

Images

Image files are stored in the [Media Library](#), with its link found in the left sidebar in Wordpress. All images and video ever used on the site are stored there, in the order of when they were added, the most recent being first. Thumbnails are displayed on the Library page. Click on an image to go to its Detail Page in a new screen.

To generally add an image to the Media Library, drag it from your computer's folder or desktop to the Media Library screen when open. Then, click on the image to open its Detail Page to see, enter, or edit any data associated with the image.

Detail Page

The image details are shown in the right sidebar. The Detail Page also shows other data associated with the image, some of which we add when we upload the image. Some data can be changed later if we need to.

Alternative Text (you enter) is the text that is placed into the alt attribute inside the `` tag when an image is inserted into a page. The alt attribute stands for alternative. It was used extensively as a substitute for an image on a web page if the photo or image would not display for some reason. The alternative text would display as a description of the image to tell the viewer what was missing. It is currently used extensively in pages designed to be accessible to the visually impaired. Many of these people have reader applications that will speak the text to them. The alt tag is spoken to them to let them know what the image is that they have difficulty seeing. Be sure to include it with every image displayed (expect for bullets, lines, color boxes, etc.)

Title (you enter) gives the title for the image. The Media Library uses it when you search for images.

Caption (you enter) is the caption that displays below an image on the page.

Rule: Use the `` `` tags for every caption in photos and images. Enter the tags here and they will be automatically entered when the image is inserted into a page. You can also add `` tags to the page coding later.

Description (you enter) is what you want it to be. We use this box to enter and save the attribution of the image. It is not automatically inserted on a page when you insert the image, but is stored with the image in the Library. It is very useful when going back through the years to find an image to use again; the source and attribution for the image is there along with the image. Not all images have this attribution in the Description box. The earliest images used on the site and simple common images don't.

File URL: The address of the image is automatically entered in the **File URL** box. This is the image location on our server. We sometimes have need to use an image's file location without using the [Add Media](#) button in a page's editing window.

To delete an image from the Library, click on the image to open its Detail Page. In the right sidebar select [Delete permanently](#).

Adding Images to a Story

Images are easily added to a story by using the [Add Media](#) button while on the story's editing page. This brings up the Media Library with all images displayed in the database and where you can add specific settings about the image.

First, place the cursor in the story where you want the image to appear. Always select the beginning of a paragraph, because inserting images elsewhere like in the middle of the story will create a blank line before the image and break the text apart. To add a new image to the Library to use, click the Add Media button near the top of the editing box. Drag the image into the screen, and the Library will pop up with the image added.

Note: Once the cursor is in place, you could also drag the image onto the editing page without the Add Media button, and the Image Library will open, but this can be dangerous: if the cursor is not in the right place, the image will be placed in the wrong place.

Click on the new image thumbnail in the Media Library. Once the image's detail screen comes up, fill in the empty boxes in the right sidebar. Not every image needs a caption so leave this blank if there is no caption. Use captions only if you need to describe what the image is, nothing more. Keep the Alternative Text and the caption short, the shorter the better.

Scroll down the sidebar to the Attachment Display Settings area. **Alignment** shows how text will wrap around the image. Images within stories almost always have text wrap around. **Link To** lets you link the image to something else so when readers click on the image, they will be taken to another image or web page. This feature is not used much but can be useful if you have a small image that you want readers to click on to see its larger version (in a new window.). **Size** gives the size of the image you will want to display. You can change the *displayed* size it after it is inserted into the story, but its actual size remains. I most always select original, and then can resize it down after seeing how large it looks on the page. Sizing a smaller image up after it is inserted may result in a blurry pixelated graphic.

The size of an original image inserted into the story should be 500-600 px wide maximum. Anything larger takes time for the image to download into the reader's page, and is just plain unnecessary. Be sure the images you are uploading are not larger. Usually the images that are 300-400 px wide are adequate to allow text to flow around them. The full story page width is about 690 px wide. Copy the attribution in the Description box you just entered since this is not automatically inserted with the image code into the page.

Once the photo is ready click the bottom button [Insert Into Page](#). The code for the image will be inserted right where you had your cursor.

Images Without a Caption

If there is no caption, the `` tag with attributes will be inserted with items automatically filled in:

Within the tag, `src=""` shows the location address to the image where the image is stored on our computer server.

`Alt=""` is the alternative text that will show up if someone has a reader or if the image does not show up on their device.

`Class=""` show the alignment around a text flow, and the general size of the file Wordpress will use to display the image.

`Width=""` and `Height=""` give instructions to your browser on how big to display the image in pixels. More on using these this later.

As mentioned, the attribution is not automatically added to the tag that comes in, so you need to do this manually using the `title=""` attribute inside the `` tag.

Place your cursor inside the tag - I usually go to the end, right before the `</>` ending the image tag.

Type in the attribution person or organization like this example: `title="photo: Frank Gardener"`. The text inside the title attribute (photo: Frank Gardener) will display on the screen when someone rolls the mouse over the image. So the final image tag in the story page may look like this:

```

```

If the image is not a photo, replace the word photo with `image:` or `diagram:`.

Rule: Do not use other text or words such as "photo by" or "photo from". It's just the word "photo" with the colon.

If the image looks too big or small on the displayed page, adjust the attribute width number to be lower or higher, and delete the height attribute. For example, if the image looks too small, display the image larger. As an example using the tag above, increase width and delete the height:

```

```

Deleting the height makes the reader's browser calculate the height to be proportional to the width you entered. It prevents the image from looking stretched too tall or squashed to too flat when width is changed but the height is not.

Images with a Caption

If you included a caption when the image is added to the Media Library, the `` tag will be inserted into your story just like the images without captions, but with extra tags. Be sure to add the attribution using the `title="photo..."` just like in images without captions.

These extra tags will be Fusion Builder tags added before the image tag and after it. Fusion Builder tags are special additions that Avada uses to extend the functions and abilities of HTML tags. They are identified by `[]` symbols, rather than HTML tags that use `< >` symbols. Before the image tag will be a Fusion Builder tag that starts with `[caption...]` and will have its id and width of the caption in pixels, which will match the width of your image. It ends with a closing tag: `[/caption]`.

If you want to change an image width in the image tag, be sure to also change the caption tag width to match - both widths need to be changed and match.

A caption tag may look like this, (the Fusion Builder tags are colored differently than the image tag for clarity):

```
[caption id="attachment_13128" align="alignright" width="400"]<em>Blossom end rot</em>[/caption]
```

You can edit this tag after it is inserted into the page. For example, you might want to edit the caption. Just edit the caption in the tag on the editing page. Or, edit the width of the image (and caption too).

In addition to the display width, you can change the alignment of an image on the page after it is inserted into your story. Change the code of the attribute to align the way you want in the `` tag without a caption, using one of these:

`class="alignleft"` or `class="alignright"` or `class="alignnone"`.

For images where there is a caption, change the Fusion Builder tag to one of these:

`align="alignright"` or `align="alignleft"` or `align="alignnone"`.

Concepts and Rules for Photos

When photos are added to a page, one is placed in the upper right of the story near the beginning first or second paragraph. This is a graphic layout device that gives the first screen of the story a photo to look at that breaks up an otherwise full computer screen of text when the story is first opened.

Photos are mostly aligned on the right, but some align on the left for variety to break up the screen and make it more visually appealing. Sometimes a photo added to the right or left creates an orphan line at the end of the paragraph hanging by itself. Try changing the alignment to improve it and see how it looks once it is displayed.

Selecting Photos

In selecting photos, pick those that illustrate the story or concepts of the story. We are all proud of our gardens, but our website is not a garden blog for master gardeners to show off their garden and plants. Many authors try to sneak these in. One photo of a plant and its characteristics is enough - there is no need to repeat several photos of the same thing.

Select photos that highlight the topic and do not have extraneous items surrounding the subject. If needed, crop out the irrelevant distractions to focus attention on the subject.

If a photo does not illustrate a concept or detail adequately, drop it and find another.

When using photos from the web, like from extension sites, but sure to look at the page the photo comes from for attribution. The photos may be taken from another site that gave permission to the extension site - if so, don't use it. The permission was given to the extension site and not to you. Sometimes, the actual photographers are listed on the page somewhere not near the photo, so search for their names and extension site to be used in our attribution. If there is a copyright symbol associated with the image, we must include that in our attribution of the photographer to show who the copyright holder is.

If there are a lot of photos that do not fit on the page, consider adding the additional photos to an Instagram post and linking to that with a note and link in the story.