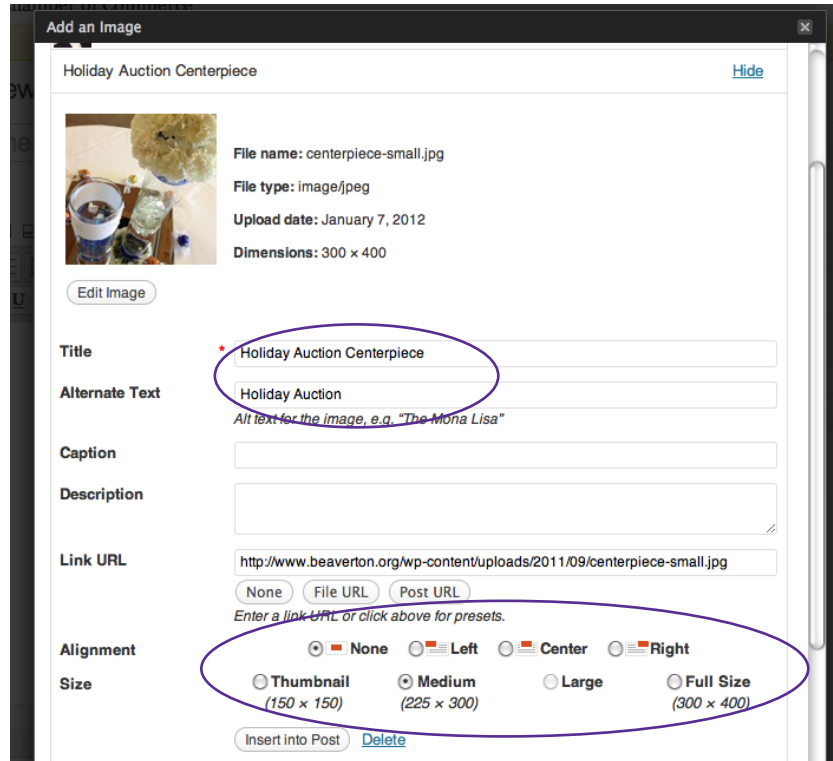


Uploading Media

You can add photos (GIF, JPG, PNG), PDFs and other media into the media library or by using the add image button on the edit page. When you upload an image there are pieces of information that important to add. You can search the media library and use images that already exist there and you can visit the Media Library to copy the URL of images for use in Short Codes or in other cases when you need the URL. The best way to make sure a URL is accurate is to simply paste it into a browser and make sure the correct image is displayed.


Write a good "Title" for the image, this will not show in the site, but it's helpful for searching the media library later. Add "Alternative Text", which is the text that will show if the image is broken. This text is also important for search engines.

You can control the images dimensions and alignment, before you insert it into the page/post or you can always edit it later.



Add an Image

Holiday Auction Centerpiece [Hide](#)

 **File name:** centerpiece-small.jpg
File type: image/jpeg
Upload date: January 7, 2012
Dimensions: 300 x 400

[Edit Image](#)

Title *

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL
[None](#) [File URL](#) [Post URL](#)
Enter a link URL or click above for presets.

Alignment ☒ None ☐ Left ☐ Center ☐ Right

Size ☐ Thumbnail (150 x 150) ☒ Medium (225 x 300) ☐ Large ☐ Full Size (300 x 400)

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