

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 5 – Inserting Images

Introduction

This session introduces how to place an image onto your Group Page (the same techniques work in other places on the website as well but let's stick to the simple things first).

It assumes you're familiar with block editing (from Sessions 2 and 3) and with uploading media and copyright issues (Session 4). Check with anyone shown in an image that they are happy for the photo to be shown on the website as well.

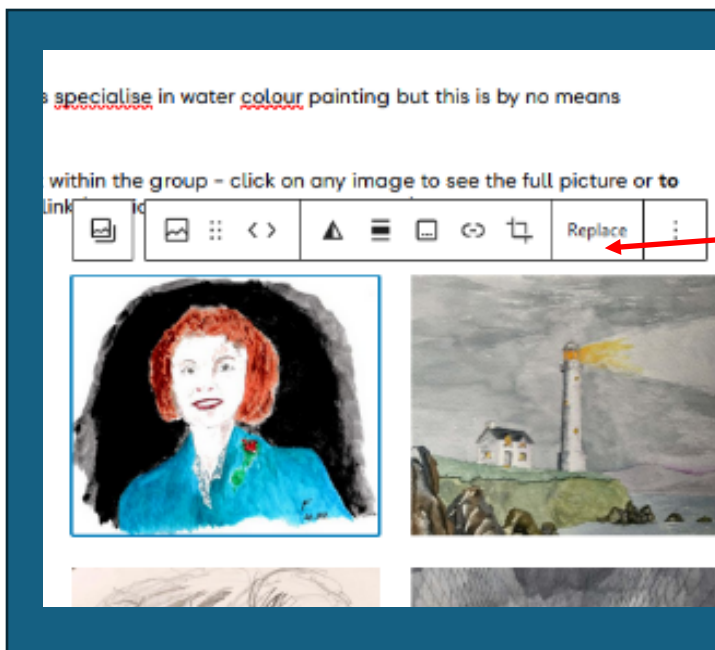
Viewing the Library

Log on to the site as you have been doing and then go to the Media Library – as explained in Session 4. You should see all uploaded files as a grid or a list – you can swap between the two using the filters at the top. You can choose documents or images or both and you can search by date or by word – e.g. if you are looking for images from one of the gardening groups, just click 'images' under Media Items then type 'garden' into the text box and it will show only images that are already on gardening group pages or similar.

If you want to add a new image to your page, start by adding it to the library – see Session 4

Inserting an image onto your group page

Go back to Session 3 to see how to open your group page for editing. Now you need a 'block' to add your image into. There are a few you can use including Image, Media and Text, Gallery and Gutenslider.



To insert a single image, add an image block using the + sign, or if you want to change an existing image, click on it which brings up the block editor toolbar which will include an option to 'Replace'

This example is from a 'Gallery' block of 3 x 2 images. The image to be replaced is outlined in blue.

You can just see the end of the text on the page above and behind the toolbar. I've added a blue border round 3 sides of the example for clarity

You will be presented with 3 options to select the required image –

1. **Upload** – select an image from your device
2. **Media Library** – choose the image from the library and hit Select at bottom right corner
3. **Insert from URL** - uses the URL of the image. You can select an image from the internet by right-clicking it and pasting in the box.

Whichever method you choose, the image should now be visible where you want it.

You can now add or change the image in various ways using the block editor toolbar shown above or on the right hand panel we looked at in Session 3. For example, you can add Alt-Txt. **Don't try to understand everything at once.** Have a play with whatever takes your fancy. If you make an absolute hash of the page, **don't worry.** Click on the 'W' icon in the left hand top corner which gives you the opportunity to click 'Leave' and get out without changing anything. If you're happy with what you have done, click 'Update' in the top right hand corner.

For the full user guide documentation for this session see <https://siteworks.u3a.org.uk/docs/inserting-images/>

Please let the Web Manager know if you need any further advice.