

Adding images to your posts and pages follows very similar steps. It requires you to upload the image up to blog server and then insert into your post and/or page.



Inserting an image into your Posts.

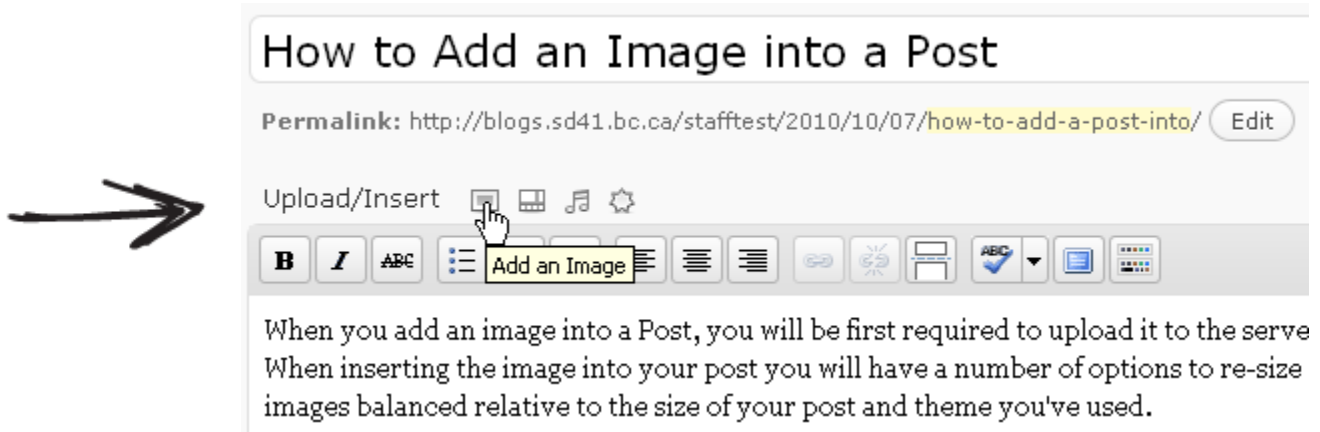
1. Either add a new post or edit an existing post.

The screenshot shows the WordPress dashboard on the left with the 'Add New Post' button selected. The main editor area has a title field containing 'Enter title here'. Below the title field is a toolbar with 'Upload/Insert' options and a 'Visual' tab selected. The main content area is empty. At the bottom, it shows 'Path: p' and 'Word count: 0'.

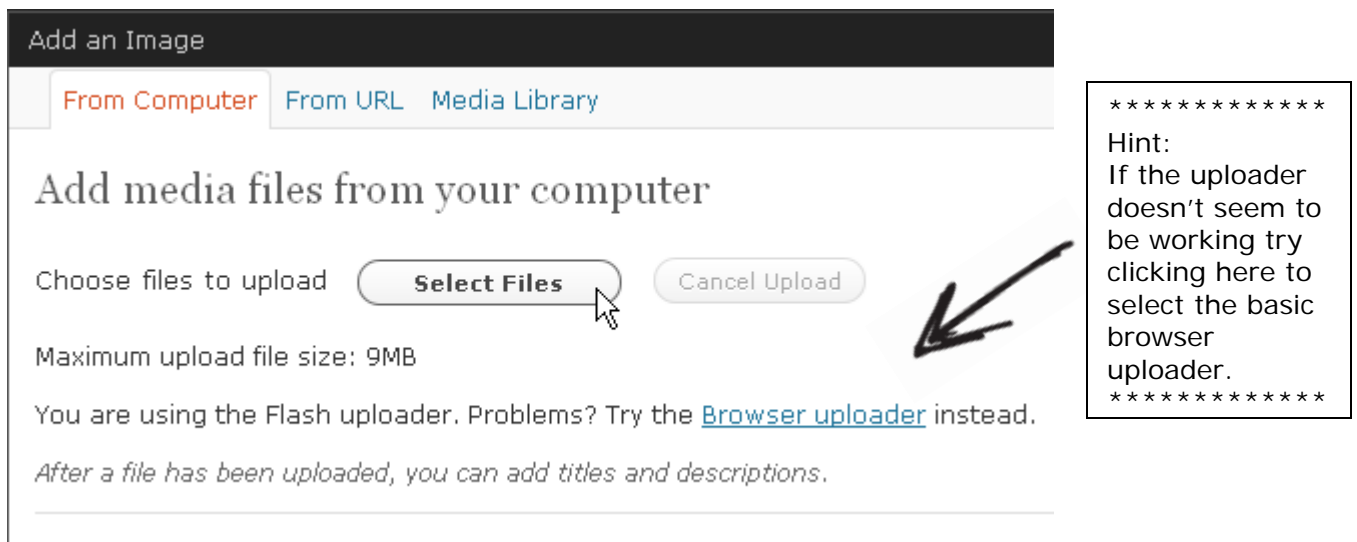
2. I've added some content to my post.

The screenshot shows the WordPress dashboard on the left. The main editor area has a title field containing 'How to Add an Image into a Post'. Below the title field is a 'Permalink' field with the URL 'http://blogs.sd41.bc.ca/stafftest/2010/10/07/how-to-add-a-post-into/' and an 'Edit' button. Below the permalink is a toolbar with 'Upload/Insert' options and a 'Visual' tab selected. The main content area contains the text: 'When you add an image into a Post, you will be first required to upload it to the server. Then you will insert it into a Post. When inserting the image into your post you will have a number of options to re-size and position the image. Keep the images balanced relative to the size of your post and theme you've used.' At the bottom, it shows 'Path: p' and 'Word count: 61'. A status bar at the bottom right says 'Draft saved at 6:05:47 pm.'.

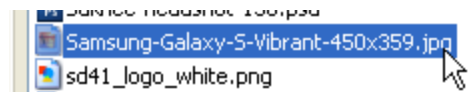
3. Just above the Post Content Box, there are the Upload/Insert Options. Click on the first box – **Add an Image**.



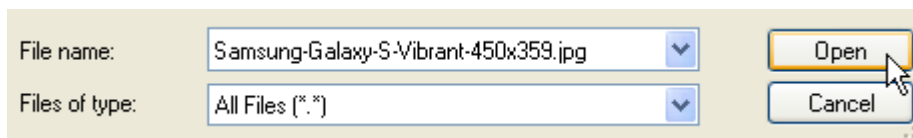
4. The Add an Image uploader window will pop-up. Click on Select Files to choose an image you have saved.



5. Browse the location and select the image file



Then click open at the bottom



6. Immediately it will start uploading with a progress bar. Then you will have the details of the image stored in your library. To insert the image in the post mainly focus on alignment and size.

Link URL

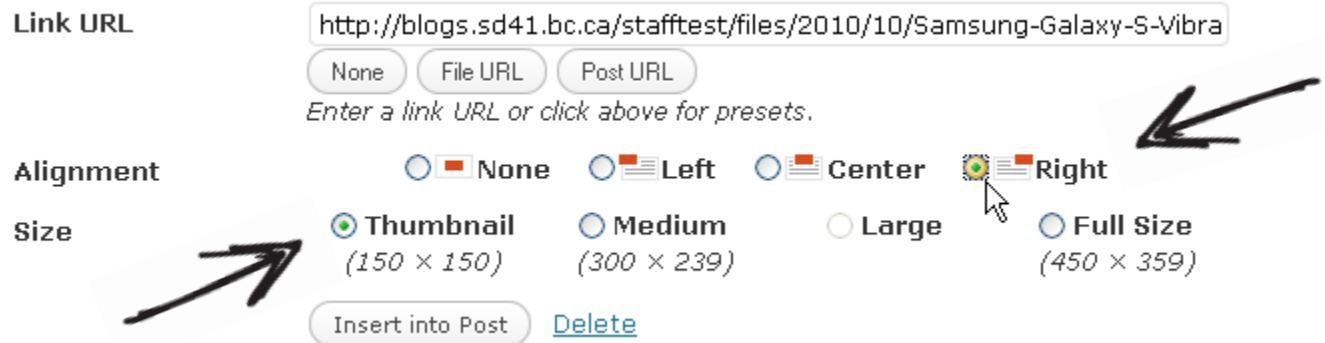
None File URL Post URL

Enter a link URL or click above for presets.

Alignment None Left Center Right

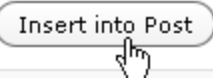
Size Thumbnail (150 × 150) Medium (300 × 239) Large Full Size (450 × 359)

[Delete](#)



I have chosen to have this image right-aligned and cropped down to a 150x150 square sized thumbnail image.

When you are ready insert it into your post by click the button.



7. It will look like this when it inserts in. You can adjust this by dragging it to another location.

How to Add an Image into a Post


Permalink: <http://blogs.sd41.bc.ca/stafftest/2010/10/07/how-to-add-a-post-into/>

Upload/Insert

Visual HTML

B **I** **ABC**

When you add an image into a Post, you will be first required to upload it to the server. Then you will insert it into a Post. When inserting the image into your post you will have a number of options to re-size and position the image. Keep the images balanced relative to the size of your post and theme you've used.



Path: p

Word count: 61 Draft saved at 6:29:47 pm.

8. To update the image settings or delete, click on the image. You will see a little picture icon and a delete icon. Clicking the little picture icon will allow you to go back and adjust some settings.



9. After Publishing or Updating this is what it will look like on your blog. (Remember, your theme would change the visual look)

How to Add an Image into a Post

Posted by staff on October 7th, 2010

When you add an image into a Post, you will be first required to upload it to the server. Then you will insert it into a Post. When inserting the image into your post you will have a number of options to re-size and position the image. Keep the images balanced relative to the size of your post and theme you've used.

