



**This guide presents the very basic functions for handling pictures at the EXPERTS blog. It describes how to:**

- Insert Pictures into Posts 1-3
- The 3 different ways: from PC, from Internet, from Media Lib 4-7
- The common finishing-process 8

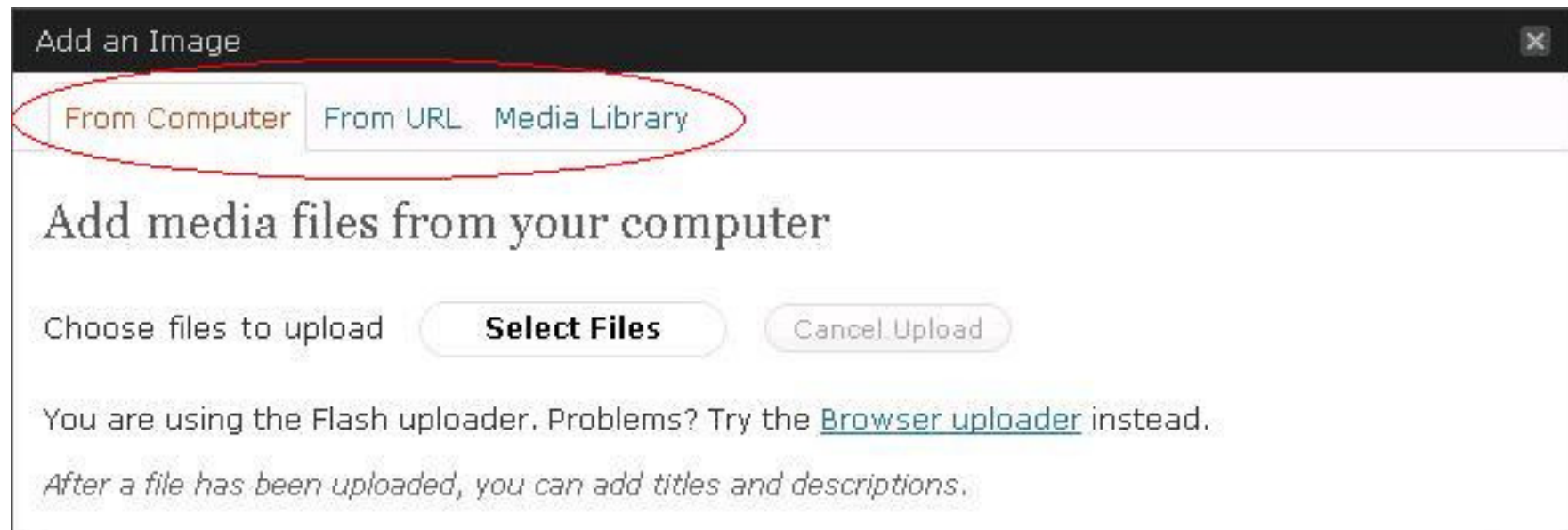
We start by clicking at the Link: „[Login and WRITE A NEW STORY!](#)“ at the blog’s home. The following screen appears after you have logged in:

The screenshot shows the WordPress 'Add New Post' interface. At the top, there's a navigation bar with the WordPress logo, 'EXPERTS', and a 'Visit Site' link. On the right, it shows 'Edit Posts', 'Howdy', and 'Turbo | Log Out'. A yellow notification bar states 'WordPress 3.0.2 is available! Please notify the site administrator.' Below this is a sidebar with 'Posts', 'Edit', 'Add New', 'Comments', and 'Profile' options. The main content area is titled 'Add New Post' and features a large text input field. Below the input field is a rich text editor toolbar with various icons for text formatting, alignment, and media insertion. The editor is currently in 'Normal paragraph' format. To the right of the editor are several meta boxes: 'Post Author' with a dropdown menu and a 'Plain text editing (?)' checkbox; 'Language' with a 'Language of this' dropdown set to 'English'; 'Publish' with 'Save Draft' and 'Preview' buttons, and status/visibility options (Draft, Public, Publish immediately); 'Post Tags' with an 'Add new tag' input and an 'Add' button; and 'Categories' with 'All Categories' and 'Most Used' tabs, and a list of categories including 'Childhood memories', 'Uncategorized-en', and 'Work experiences'. At the bottom, there's an 'Excerpt' field and a 'Send Trackbacks' section.

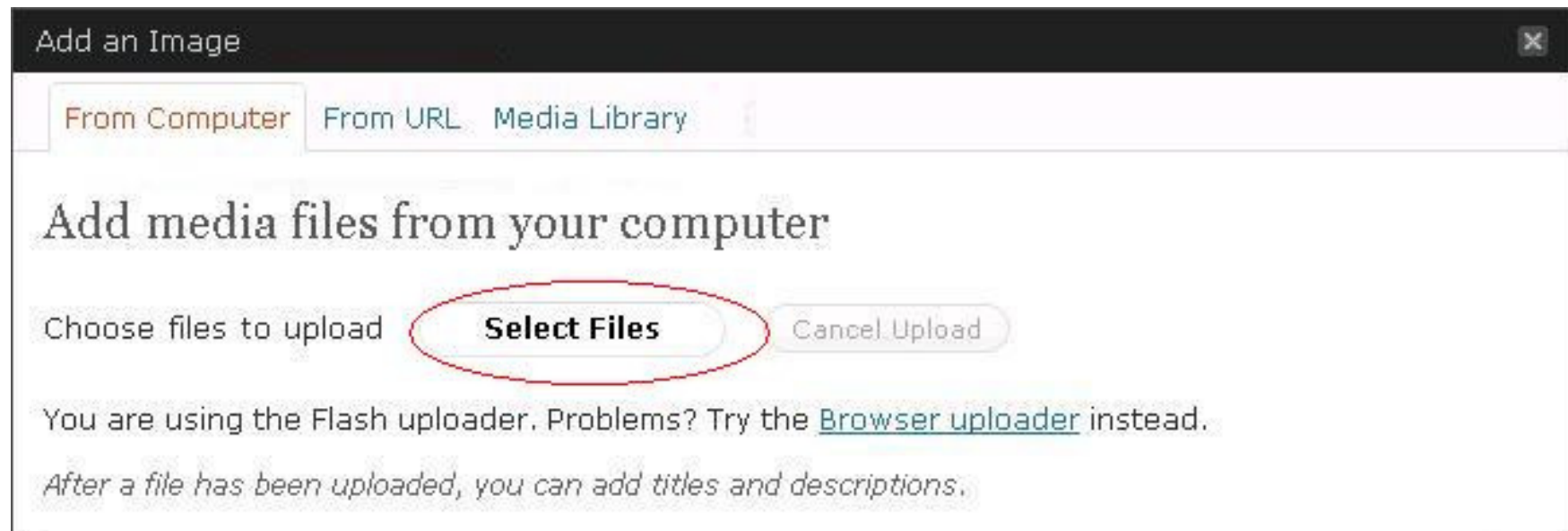
To add an image at the current cursor position in the editor, click on the grey rectangle next to Upload/Insert.

The screenshot shows the WordPress 3.0.2 'Add New Post' editor. At the top, the site name 'EXPERTS' and user 'Howdy,' are visible. A notification banner states 'WordPress 3.0.2 is available! Please notify the site administrator.' The main editor area features a large text input field and a rich text toolbar. The 'Upload/Insert' button in the toolbar is circled in red. The right-hand sidebar contains sections for 'Post Author', 'Language', 'Publish', 'Post Tags', and 'Categories'. The 'Publish' section shows 'Save Draft', 'Preview', and 'Publish' buttons. The 'Post Tags' section includes an 'Add' button and a link to 'Choose from the most used tags in Post Tags'. The 'Categories' section shows a list of categories with checkboxes.

A new window pops up, which shows 3 ways to insert images.



If you want to upload an image from your PC, click on „Select Files“.



If you want to insert a previously uploaded picture, select it from the „Media Library“, by clicking on „show“ near to the preferred picture.

Add an Image

From Computer From URL **Media Library**

Search Media

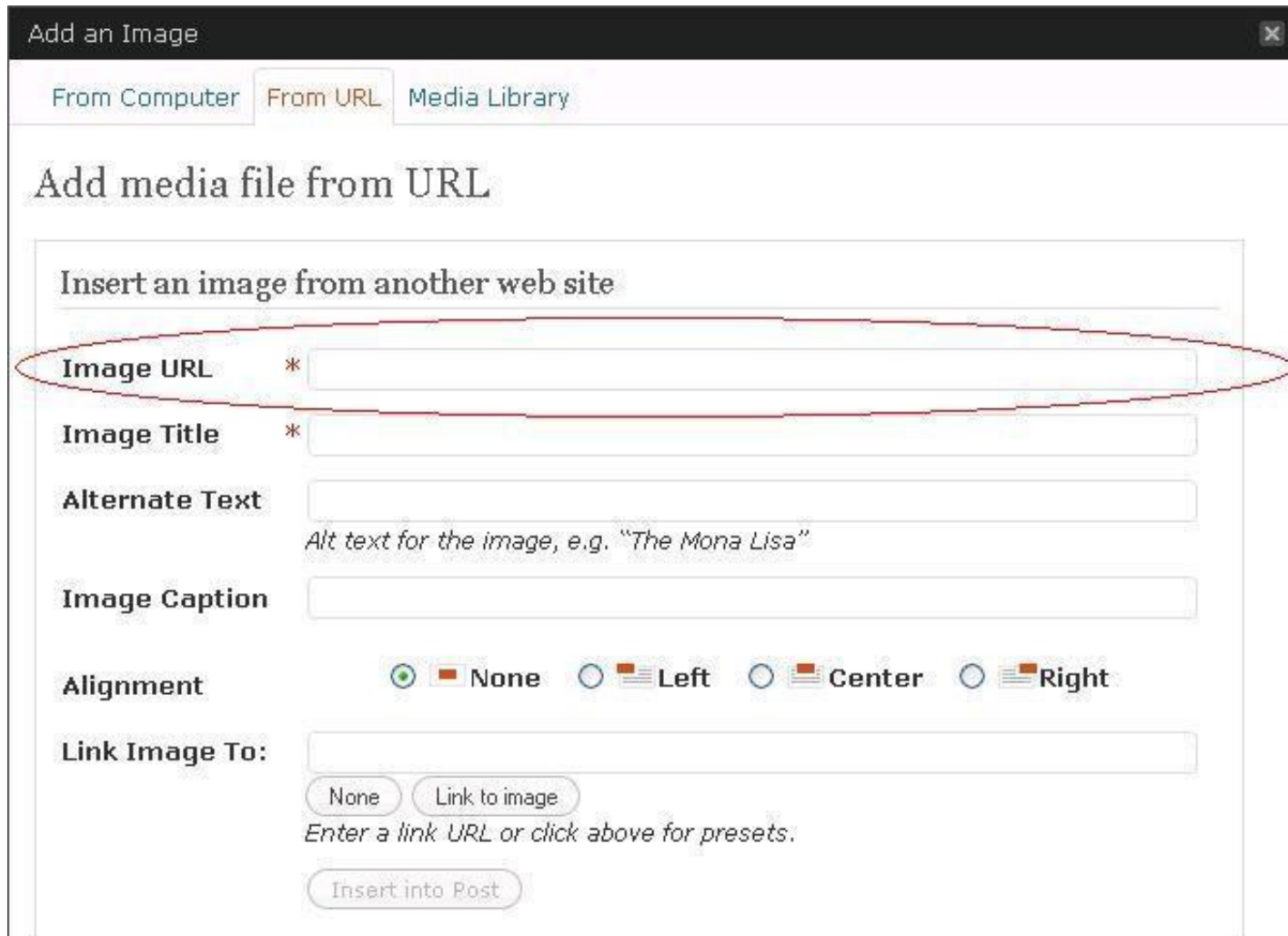
All Types | **Images** (7) | Audio (1)

Show all dates Filter >

	DSCN4178	<a href="#">Show</a>
	MeetingBO	<a href="#">Show</a>
	MeetingBO	<a href="#">Show</a>
	Bologna	<a href="#">Show</a>
	Bologna: we are at the second poject meeting.	<a href="#">Show</a>
	033	<a href="#">Show</a>
	12-03-09_2140	<a href="#">Show</a>

Save all changes

If you found an Image-Link on the internet, click on „from URL“ and copy the link into the „Image URL“ line.



The screenshot shows a dialog box titled "Add an Image" with a close button in the top right corner. It has three tabs: "From Computer", "From URL" (which is selected and highlighted in orange), and "Media Library". Below the tabs, the heading "Add media file from URL" is displayed. A sub-heading "Insert an image from another web site" is followed by a horizontal line. The main form contains several fields: "Image URL" with an asterisk and a red oval around it; "Image Title" with an asterisk; "Alternate Text" with a placeholder text "Alt text for the image, e.g. 'The Mona Lisa'"; "Image Caption"; "Alignment" with radio buttons for "None" (selected), "Left", "Center", and "Right"; "Link Image To:" with a text input field and two buttons: "None" and "Link to image"; and a final instruction "Enter a link URL or click above for presets." followed by an "Insert into Post" button.

Add an Image

From Computer From URL Media Library

Add media file from URL

Insert an image from another web site

Image URL \*

Image Title \*

Alternate Text  
*Alt text for the image, e.g. "The Mona Lisa"*

Image Caption

Alignment  None  Left  Center  Right

Link Image To:

None Link to image

*Enter a link URL or click above for presets.*

Insert into Post

At this Point the 3 ways have in common, that you can choose an alignment and can finish by clicking on „Insert to Post“. The image will then be inserted at the current cursor position.

The screenshot displays the media editor interface with the following elements:

- Link URL:** A text input field containing the URL `http://blog.experts.story-telling.eu/wp-content/uploads/2010/12/test1.` Below it are three buttons: **None**, **File URL**, and **Post URL**. A note below the buttons reads: *Enter a link URL or click above for presets.*
- Alignment:** A row of four radio buttons with corresponding icons: **None** (selected), **Left**, **Center**, and **Right**.
- Size:** A row of four radio buttons with corresponding icons and dimensions: **Thumbnail** (150 × 150), **Medium** (300 × 213, selected), **Large** (1024 × 728), and **Full size** (1126 × 801).
- Buttons:** At the bottom of the main panel are two buttons: **Insert into Post** and **Delete**. A **Save all changes** button is located at the bottom left of the entire interface.

Red ovals in the original image highlight the Alignment and Size options, and the Insert into Post and Delete buttons.

If you have questions please don't hesitate to send an e-mail at:

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Happy blogging.

