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| WHAT’S COVERED IN THIS TUTORIAL? |

**These instructions cover:**

1. Adding and editing images
2. Adding video
3. Adding audio
4. Adding document files (such as Word and PDF documents)

All the instructions describe the process of adding and editing media files while in the course of creating or editing a post or page. It is also possible to upload media files to the website directly, without immediately inserting them in a post. See:

1. Uploading files directly to the media library

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| 1: ADDING AND EDITING IMAGES |

**Types of image files you can add**

You can upload most formats of images. JPG is by far the most common format, but it is also possible to upload files such as TIF. However, TIFs are much bigger in terms of file size, so it is likely to be more convenient to convert a TIF file to a JPEG before uploading it.

You do not need to resize the files before uploading them, as they will be resized automatically by the website software. However, if they are very big files, you might want to downsize them just so that they upload more quickly.

Note that the website cannot resize files to make them bigger than the original file that you upload, as this would distort the image. For this reason, it is better to upload bigger image files rather than smaller files to be on the safe side.

**Adding an image to a post or page**

1. Click on the *Add an Image* button at the top of the text entry box next to Upload/Insert. It looks like a little square picture with a border.
2. A box will appear with the heading *Add media files from your computer*.
3. You now either add an image:

* From your computer (upload a new image)
* From URL (embed an image from another website)
* From Media Library (embed an image which has already been uploaded to your own website)

**To add an image from your computer**

Click on *Select Files*. Select a document from your computer and click on the *Open* button. (This step may be slightly different depending on what computer and browser you are using.) You should see the image being uploaded and "crunched". Then a small thumbnail display of the image should appear. Click on the *Show* link.

**To embed an image from a URL (an image on another website)**

Click on the *From URL* tab. Insert the web address of the image into the *Image URL* field. Then follow the instructions below about adding information to the image, aligning the image and inserting the image into your post. Note that to get the address of an image on another website, you should right-click on the image itself and look at Properties (on a PC – the process will be slightly differently on a Mac).

**To embed an image from the Media Library (an image that has already been uploaded)**

Click on the *Media Library* tab. Find the image you want either through the search box or by paging through the list of images. Click on the *Show* link.

1. You can now provide information about the image. Complete the following fields:

* Title: this should be the reference name for the image
* Alternate text: this should be a description of the image for website visitors who, for whatever reason, cannot view the image itself. It is important for accessibility.
* Caption (optional): this text will appear underneath the image.

Do not complete the Description field. This provides more information about the image and is normally not necessary and not displayed.

1. Link URL: Normally, you will click on None. However, see the notes below the section below about *Creating a link from an image*.
2. Alignment and Size: make choices here according to how you want the image to appear on the page:

* To insert an image which will extend across the full width of the content area, select the Large image and choose None for alignment.
* To insert a smaller image which will appear either to the left or right of the text, select the Medium image size and select Left or Right alignment.

It is also possible to:

* Insert Small images (thumbnail size)
* Center images (only use this with Medium and Small image sizes)

1. Click on the Insert into Post button. The image should appear in the text editor.

**Editing an image**

To edit an image that has already been inserted in a post, click on the image while you are editing the post. Then click on the Edit Image button, which looks like a little picture with a border.

You will be able to change the title, caption and alignment of the image in that particular post. Any changes you make will only affect that post, not the default settings of the image in the Media Library or the settings of the image as it appears in any other post.

**Creating a link to a bigger version of the image**

Sometimes you may want to insert a Medium or Small version of an image into a post, but make it possible for the website visitor to click on the image to see a bigger version of it.

To do this, go to the Link URL field and click on the File URL button. This will create a link to the original size version of the image that was uploaded.

**Creating a link from an image to another website**

Sometimes you may want your visitors to click on an image can be taken to a particular web page. For example, you may want visitors to click on the logo of an organisation and be taken to the website for organisation.

To achieve this, go to the web page that you want to link to, and copy its web address from the top of the browser window. Then paste that web address into the Link URL field when you are adding or editing the image.

If you want the link to open in a new window, then you first need to insert the image with a link as described above. Then you need to edit the image by clicking on it and selecting the Edit Image button. Go to the Advanced Settings tab, and tick the box marked *Open link in a new window*. It is good practice for accessibility reasons to indicate somewhere in the text or in the caption that the link opens in a new window.

**Removing an image**

If you want to remove an image from a post, click on the image while you are editing the post. Then click on the Delete Image button, which looks like no-entry sign.

This will only remove the image from the post; it will not delete the uploaded image from the Media Library. If you want to delete the image altogether, then go to the Media Library, locate the image and delete it.

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| 2: ADDING VIDEO |

By far the easiest way to display video in your website is to upload the video to a site such as Vimeo or YouTube and then embed the video in your site.

That's because these specialist video sites then look after the hosting of the clips and can convert the video format on upload. From the user's point of view, the effect is exactly the same. Another benefit is that YouTube or Vimeo then provide another channel for distributing your video.

To embed a YouTube video into a post:

1. Go to the YouTube.com website and find the clip.
2. Copy the web address of the YouTube page which contains the clip from the address bar at top of your browser.
3. Edit the post.
4. Go to the HTML view of the text by clicking on the HTML tab at the top right of the text entry box.
5. Paste in the web address where you want the clip to appear and then type embed tags either side of the web address, following the example below:

[embed]http://www.youtube.com/watch?v=7NJ5qZdvBCg[/embed]

When you preview or publish the page, you should see the video appear.

To embed a Vimeo video into a post:

1. Go to the Vimeo website and find the clip.
2. Copy the ID of the video from the web address in the address bar at top of your browser. The ID is the number that comes after the slash. For example, if the web address is http://vimeo.com/31702030, the ID is 31702030.
3. Edit the post.
4. Type the following code into the post, substituting the ID for the Xs.

[vimeo clip\_id="XXXXXXX"]

1. Optionally, you can modify the clip's appearance by specifying width or height, like so:

[vimeo clip\_id="XXXXXXX" width="400" height="225"]

1. If you leave an empty value for either the `width` or `height`, it will be automatically calculated based on a 16:9 aspect ratio. For example:

[vimeo clip\_id="12345678" height="300" width=""]

[vimeo clip\_id="12345678" height="" width="640"]

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| 3: ADDING AND EDITING AUDIO |

**Types of audio files you can add**

The best type of audio file to add is an .mp3 file.

**Adding an audio file to a post**

1. Click on the *Add Audio* button at the top of the text entry box next to Upload/Insert. It looks like two musical notes.
2. A box will appear with the heading *Add media files from your computer*.
3. You now either add an audio file:

* From your computer (upload a new audio file)
* From URL (embed an audio file from another website)
* From Media Library (embed an audio file which has already been uploaded to your own website)

**To add an audio file from your computer**

Click on *Select Files*. Select a file from your computer and click on the *Open* button. (This step may be slightly different depending on what computer and browser you are using.) You should see the file being uploaded and "crunched". Then a small thumbnail display of the audio file should appear. Click on the *Show* link.

**To embed an audio file from a URL (an image on another website)**

Click on the *From URL* tab. Insert the web address of the file into the *File URL* field. Then follow the instructions below about inserting the audio file into your post. Note that to get the address of an audio file on another website, you should right-click on the image itself and look at Properties (on a PC – the process will be slightly differently on a Mac).

**To embed an image from the Media Library (an image that has already been uploaded)**

Click on the *Media Library* tab. Find the audio file you want either through the search box or by paging through the list of media files. Click on the *Show* link.

1. You can now provide information about the audio file. You only need to complete the following fields:

* **Title:** this should be the reference name for the audio file
* **Select player:** Choose from the following:

1. Large: player extends the full width of the page
2. Medium: player is about half the size of the page, so text can wrap around it
3. Default: don’t use this one.
4. If you wish, you can also select an image that will appear immediately above the playbar. Typically, in an oral history interview, this is a picture of the speaker. Do do this, select the appropriate image from the **Thumbnail** field. Make sure that you choose an image which is at least as big as the playbar, or will get ‘stretched’ and appear distorted.
5. Click on the **Insert JW Player** button.

Some code should appear in the text editor. To see the actual audio file, you will need to Preview the page.

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| 4: ADDING AND EDITING DOCUMENTS (e.g. WORD, PDF) |

Normally, for documents such as leaflets and newsletters that you only want people to read (not be able to change), PDF is a better choice than Word.

**Adding a document**

1. Click on the *Add Media* button at the top of the text entry box next to Upload/Insert. It looks like a little star.
2. A box will appear with the heading *Add media files from your computer*.
3. Click on *Select Files*. Select a document from your computer and click on the *Open* button. (This step may be slightly different depending on what computer and browser you are using.)
4. You should see the document being uploaded and "crunched". Then a small thumbnail display of the document should appear. Click on the *Show* link.
5. You can now provide information about the document. Only complete the following fields:

* **Title:** This should be the name of the document. By default, it will be populated with the filename of the document, but you should overwrite this with something more user-friendly.

Do not complete the other fields.

1. **Link URL**: Click the File URL button. This will mean that when users click on the title of the document in the post, they will be able to download the file.
2. Click on the *Insert into post* button. The document should appear in the text editor. Note that the download link will not work in the editing view – you need to publish the page first, and then test the download link to the document.
3. After the post is published, an icon (such as a PDF or Word icon) will appear next to the link.

**Editing a document**

To change the title of a document in a post, edit it directly in the text editor.

You cannot edit a Word document itself; you will need to edit that in Word and then upload a new version.

**Removing a document**

If you want to remove the link to the document from that post, just delete the link in the text editor. This will not delete the uploaded document from the Media Library.

If you want to delete the document altogether, then go to the Media Library, locate the document and delete it.

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| 5: UPLOADING FILES DIRECTLY TO THE MEDIA LIBRARY |

All the instructions above cover the process of adding and editing media files while in the course of creating or editing a post. It is also possible to upload media files to the website directly, without immediately inserting them in a post.

To do this:

1. Go to the Dashboard.
2. Move your cursor over the button marked Media. A small downward-pointing arrow should appear. Click on that.
3. Click on Add new. You should see a screen headed Upload New Media. You can then select a file to upload from your computer, and then follow the steps below.