

From Your Computer

1. Go to **Posts** -> **Add New**, **Pages** -> **Add New**, or open an existing post in editing mode.
2. Place your cursor where you would like the image to appear, and click on the **Add an Image** icon found in the **Upload/Insert** icon group directly above your editor.



3. Click on the **Select Files** button and choose the image file from your computer.



Add media files from your computer

Allowed file types: **jpg, jpeg, png, gif, pdf, doc, ppt, odt.**

Choose files to upload

Select Files

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

4. Once the uploading/crunching process has completed, you will be given the option to edit some settings before inserting the image into the post/page.

Title * My Image

Caption Just another image!
Also used as alternate text for the image

Description This is my image's description.

Link URL <http://your-domain.wordpress.com/files/2009/08/bbear3.jpg>
None File URL Post URL
Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (75 × 49) Medium (200 × 133) Large (400 × 266) Full size (450 × 299)

[Insert into Post](#) [Delete](#)

Title - Text displayed as a tooltip (when a mouse is hovered over the image)

Caption - Image caption displayed directly underneath the image (will also serve as the alternate text.)

Description - Text displayed with the image in your dashboard and attachment pages on your blog.

Link URL / Link Image to: – The URL/web address to which the image will be linked. Click the **File URL** button to link the image to its original, full-size version. Click the **Post URL** button to have the image linked to its attachment page.

Alignment – The position of the image within your post or page. See our page about [image alignment](#) for more help.

Size – The size of the image. You can change this later under [Settings -> Media](#).

- When finished choosing your image settings, click on the **Insert into Post** button.

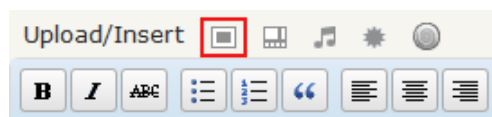


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From URL

The following process describes inserting an image which already exists on another web site or domain. This method will not upload the document/file to your blog's Media Library. Because it is hosted elsewhere, if the file is removed from its location, the image will no longer work on your blog.

- Go to **Posts -> Add New**, **Pages -> Add New**, or open an existing post in editing mode.
- Place your cursor where you would like the image to appear, and click on the **Add an Image** icon found in the **Upload/Insert** icon group directly above your editor.



- Click on the From URL tab



- You will be given the option to edit the settings defined above before inserting the image into the post/page.

Add media file from URL

Image URL

Image Title *

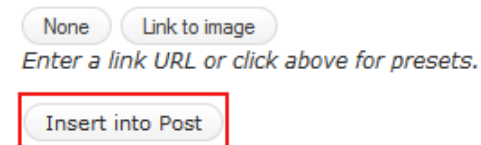
Image Caption
Also used as alternate text for the image

Alignment None Left Center Right

Link Image To:

Enter a link URL or click above for presets.

- When finished choosing your image settings, click on the **Insert into Post** button.



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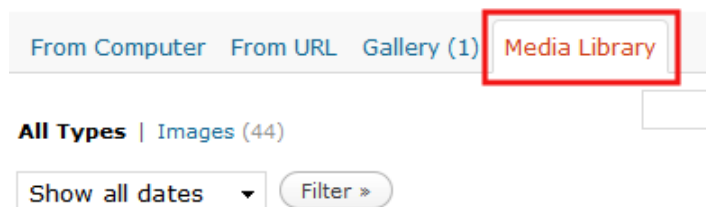
From Media Library

The following process describes inserting an image which already exists in your blog's Media Library.

1. Go to **Posts** -> **Add New**, **Pages** -> **Add New**, or open an existing post in editing mode.
2. Place your cursor where you would like the image to appear, and click on the **Add an Image** icon found in the **Upload/Insert** icon group directly above your editor.



3. Click on the **Media Library** tab.



4. Locate the image you wish to insert and click its **Show** link.



5. You will be able to edit some of the image's settings before inserting it into the post/page. Note that the fields will already be populated if you previously added the information when you uploaded your image to the media library.



bbear3.jpg
image/jpeg
2009-08-12 07:31:21

Title *

Caption
Also used as alternate text for the image

Description

Link URL

Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (75 × 49) Medium (200 × 133) Large (400 × 266) Full size (450 × 299)

[Delete](#)

Please see [here](#) for explanation of these settings.

6. When finished choosing your image settings, click on the **Insert into Post** button.

Thumbnail (75 × 49) Medium (200 × 133)

[Delete](#)

Was this Helpful?

259 725

Last modified: March 24, 2010

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