


## **Saving and Uploading Images to the Website**

1. Hover mouse over image file you wish to upload and right-click. Select “open with” and choose Adobe Photoshop.
2. Under the Photoshop menu, select “File” and then “Save for Web and Devices.”
3. In the newly opened window, make sure the Preset is JPEG High and change the Image Size to W=600 px (H will automatically change).
4. Save to desktop. The image can now be loaded into WordPress. (If you need instructions on creating a blog post, see [Creating and Editing Blog Posts](#)).
5. To upload an image or document into a post, select “Upload/Insert” located below the Permalink.
6. “Select Files” and upload image from the desktop. The below window will open.

Maximum upload file size: 1MB. After a file has been uploaded, you can add titles and descriptions.

Dashboard

Hide



File name: Dashboard.jpg

File type: image/jpeg

Upload date: September 20, 2012

Dimensions: 1891 × 791

Edit Image

Title

\*

Dashboard

Alternate Text

*Alt text for the image, e.g. "The Mona Lisa"*

Caption

Description

Link URL

http://archives.library.illinois.edu/wp-content/uploads/2012/09/Dashboard.jpg

None

File URL

Attachment Post URL

Enter a link URL or click above for presets.

Alignment

☐ None

☒ Left

☐ Center

☐ Right

Size

☐ Thumbnail (150 × 150)

☒ Medium (300 × 125)

☐ Large (540 × 225)

☐ Full Size (1891 × 791)

Insert into Post

[Use as featured image](#)

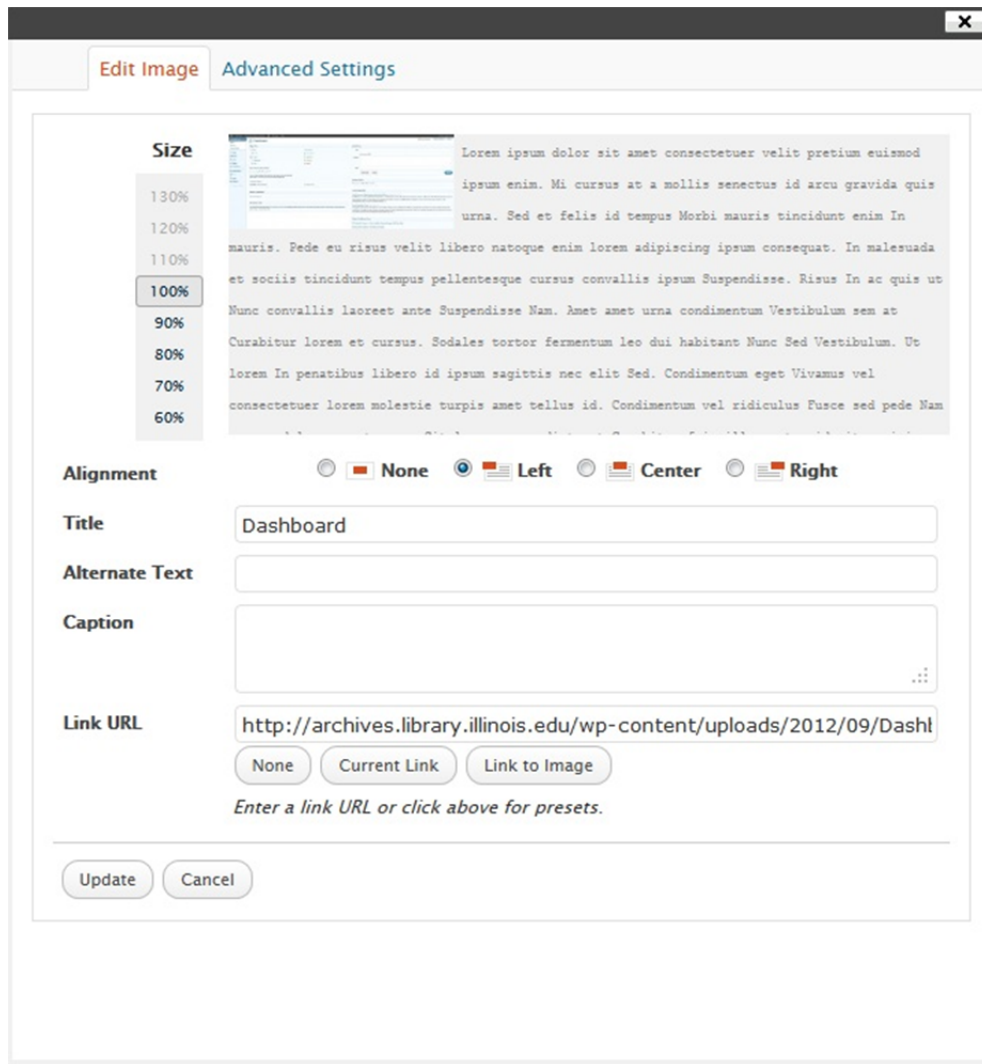
[Delete](#)

Save all changes

Make sure to do the following:

- Create a Title suitable for public viewing. This will sometimes be the title given to the image in Archon.
- If you would like a caption underneath the image, keep it brief and to the point. Be sure to include the record series and box number (e.g. located in Record Series 73/1/3, Box 1).
- If you do not want a caption underneath the image, put all appropriate information in the Title, including the record series and box number.
- Alignment = whatever fits best with the blog post
- Size = medium

7. Select “Insert into Post.”
8. Once inserted into the post, preview the post to make sure the image is not too large or small. You can edit the image by clicking on the picture, and selecting the landscape image. You will see the following:



9. From here, you can resize the image to best fit the blog post.
10. Remember to save the blog post as a draft.