



Uploading files and inserting internal / external links into posts at the EXPERTS blog.

- Upload and link a new File 2 - 7
- Create a link within a post:
 - To an formerly uploaded file 8 - 12
 - To any URL on the internet 11 - 12

Start by clicking on 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 'EXPERTS' and 'Visit Site' on the left, and 'Edit Posts', 'Howdy', 'Turbo', and 'Log Out' on the right. A yellow notification bar states 'WordPress 3.0.2 is available! Please notify the site administrator.' Below this, a sidebar on the left contains 'Posts' (with sub-items 'Edit', 'Add New', 'Comments'), 'Profile', and 'Add New Post' (selected). 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 options for 'Upload/Insert', bold, italic, underline, link, unlink, list, and table. The editor is currently in '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', 'Preview', and 'Publish' buttons, and status/visibility options), 'Post Tags' (with an 'Add new tag' input and '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.

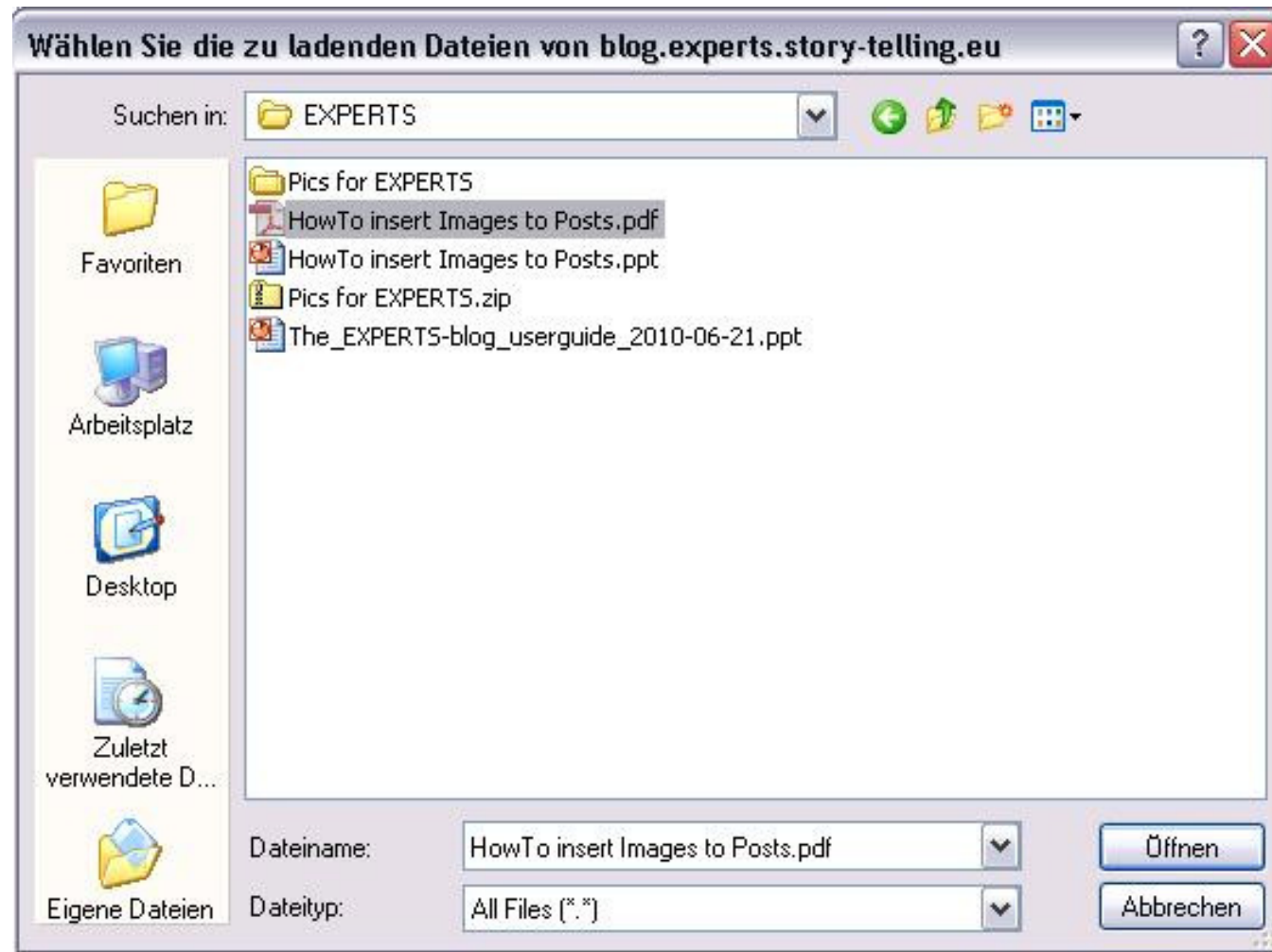
To upload a file click on the grey icon that looks like a sun next to Upload / Insert:

The screenshot shows the WordPress 3.0.2 'Add New Post' editor. At the top, there's a navigation bar with 'EXPERTS' and 'Visit Site'. A notification banner states 'WordPress 3.0.2 is available! Please notify the site administrator.' The left sidebar contains 'Posts' (with sub-items: Edit, Add New, Comments) and 'Profile'. The main content area features a title field, a large text editor with a toolbar, and a 'Word count: 0' indicator. The toolbar includes icons for 'Upload/Insert', 'Image', 'Link', and 'Media', with a red circle highlighting the sun icon in the 'Upload/Insert' section. The right sidebar contains several panels: 'Post Author' (with a dropdown and 'Plain text editing (?)'), 'Language' (with 'Language of this' set to 'English'), 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' buttons), 'Post Tags' (with 'Add new tag' and 'Add' buttons), and 'Categories' (with 'All Categories' and 'Most Used' tabs, and a list of categories like 'Childhood memories', 'Uncategorized-en', and 'Work experiences').

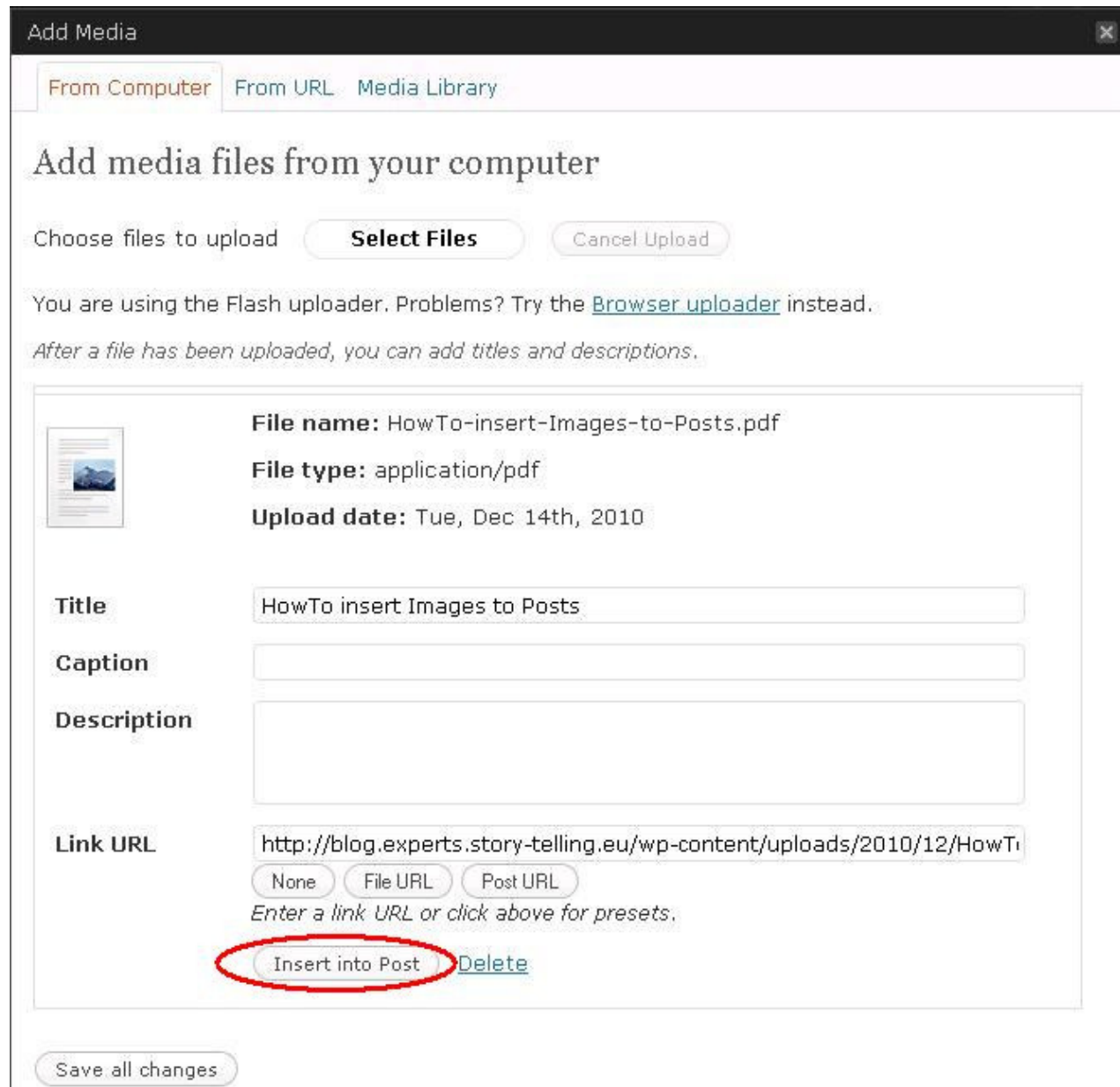
A new window pops up.
To upload a file click on „Select Files“.



A file select box appears. Here you can open the file you want to upload.



After clicking on „upload“ the file is sent to the Media Library and the following windows pops up. Click on „Insert into Post“:



The screenshot shows the 'Add Media' dialog box with the following content:

- Tab: **From Computer** (selected), From URL, Media Library
- Section: **Add media files from your computer**
- Buttons: **Select Files**, **Cancel Upload**
- Text: *You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.*
- Text: *After a file has been uploaded, you can add titles and descriptions.*
- File details:
 - File name:** HowTo-insert-Images-to-Posts.pdf
 - File type:** application/pdf
 - Upload date:** Tue, Dec 14th, 2010
- Form fields:
 - Title:**
 - Caption:**
 - Description:**
 - Link URL:**
- Link URL presets: **None**, **File URL**, **Post URL**
- Text: *Enter a link URL or click above for presets.*
- Buttons: **Insert into Post** (circled in red), [Delete](#)
- Bottom button: **Save all changes**

A link to the file is inserted into the post at the current cursor position. The text can be modified like normal text if necessary.

The screenshot displays the WordPress 'Add New Post' interface within a Mozilla Firefox browser window. The browser's address bar shows the URL `http://blog.experts.story-telling.eu/wp-admin/post-new.php`. The page title is 'Add New Post' and the post title is 'upload demo'. The main content area features a rich text editor with a link 'HowTo insert Images to Posts (Post URL)' inserted. The right sidebar contains 'Post Author' (Jens), 'Language' (English), 'Publish' (Save Draft, Preview), and 'Post Tags' (Add new tag). The bottom status bar shows 'Draft Saved at 4:12:18 pm.' and 'Fertig'.

If you want to insert a link to an already uploaded file, copy the URL of the formerly uploaded file from the Media Library (Step 1 of 2):

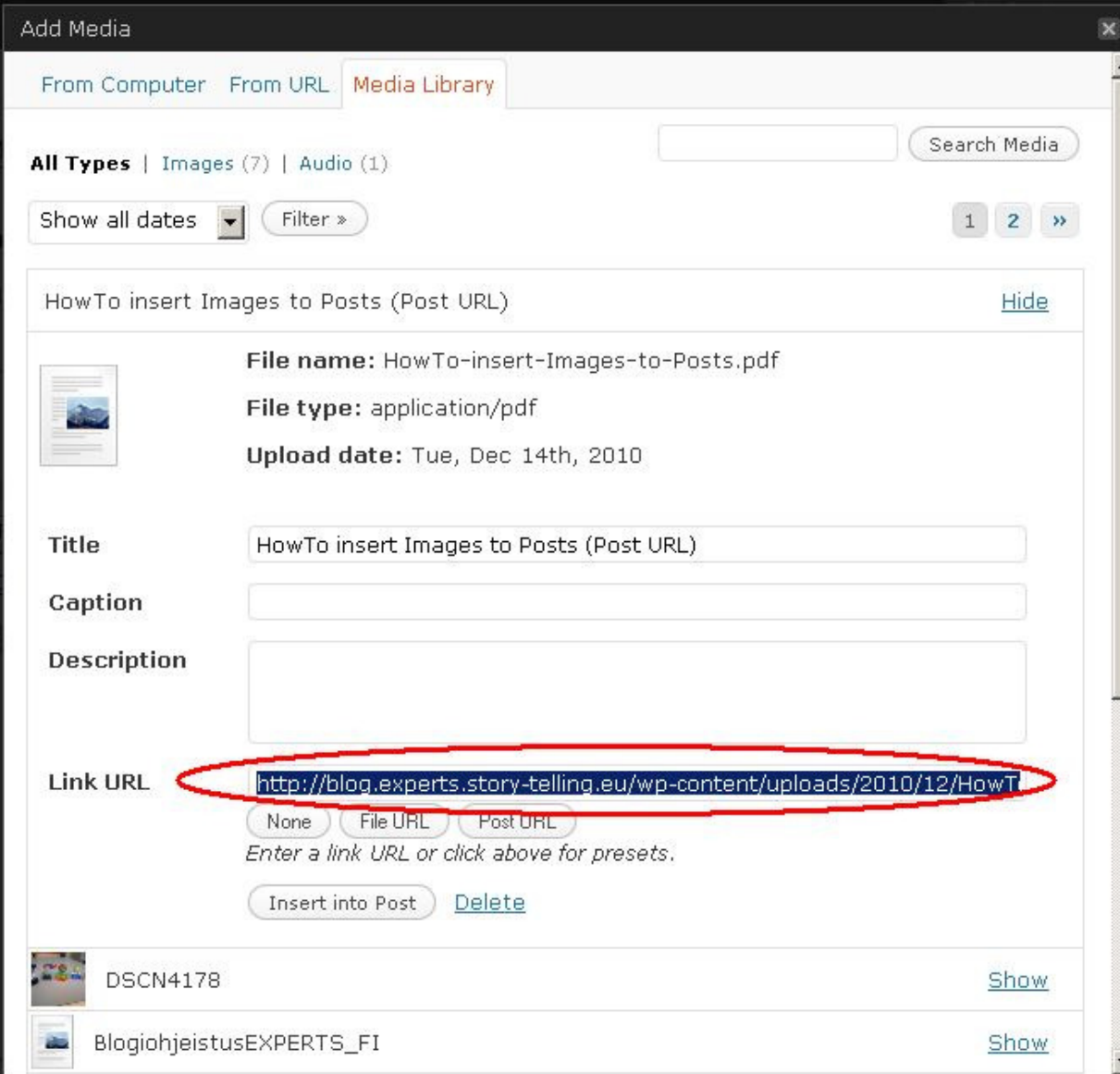
The screenshot shows the 'Add Media' dialog box with the following elements:

- Header: Add Media
- Tabs: From Computer, From URL, **Media Library** (circled in red)
- Filters: All Types | Images (7) | Audio (1)
- Search: Search Media
- Options: Show all dates, Filter >>, 1 2 >>
- Media List:

| Thumbnail | Media Title | Action |
|-----------|---|---------------------------------------|
| | HowTo insert Images to Posts | Show (circled in red) |
| | DSCN4178 | Show |
| | BlogiohjeistusEXPERTS_FI | Show |
| | Guia_EXPERTS_Blog_ES | Show |
| | The_EXPERTS-blog_userguide_2010-06-21_SLOVENE_PDF | Show |
| | The_EXPERTS-blog_userguide_DE | Show |
| | The_EXPERTS-blog_userguide_2010-06-21 | Show |
| | Guida_EXPERTS_Blog_IT | Show |
| | MeetingBO | Show |
| | MeetingBO | Show |

Save all changes

Highlight the URL that is displayed and copy it to the clipboard by pressing „Strg-C“ (Step 2 of 2):



The screenshot shows the 'Add Media' dialog box in WordPress. The 'Media Library' tab is active. A search bar and filters are visible at the top. A list of media items is shown, with the first item selected. The details for this item are displayed below:

- File name:** HowTo-insert-Images-to-Posts.pdf
- File type:** application/pdf
- Upload date:** Tue, Dec 14th, 2010

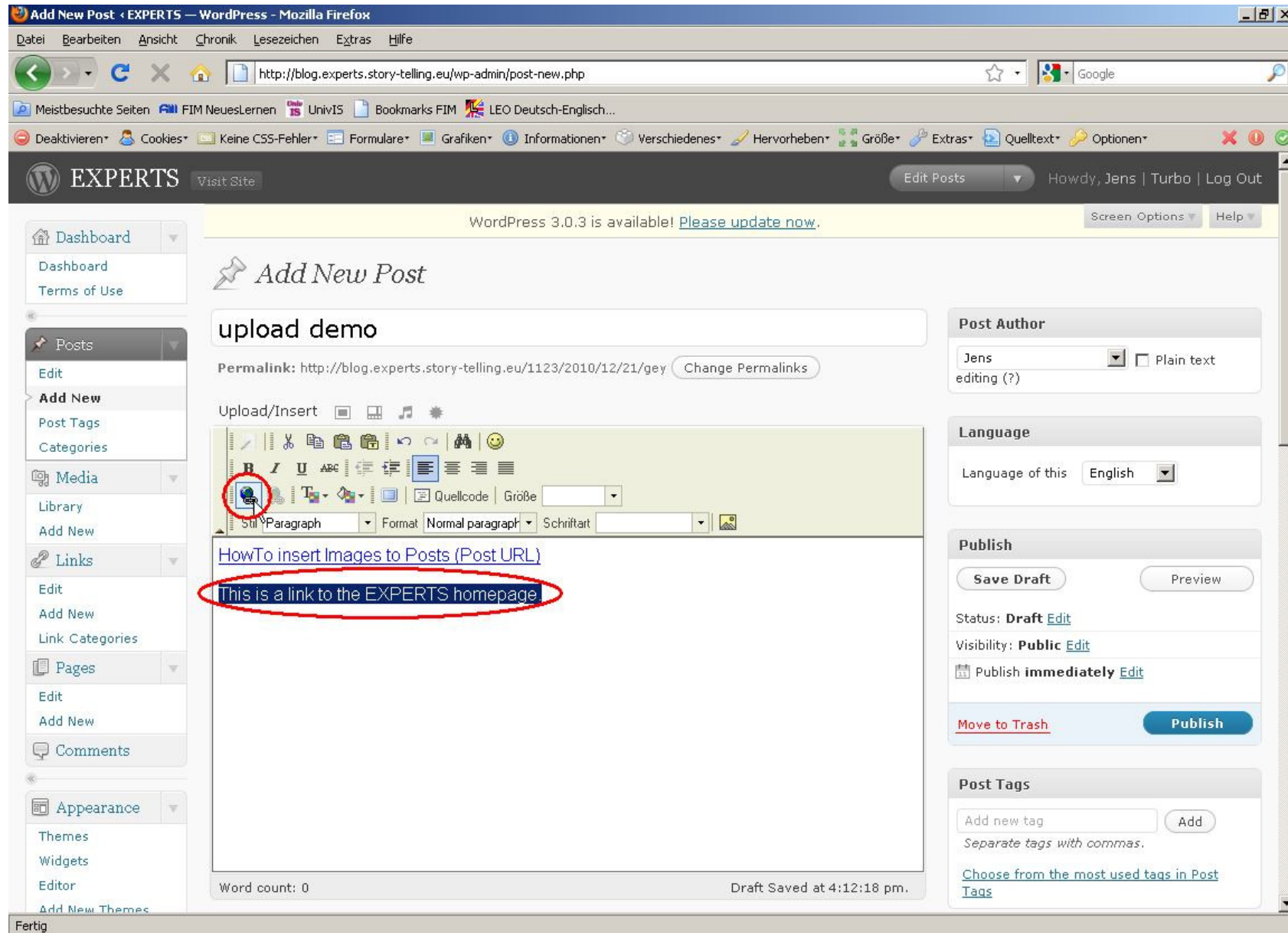
The 'Link URL' field is highlighted with a red oval. The URL is: <http://blog.experts.story-telling.eu/wp-content/uploads/2010/12/HowT>

Below the URL field, there are three buttons: 'None', 'File URL', and 'Post URL'. Below these buttons is the text: 'Enter a link URL or click above for presets.' At the bottom of the dialog, there are two buttons: 'Insert into Post' and 'Delete'.

At the bottom of the dialog, there are two other media items listed:

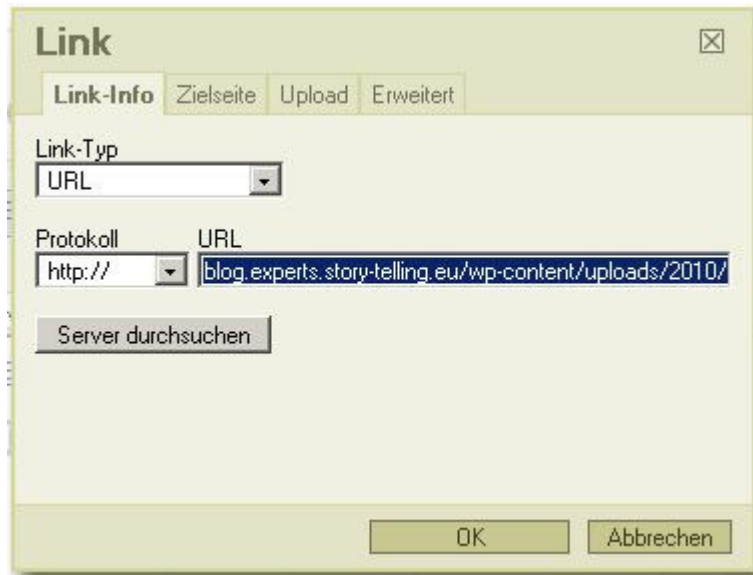
- DSCN4178 (with a 'Show' link)
- BlogiohjeistusEXPERTS_FI (with a 'Show' link)

Close the „Media Library“ window, highlight the text that shall be linked in the editor and click on the icon shown below:



The following dialogue opens up and you can paste the URL that you have copied from the Media Library into the box named „URL“ by pressing Strg-V (left screenshot).

In this way you can also insert a link to any address on the internet, no matter if it is an internal or external link. You only have to paste the concerning URL into the „URL box“ or type it (right screenshot).



After you have clicked on „OK“ the link is inserted:

The screenshot shows the WordPress 'Add New Post' interface in a Mozilla Firefox browser window. The browser's address bar displays the URL `http://blog.experts.story-telling.eu/wp-admin/post-new.php`. The WordPress header includes the site name 'EXPERTS', a 'Visit Site' link, and user information for 'Howdy, Jens | Turbo | Log Out'. A notification banner at the top indicates 'WordPress 3.0.3 is available! Please update now.' The main content area is titled 'Add New Post' and shows the post title 'upload demo' and its permalink. Below the title is a rich text editor with a toolbar containing various icons for text formatting, media insertion, and links. The editor's content area contains two lines of text: 'HowTo insert Images to Posts (Post URL)' and 'This is a link to the EXPERTS homepage'. The right sidebar contains several panels: 'Post Author' (set to 'Jens'), 'Language' (set to 'English'), 'Publish' (with 'Save Draft' and 'Preview' buttons), and 'Post Tags' (with an 'Add' button). The bottom of the editor shows 'Word count: 0' and 'Draft Saved at 4:12:18 pm.' The browser's status bar at the bottom left displays the word 'Fertig'.

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

experts-admin@fim.uni-erlangen.de

Happy blogging.

