

Adding Images to Pages and Posts

Create@USQ User Guide
Last Updated: March 2023



Why Images?

Images grab the attention of your readers and help them understand the content of your writing.

When creating your Create@UniSQ site, you should consider using images for to illustrate your posts and pages.



Adding an Image

You can add an image to a post or page using an **Image Block**.

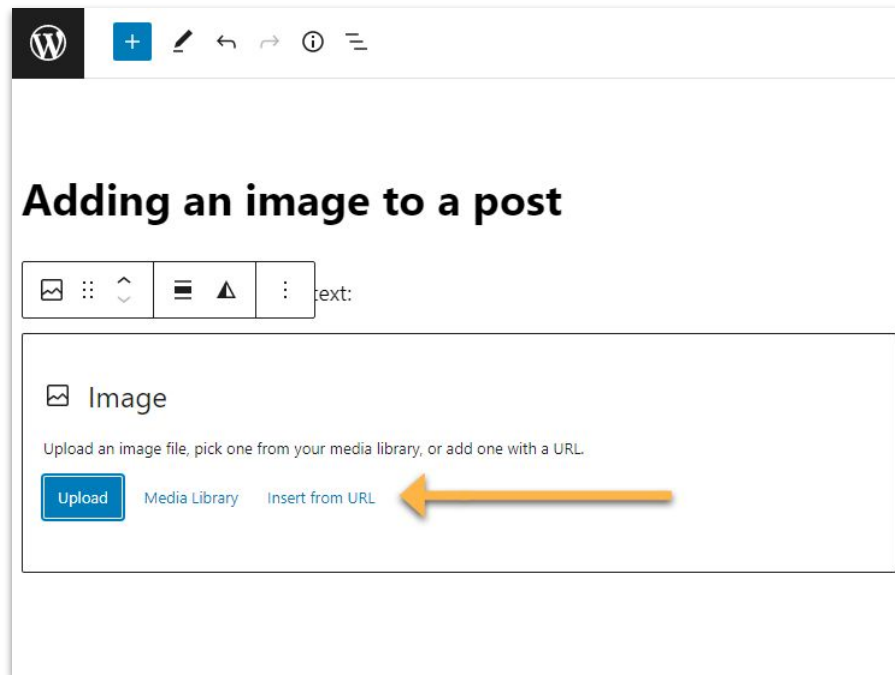
To get started, click on the **Add Block Button** and search for the **Image Block** from the list of options.

The screenshot displays the WordPress editor interface. At the top, there are navigation icons and buttons for 'Save draft', 'Preview', and 'Publish'. The main content area shows the text 'Adding an image to a post' and 'I will add an image below this text:'. A plus sign icon is visible on the right side of the content area. A search modal is open, showing a list of block options: 'Image', 'Gallery', 'Cover', 'Media & Text', 'Site Logo', and 'Post Featured Image'. The 'Image' block is highlighted with a blue border. Below the search modal, there are two preview thumbnails: 'Image at left' and 'Image on solid colour with'. On the right side, there is a settings sidebar with sections for 'Post', 'Block', 'Summary', 'Visibility', 'Publish', 'URL', 'Stick to the top of the blog', 'Pending review', 'POST FORMAT', 'AUTHOR', 'Categories', and 'Tags'. A 'Need Help?' button is located at the bottom right of the sidebar.

Adding an Image

The image block has three options:

- **Upload**: upload a new image from your computer.
- **Media Library**: select an image that is already uploaded to your site's media library.
- **Insert from URL**: link to the location of an image on the Internet.



Adding an Image

Click on **Upload** or **Media Library** to add your image and browse your images to add it to the post or page.

Or

Click on **Insert from URL** if you want to link to the location of an image on the Internet.

You can add the **caption** (optional) once the image is inserted.

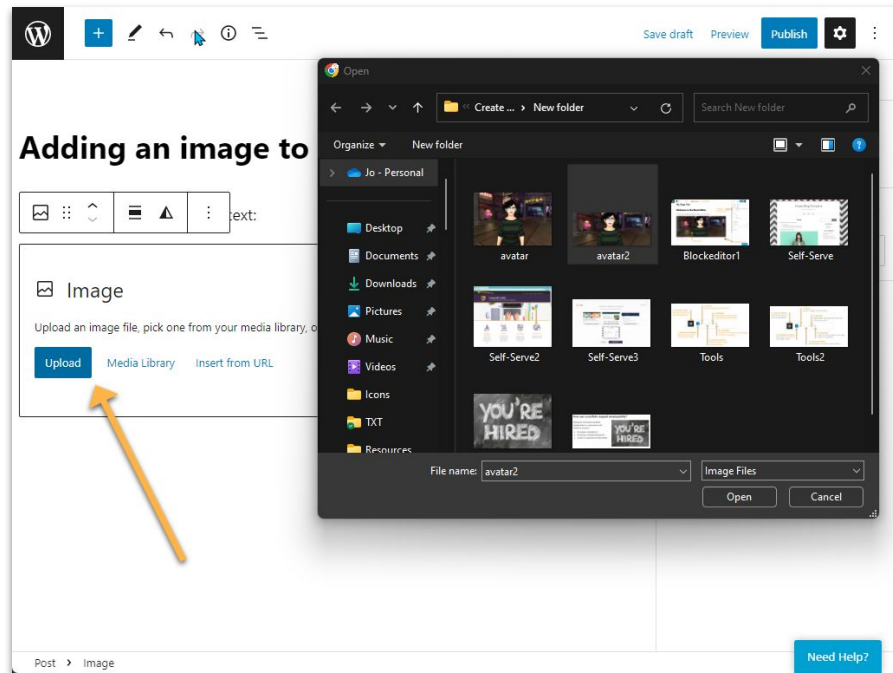
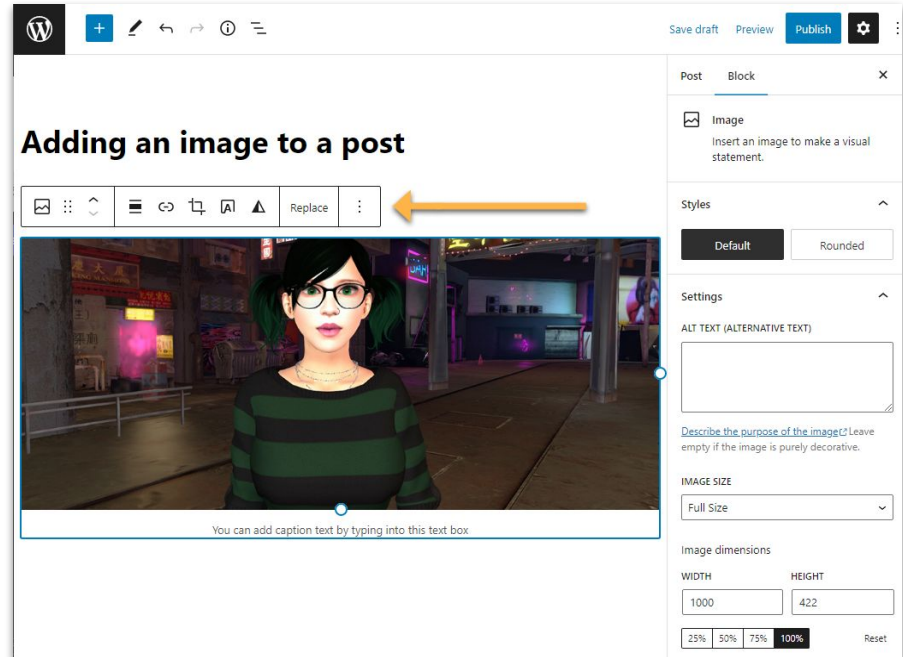


Image Tools

Click to **Select the Image** to apply additional settings.

The **image block toolbar** has options to change:

- block type
- alignment
- edit image
- insert link.



The screenshot shows the WordPress editor interface for adding an image to a post. The main content area displays the title "Adding an image to a post" and a toolbar with various icons for image manipulation. A yellow arrow points to the "Replace" button in the toolbar. Below the toolbar is a large image of a woman with glasses and pigtails in a virtual environment. A caption box below the image contains the text "You can add caption text by typing into this text box". On the right side, the "Block" settings panel is open, showing options for "Post", "Block", "Styles" (Default and Rounded), "Settings" (ALT TEXT (ALTERNATIVE TEXT) and IMAGE SIZE), and "Image dimensions" (WIDTH and HEIGHT).

Image Tools

Transform the block to a **cover block**, **gallery block** or a **media & text block** for other image layout options.

The **change block type or style icon** is used to transform the block style from default to a circular mask

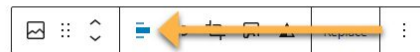
The screenshot displays the WordPress image editor interface. At the top, there are navigation buttons: a plus sign, a pencil, undo, redo, help, and a menu icon. On the right side, there are buttons for 'Save draft', 'Preview', 'Publish', and a settings gear icon. The main content area is titled 'Adding an image to a post' and shows an image of a woman with glasses and a green and black striped shirt. A toolbar above the image includes a 'Replace' button and a menu icon. A 'TRANSFORM TO' dropdown menu is open, showing options: Columns, Cover, File, Gallery, Group, and Media & Text. Below this, a 'STYLES' section shows 'Default' and 'Rounded' (which is selected with a checkmark). The 'Rounded' style is applied to the image, which is now circular. On the right sidebar, the 'Post' tab is active, showing the 'Image' block settings. The 'Styles' section has 'Default' and 'Rounded' buttons, with 'Rounded' selected. The 'Settings' section includes an 'ALT TEXT (ALTERNATIVE TEXT)' field, a 'Describe the purpose of the image' link, and an 'IMAGE SIZE' dropdown set to 'Full Size'. At the bottom, there are 'Image dimensions' fields for 'WIDTH' (1000) and 'HEIGHT' (422), and a 'Reset' button.

Aligning Images

To **align an image** within a paragraph you need to insert the image block just above the paragraph block then click on the image block and select left or right alignment.

This merges the image into the paragraph block and the text wraps around the image.

Adding an image to a post



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[scelerisque](#) [orci](#). [Curabitur](#) [facilisis](#) [rhoncus](#) [varius](#). [Ut](#) [congue](#) [aliquam](#) [eleifend](#). [Aliquam](#) [auctor](#) [dolor](#) [non](#) [blandit](#) [aliquam](#).

Adding Alt Tags

Alt Tags describe the image you've added to your post or page. They serve three important purposes:

- **Website accessibility** - used by people with disabilities to access online content
- **SEO** - they help to optimize your content for search engines
- As a **Text Placeholder** when images are slow to load or fail to load.

To add an **Alt-Tag**, select your image and add a description in the **Text Box** that appears in the **sidebar** on the right of the screen.

You should describe the purpose and content of the image, and transcribe any text included in the image (if any).

The screenshot displays the WordPress editor interface. At the top, there's a navigation bar with icons for adding blocks, undo, redo, and other functions. The main content area is titled "Adding an image to a post". Below the title, there's a toolbar with icons for image manipulation (crop, rotate, etc.) and a "Replace" button. An image of a woman with glasses is selected, and a blue box highlights it. Below the image, there's a text box for adding a caption. To the right of the image, there's a block of placeholder text (Lorem ipsum). On the right sidebar, the "Post" block settings are visible. Under the "Settings" section, the "ALT TEXT (ALTERNATIVE TEXT)" field is highlighted with a red arrow. The text in this field reads: "My alt-text goes here! I would describe this image and its purpose. eg. A decorative image of my avatar". Below this field, there's a link that says "Describe the purpose of the image? Leave empty if the image is purely decorative." Underneath, the "IMAGE SIZE" is set to "Full Size". At the bottom, there are input fields for "WIDTH" (479) and "HEIGHT" (201), along with percentage selection buttons (25%, 50%, 75%, 100%) and a "Reset" button.

Other Image Options


Other options for adding images using the block editor include:

- **Cover block** – Allows you to add text and cover overlay to your cover image to create sections in your articles in a more visually appealing way rather than using heading text.
- **Gallery block** – for creating image galleries.
- **Media & Text block** – Used to place image, or video, side by side with text.
- **Jetpack plugin** and **Co Blocks plugin** both include additional options for adding images.

Check out the [CampusPress Image Guides](#) for more info on using these features.

Adding an image to a post

I will add an image below this text:



You can add caption text by typing into this text box

scelerisque orci. Curabitur facilisis rhoncus varius. Ut congue a blandit aliquam.

image X

Image Cover Gallery

Media & Text Site Logo Post Featured Image

Image at left Image on solid colour with description

Browse all