
Wordpress MU

Adding Media Into Pages / Posts

This document outlines the detailed information related to adding media into a blog page or post on the Wordpress Mu server, hosted by San Jacinto College.

Notes:

- The ability to **add media** is restricted to those with “Author” privileges or above.
- The ability to **embed html** (such as Youtube videos) is restricted to those with “Editor” privileges or above.

Brief Instructions

- Access the Dashboard.
- Locate the page / post to add media.
- Add media.

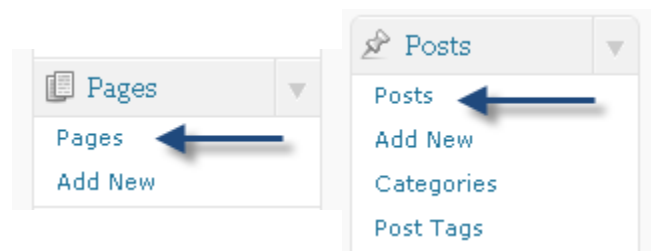
Process Complete.

Detailed Instructions

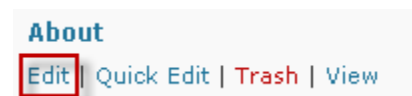
If using YouTube videos or media other than images, proceed to page 3.

1. Log into the Wordpress MU blog: <http://blogs.sanjac.edu/wp-admin> using the necessary authentication. After logging in, locate the blog where the post/page is located (only necessary if a member of multiple blogs).

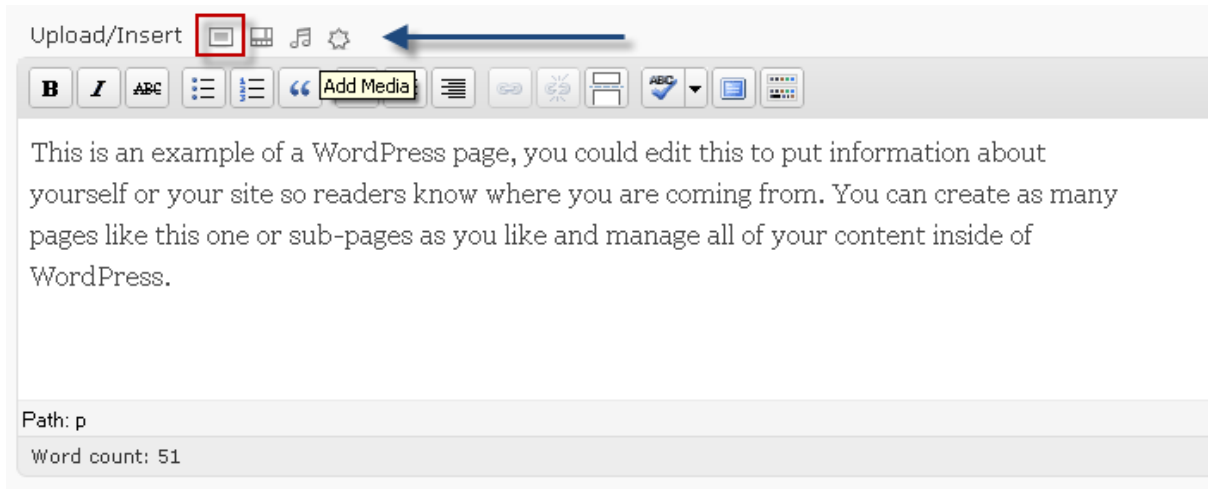
2. Expand the “Pages” or “Posts” menu and select “Pages” or “Posts” to find the entry to be edited.



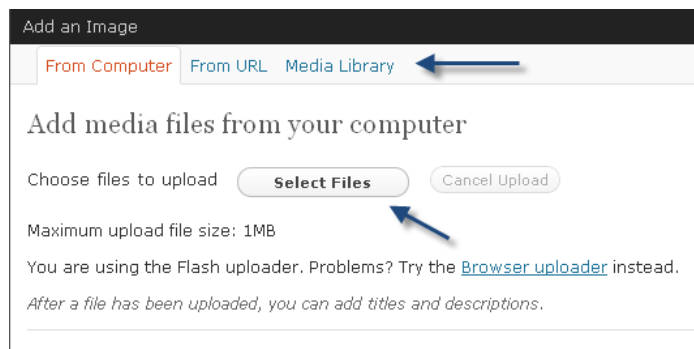
3. Find the entry where the media will be added, hover over the desired page and select the “Edit” link.



4. Place the cursor in the text box where the added media will be located. Click the first icon next to the “Upload/Insert,” located above the text box.



5. If you are uploading an image from your computer, click the “Select Files” button and locate the file in the window. If you are reusing an image that has previously been uploaded to the blog, click the “Media Library” link across the top and press the “show” link next to the image that you wish to use.



6. Once the image has been selected / uploaded, add the necessary information:
 - a. Alternate text – used for ADA compliance
 - b. Description – can be used to include additional information about the image. Searching for an image in the “Media Library” (see step 5) will also search the description box.

- If embedding the image in a page or post, select how the image will be aligned in the page / post, as well as the size of the image. Then press the "Insert into Post" button.
- If using the image as a featured image only (usually accompanies an excerpt of the page/post), simply click the "Use as featured image" link. There is no need to adjust alignment or size.

The screenshot shows the WordPress media gallery interface for an image named "add.png". The image is currently selected. The interface includes the following fields and options:

- File name:** add.png
- File type:** image/png
- Upload date:** January 14, 2011
- Dimensions:** 384 × 131
- Edit Image** button
- Title:** * add
- Alternate Text:** A text box containing the placeholder text "Alt text for the image, e.g. 'The Mona Lisa'".
- Caption:** An empty text box.
- Description:** A large empty text box.
- Link URL:** http://blogs.sanjac.edu/test/files/2011/01/add.png. Below this are radio buttons for "None", "File URL", and "Post URL".
- Alignment:** Radio buttons for "None", "Left", "Center", and "Right".
- Size:** Radio buttons for "Thumbnail (150 × 131)", "Medium (300 × 102)", "Large", and "Full Size (384 × 131)".
- Buttons:** "Insert into Post", "Use as featured image", and "Delete".

Embedding YouTube videos or other media into a page / post

- Locate the media on the original website (i.e. YouTube).
- Copy the embed code for the media.

(Sample image from YouTube)

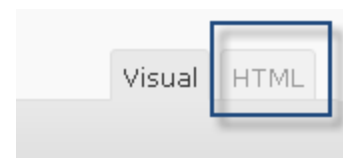
The screenshot shows a YouTube video player interface. At the top, there are buttons for "Like", "Add to", "Share", "Embed", and a flag icon. A blue arrow points to the "Embed" button. Below the buttons, a text box contains the following embed code:

```
<object width="480" height="385"><param name="movie" value="http://www.youtube.com/v/dGCJ46vyR9o?fs=1&hl=en_US"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param></object></pre>



Below the code box, there is a note: "After making your selection, copy and paste the embed code above. The code changes based on your selection."


```

- Open the page / post where the material will be found (see steps 2 & 3 above).
- Click on the HTML button at the top right corner of the text box.



5. Paste the embed code that was copied into the text box where the media will appear.

Upload/Insert  Visual HTML

b *i* [link](#) **b**-quote ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **lookup** **close tags**

This is an example of a WordPress page, you could edit this to put information about yourself or your site so readers know where you are coming from. You can create as many pages like this one or sub-pages as you like and manage all of your content inside of WordPress.

```
<object width="480" height="385"><param name="movie" value="http://www.youtube.com/v/dGCJ46vyR9o?fs=1&hl=en_US"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/dGCJ46vyR9o?fs=1&hl=en_US" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="480" height="385"></embed></object>
```

Word count: 51 Draft saved at 6:30:18 pm. Last edited on January 6, 2011 at 4:02 pm