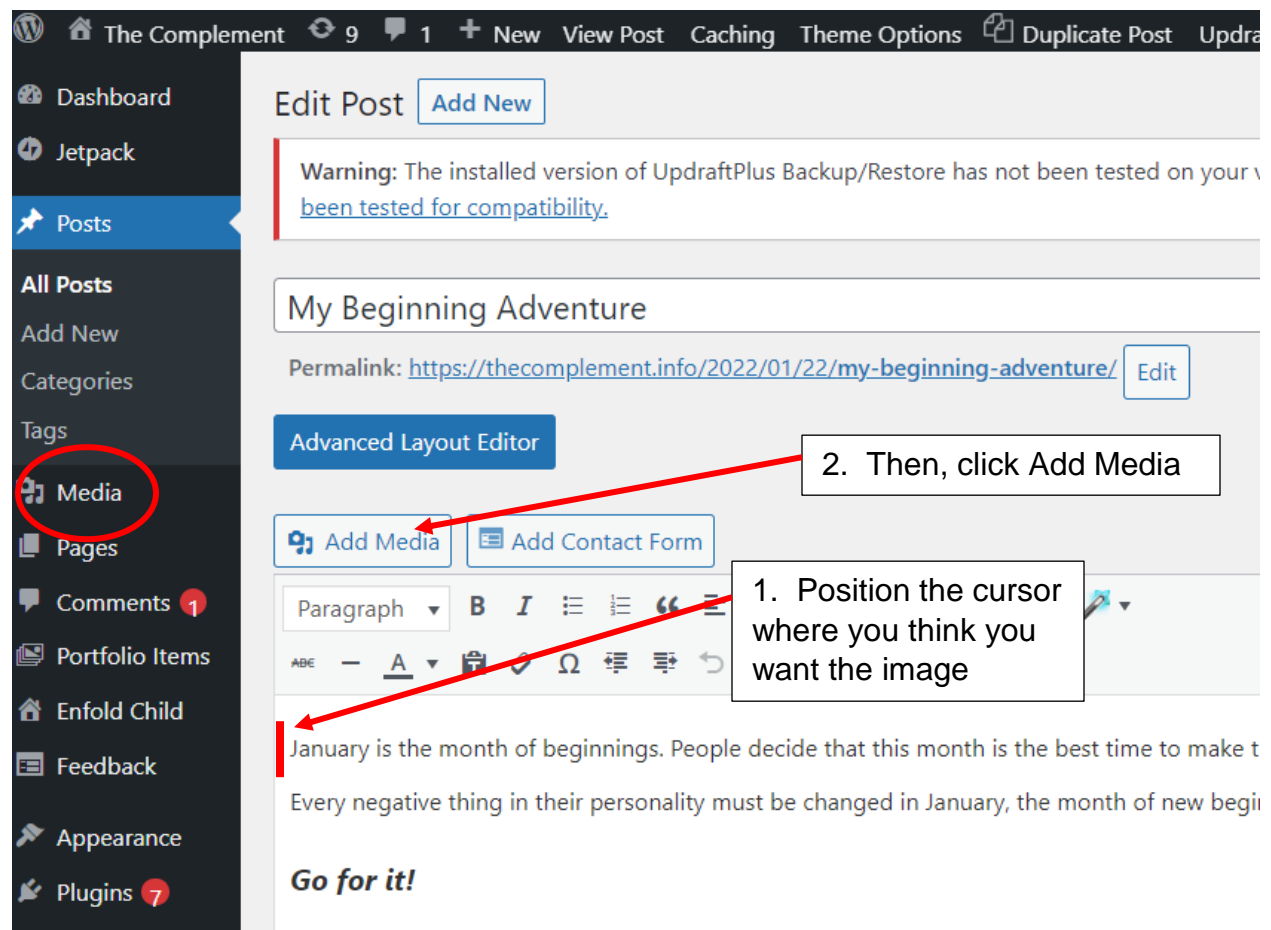


This section covers the basic process of inserting an image into a post. On the post page, you can see the Dashboard Media link (circled), on mouse-over, this shows a pop-up with Media Library and Add New.

All image insertions must go through the Media Library – you cannot insert something feehand, and it generally will not work to paste in text containing images. Note that PDFs are different – they are posted and linked differently, and we'll talk about them later.

We'll work from within the post, assuming we want to add an image at the beginning of the text. **First, make sure everything is updated.**



This will take you to the media library page, partially shown below. Here you have a choice of using an item already in the library, or of uploading a new image. We'll look at both, starting first with the existing image.

We won't worry about filtering for now – you just find your image by brute-force browsing.

Actions

- Add media
- Create gallery
- Create audio playlist
- Create video playlist
- Featured image
- Insert from URL

## Add media

Upload files **Media Library**

1, Click Media Library

2. Click the image

### Filter media

All media items  All dates

RED SHOULDERED HAWK

Photos by Peter Sabin

Jan2022CCID\_Final-Web.pdf

The image will appear with a blue border and a check box in the upper left corner, and on the right margin of the page there will appear the column shown below.

A few slightly belated words about image editing – you probably should do it before uploading in the software of your choice. The Library has editing features but I find them clunky and confusing.

Once you inset the image into the post you can adjust the horizontal location (left, right, center) but not the vertical, and you can adjust size but you can't crop.

For this initial exercise we'll assume that the Library items are good enough.

## ATTACHMENT DETAILS



dancing.jpg

January 4, 2022

20 KB

612 by 612 pixels

[Edit Image](#)

[Delete permanently](#)

Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

Description

Insert into post

The title is useful for search and sort (which we haven't been doing much.)

The caption actually appears in the post with (below) the inserted image

When you have what you want, click Insert into Post

A compressed version of what appears is shown below

Add Media Add Contact Form Visual Text

Paragraph B I [List icons] [Align icons] [Link icon]

January is the month of beginnings. People decide that this month is the best time to make the necessary changes to their life style to insure future success and happiness.

Every negative thing in their personality must be changed in January, the month of new beginnings. The opportunity to make these changes is here and now.

**Go for it!**

To resize, click the image and drag one of the corners

To relocate left, right, or center, click one of the circled icons



Silhouette of dancing couple isolated on a white background

Add Contact Form

B I [List icons] [Align icons] [Link icon]

[Image icons] [Undo] [Redo] [Help icon]

This gives us the final product (below). Note that the caption does not scale with the picture.

If you don't like the final vertical orientation you must either rearrange the text relative to the picture, or delete the picture and try again, starting with the cursor in a different position.

WYSIWYG editor interface with two buttons at the top: "Add Media" and "Add Contact Form". Below the buttons is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), bulleted list, numbered list, quote, link, unlink, text color, background color, link color, and undo/redo. The main content area shows a silhouette of a dancing couple on the left and text on the right: "January is the month of success and happiness. Every negative thing comes and goes. **Go for it!**" Below the image is a caption: "Silhouette of dancing couple isolated on a white background".

AND NOW – uploading a new picture to the library. Position your cursor as before, and click Add Media on the post page. Then, on the Library page,

Media Library interface. On the left is a sidebar with "Actions" including "Add media", "Create gallery", "Create audio playlist", "Create video playlist", "Featured image", and "Insert from URL". The main area is titled "Add media" and has two buttons: "Upload files" (circled in red) and "Media Library". A red arrow points from a red-bordered box containing the text "Click here" to the "Upload files" button. Below the buttons are "Filter media" dropdowns for "All media items" and "All dates". At the bottom, there are three image thumbnails: a grid of four "RED SHOULDERED HAWK" photos, a landscape photo of a winding river, and the silhouette of the dancing couple.

You will get a mostly empty page with this in the middle. Follow one of the instructions.

Drop files to upload

or

Select Files

Maximum upload file size: 512 MB.

Pay attention to the maximum file size and remember to edit before uploading, if possible and necessary

After you drop or select, you will get a page with not much in the middle, and two margins as shown below.

Enter the caption (and anything else desired) and click Insert into Post

Actions


- Add media
- Create gallery
- Create audio playlist
- Create video playlist
- Featured image
- Insert from URL

### Add media

Upload files | Media Libr.


Filter media

All media items



1 item selected  
Clear

### ATTACHMENT DETAILS



**broccoli-rat.jpg**  
January 25, 2022  
5 KB  
275 by 183 pixels  
[Edit Image](#)  
[Delete permanently](#)

Alt Text   
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

**Caption**

Description

File URL:

[Copy URL to clipboard](#)

[Insert into post](#)

Note that you can either insert to post directly, or copy to the clipboard and then paste it in

# My Beginning Adventure

Permalink: <https://the complement.info/2022/01/22/my-beginning-adventure/>

Advanced Layout Editor

Add Media

Add Contact Form

Paragraph



ABC



Using “copy to clipboard” and “paste,” this picture inserted on the left, with its base at the top line. AND, the caption did not come with it. Using “Insert into Post” it inserted on the right with its top even with the top text line, and the caption was included (like the dancers).

January is the month of beginnings. People find success and happiness.

Every negative thing in their personality must be changed in January, the month