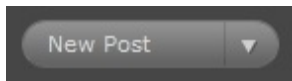


## Creating a WordPress Post and Adding a Photo and Other Tips and Stuff

Here we go, assuming your photos are already on your computer, you're using the latest version of WordPress (version 2.9.1), you have Flash installed on your computer (if you can view YouTube videos, then you've got Flash), and you've got the main WordPress interface page open. These instructions are written for PCs using the latest version the Firefox web browser (version 3.5.7), but most of it will still work with other set-ups.

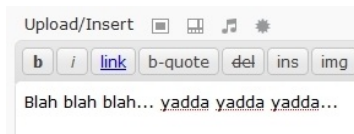
1) Click the "New Post" button.



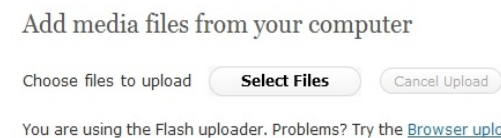
2) Give your post a title. Type it under the "Add New Post" heading.



3) Click your cursor (or the mouse pointer) inside the box under the "Upload/Insert" section. Type whatever you want to type in your post.



4) Now you want to add a photo by clicking the first symbol next to "Upload/Insert." It kind of looks like a TV. Go ahead and click it. A window should pop up that reads: "Add media files from your computer."



5) Click the "Select Files" button. This will open a small window that let's you select photos from your computer.

6) Browse your hard drive, find your photos folder, and select whatever photo you want to upload. (You can select more than one photo by holding down the SHIFT button and moving the cursor up or down with the arrows. Try it and you'll see how it works. But for this example, let's just stick to one photo.)

7) After you've selected your photo, click the "Open" button. The photo will now upload to your site's server. Just sit there and wait for it to upload.

Once the photo uploads, all the specs for that photo will show up next to a thumbnail version of the photo. Something like this:

File name: DSC04368.jpg  
 File type: image/jpeg  
 Upload date: January 19, 2010  
 Dimensions: 3072 × 2304  
[\[Edit image\]](#)

Under that you'll see lines for:

Title, Alternate text, Caption, Description, Link URL, Alignment, Size and some other buttons and options, including an "Insert into post" button. We'll look at some of those options later, but for now...

8) Click the "Insert into post" button.

This will return you to the "Edit Post" page where you're writing up your post. Now you'll see some extra code in the body of the post. That code is for the photo you just inserted into the post.



9) Click the "Save Draft" button in the right side column.



You should click the "Save Draft" button whenever you make any significant changes to the post just to be safe.

You'll notice, too, the "Preview" and "Publish" buttons. They do exactly what'd think.

If you click "Preview," a new tab or window will open that shows you what the post will look like.

*Note:* If for some reason your version of WordPress provides you with an HTML or VISUAL option, always pick the HTML option. The old Visual option used to more-or-less act like the "Preview" function, but most of the time it didn't provide an accurate representation of what the post would actually look like, so it's better just to avoid it. This means you'll see the behind-the-scenes HTML code (computer language) that goes into creating your post. Here's what code for an inserted photo might look like:



```
<a href="http://tommyboy.org/wp/wp-content/uploads/2010/01/DSC044261.jpg">
</a>
```

But don't worry about it. Just don't type inside anything <that looks like this> and you'll be fine. If it frightens you, just click the "Preview" button to see what it will really look like.

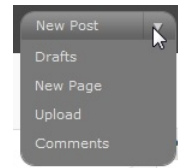
(When you're ready to post everything, click the "Publish" button.)

10) So go ahead and click the "Preview" button. In Firefox, the "Preview" page should open under a new tab. Click the X in the corner of the tab to close it. Or just click on the "Edit Post" tab next to it to get back to the "Edit Post" page.

11) If you're happy with the post, click the "Publish" button and you're done.

You can insert as many photos into a post as you like.

There's more to it than this, but these instructions cover the basics. Experiment with the other WordPress functions (especially the upload functions) and see what happens. That's the best way to get a handle on this stuff. If something doesn't turn out well, just hit the delete button. You can also save a draft post and come back to it later by clicking the "Drafts" option under the "New Post" button.



## More Specific Stuff

*Changing the alignment and size of inserted photos:*

Let's go back to Step 7. You've selected your photo and it's uploaded. Now you want to insert the photo into the post. You might be happy just inserting the photo and then writing some text above or below the photo. But sometimes you might want to wrap the text around the photo — just as this text you're reading now is wrapped around the image on the left. You might also want to change the size of the photo. Here's how that done.



So you've written a draft of your post and you've uploaded a photo for the post. And you want the text in your post to wrap around the image. You need to select whichever alignment works for you: None, Left, Center or Right. All those options should be there once you've uploaded the photo. Each alignment option has an icon next to it showing you where the photo will be positioned in relation to the text. Simple click whichever alignment you want — I would pick Left or Right. Try it out, type in some text for the post and click "Preview" and you'll see how it works.

You can change the size of the image (or the photo) by selecting whichever size option works for you. Chances are you'll either use "Thumbnail" or "Medium." If you pick a size that's too large to fit on the web page, the image will be distorted, stretched one way or another to make it fit — but it won't look good.

*Note:* Once you've published your post with the inserted (or embedded) image, simply click the image in the post to view it in its original full size.

*Uploading large photos:* Don't do it if you don't have to. If the original photo is larger than the screen (and most digital photos are these days), or even larger than the width of your web site, then you don't need to upload the photo in its original size. It may be better to re-size the photo before you upload it — reduce it to whatever size best fits the page. You'll have to do that with whatever photo software you use.

The Irfan Viewer is free and easy to use for this purpose.

<http://www.irfanview.com/>

Picasa isn't too bad either (it's also good for organizing photos on your computer):

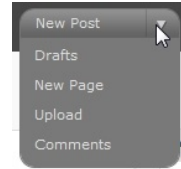
<http://picasa.google.com/thanks.html>

Large photos will take up more space on your server and take much longer to upload. But if you're not worried about space or upload times, then don't worry about the size of the original photos.

## Uploading More Than One Image

You can upload more than one image at a time by following the above steps and simply selecting more than one photo.

Or you can select "Upload" under the "New Post" drop-down menu by clicking the little triangle on the right side of the button and selecting "Upload." This way you just upload images first and write the post later.



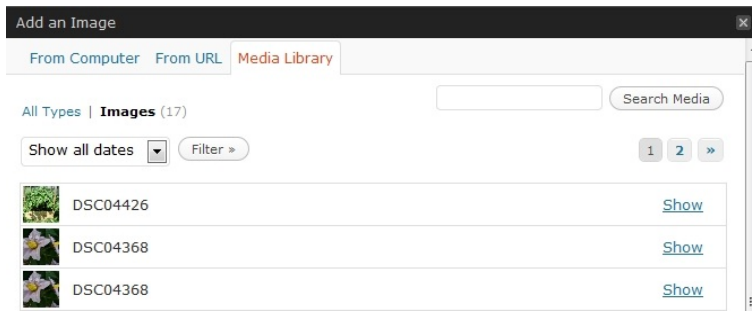
After clicking the "Upload" option, just follow Steps 5 to 7 and select more than one photo during the process by holding down the SHIFT key while selecting the photos. (The "Add New" link in the left hand column of the WordPress interface functions the same as "Upload.")

## Inserting Previously Uploaded Images into a Post

Okay, so you've uploaded a bunch of photos from your summer vacation and now you want to insert some of those images into different posts. Here's how you do it:

Follow Steps 1 to 5, but instead of clicking "Select Files" to upload images (you don't need to do that because you've already uploaded your images), click the "Media Library" tab. Now you can see all the photos uploaded to your server.





To insert any of these photos into a post, click the “Show” link for that photo.

This will open up the same window as in Step 7. All the specs for that photo will show up next to a thumbnail version of the photo with alignment options, etc.

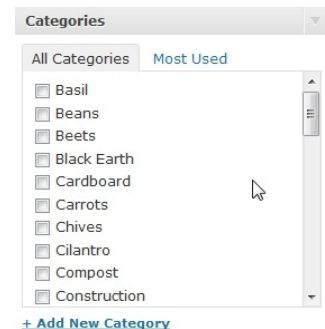
Simply insert the photo from there like you normally would. Repeat the process for every photo you want to insert into a post... And that pretty much covers all you need to know about uploading and inserting photos into post with WordPress 2.9.1.

## Other Stuff

If you don’t have Flash installed on your PC, you can get it for free at this link:

<http://get.adobe.com/flashplayer/>

Don’t forget to create a category for your posts. Here’s an example from a gardening blog. I’m not going to explain it because it’s easy to figure out, and figuring out some of these little things on your own is essential to remembering how to do it.



When writing a post, fool around with the code buttons — because you’ll need to use them if you want to post links or display text in **bold** or *italics* fonts.



The most commonly used are the first 3 in the list. “b” for bold text. “I” for italic text,

and “link” to insert a link from the web. “img” also allows you to insert an image if you know the URL for the image. It’s only a little bit more complicated than a word processor.

If you don’t know how to copy-and-paste (it’s a primary skill), watch this video:

<http://www.youtube.com/watch?v=c66pvfilotA>

If you’re not using the latest version of WordPress, just click the “Upgrade” link at the top of your WordPress interface page. It should upgrade automatically.

If you want to embed a YouTube video, find the video on YouTube. The page might look like this:

<http://www.youtube.com/watch?v=c66pvfilotA>

Move the mouse pointer onto the “Embed” line in the right column and click the left mouse button. Click the right mouse button — also known as “right-click.” A drop-down menu will appear when you right-click. From the drop-down menu, select “Copy” by moving the cursor down to “Copy” and clicking the left mouse button. Then go to your post edit page and place the mouse pointer where you want to place the video in the post. Right-click and select “Paste.” The code for the video is now in the post.

If you have a Gmail account, you can use Picasa to upload photos to a personalized Picasa web album that’s integrated into your Gmail account. It allows you to create slide shows with captions on each photo, embed photos, etc. — which means you don’t have to use any of the WordPress photo functions if you don’t want to. You have to know how to copy the code from Picasa to your WordPress posts (it’s not too hard). Here’s a brief Tutorial on Picasa 3:

[http://www.youtube.com/watch?v=rskC6c\\_5L1M](http://www.youtube.com/watch?v=rskC6c_5L1M)

When updating your website with new information, it’s best to put it in a new post. WordPress blogs have an automatic RSS feed (or news feed) that sends anyone who signs up to it an automatic message every time you post something new. But if you’re only updating an old post, the new information may not show up in the RSS feed.

Good luck.