

Adding Photos to Your WordPress 2.0 Site

from the Team at Blizzard Internet – as shown on <http://www.blizzarduniversity.com/>
*You are welcome to print and distribute as many copies as you like, but please leave our link in to
Blizzard University. Thanks!*

What is the Best Size Image to Use?

To keep the download time to a minimum and to have a good quality image, make sure that your image is no bigger than 500 pixels along the longest edge and no smaller than 150 pixels.

How Can I Change the Size of my Images?

Here are some free software programs that we have used and find really good. You can use any of these to edit your images. Both require you to download software to your computer.

[The Gimp](#) – an Open Source software program with many of the same features as Photoshop. Available for Windows, Unix and MacOS X systems.

Cost: Free

[Picasa Photo Editing](#) by Google – free software from Google that allows you to locate and organize photos on your computer. Has simple editing tools to add effects and edit images. Gives you the option to share photos online. Available for Linux & Windows systems – no MacOS version yet.

Cost: Free

If you would rather not download more software onto your computer, then try the Flickr site. This online photo site will resize your images when you upload them to your account. For a more detailed explanation go to – [Using Flickr to Resize Images](#).

For more info on other editing tools visit the About site at [Top 8 Free Photo Editors](#) for Windows.

OK, onto the tutorial: (Sections of the editing area and Buttons are written in **Bold**, while actions are in *italic*)

Adding an Image to your Post in WordPress 2.0

- Login to the Admin area with password and id.
- Click on *Write* and choose either *Write Post* or *Write Page*.
- *Add your text* in the posting area and click on *Save and Continue Editing* (you never know when the system will loose an online connection).
- Scroll down to the **Upload Area**.



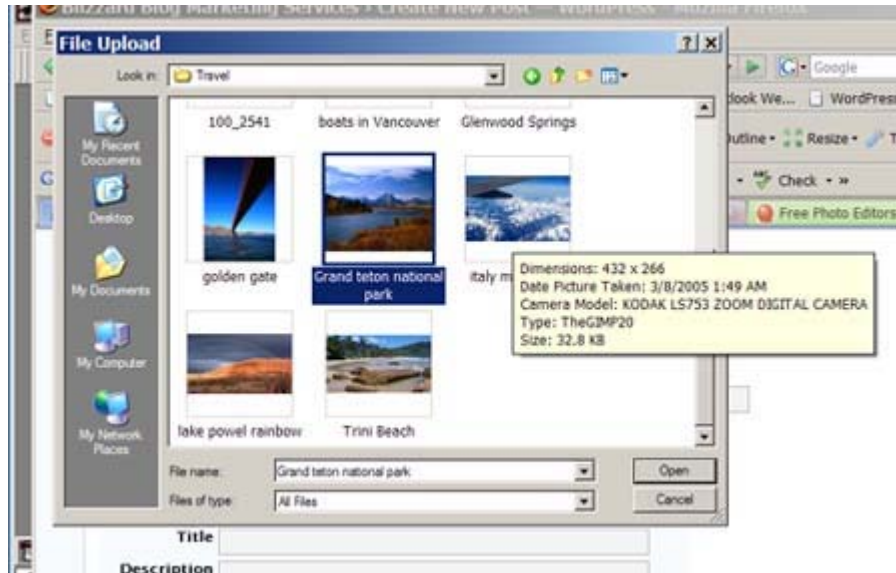
- To upload a new image click on the *Browse* button.
- A pop up will appear with the files on your computer, *browse* to the file you want to use.

Copyright © 2007

Blizzard Internet Marketing, Inc. 1001 Grand Avenue, Suite 203 Glenwood Springs, Colorado (CO) 81601
Toll Free: 888-840-5893 Phone: 970-928-7875 Fax: 970-928-7874 Sales and Customer Support:

info@blizzardinternet.com

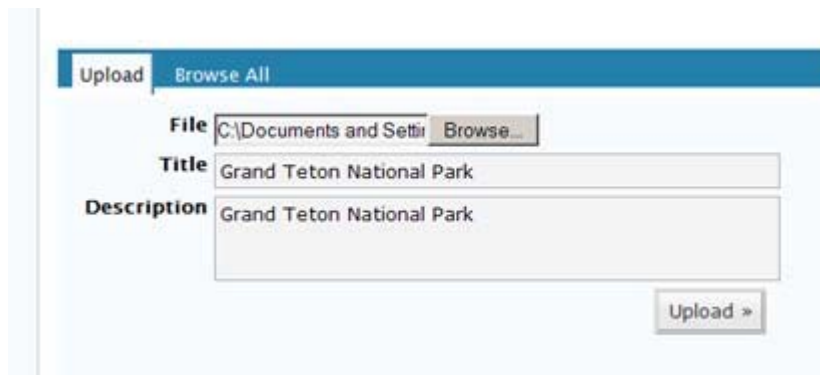
HINT: If you hover over the image you should be able to see the dimensions of that image so you can make sure it is not too big.



- Click on *Open* – this will add a link to the **File** section of the **Upload** area.

HINT: Keep your images names unique try don't upload images with the same file name as they will overwrite each other, and try to use a slightly different description and title for each image.

- Go to the **Title** area and *enter the Title of the image* do the same for the **Description** area – both the title and the description will help you in the search engines, so make them both something relevant.



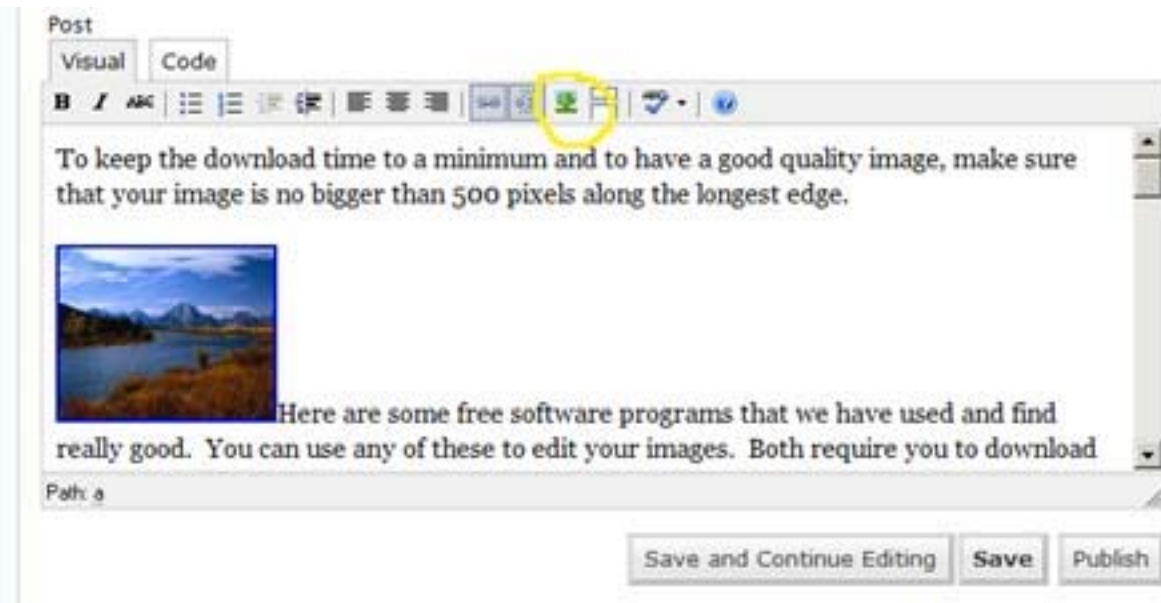
- Click on *Upload* – be patient and don't keep clicking, it might take a few seconds.
- Now you will see the image loaded to the website files as shown under the **Browse** tab.



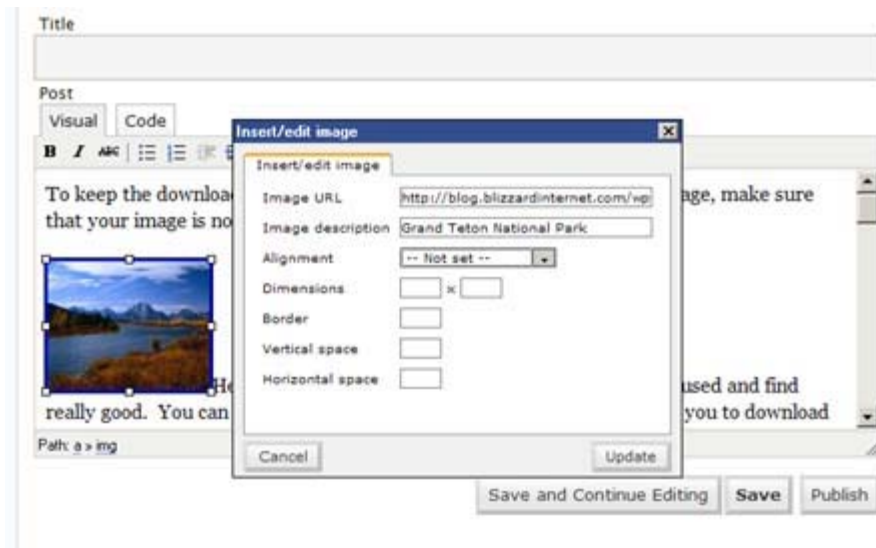
- If you want to change the **Description** or **Title** of the image after uploading, Click on *Edit* and you can make the changes to either – leave the url the same.

HINT: If you can only see the image and none of the editing options, then simply click on the image once and you will see all the options as shown in the last image.

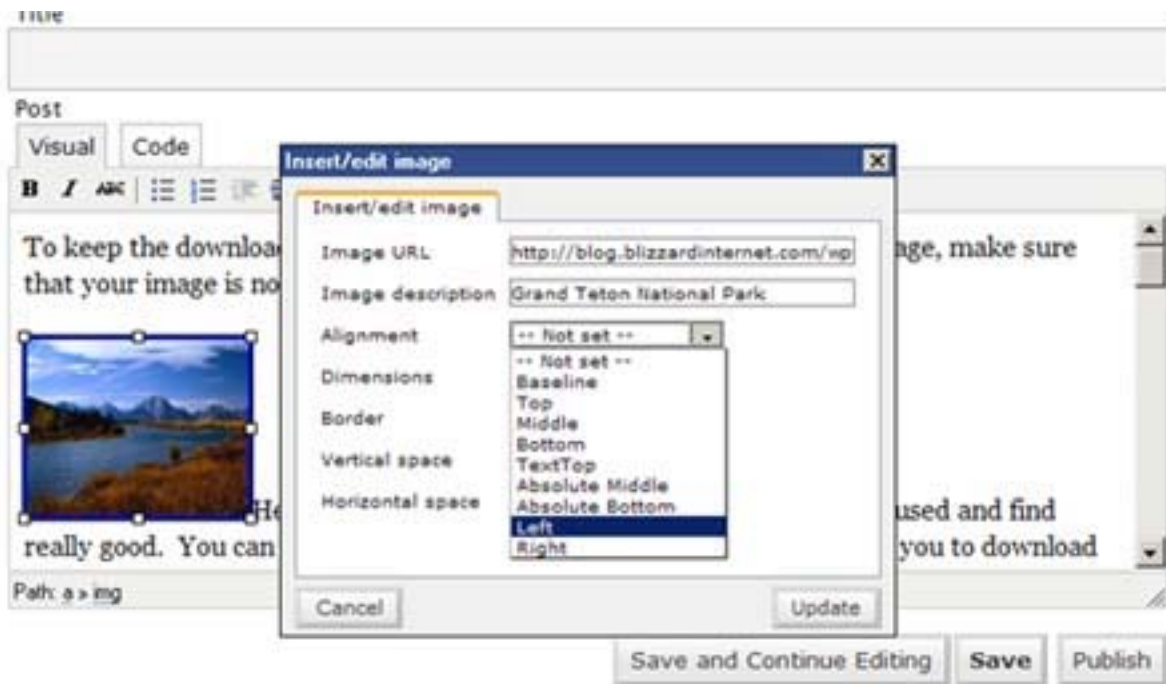
- Now you have a photo uploaded you can add it to your site.
- Go back to the **Post/Page editing** area and *click on* where you want to add the image.
- The curser should be flashing where you clicked; this is where the editor will place the image.
- Leaving the cursor there, scroll down to the **browse** area again and leaving the default options in place, Click on *Send to Editor*.
- Your post area will now look something like this.



- Ok, so great, the image is in the with the text, but now we want to 'wrap the text' around the image.
- At the top of the **editing** area you will see an icon that looks like a tree (circled in yellow in the last image) This is the **Insert/Edit Image** icon.
- FIRST *click ONCE on the image*, you will see small boxes appear around the image that shows it is selected.
- THEN *click on* the **Insert/Edit** image icon.
- A new pop up box will appear.



- From the **Alignment** drop down select your alignment by *clicking on the arrow* to the right – choose either left or right (the other options will not really do much for you.)



- Click on *Update*, the window will close.
- Now your image will be wrapped. Click on *Publish* and the image will show in your post on your website.

OPTIONS

I want to use a bigger image than the thumbnail, how can I do that?

Follow the directions above up to # 15, once you have selected where the image is to be placed in the text, scroll down to the **Upload** area.

- Change the option; **Show** to **Full Size** and click on *Send to Editor*.

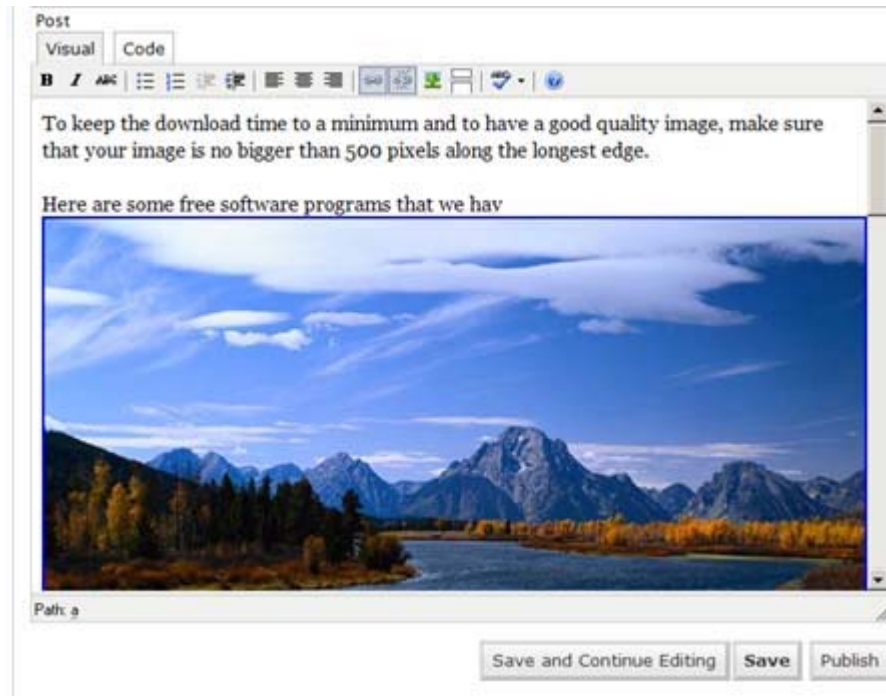
Copyright © 2007

Blizzard Internet Marketing, Inc. 1001 Grand Avenue, Suite 203 Glenwood Springs, Colorado (CO) 81601

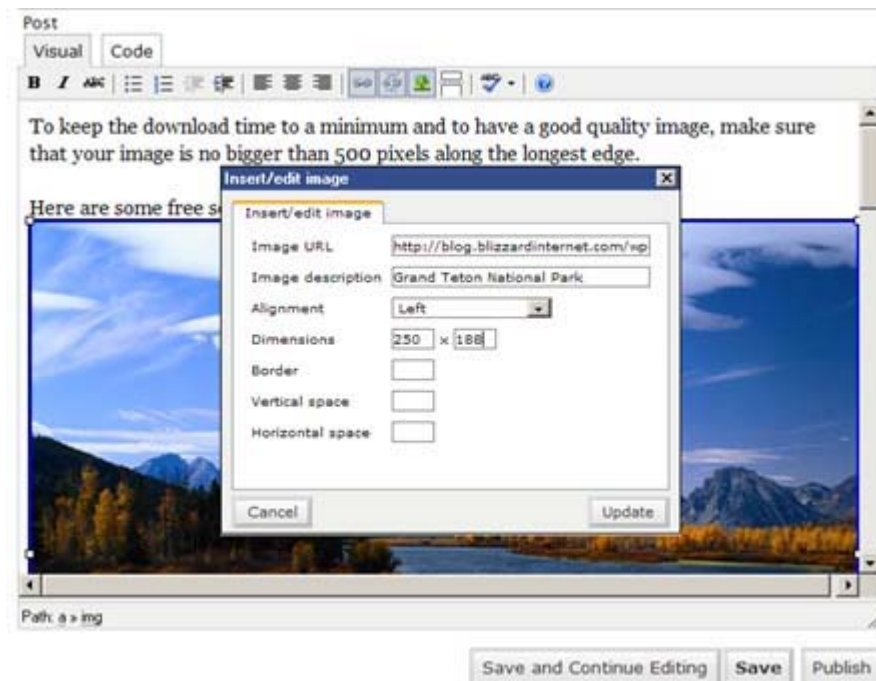
Toll Free: 888-840-5893 Phone: 970-928-7875 Fax: 970-928-7874 Sales and Customer Support:

info@blizzardinternet.com

- Now you will have the full sized image in your editing area. Which for most posts if probably too big.



- To resize to a smaller image *click on the image* in the post area.
- Click on the **Insert/Edit** image icon.
- Change the size in the **Dimensions** box to something smaller. For example; a regular sized horizontal image 500 x 375 will resize nicely to ½ the size of 250 x 188.



- Click on *Update* and the image will be resize.
- Click on *Publish*.

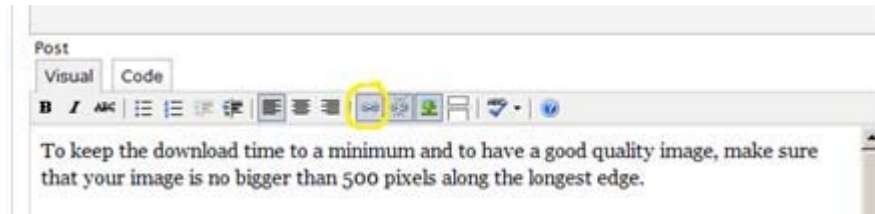
I want my image to go to one of the pages on my site, not to the larger sized image, how do I do that?

Insert the image as normal right up to setting the dimensions and wrapping the text. Then go to the webpage you want to link to, copy the link URL and go back to your post editing area.

HINT: I would click on Save and Continue Editing before leaving the page, just to make sure that your post is saved as a draft.

Edit the photo like so:

- Click on the *image* to select it
- Click on the **Insert/Edit** link icon as shown in the image below, circled in yellow.



- A pop up window will appear
- Select all the text in the **Link URL** area and delete it
- Now click in the **Link URL** area and *paste the URL* of the page you want to link to – or type it in.
- Click on *Update*
- Click on *Publish*
- Check your work, the image should now link to the page.

How to I remove an image?

If you want to remove the image from the post you simply select the image in the editing area and click on *Delete* on your keyboard. The image will be removed.

- If you want to delete the image from the website files, then you will need to go back to the **Upload/Browse** area and click on *Browse All*
- Choose the image you want to remove by clicking on it.
- Click on *Edit*
- And then Click on *Delete File*

Is there an Easy Way to see all my images in one place and edit the Descriptions and Titles?

Yes, in WordPress 2.0 you can click on **Manage** -> **Uploads** in the top navigation for the editing area and see all your files in one place. Click on the image once and you will have the option to change the title and descriptions. Great option if you already have images on your site that you want to edit for SEO.

Can I upload any other files other than jpg images?

Yes, we have set your site up so you can upload the following files; jpgs, gif, pngs, and pdf's.