

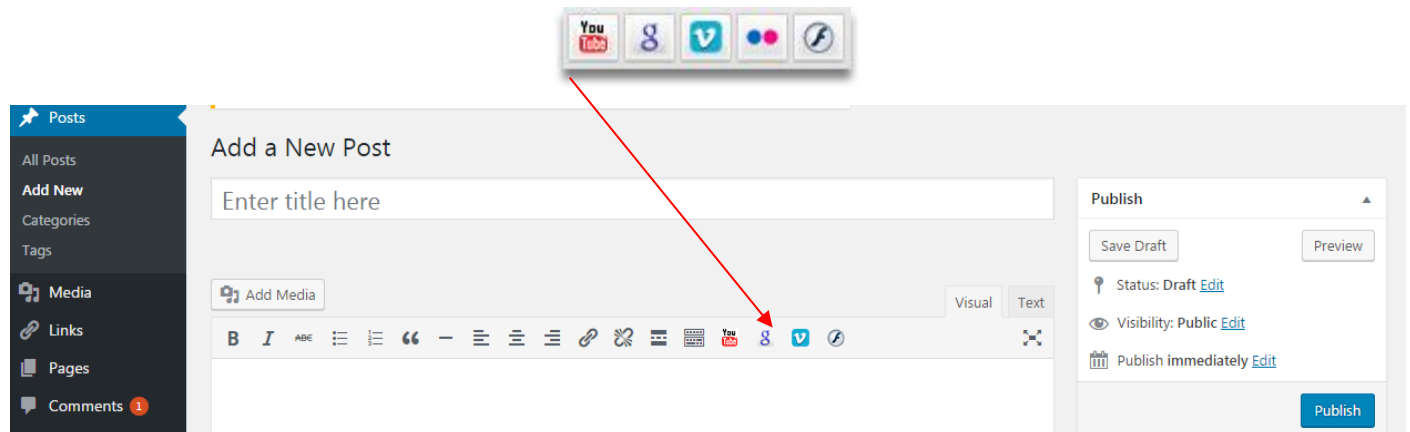
## Add Media

### What Media can I add?

You can add a variety of media to your posts to make them more visual and interesting to the user, for example; images (**gif, jpg, bmp, png, tiff**), music (**mp3, mpeg4, wav**) and video (**flv, mp4, QuickTime**).

### Embed Videos Directly into your Post

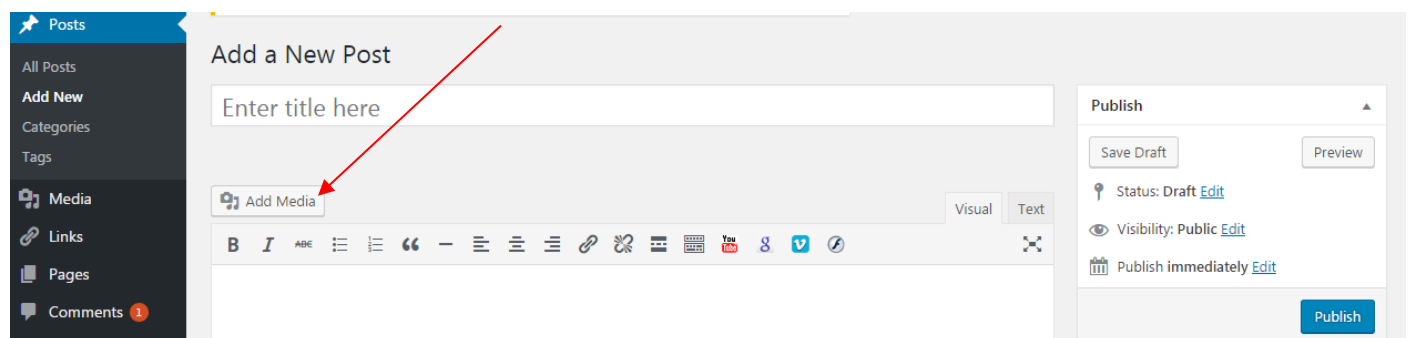
If you would just like to embed a video quickly into your Post please select one of the following icons from the Text Box Menu: (pic.1)



Pic. 1

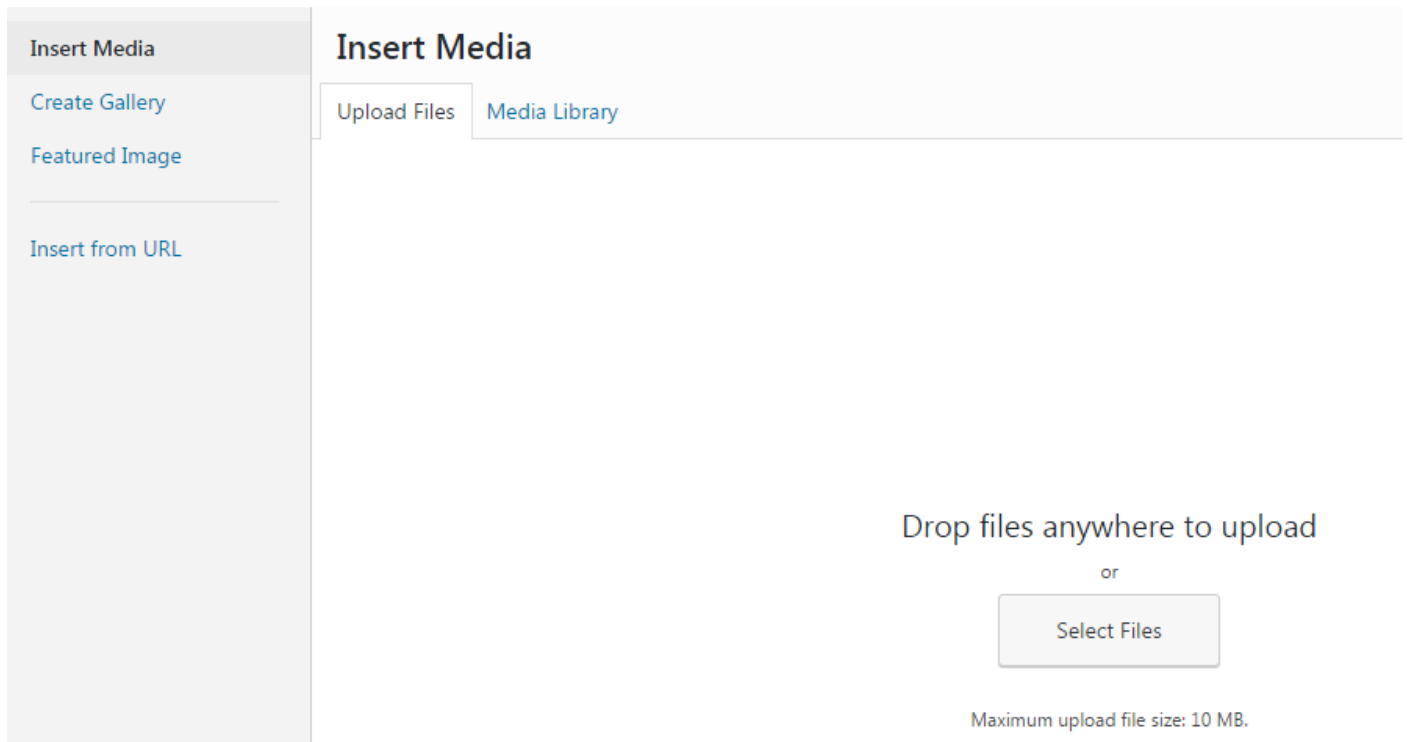
### Add Media using the Upload/Insert Menu

You can upload/insert from your desktop, web site or from your Media Library. To do this you will select one of the following icons from above the Text Box: (pic. 2)




Pic. 2

This will open another window that will ask you from where you want to upload/insert your media element from: upload Files from your desktop, add from Media Library or insert URL link (pic.3)



Pic.3

ATTACHMENT DETAILS



Lighthouse.jpg  
11th November 2016  
548 KB  
1024 × 768  
[Edit Image](#)  
[Delete Permanently](#)

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URL

Title

Caption

Alt Text

Description

Required fields are marked \*

Portfolio Slideshow  
Slide link URL

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

When you have selected the file you want to upload you will be presented with another window (pic.4) requesting you to fill out information about the media file and where you want to position it within your Post. If you choose From URL this will allow you to insert an image from another web site. Fill out all the information and then click on **Insert into Post**.

This will insert the media element into the Post but will not create a copy in the Media Library.

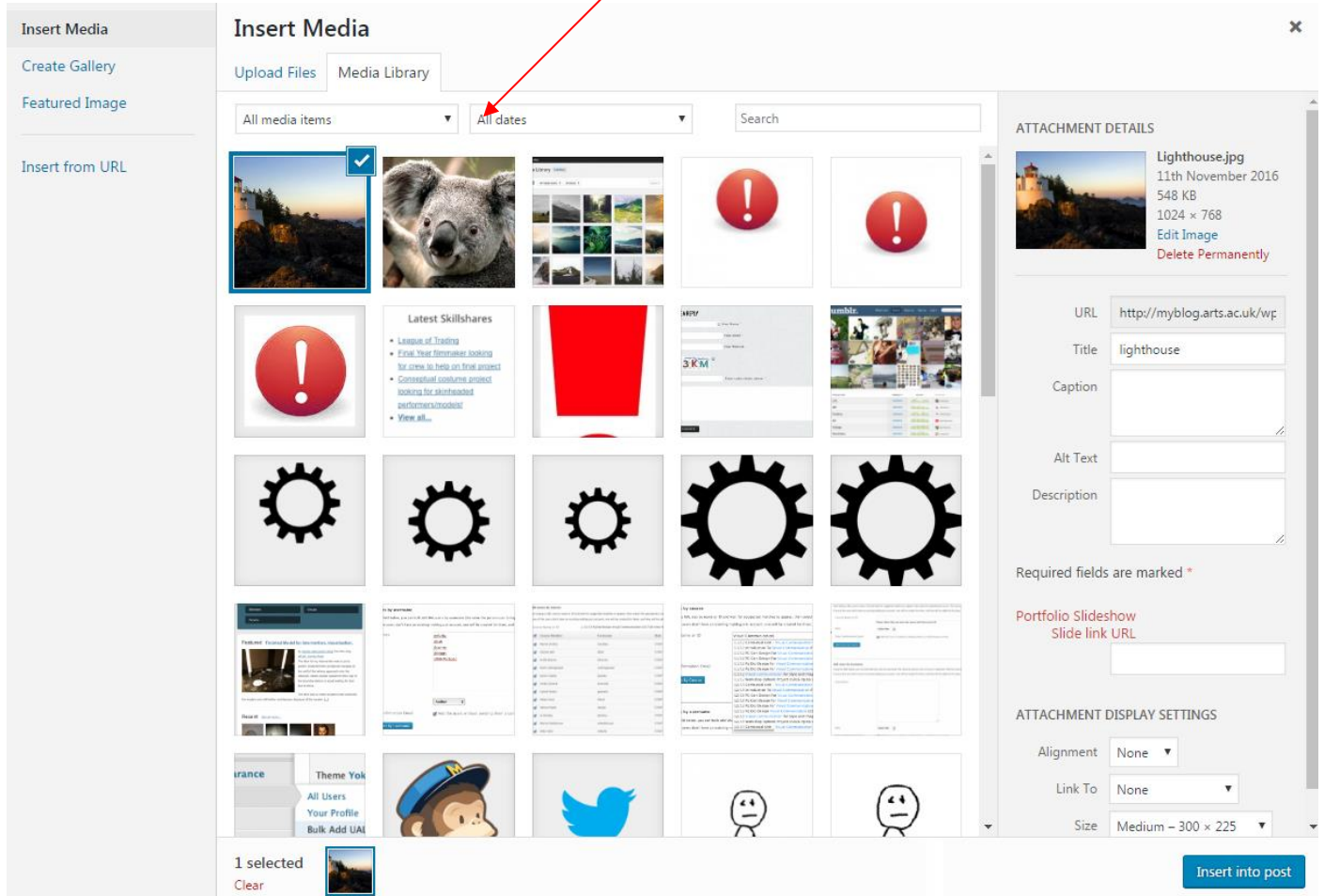
Pic.4

If you choose **Insert from URL** (pic. 5) this will allow you to insert an image from another web site. Fill out all the information and then click on Insert into Post. This will insert the media element into the Post but will not create a copy in the Media Library.



Pic.5

If you choose **Media Library** (pic. 6) you will be shown a list of all your Media files that you have stored within your Media Library. You will then have the option of selecting the Media file you would like Inserted into your Post.



Pic.6

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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