

Crib Sheet: Adding Photo(s) to a "post"

Key: [something you click or choose] "text you enter" "window or pane name"

You need to have prepared:

(a) the jpg image or images you wish to add... if possible please resize them to max width 1280px (i.e. pixels), not less than 900px.

(please discuss with me if resizing jpg images is a problem)

1. it is assumed that you are logged in to the web site and are either creating a new post or editing a post. You will be in a window called "Add a New Post" or "Edit Post" and the "Visual" tab is selected.

2. Click to place your cursor where you want the image to be inserted. Now click the **[Add Media]** button above the "text entry area". Do not be tempted to use the [Media] > [Add New] buttons in the black area to the left of the "text entry area". These will add photos to the Media Library, not into your post.

3. You will now be in the "Insert Media" window. There are two tabs. To keep your photos organised first select **[Media Library]**. Now drill down through the folders to select the one with your name. For a Scale member the sequence will be:

[Scale Section] > [Scale Members] > [members name]

4. If you wish you can use the **[+ create folder]** button (which looks like a folder) to create a new folder. This is useful if you are uploading a number of photos of a new model. You have to click on the new folder to open it.

5. You can now drag and drop your jpg image(s) onto the window. However to find them in your computers filing system choose the **[Upload Files]** tab. Again you can either drag and drop your jpg image(s) onto the window or use the **[Select Files]** button to select the files on your computer. Select the required images and click **[choose]**

6. Wait for your files to upload. Either (for a gallery):

If you have uploaded a number of images into a new folder click **[create a gallery from folder]** to create a gallery; this will take you to the "Edit Gallery" page.

Check the photos are in the order you want; you can change the order by dragging and dropping the images. If you want to caption the photos in the Gallery select each photo in turn and type a short caption into the "Title" box, NOT the "Caption" box! (This is a software bug!).

Under "Gallery settings" choose: *Gallery Themes:* **[Masonry]**; *Columns:* **[3]** or **[4]** (try not to end up with a gallery row containing one photo!); *Gallery Image Size:* **[Medium]**; leave the rest as they are.

click on **[Insert Gallery]** (bottom right).

or (single image):

Select one photo. in "Attachment Display settings" choose *Alignment:* **[left]** or **[right]**; *Link to:* **[Media file]**; *Size:* **[Medium]** (usually).

click on **[Insert into post]** (bottom right).

7. you will now be back in the "Add a New Post" or "Edit Post" window.

8. if you need to adjust or edit your gallery or image click on it and you will get a **[pencil]** symbol. Click on that to either go to the "Edit gallery" or the "Image details" windows where you can make your adjustments.

End of Crib Sheet