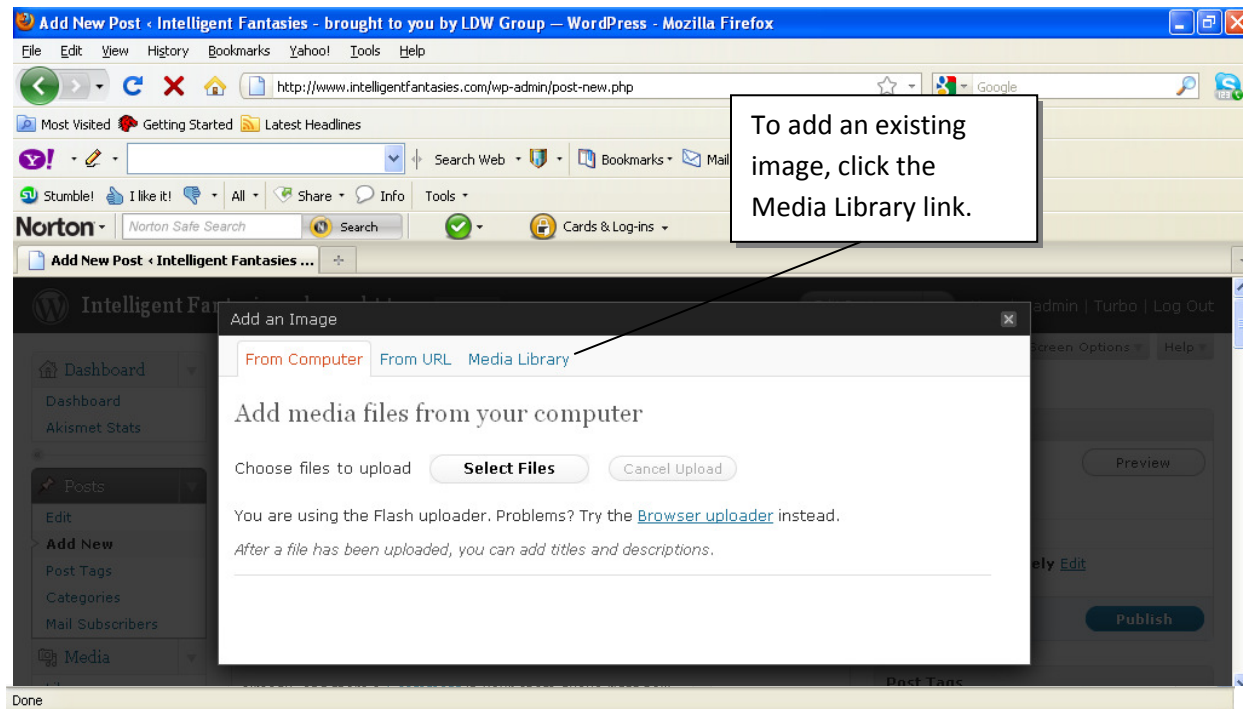


The Title field should contain descriptive text that will be used as Alternate Text when a mouse scrolls over the picture. Alternate Text field should be left blank unless a caption for the pictured is desired. Click the Upload Media button to complete the upload. Once a picture has been uploaded, it can be used for additional posts, as well.

Adding a Picture to a Post

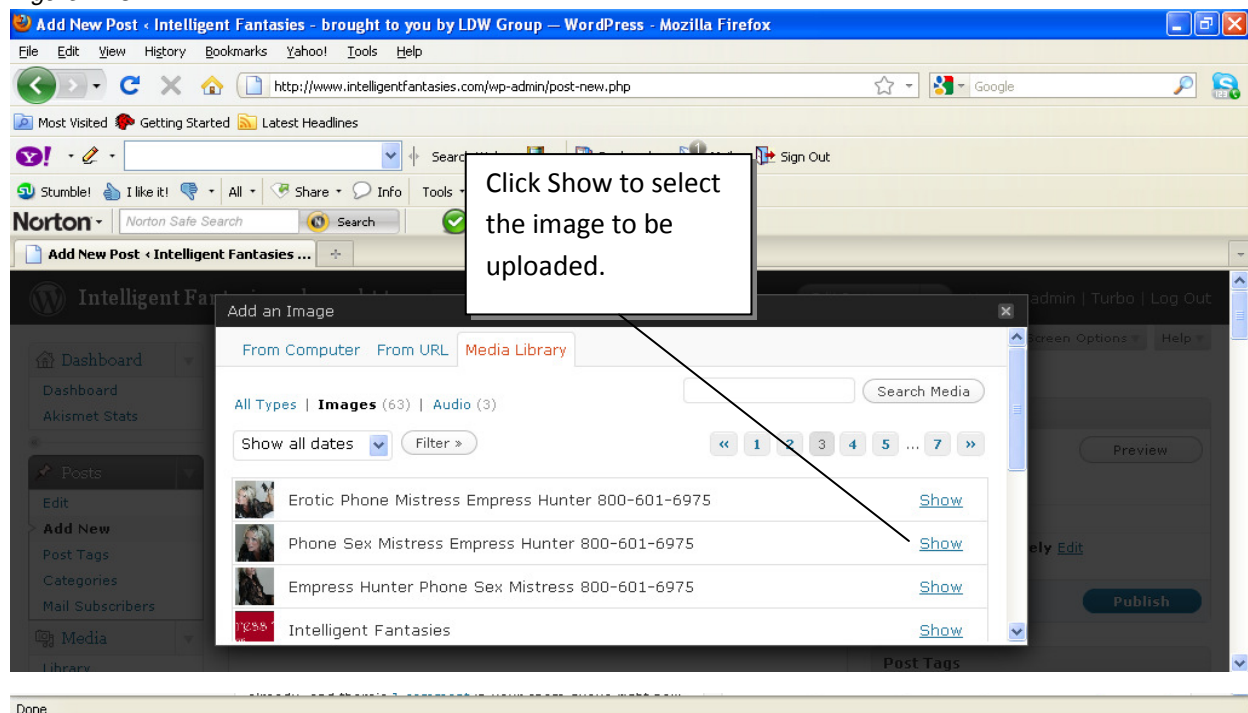
To add an existing media library picture to a post, click the Upload/Insert button above the post box. This will bring up the Add an Image Screen (see figure 1.12 below).

Figure 1.12



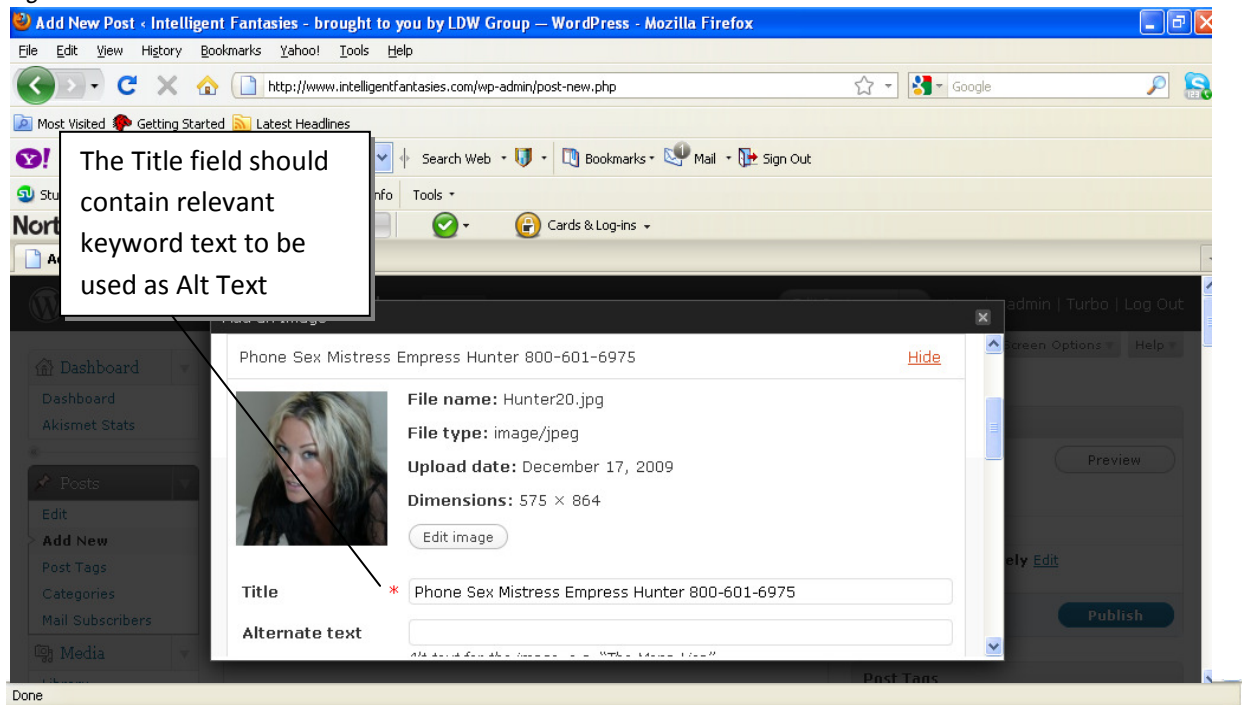
Clicking the Media Library link will bring up a thumbnail list of all existing images (see figure 1.13 below).

Figure 1.13



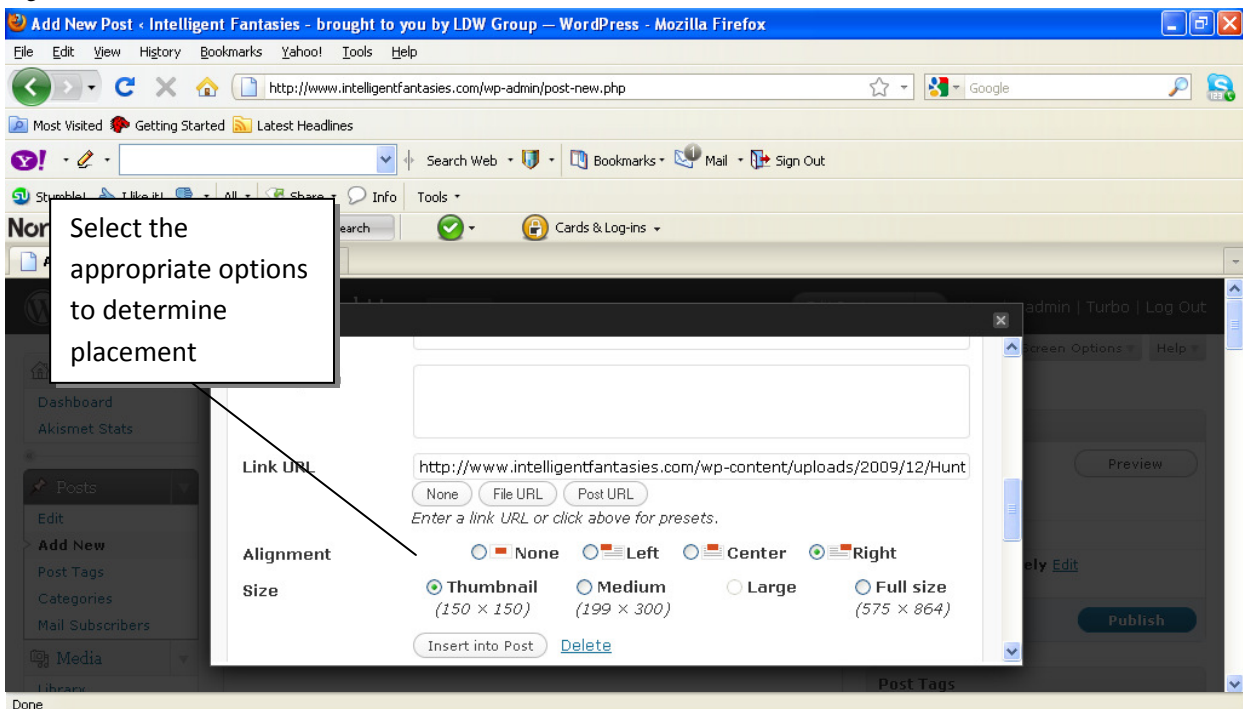
Click Show to select the image you wish to add to the post. This will open up the Add an Image screen (see figure 1.14 below).

Figure 1.14



As mentioned above, the Title should be descriptive Alt Text. A Caption can be added by putting text in the Alternate Text field or the Caption field (both do the same). The next option is to choose picture size and placement (see figure 1.15 below).

Figure 1.15



Then click “Insert into Post” (see figure 1.16 below).

Figure 1.16

