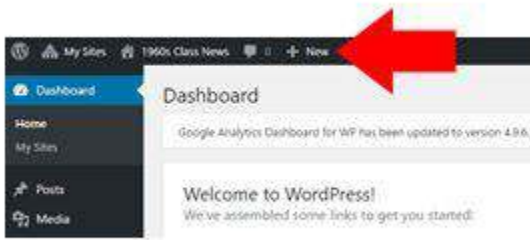


Posting with a graphic in the media center

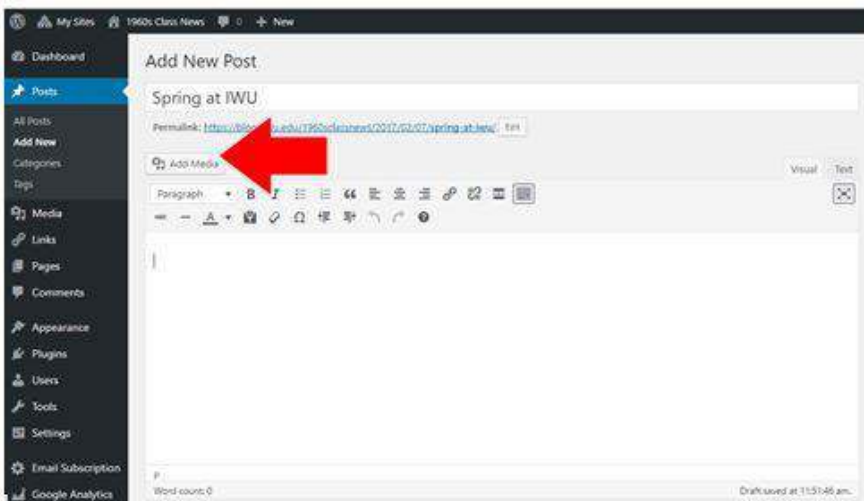
Log into your class newsletter and click **+New** in top navigation bar



Insert title in Title Field then click in textbox



Click the **Add Media** icon above textbox

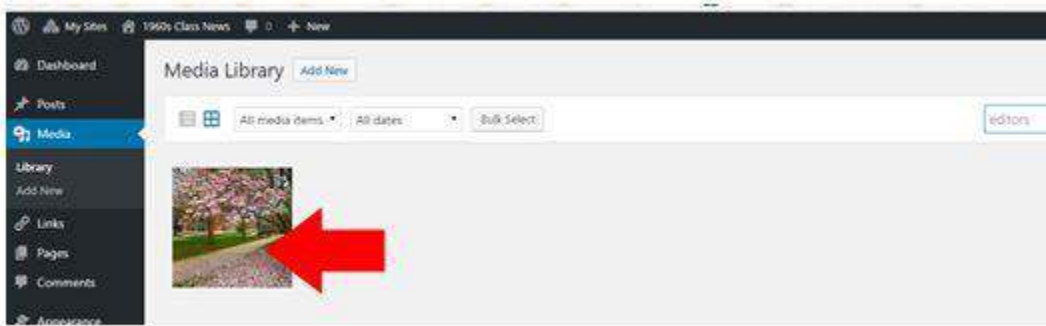


Then search "Editors" in the search bar located in the upper right corner

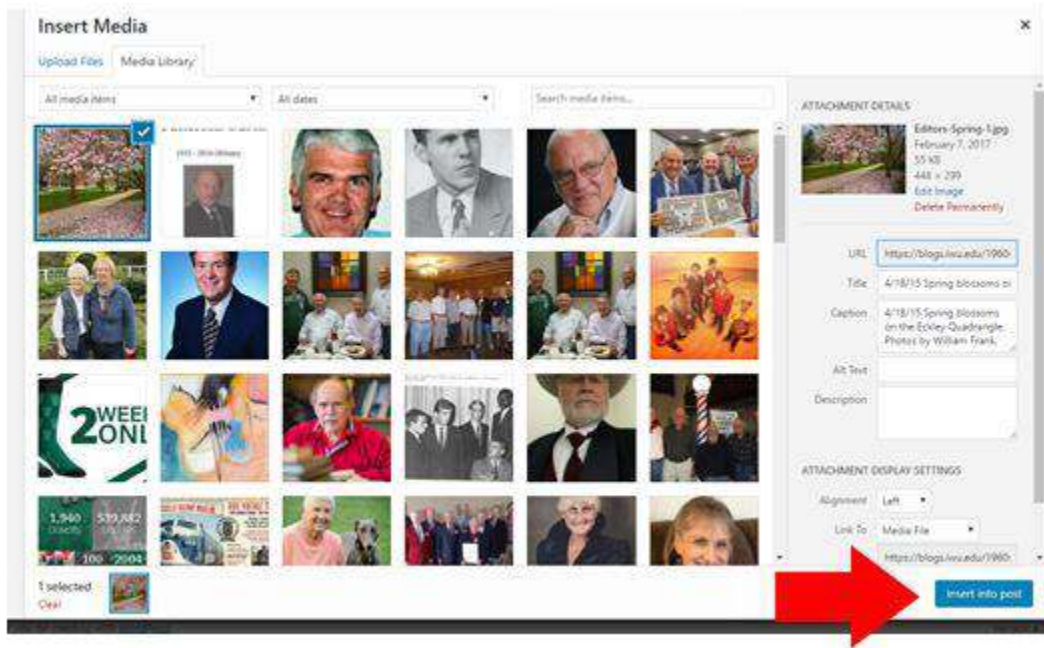


**Note: All the graphics we load for the Editor Group will start with the word 'Editor'*

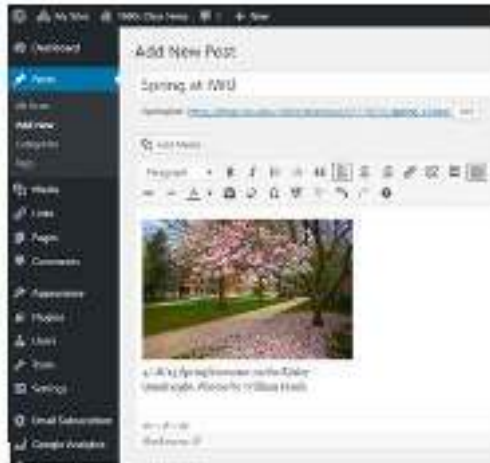
Select the graphic



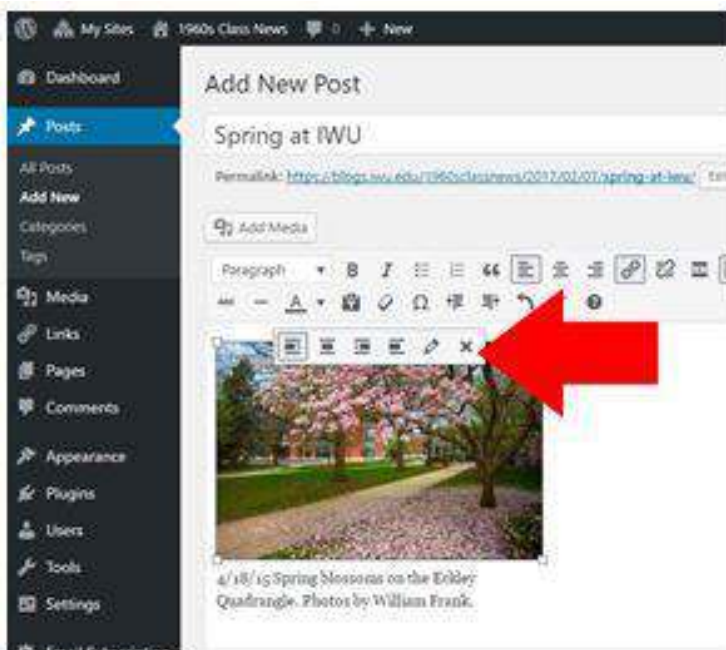
Click the blue **Insert Into Post** button in the lower left



Adjusting the Photo



Select the photo to view an additional toolbar



Select the pencil icon to change the alignment of the photo and adjust the size of the photo (see below screenshot)

Make sure you click the blue **Update** after you have made your changes.

Image Details

Caption: 4/18/15 Spring blossoms on the Eckley Quadrangle. Photos by William Frank.

Alternative Text

DISPLAY SETTINGS

Align:

Size: Medium - 300 x 300

Link To: Media File

<https://blogs.iwu.edu/1960classnews/files/2017/02/Editors-Spring-1.jpg>

ADVANCED OPTIONS

Image Title Attribute

Image CSS Class

Open link in a new tab

Link Ref

Link CSS Class

Examples with photo and text

Large photo centered



4/18/15 Spring blossoms on the Eckley Quadrangle. Photos by William Frank.

Magnolia petals bring back memories of walking to class through the quad in the spring. What are your best memories of your time at IWU? Click the responses speech bubble in the upper right of this post to share your memories.

Medium photo aligned left



Magnolia petals bring back memories of walking to class through the quad in the spring. What are your best memories of your time at IWU? Click the responses speech bubble in the upper right of this post to share your memories.


4/18/15 Spring blossoms on the Eckley Quadrangle. Photos by William Frank.

Word count: 51

Draft saved at 2:40:43 pm.

Small photo aligned right

Magnolia petals bring back memories of walking to class through the quad in the spring. What are your best memories of your time at IWU? Click the responses speech bubble in the upper right of this post to share your memories.



4/18/15 Spring blossoms on the Eckley Quadrangle. Photos by William Frank.

Word count: 51

Draft saved at 2:43:29 pm.

When the post is complete, remember to select the 'Publish' button.