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The Media Browser

When you have uploaded image(s), or want to insert an image into a post or page, the Media Browser will give you these options.

Add an Image

From Computer From URL Media Library NextGEN Gallery

Add media files from your computer

Choose files to upload

Maximum upload file size: 12MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.



File name: Kiplins_playground_westward_ho-Dave_Green.jpg
File type: image/jpeg
Upload date: September 19, 2010
Dimensions: 629 × 800

Title *

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

Caption

Description

Link URL

Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (150 × 150) Medium (300 × 381) Large (615 × 782) Full Size (629 × 800)

[Use as featured image](#) [Delete](#)

GETTING YOUR PICTURE RIGHT

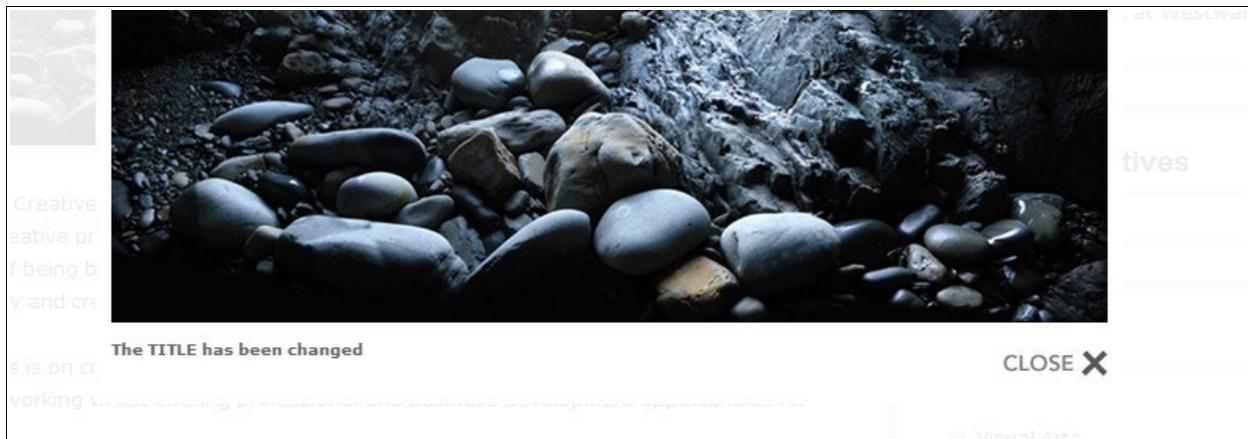
This may initially appear daunting but the information you select here will determine how the picture will appear in your post. You have options that you can choose:

Title and Alternate Text

1. **Title** - This will show the name of the image file. You can change this to something more relevant.
2. **Alternate Text** - Copy and paste the new **Title** into here:

Title	* The TITLE has been changed
Alternate Text	The TITLE has been changed <i>Alt text for the image, e.g. "The Mona Lisa"</i>

3. The alt. text will show beneath the image when someone is viewing the site:



Caption

1. If you want a caption to appear beneath the picture in the post, you can add it here:

Title	* The TITLE has been changed
Alternate Text	The TITLE has been changed <i>Alt text for the image, e.g. "The Mona Lisa"</i>
Caption	A CAPTION has been added
Description	

2. It will show in your writing post like this:



3. It will look like this in the published post on the website:



4. You do not need to add anything to 'Description'.

Link URL

This setting decides what happens when someone clicks on the picture in your post. The first 2 options will be the most common to use.

*None

Select this button if you want nothing to happen when the image is clicked. It will remain as it is in the post:

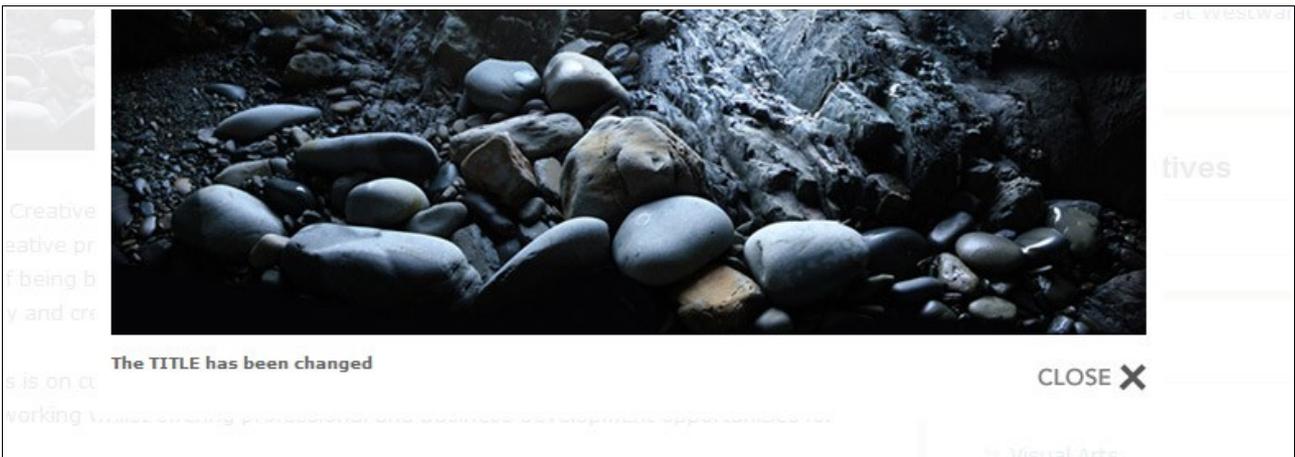


*File URL

1. Select this button if you want the overlay gallery to launch showing the full size image:



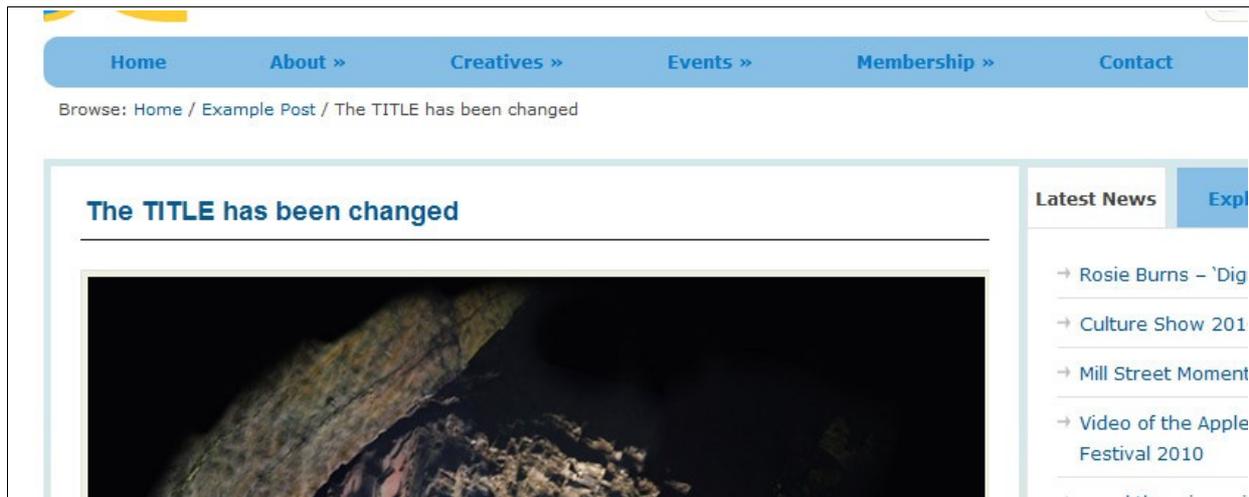
2. This affect is used in most of the Creative's individual pages and elsewhere on the site:



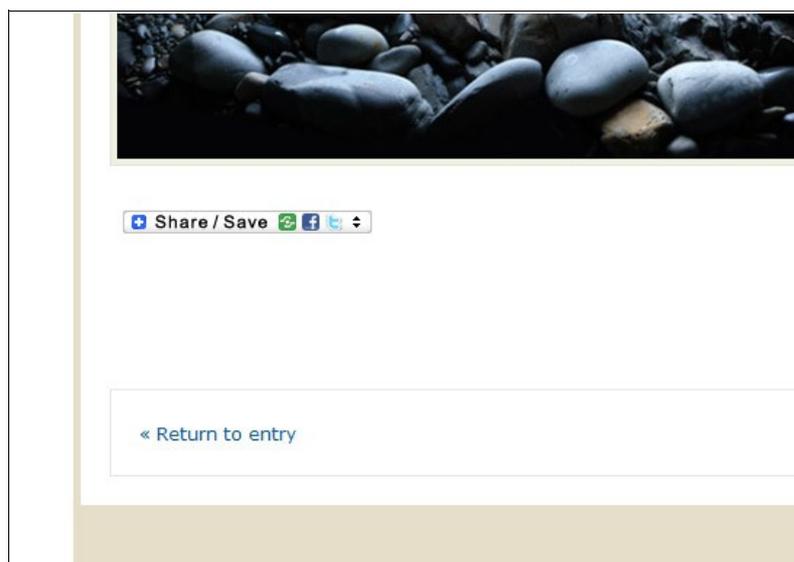
Post URL

1. If you select this button the picture will appear in a new post by itself:

Link URL	<input type="text" value="http://www.bbcdevon.org/?attachment_id=1408"/>
	<input type="button" value="None"/> <input type="button" value="File URL"/> <input checked="" type="button" value="Post URL"/>
<i>Enter a link URL or click above for presets.</i>	



2. It is an 'attachment' to the original post, and you can return to the original post using the link beneath the picture.



3. This option is best to use only if you want someone to be able download the full size image. Useful if you have a poster to download.

Link to a different website

You can set up so that a picture, when clicked, links to another website (or a different part of the BBC website).

1. Click the **None** button so that the Link URL is blank.



The screenshot shows a form with a label 'Link URL' on the left. To its right is a text input field that is currently empty. Below the input field are three buttons: 'None', 'File URL', and 'Post URL'. The 'None' button is highlighted with a dashed border. Below the buttons is the text: 'Enter a link URL or click above for presets.'

2. Type in (or copy & paste) the website address you want to link to:



The screenshot shows the same form as above, but the text input field now contains the URL 'http://www.greengallery.co.uk/'. The buttons below are now 'None', 'Current Link', and 'Link to Image'. The 'None' button is still highlighted. The text below the buttons remains: 'Enter a link URL or click above for presets.'

3. Don't forget to put **http://** at the start of the address (URL) to make the link work.

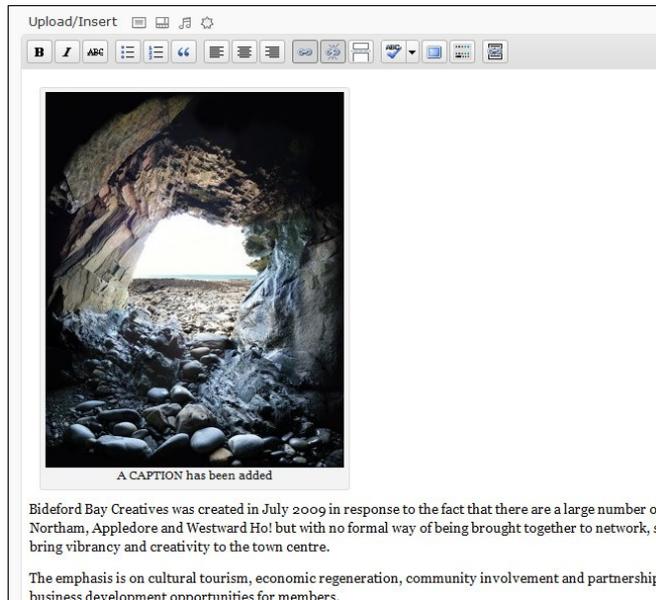
ALIGNMENT

Alignment affects where and how the picture fits into the post and text.

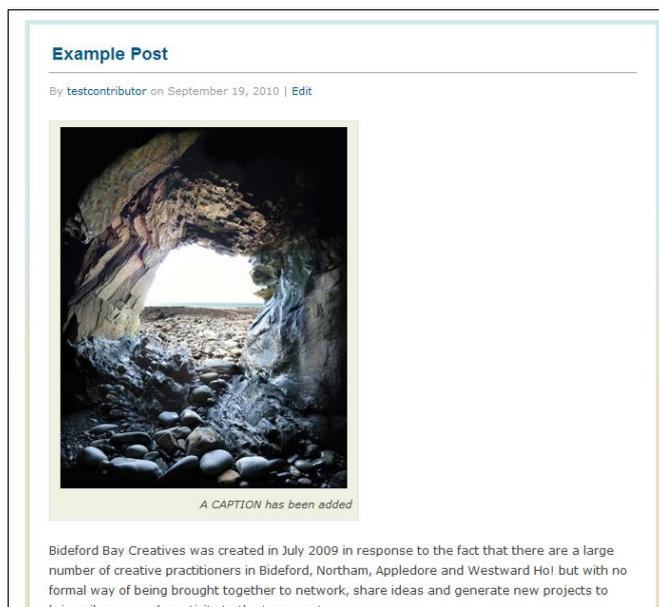


None

1. The picture is not aligned, and text will appear underneath the image.
2. It looks like this in your writing box:



3. It will appear like this in the published post, on the left:

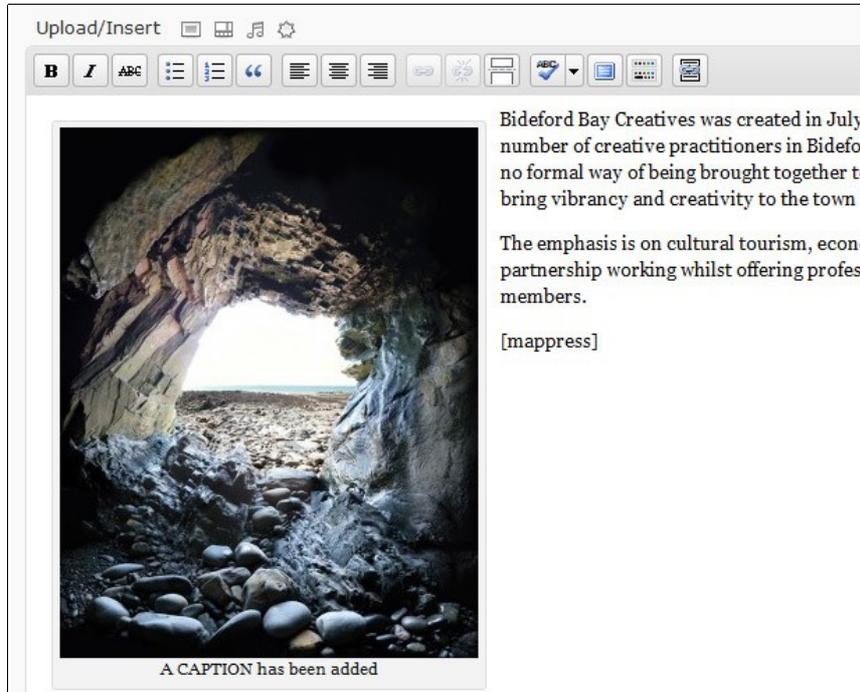


Left

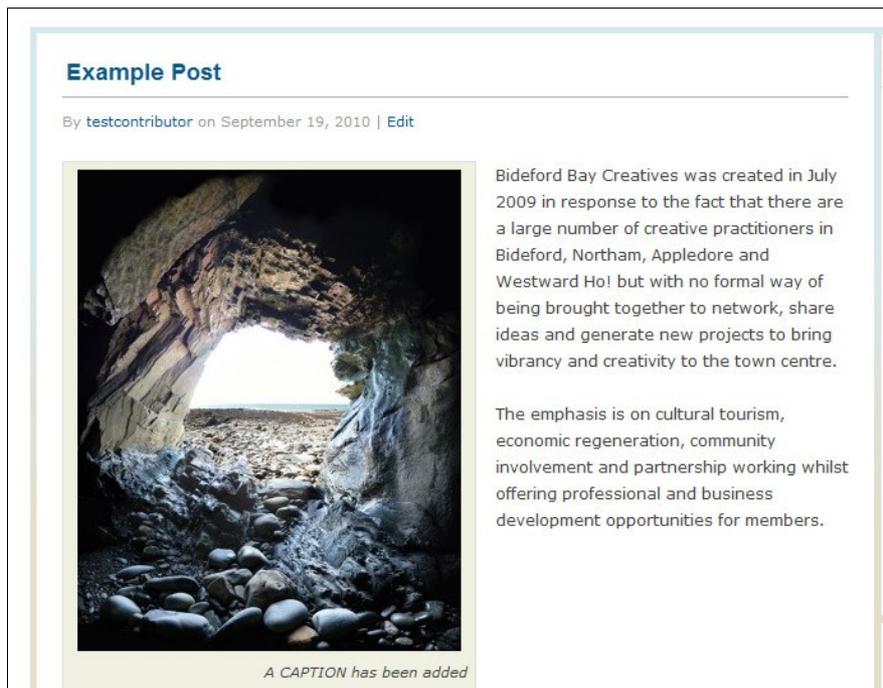
1. Select **Left** from the options:



2. The text 'wraps' around the picture. It looks like this in your writing box:



3. It looks like this in the published post:

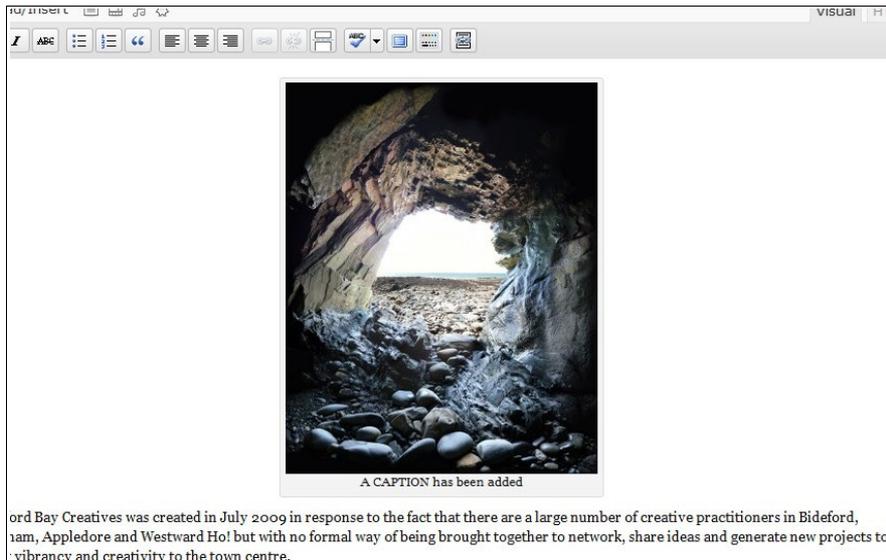


Center

1. Select **Center** from the options:



2. The picture is centred in the post. Text is above and below. It looks like this in your writing box:



3. It looks like this in the published post:

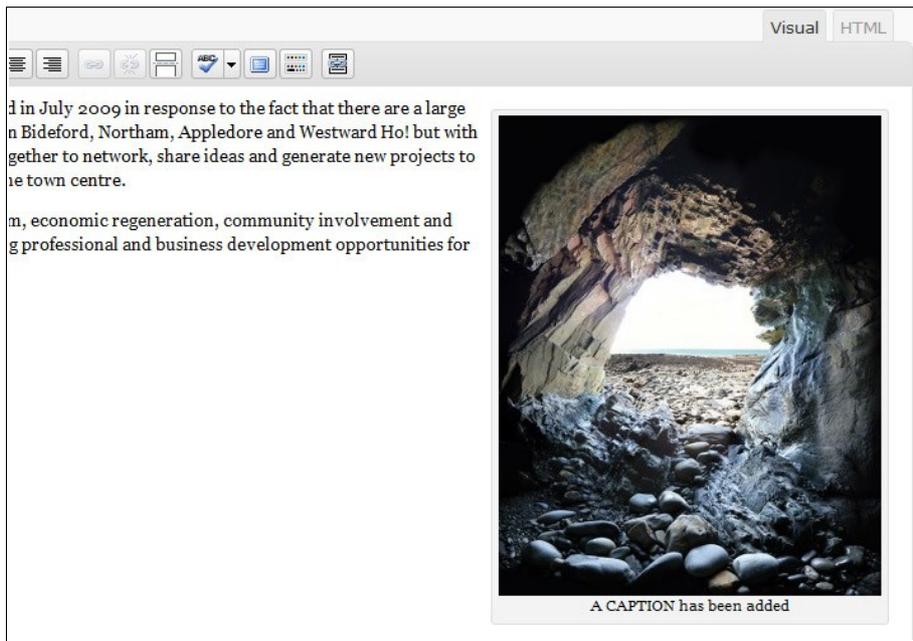


Right

1. Select **Right** from the options:



2. The picture aligns to the right, and the text 'wraps' around the picture. It looks like this in your writing box:



3. It looks like this in the published post:



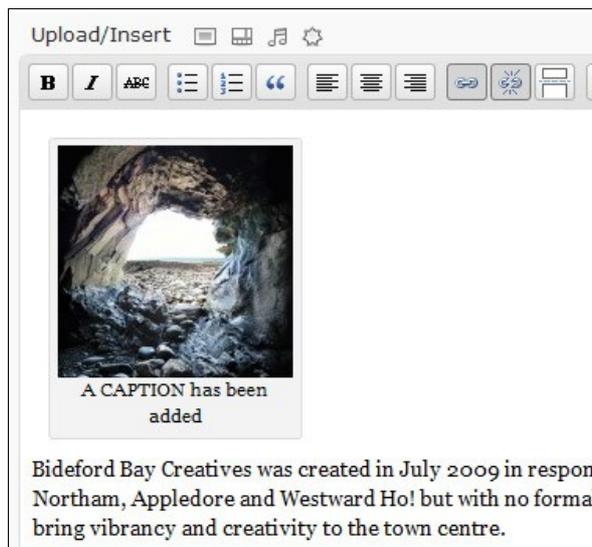
SIZE

Size matters when it comes to the layout and emphasis of images in your page. Size works closely with **Alignment**, to achieve your planned layout.

Thumbnail

This will change the image to a default square (150px x 150px).

1. It looks like this in your writing box:



2. It looks like this in the published post:

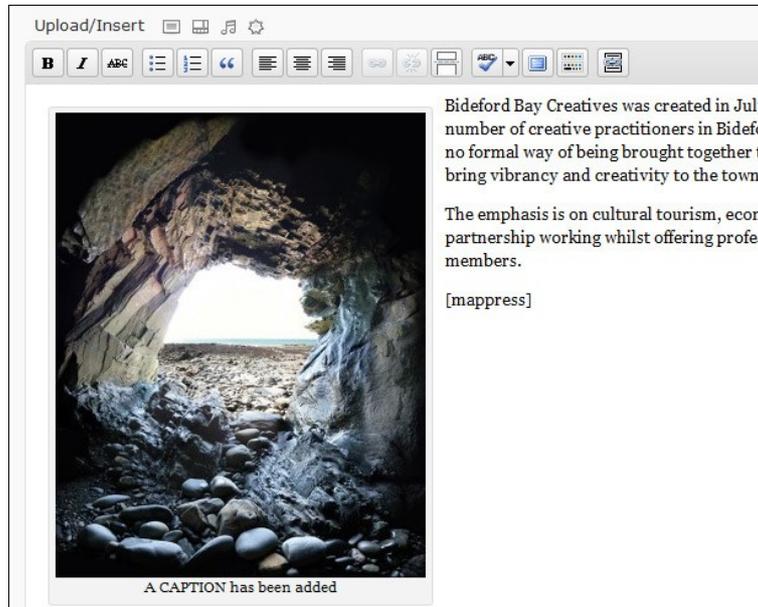


3. (This example has **Alignment: None / Size: Thumbnail**)
4. The image is cropped to fit the square format.
5. Captions can often be too big, so it's best not to use a caption with a thumbnail.

Medium

This has a default limit of 300px width. Any image larger than 300px width will be reduced to this width. Height will be proportional to the original image.

1. It looks like this in your writing box:



2. It looks like this in the published post:



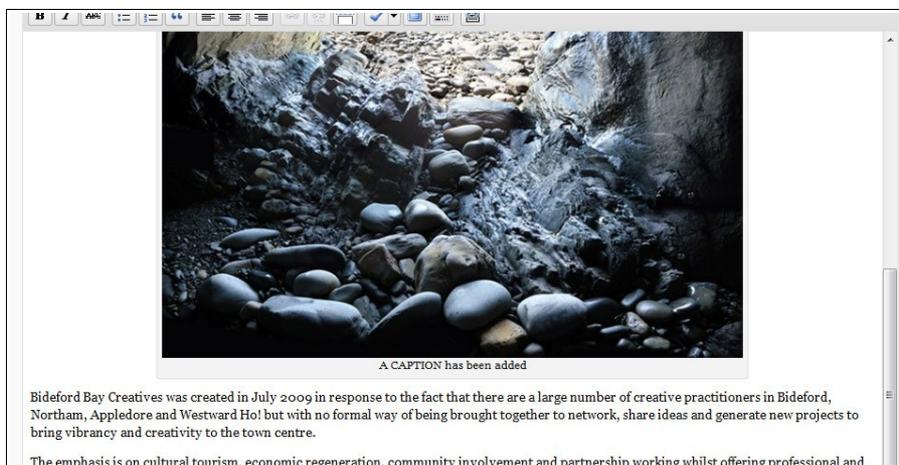
3. This example is **Alignment: Left / Size: Medium**

Large

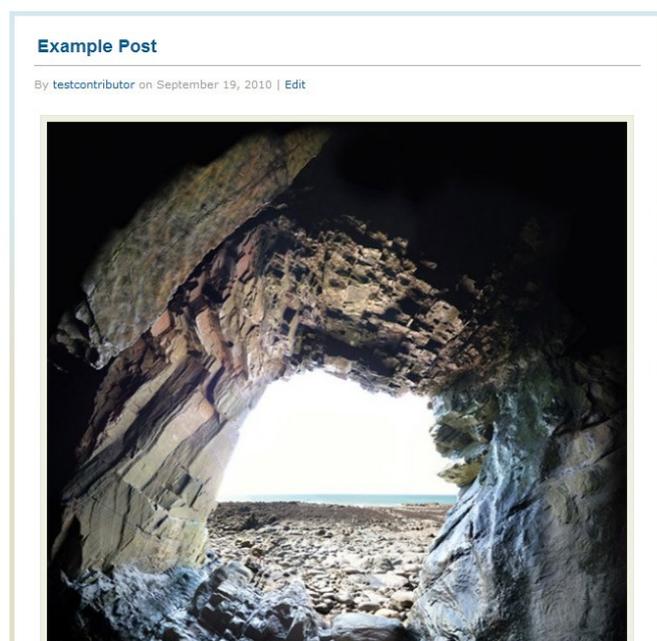
This will make the picture the **full width of the post**. (The default width of the post column is 615px.) Therefore you only select **Alignment:None** or **Alignment:Center**.

Alignment	<input type="radio"/> None	<input type="radio"/> Left	<input checked="" type="radio"/> Center	<input type="radio"/> Right
Size	<input type="radio"/> Thumbnail (150 × 150)	<input type="radio"/> Medium (300 × 381)	<input checked="" type="radio"/> Large (615 × 782)	<input type="radio"/> Full Size (629 × 800)

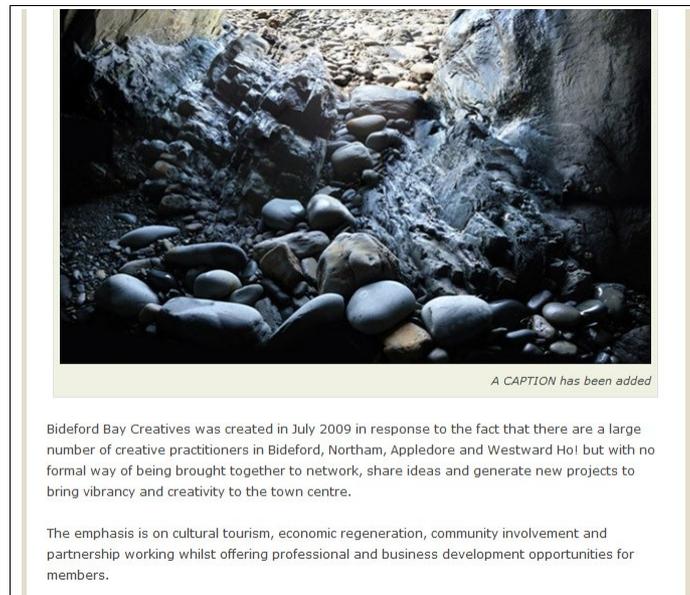
1. Select **Alignment:None** or **Alignment:Center**
2. Select **Large**
3. This is how it will look in your writing box:



4. This is how it will look in your published post (top):



5. This is how it will look in your published post (bottom):



6. How much of the post is taken up by the image depends on the original size. (The example shows a large 'portrait' format image.)

Full Size

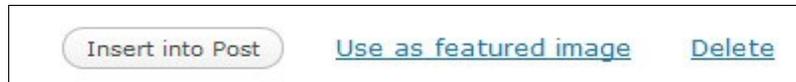
You do not need to use this option **unless your image is 615px or less.**

Size	<input type="radio"/> Thumbnail (150 × 150)	<input type="radio"/> Medium (300 × 381)	<input type="radio"/> Large (615 × 782)	<input checked="" type="radio"/> Full Size (629 × 800)
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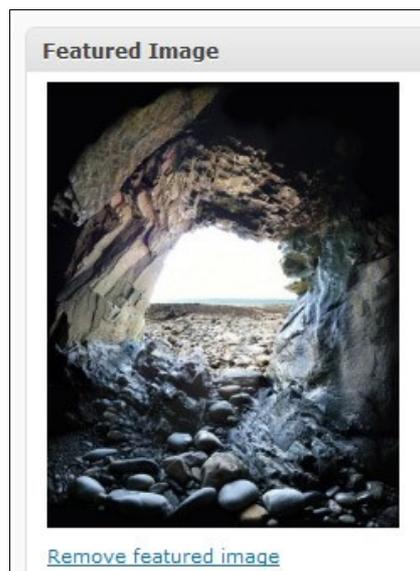
1. The image sizes are shown beneath the options. If your image is 615px or less, there will not be a **Large** option. You will need to select **Full Size**.
2. Select **Alignment:None** or **Alignment:Center**
3. The published results will be the same as **Large**.
4. If your image exceeds 615px and you select **Full Size**, the published result will be the same as **Large** - the image will adjust to fit the column width.

Use as featured image (OPTION)

1. If you want to associate this image with your post click 'Use as featured image' link:

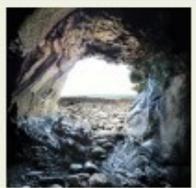


2. This will show up in the **Featured Image** box on the right:



3. This is useful, as it will generate a thumbnail on the website that goes with an excerpt of the text, when someone is searching through the archives of the site. For example (another post using the image as a featured image):

Dave Green



With 13 years of full-time photography teaching behind him Dave chose the life of an artist in North Devon, with occasional part-time teaching and photographic workshops to supplement his career. His current work is an exploration of the North Devon coast. His study is of the hidden coast found only through a vertiginous climb down [...]

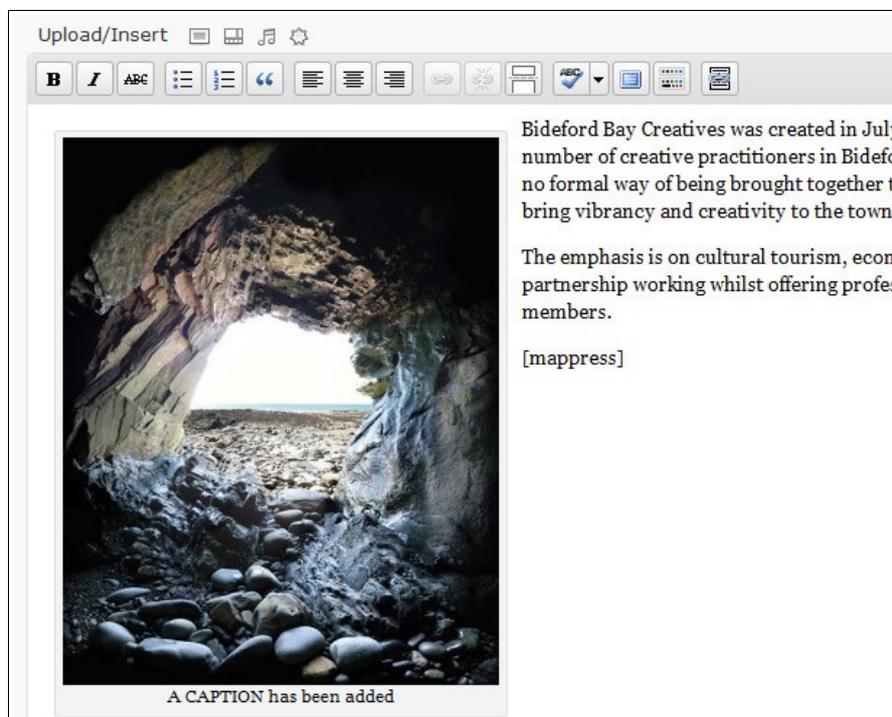
4. You can add or change the **featured image**, use another image or upload a new one just for this at a later stage.

HOW TO INSERT THE IMAGE INTO THE POST

1. When you have completed the title boxes and alignment / size options, you can insert the image into your post.
2. Click 'Insert into Post' button:



3. The picture will appear in your writing box according to your settings:



4. '**Save Draft**' in the Publish box.
5. Use the '**Preview**' button to see how your post will look when it is published.
6. If you are happy, carry on with writing your post, add another picture, or **Publish**.