

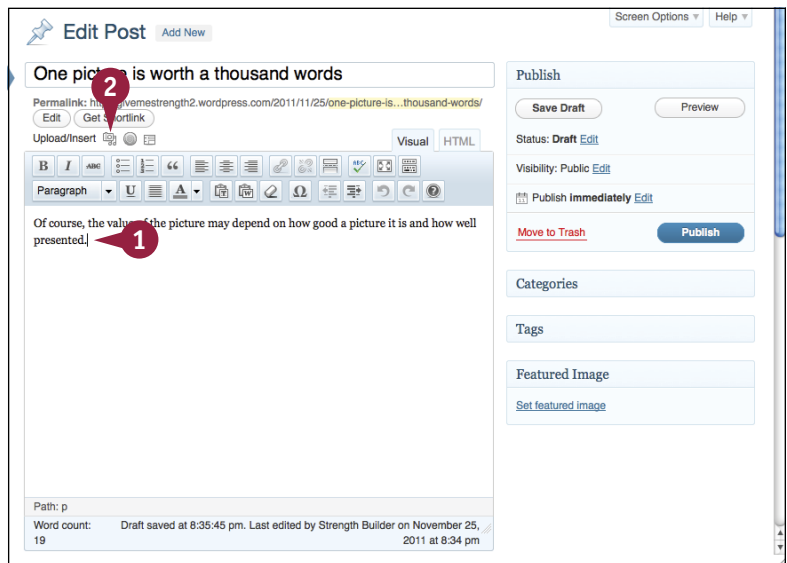
Upload and Insert an Image While Posting

By using the tools that WordPress provides, you can upload your images from your computer in a batch or one at a time. Then, you can insert them into your blog posts to add some visual pizzazz to your site.

You can upload and insert images as part of your post-writing process or as a separate operation.

Upload and Insert an Image While Posting

- 1 From the Add New Post or Edit Post page, click in your post at the location where you want to insert your image.
- 2 Click the **Add Media** button ().

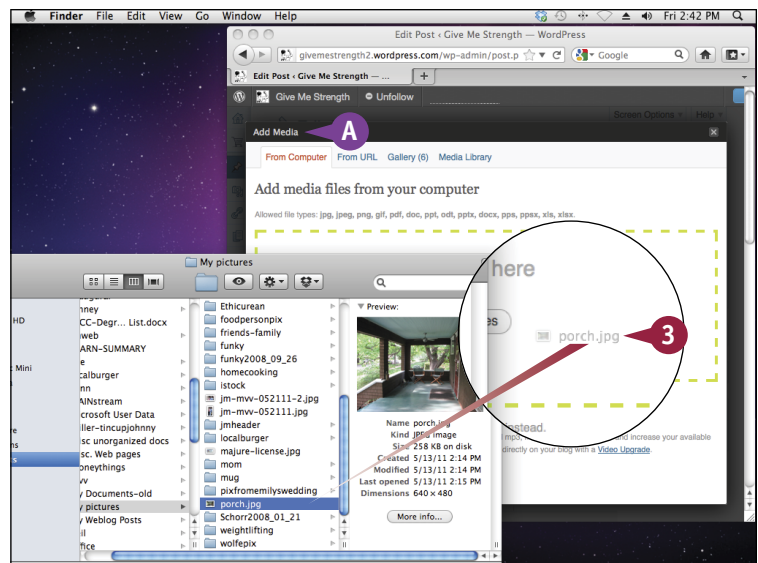


A The Add Media window opens.

- 3 Drag an image from a folder on your computer to the upload window, and release the mouse button when the border of the drop-files area changes color.

A bar appears, showing the upload progress. When the item is done uploading, a thumbnail of the image and details about it appear at the bottom of the window.

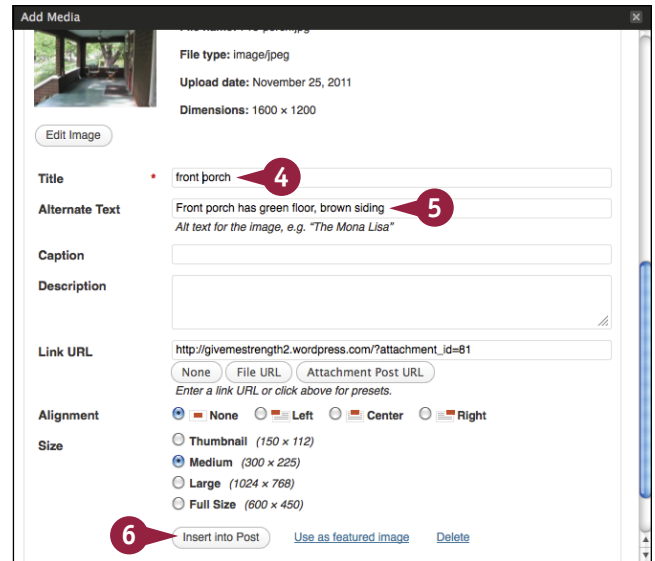
Note: You can drag multiple files if you want. Also, if you do not like drag and drop, you can click **Select Files** instead to choose your file or files.



- 4 In the Title box, type the words that you want to appear on the web page when a viewer positions the mouse pointer over the picture.

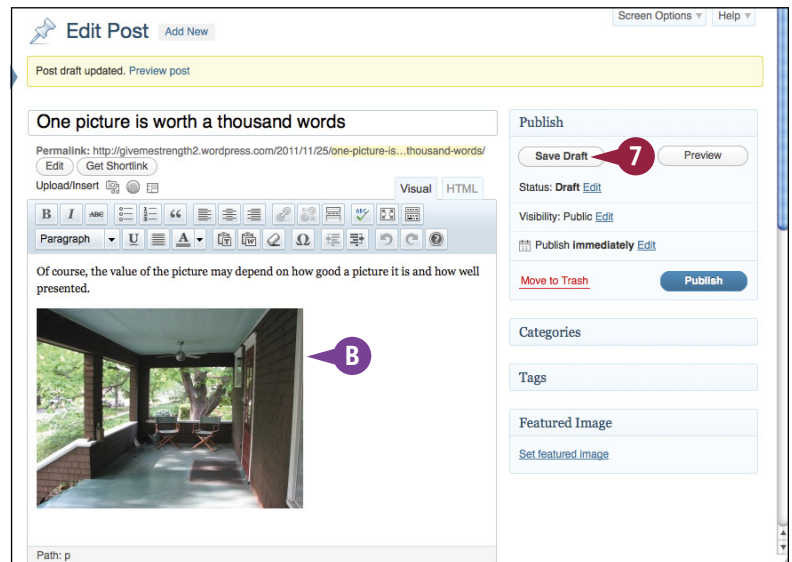
Note: The default title is the image's filename.

- 5 Type alternate text to describe the image.
- 6 Click **Insert into Post**.



- B The Add Media window disappears, and the Edit Post window displays the image at the cursor location.

- 7 Click **Save Draft/ Update Post**, depending on whether the post is a new draft or an existing post, to save the change.



TIPS

I followed the directions, but my image did not upload. What should I do?

The first thing to do is to click the *browser uploader* link under the area for dragging and dropping files. After the window changes, click **Browse** to find the file on your computer, and upload it. This way allows you to upload only one file at a time.

My image took forever to upload, and I have a high-speed connection. What is going on?

First, Internet upload speeds typically are slower than download speeds. The bigger issue, however, probably is that your image file is too large. Try to keep it less than 150 kilobytes or so for fast uploads and space conservation.