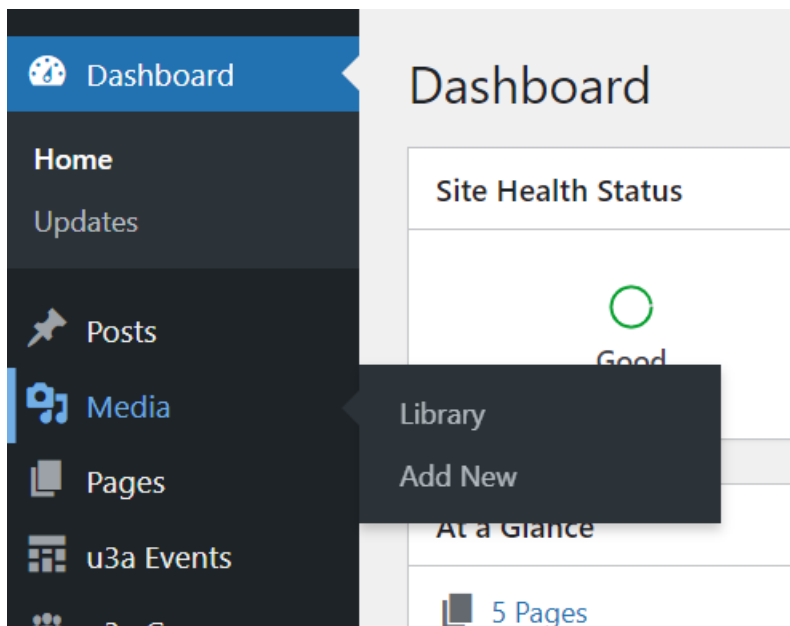


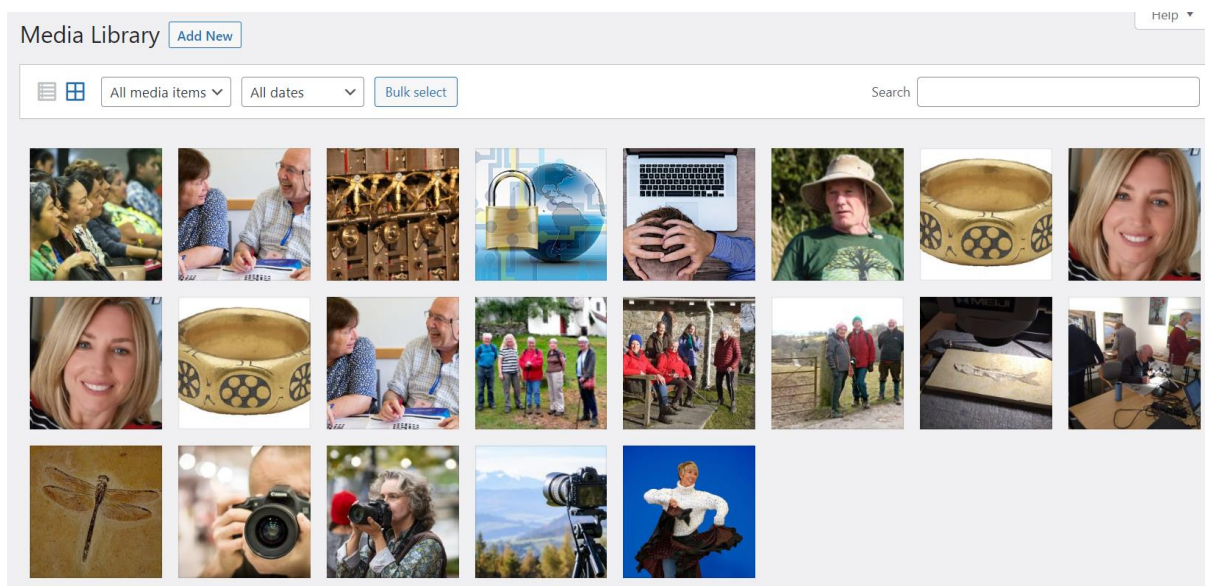
Inserting Pictures in Pages

1. Media Library

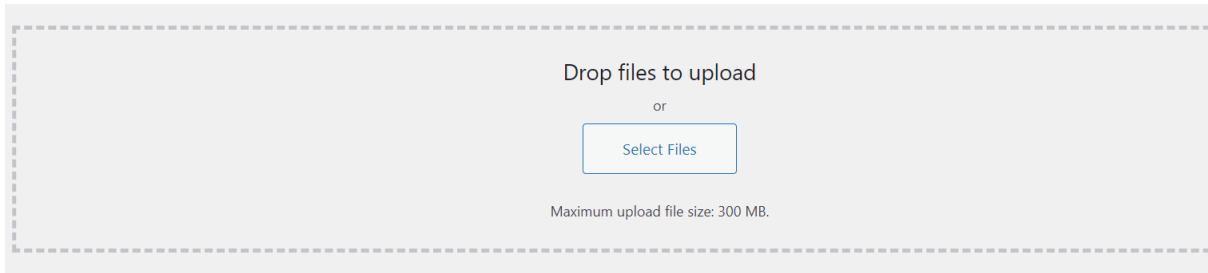
Pictures and documents are stored in a special area in Wordpress called the Media Library. This is accessed from the main dashboard menu:



Here you can see all the pictures currently loaded in this demo site:



To add a new picture to the library, just select the 'Add New' button next to the Media Library title.

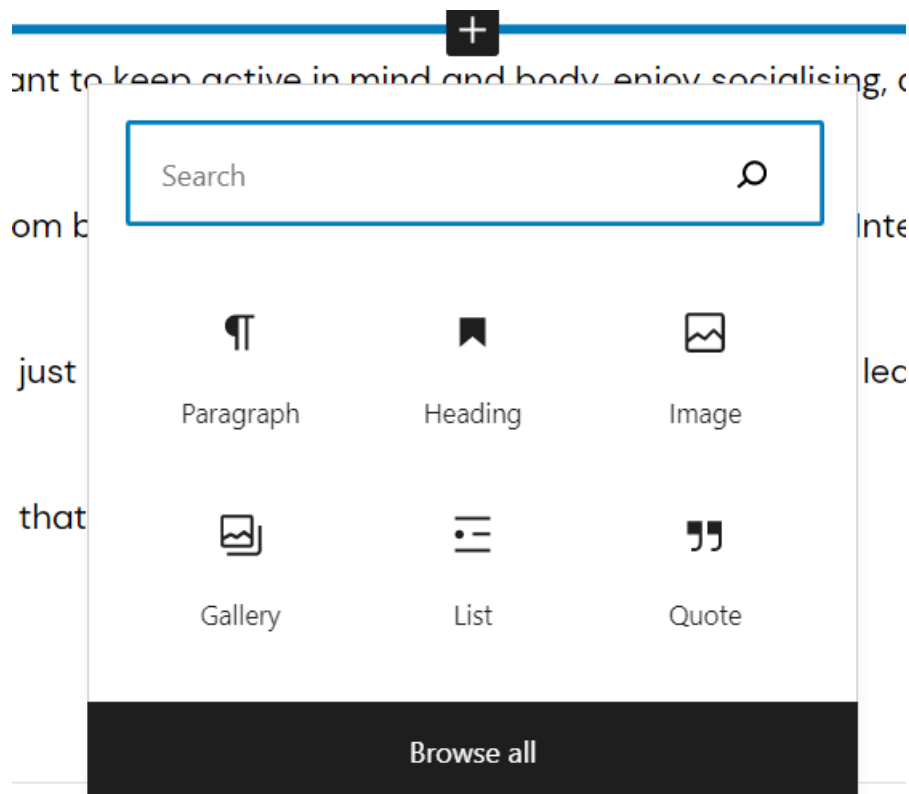


There are two ways to add the new picture, either 'drag and drop' the picture into the area indicated from your local file manager, or 'Select Files' by opening the File Manager screen and find the picture file as required. Here is a new picture just uploaded:




2. Insert a picture block

If the mouse is hovered between the first two lines of text, a line with a '+' symbol will appear. This is a prompt to insert a new block at this position. There is also a '+' symbol at the end of the text, indicating that a new block could be inserted there if required. New blocks may be inserted in between any of the existing blocks. If the '+' is selected, another menu is displayed, giving the options about what type of block is to be inserted:



There are a large number of different block types available, and the SiteWorks training guides will not cover all of them. Consult the generic Wordpress training and online Help within the Wordpress admin area for more information. The menu above just displays some of the most common block types that are used, and all the block types will be displayed if the 'Browse All' button is selected. To insert a picture into the page, the 'Image' block is selected. This displays the menu below, allowing the user to select an image from the Media Library, or upload a

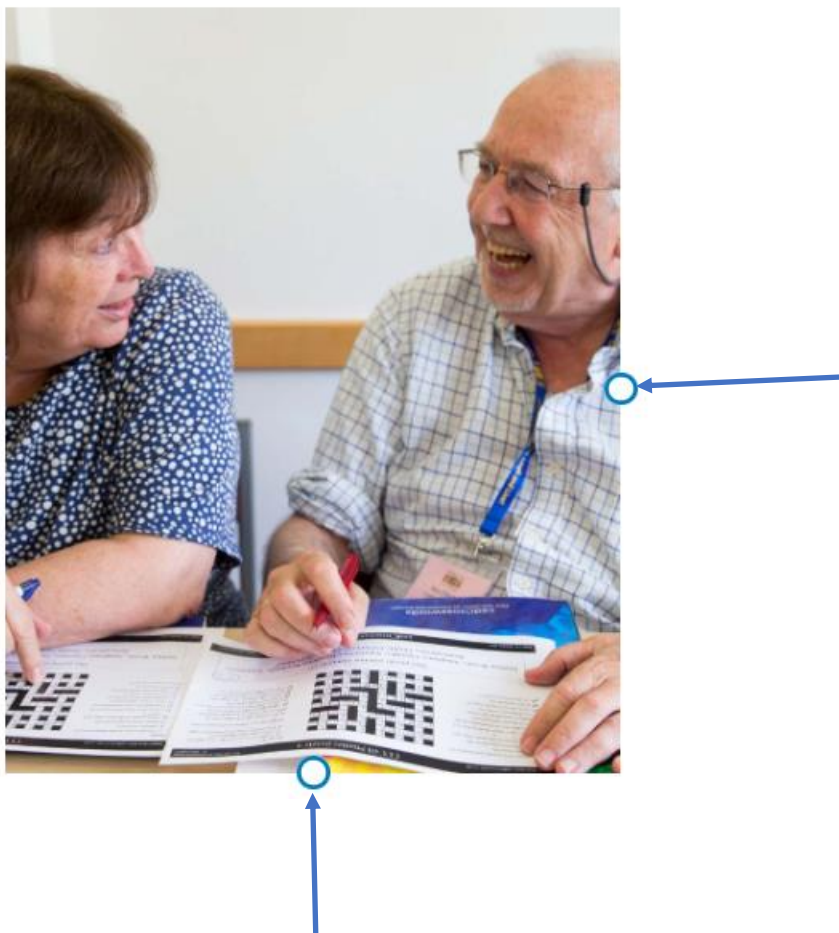
new image to the library.

 Image

Upload an image file, pick one from your media library, or add one with a URL.

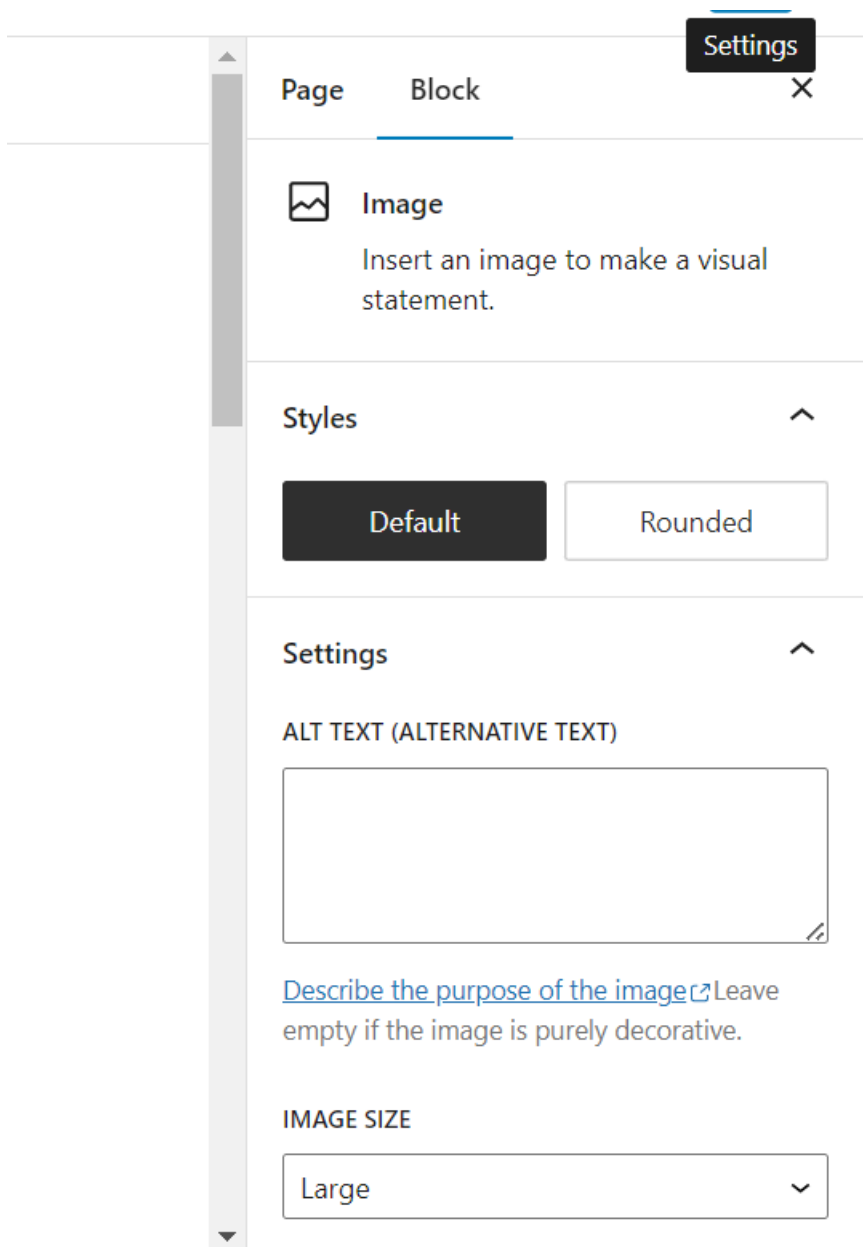
The 'Upload' and 'Media Library' options take the user to the Media Library as previously described to either select an existing image or upload a new one.

The image has 'handles' on each edge to allow resizing as required – just use the mouse by holding the left button and drag to the desired size:



3. Use of 'Alt Text'

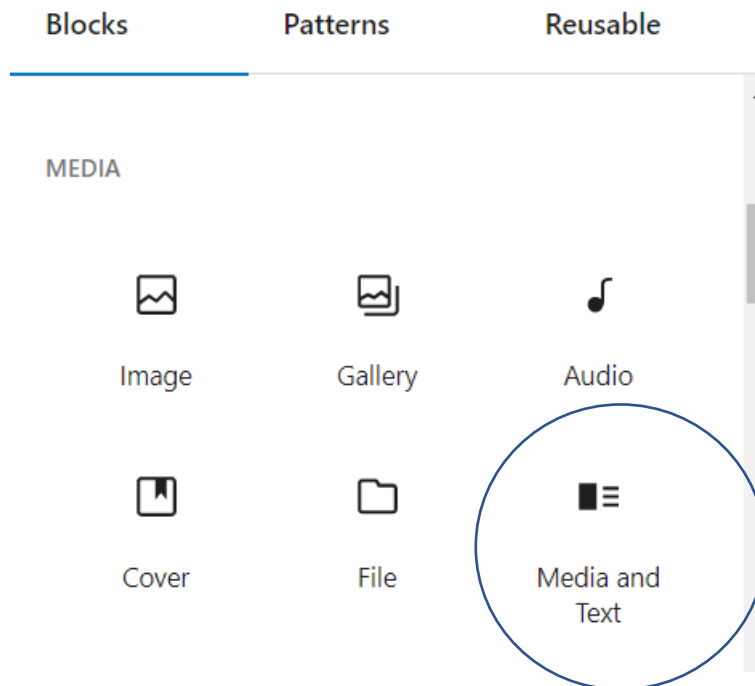
'Alt Text' is a feature to help visually impaired users to be able to use a reader to describe images as well as the text. The 'Alt Text' property will be displayed in the right hand column of the page when an image is inserted in the page, as follows:



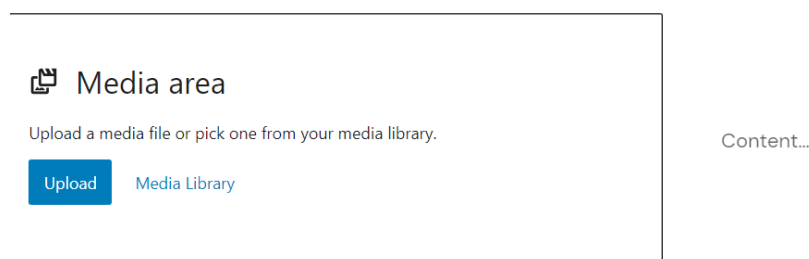
A description of the image should be inserted in this box. When the page is displayed and certain tools for the visually impaired are used to read aloud the page content, this description will be included as well. NOTE: The Alt Text is NOT displayed on the screen, it is internal data only. It is recommended that Alt Text should be used on all pictures used in u3a

websites for accessibility. See the [u3a readability guidelines](#) for more information.

If a block of text is required alongside the picture, like in the 'Welcome' Page, use the 'Media and Text' block type, as shown here, after selecting 'Browse All' from the previous Block menu:



This inserts two areas, one for the picture, one for the text:



The picture can then be inserted in the left hand section and text added to the right hand section. These sections can be reversed if required.

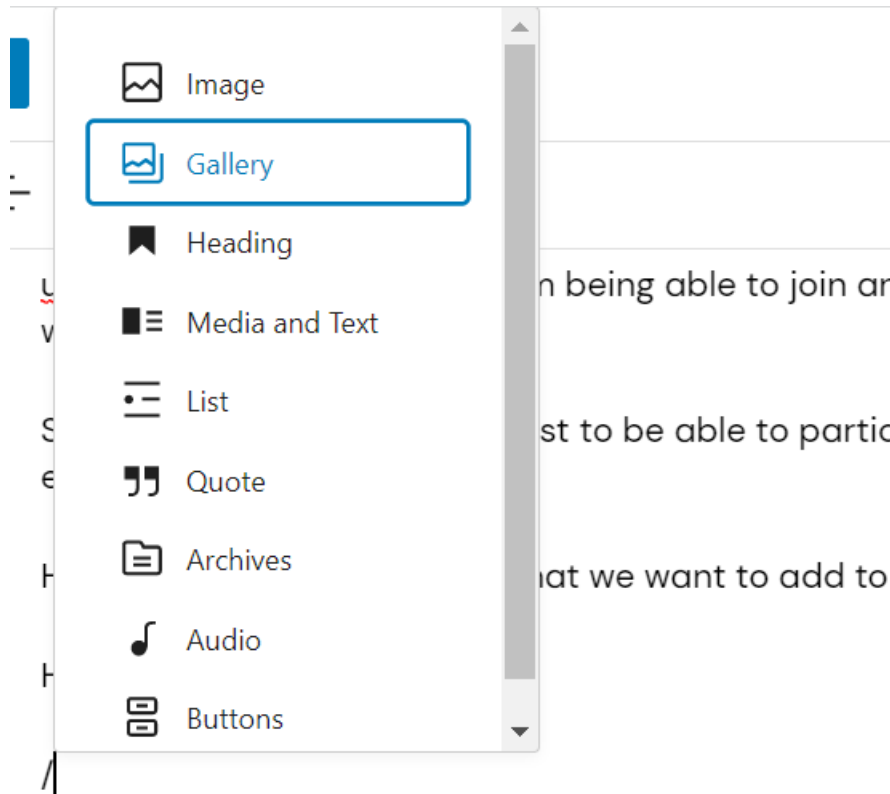
4. Image Galleries

Image Galleries are used to display a number of images as a matrix, all on one page, as below:

Here is a picture Gallery:

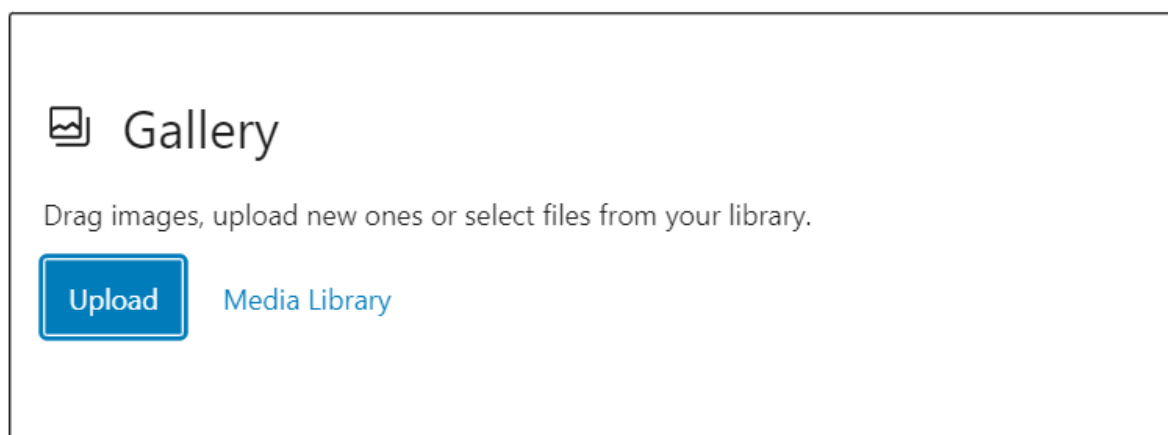


To create this gallery, go to the required place in the page and select the 'Gallery' block from the list:



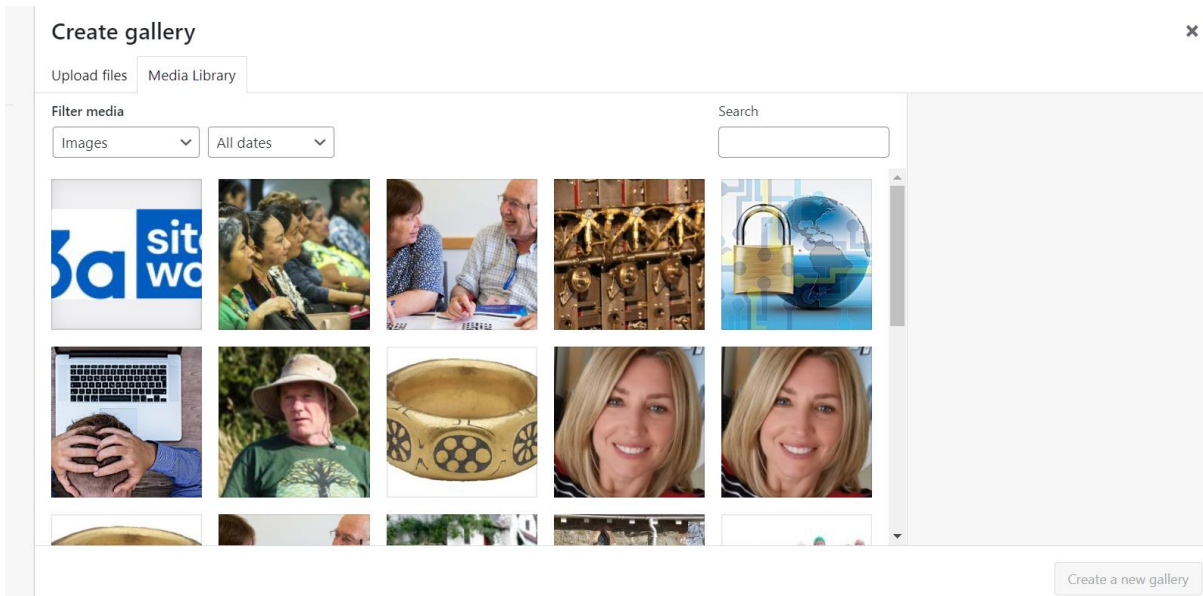
The media option pop-up is then displayed, giving the choice of uploading the images or choosing them from the Media Library:

here is a picture gallery.



From the Media Library, just select the images required from the library,

and then select 'create a new gallery' to finish:



The selected images will then be inserted into the page as shown above. Once placed, each image may be edited if required as individual images, and captions and 'Alt Test' may be added to each image as well.

5. Change Control

Version	Date	Reason for Change
1.0	14/02/2023	Initial Issue