Practical-5

Advanced Open Source Framework

B.Sc(IT)[Hons.]

Semester-6

Practical-5

Upload and insert images into posts and pages.

Step 1: Open a Post or Page

1. In the Dashboard, go to **Posts → Add New**
   *(or go to **Pages → Add New**)*
2. Enter a **title** for your post or page, e.g., My Gallery Post.

Step 2: Upload & Insert an Image
Method 1: Drag & Drop (Fastest)

1. **Drag** an image from your computer.

2. **Drop** it into the WordPress editor — it will **upload and insert automatically**.

Method 2: Add Block → Image

1. Click the ＋(Add Block) icon in the editor.

2. Search for Image, then click to insert the Image block.

3. Choose one of the options:

4. Upload → Select an image file from your computer.

5. *(Later, you can also choose from the* Media Library *or by* URL*.)*

Step 3: Customize the Image

After inserting an image, use the **toolbar above the image**:

Icon / Option	Action
Align Left / Center / Right	Position the image within text
Edit (✎□)	Crop, rotate, or resize the image
Link (□)	Add a hyperlink (e.g., to the full-size version)
Resize Handle	Drag corners or set a custom width/height

Step 4: Add a Caption *(Optional)*

1. Click the image.
2. Type below it to add a **caption**, e.g.:
3. This is my local test image.

Step 5: Add Alt Text *(For SEO & Accessibility)*

1. Click the image → look at the **right sidebar** under **Image Settings**.
2. Enter a short description in the **Alt Text** box, e.g.:
3. WordPress logo on local server

   ☐ *Alt Text helps search engines understand your images and improves accessibility.*

Step 6: Publish or Update the Post

1. Click **Publish** (for a new post) or **Update** (for an existing one).
2. View your post in the browser:
3. http://localhost/mywebsite/your-post

   Your image is now live on your local site!

Bonus: Insert Multiple Images (Gallery)

1. Click **+** → Search for **Gallery**.
2. **Upload** or select multiple images from your media library.
3. Click **Create a new gallery**.
4. Edit captions → Click **Insert gallery**.

Where Images Are Stored

All uploaded images are saved locally in your XAMPP folder:

C:\xampp\htdocs\mywebsite\wp-content\uploads\2025\11\

Quick Recap

Task	How to Do It
Insert an image	＋ → Image → Upload
Drag & drop	Drop the image directly into editor
Edit / align	Use toolbar above image
Add caption	Type below the image
Add alt text	Right sidebar → Image Settings
Create gallery	＋ → Gallery block