

Website Guide for Group Leaders and SiteWorks Authors

With grateful thanks to the Web Manager of Berwick-upon-Tweed u3a
for use of her training crib sheets

Session 4 – Media Management

Introduction

WordPress allows users to upload a range of media (documents and images) & uses a Media Library to store them. Displaying photos on a page or group will be covered in Training Session 5 'Inserting Images'.

Media Types

Videos must not be uploaded through *SiteWorks (SW)*. They can be stored on sites such as YouTube and then you can copy and paste the URL onto your page (or use an Embed Link block).

For documents, it's advisable to use PDF as they can be locked to prevent editing.

For images, use JPG, JPEG, PNG, GIF or ICO. If you try to upload a very large image file, there is a piece of software called Imsanity which works in the background to reduce the size, otherwise our site could get swamped. If you have a photo that is larger and you want to preserve the resolution, please get in touch with the Webmaster to allow it through.

Image Specific Considerations

Understanding image sizes: this is not an easy topic (i.e. I don't really understand it myself, I just play about with images until I get what I want). For those of you with more knowledge, I offer the following 'explanation' from the crib sheet I'm copying from - *it's important to understand the relationship between the original size of the image and the version displayed on the monitor, tablet or phone. The memory requirements for an image are dependent on both the size of the image and its format. When edited and in the correct format, an image for display on a website should not exceed 100KB - 150KB. On a standard desktop monitor, the maximum width of an image on a SW page, with the browser magnification set to 100%, is 840px.*

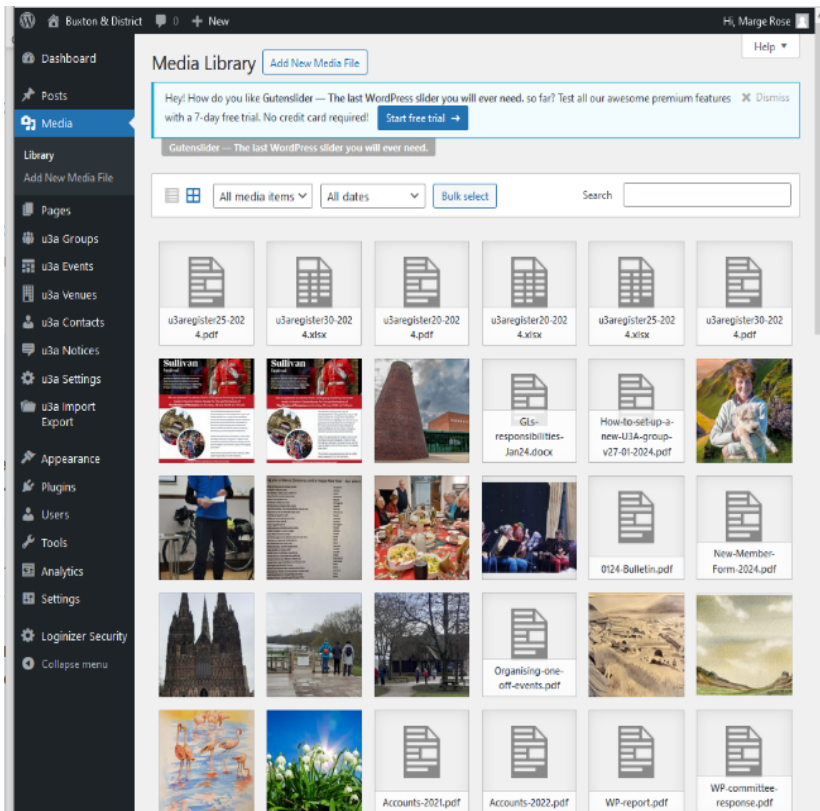
Use of Alternative Text (*Alt-Txt*): this is a feature to help visually-impaired users to understand images & is used to explain what the image looks like and why it has been included. As well as being read aloud by some software, it is also used to support Search Engine Optimisation. A description of the image should be provided in the *Alt-Txt* box provided when the image is uploaded. You can consult the full User Guide for points to consider when writing the description, and the u3a readability guidelines for more information.

Copyright

You should be aware of your responsibilities regarding copyright when uploading images and text. Key points are:

- Consider all material on the web to be copyrighted unless explicitly stated otherwise
- When an image shows licensing details, these must not be deleted
- When a u3a member provides an image, text etc, they retain the copyright unless they have expressly transferred this to the u3a. You can add the provider's name to the file's metadata, via the description box
- Copyright is bi-directional: the u3a's website pages are protected. If a photographer has supplied an image for a page, they cannot use a copy of that page for their own

purposes without the permission of the individual u3a.



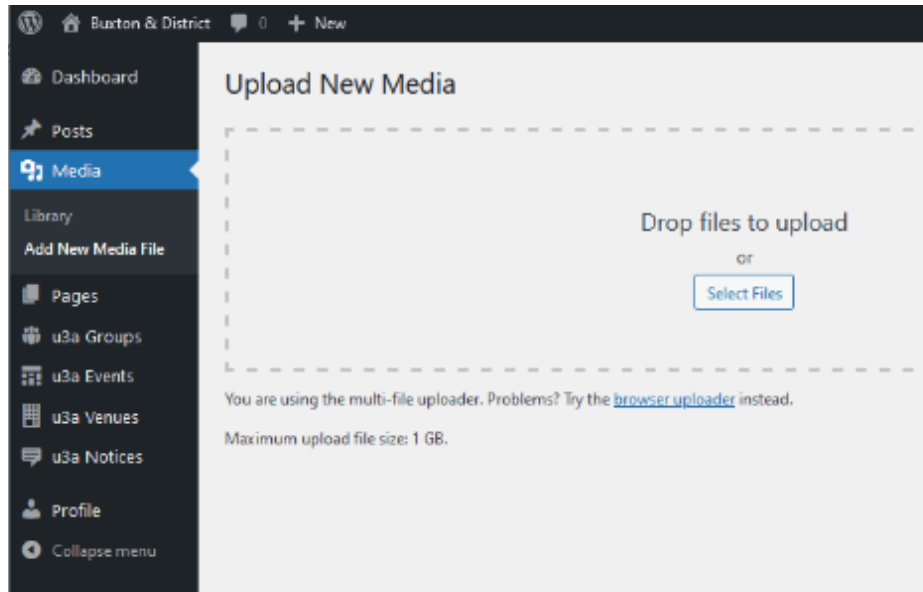
Media Library

Log on to the site as before to get to your Dashboard then look at the left-hand column of icons. Click on the Media icon which is fairly near the top (shown on a blue background here) and then select Library.

You get a list of all the items – documents and images in the library. You cannot delete any that don't belong to you so don't worry.

Uploading to the Library

There are two places to add new items from this page – the ‘Add New Media File’ under Media (or using the +New button then selecting Media in the black strip along the top of the screen – a little more tricky). You get a screen like this with a space to drop files into or you can use the ‘Select Files’ option to get a file from File Explorer.



I've zoomed the screen up a bit. Ignore the information about maximum upload file size – that's standard Wordpress and doesn't apply to SiteWorks

Once you've dropped or selected your file, it will be uploaded and you will see a small

thumbnail of the file (underneath the misleading maximum size information) on the left and two options to the right – 'copy URL to clipboard' or 'Edit'

It's a good idea to choose 'Edit' to check the image and add any additional information, like Alternative Text, Caption and Description. Once you've completed all the fields you need, scroll down to the very bottom of the page and click on 'Update'

Your file should now show in the library

For the full user guide documentation for this session see <https://siteworks.u3a.org.uk/docs/media-mangement/#upload>

Please let the Web Manager know when you're ready for Session 5