



[blogs.ed.ac.uk](http://blogs.ed.ac.uk)  
**Using Media**

Workbook

Edition #1  
October 2018



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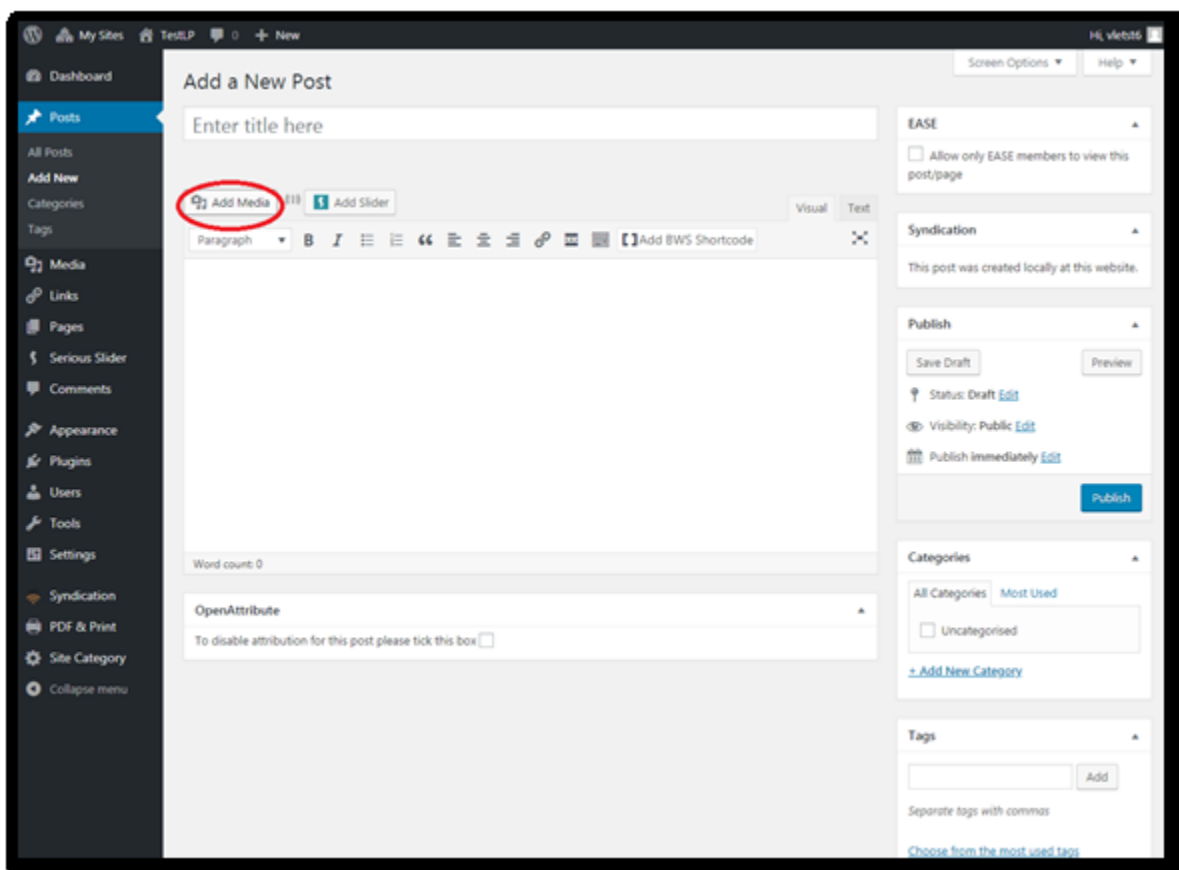
## 1. Using media in blogs.ed.ac.uk

Using media in your blog posts is a great way to add visuals and break up chunks of text. There are many ways to do so. Read through our steps for adding pictures and videos from YouTube or MediaHopper.

To insert images or videos into blog posts, WordPress uses its **Media Library**. You can access the **Media Library** either by clicking on **Media** on the sidebar, or simply by clicking on the **Add Media** button when writing a post.

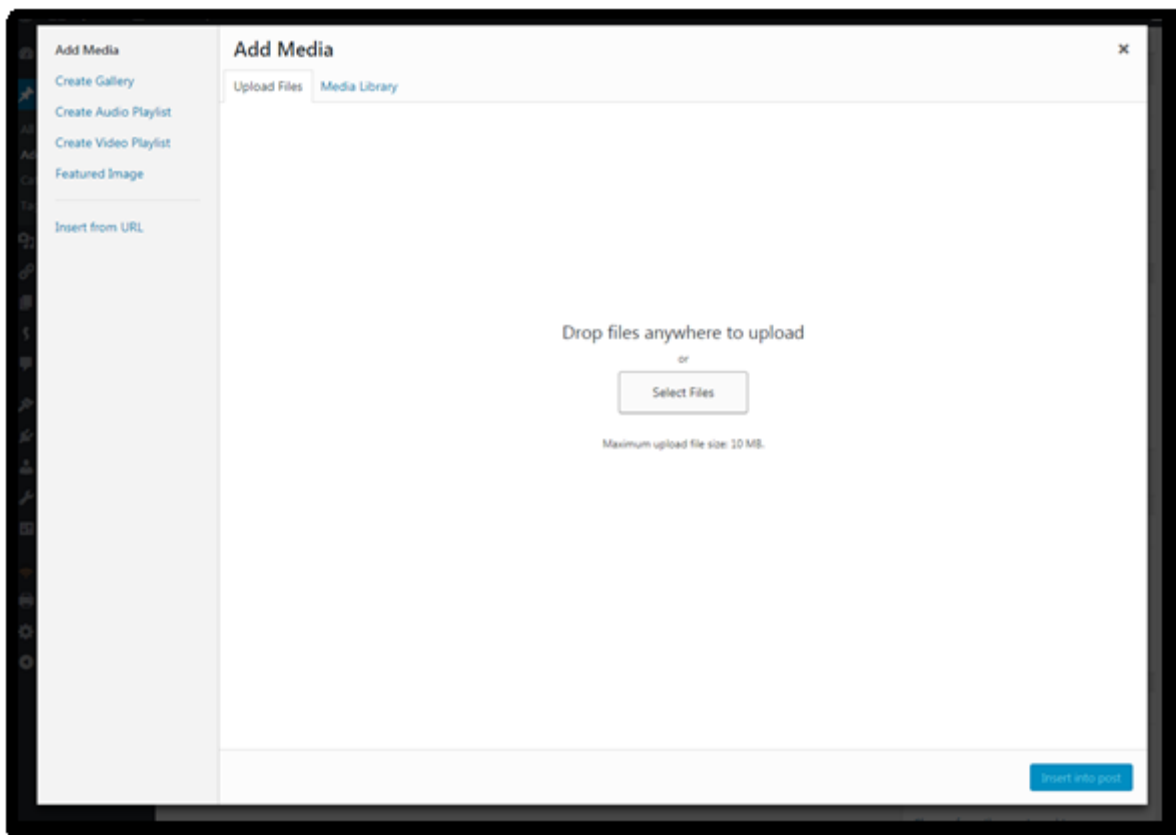
## 2. Inserting images into blog posts

- 1) Log into your blog via **EASE**, from <https://blogs.ed.ac.uk>.
- 2) Add a new post or access an existing one via **Posts**.
- 3) Click on **Add Media**.



- 4) A new page will appear: you will be on the **Media Library**. The **Media Library** enables you to import pictures, videos, create galleries or even playlists.

5) If you click on **Upload files**, you have the possibility to import pictures from your computer.



6) Once you have selected your files, they will automatically appear in your **Media Library**.

7) Remember to click on **Insert into Post** and to save/update your post for them to appear.

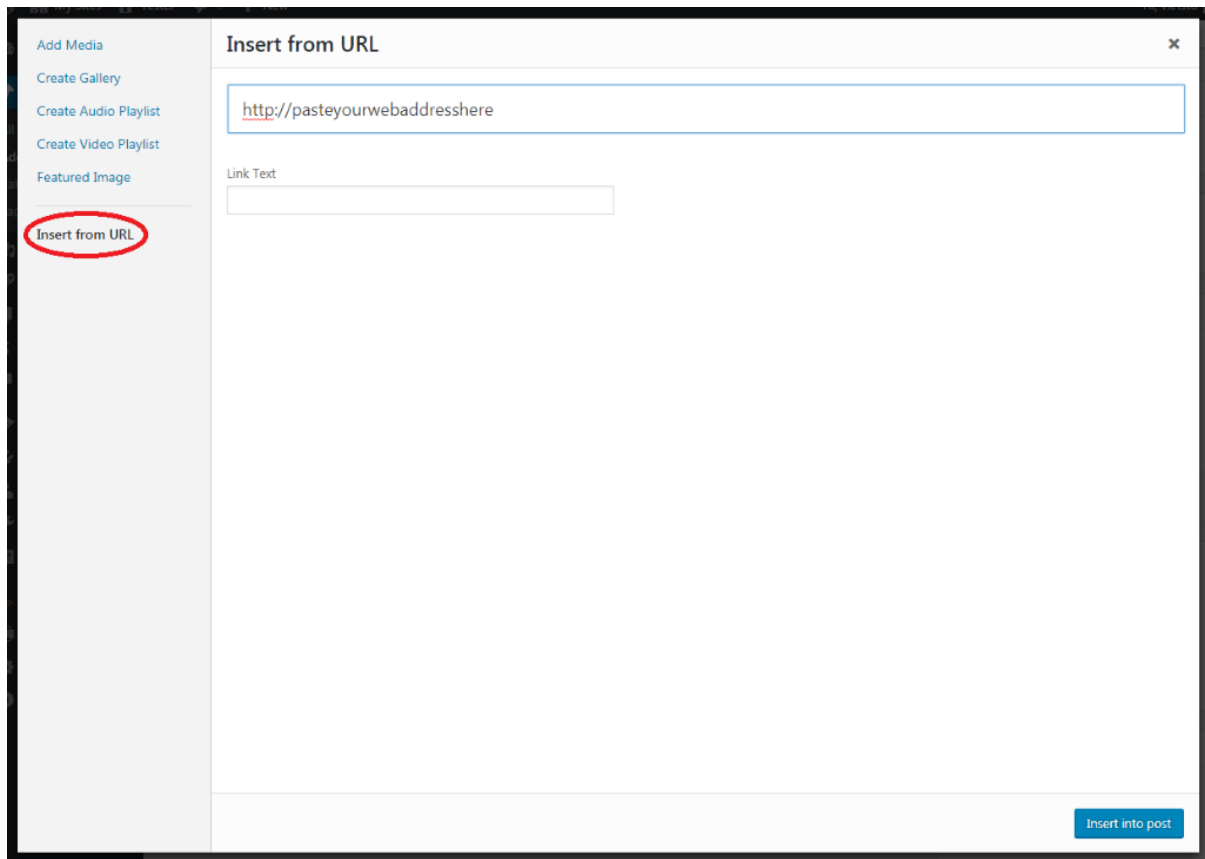
- Consult [this article and video](#) to get more information on the Media Library and how to use it.

### 3. Inserting videos into blog posts

Follow steps 1-4 of last section.

5) When you arrive in the **Media Library**, click on **Insert from URL**.

6) Here, paste your video's web address.



7) Remember to click on **Insert into Post** and save/update your post for them to appear.

- Watch [this Lynda course video](#) to get more information about importing media from other websites.

*For more general information about media in posts, consult the [WordPress Codex](#).*