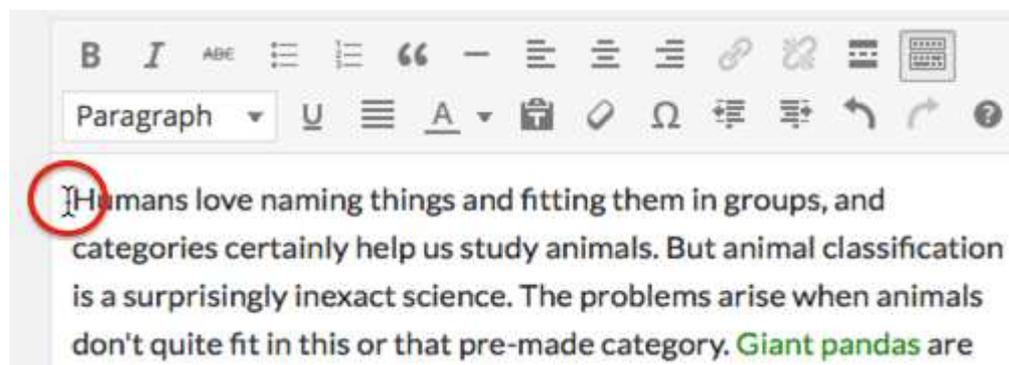


Adding images in forum posts

Step 1 – Placing your cursor

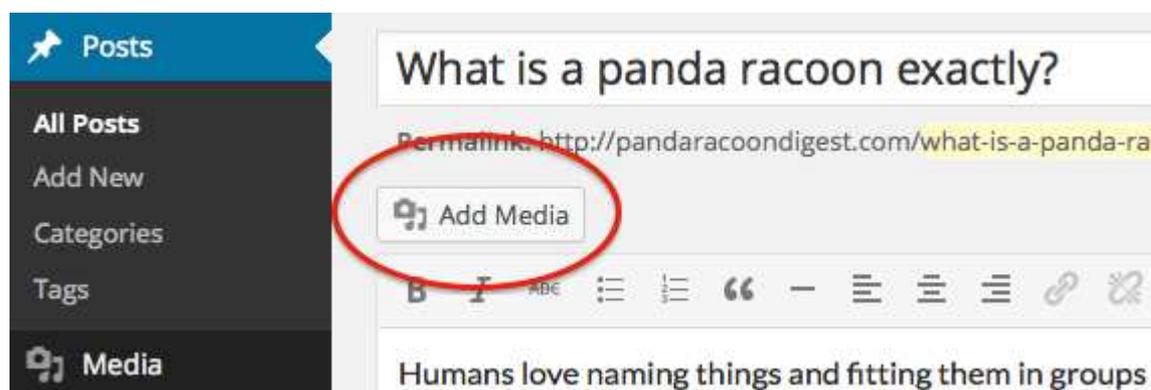
In order to add an image to your page or post, you must first insert your cursor in the place in the text where you want the image to appear. By placing your cursor within your text, you can add images inline with your content. You can also place your cursor on a blank line if you want the image to appear by itself instead.



*Tip: It's a good idea to **place your cursor on the left margin of your text**, even if you want the image to appear on the right. That's because there is a special setting called Alignment that allows you to control whether the image appears on the right or the left side of the text. It even controls how text flows around the image automatically.*

Step 2 – Click the Add Media button

Once you've placed your cursor on the line where you want your image to appear, click on the Add Media button to launch the media uploader interface, and then select the Insert Media option from the list of actions in the left side of the media uploader window.



Step 3 – Add or Select Your Image

You can add or select the image you want to add to your page or post by choosing from either of the following options in the center of the media uploader window:

- **Upload Files:** Upload the image you want to use from your computer by dragging it into the upload area.
- **Media Library:** Select from any previously uploaded images in the media library by clicking on the one you wish to add to your page or post.

Panda Racoon Digest + New View Post Howdy, David Jackson

Insert Media

[Create Gallery](#)

[Set Featured Image](#)

[Insert from URL](#)

Insert Media ✕

[Upload Files](#) | [Media Library](#)

All media items Search














1 selected Clear

ATTACHMENT DETAILS



golden-gate.jpg
December 15, 2012
1280 x 939
[Edit Image](#)
[Delete Permanently](#)

Title:

Caption:

Alt Text:

Description:

ATTACHMENT DISPLAY SETTINGS

Alignment:

Link To:

Size:

[Insert into post](#)

Word count: Draft saved at 11:29:02 pm. Last edited by David Jackson on December 15, 2012 at

Once you have selected or uploaded the image you want to add, You will see a checkbox next to the thumbnail confirming your selection, and see information about it displayed in the Attachment Details pane on the right hand side of the media uploader interface.

Step 4 – Attachment Details

ATTACHMENT DETAILS



golden-gate.jpg
December 15, 2012
1280 x 939
[Edit Image](#)
[Delete Permanently](#)

Title:

Caption:

Alt Text:

Description:

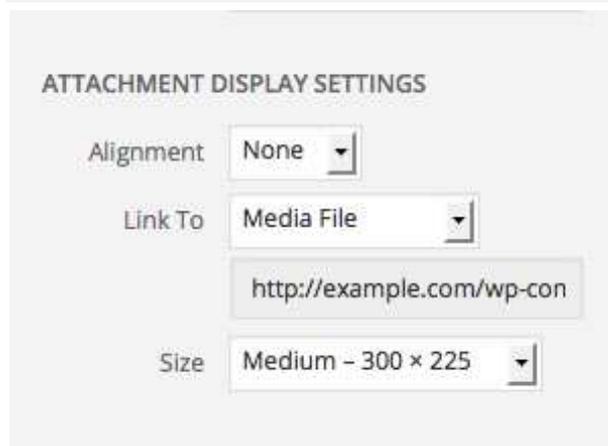
The **Attachment Details** pane displays a small un-cropped thumbnail of the image, as well as important information such as the filename, date uploaded, and image dimensions in pixels.

There are also action links that allow you to **Edit Image**, which takes you to the [Edit Image](#) page, or to **Delete Permanently** to remove the image from your site.

In addition, you can edit the following media information:

- **Title:** The title of this image.
- **IMPORTANT - Don't put any text in Caption, Alt text or Description**
- **Ignore any other selection choices in this list. They are not relevant.**

Step 5 – Image Display Settings



The **Attachment Display Settings** pane controls how the image is displayed when viewed on the site.

You have options to set how you would like the image aligned on the page (in relation to the text and margins) and what the link behavior of the image will be. In addition you can set what size image you would like to display on your page.

Image Alignment

Choose align - Left or Right for positioning your image in the post.

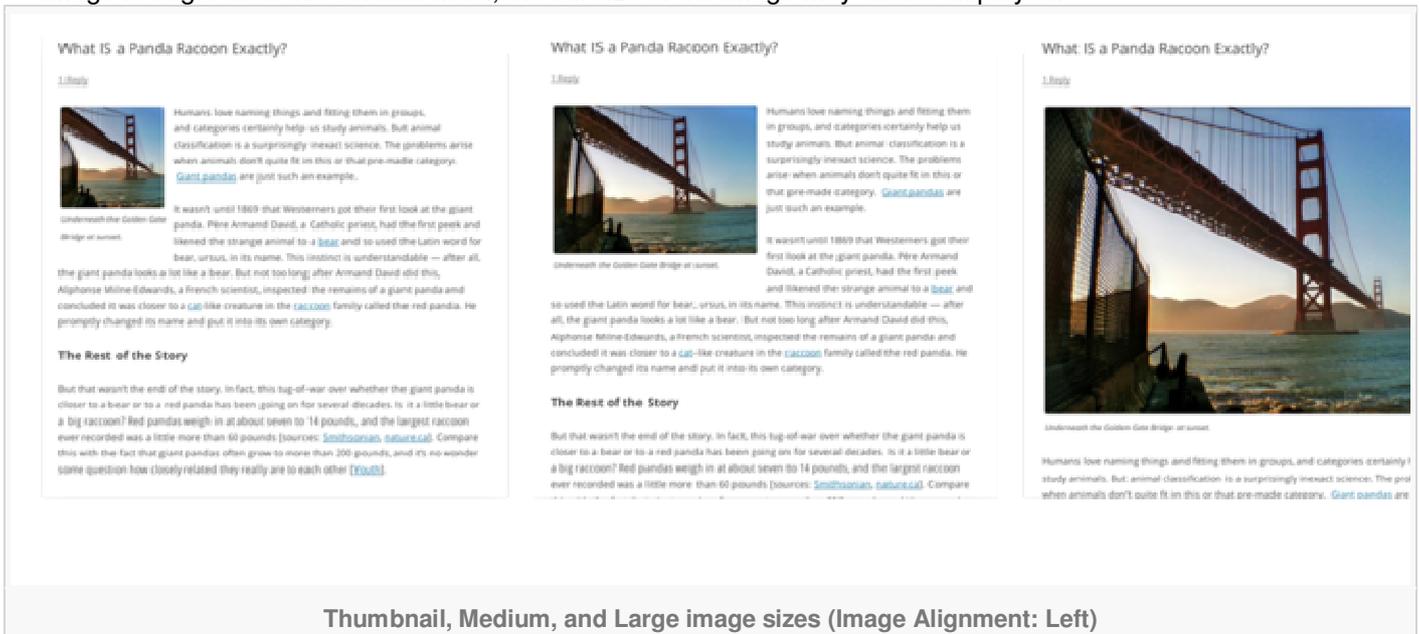
Image Link

- You can link the image but I would suggest you choose - **None** in the dropdown list here. Then it will be just the image with no links.

Image Size

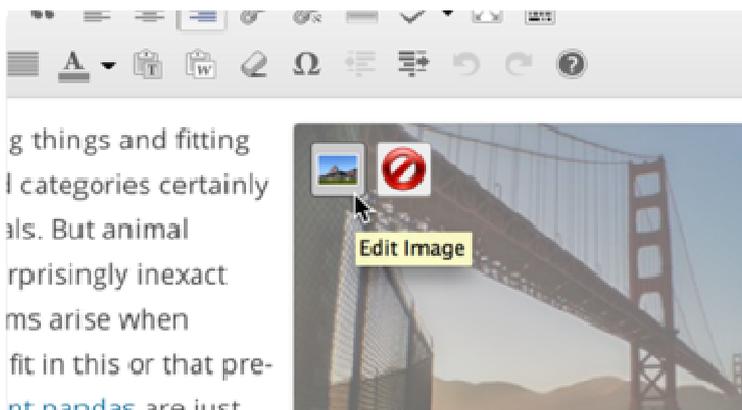
The Size settings determine the size of the image you are adding to your post. By default there is a range of four image sizes for you to choose from:

- **Thumbnail:** Displays a small thumbnail-sized version of your image on the page/post. Note, by default the Thumbnail size is a square, so some cropping of your original image may occur.
- **Medium:** Displays a medium-sized version of your image on the page/post. This is a good size to use with Left/Right alignments, as it leaves sufficient space for legible text to either side.
- **Large:** Displays a large-sized version of your image on the page/post. Note: WordPress will determine the width of the content column of your theme, and display the largest possible image for that space.
- **Full Size:** Displays a full-sized version of your image on the page/post. Note: WordPress will determine the width of the content column of your theme, and display the largest possible image for that space. If your original image is larger than this column width, the full size of the image may not be displayed.



You can visit the [Settings>Media](#) section of your WordPress dashboard to customize the above image sizes.

Step 5 – Inserting the image



Once you have determined your image settings, click on the blue Insert into post or Insert into page button, to add the image to your page or post. After the image uploader window closes, you will see the image in the text editor window, including a preview of the alignment of the image, if you have specified an image alignment.

At any time, you can edit the image settings by clicking on the **Edit Image** button in the upper left hand corner. You can remove the image from your page/post by clicking on the **Remove Image** button.