

UBC Learning Commons Media How-To Guide: DOCUMENTS & IMAGES

STEP 1: PROCESSING

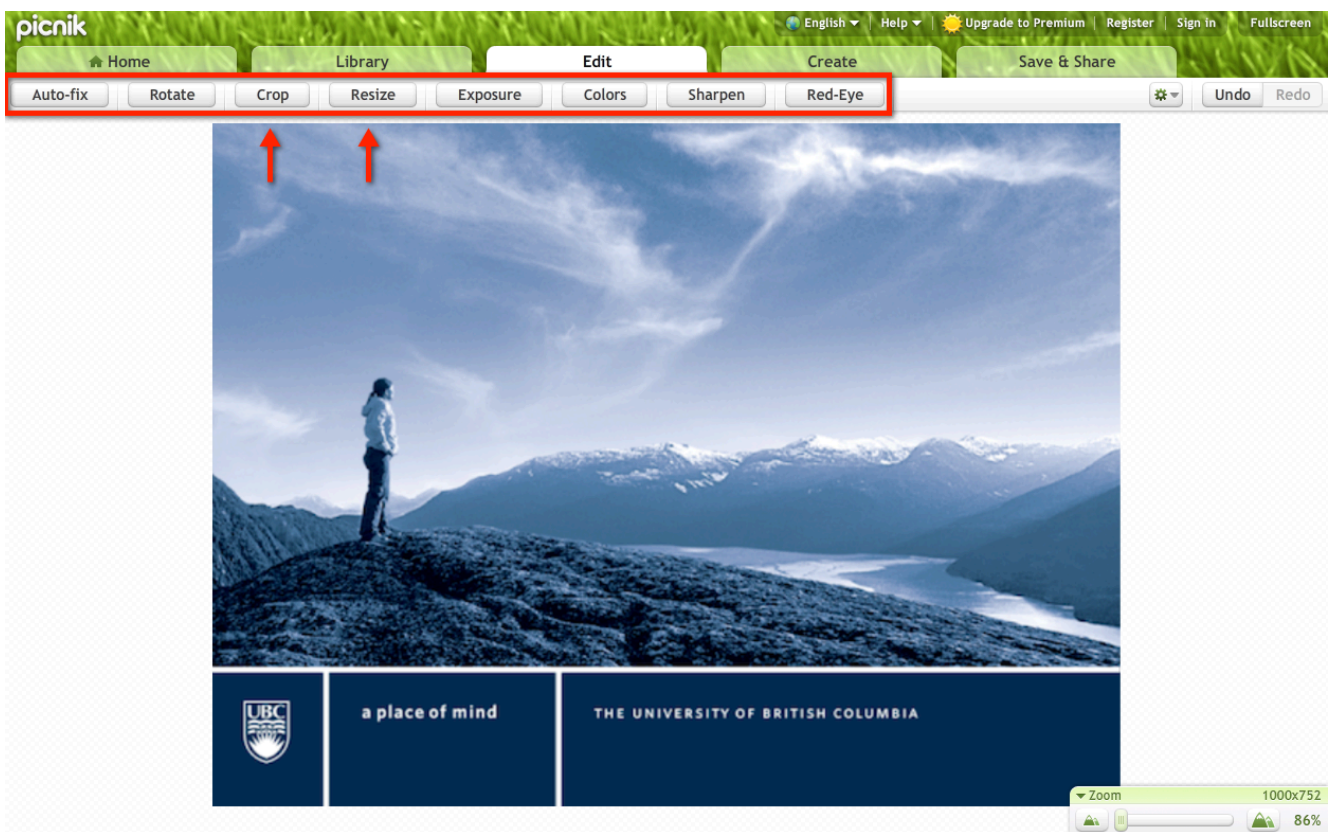
Photos used on the Learning Commons website are downloaded from [Flickr](#)—selected from photos available from [UBC-related Flickr](#) accounts/photostreams or searched under the [Creative Commons Advanced Search](#) option. Do not use photos retrieved from Google Images as they may be under copyright.

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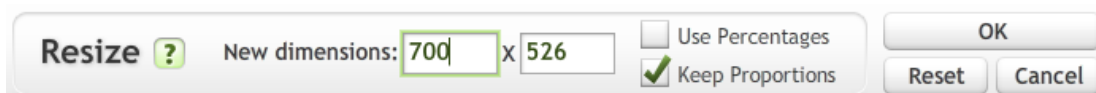
Photos must be **600w x 300h** and the most effective ones are evocative, graphic and interesting. Only JPGs, GIFs and PNGs file types should be uploaded. In order to crop, resize and process photos, Picnik, an online photo editor (<http://www.picnik.com/>) is recommended. Be sur

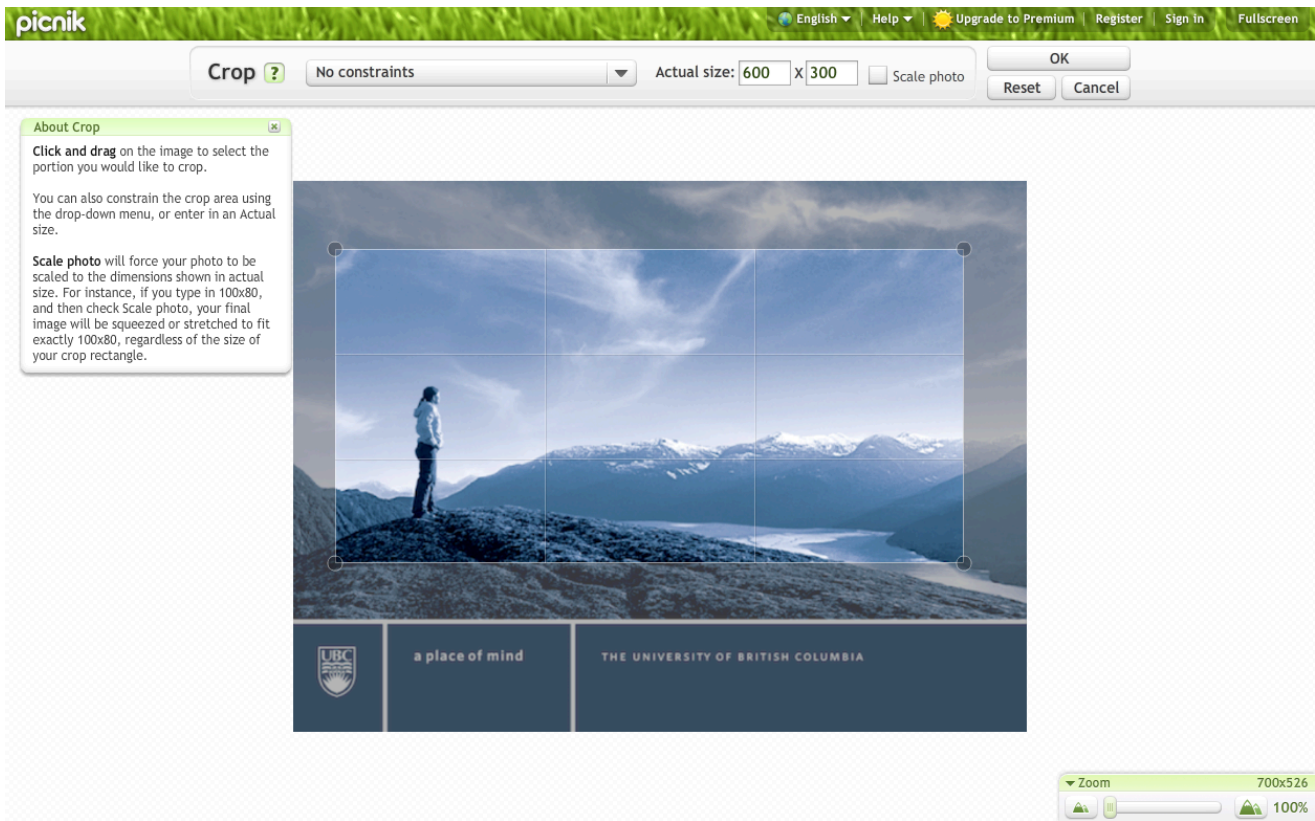
Picnik

1. In your Internet browser, go to <http://www.picnik.com> and click on 'Get Started Now.'
2. Click 'Upload a Photo' on the top-right hand corner from the 'Home' tab. Select an image file from your computer. Alternatively, you can link to a photo on the web by clicking 'Library' and then 'Get from Website.' **Pick the highest resolution image** (larger than 600w x 300h initially) possible so it looks good.
3. The image will load into Picnik. The top toolbar is where you will be doing all of your editing.



4. You have three options: 1) resize your photo to specified dimensions; 2) crop by the specified dimensions; or 3) resize your photo and then crop (in order to capture more of the image). This depends entirely on your photo and what you want your final image to look like.



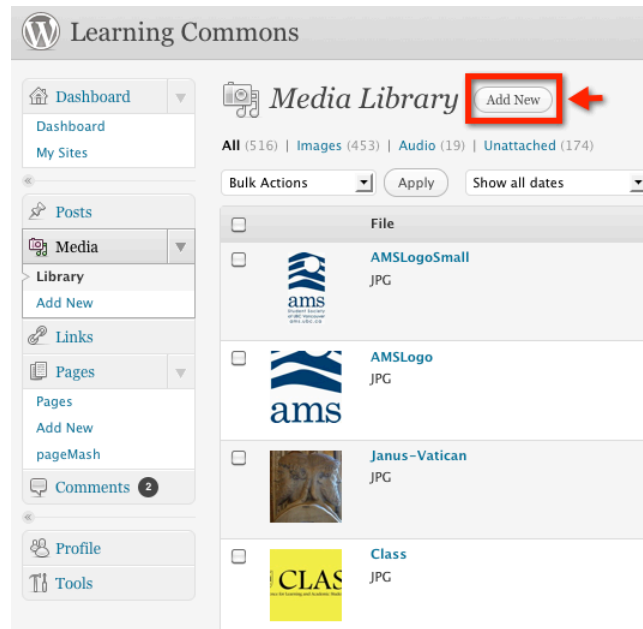


5. Once you have your desired image, click on 'Save & Share' at the top toolbar. **Make sure you select 10 for 'JPG Compression Quality'** and save the image to your computer.

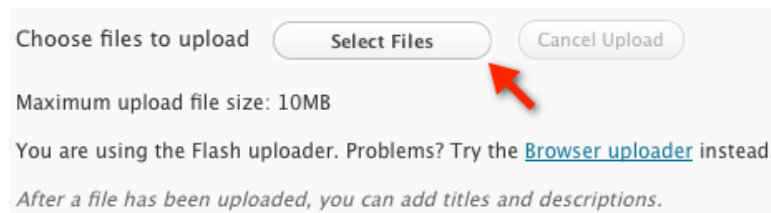


STEP 2: UPLOAD TO REPOSITORY

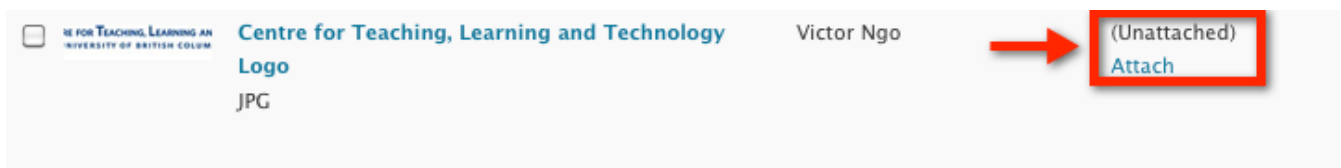
1. Login with your CWL into the Learning Commons WordPress site (<https://leap.sites.olt.ubc.ca/wp-admin/>).
2. Once you are in the WordPress Dashboard, navigate to “Media” on the left sidebar.
3. Click on ‘Add New’ beside the “Media Library” title at the top.



4. Click on ‘Select Files’ and locate the document or image file on your computer.



5. Once uploaded, provide the relevant metadata (Title, Caption, Description) as desired and click on ‘Save all changes.’ You will be taken to the Media Library and see the file you just uploaded appear at the top.
6. Navigate to your file(s) and ensure they are attached to the relevant post/page where you will be using the audio or image. To do this, click “Attach” where your file is located.



Note: You will need to know the name of your post/page in order to attach as there is no navigation option.

STEP 3a: PUBLISHING


Learning Commons WordPress

1. Navigate to the post/page you are editing or publishing. At the top of the HTML text editor, you will see 'Upload/Insert' followed by four icons. Click 'Add an Image' (first icon) or 'Add Media' (fourth icon) (for documents) as appropriate.



2. An overlay window will pop up. Click on "Media Library" at the top menu and locate your file. If you have not already uploaded your file, do so now under the "From Computer" tab at the top. Click on 'Show' beside your file and select 'Insert into Post' found at the bottom. **If you want to wrap text around your image, choose either 'Left' or 'Right' for Alignment.**

DarkHairedBoy Icon [Hide](#)



[Edit Image](#)

File name: DarkHairedBoy-Icon.png
File type: image/png
Upload date: August 30, 2010
Dimensions: 50 x 55

Title *

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

Caption

Description

Link URL

Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail Medium Large Full Size (50 x 55)

[Use as featured image](#) [Delete](#)

UBC Wiki

1. Ensure you have uploaded the document or image file into the Learning Commons WordPress Media Library. Navigate to the file in the Media Library and click on 'Edit.'
2. Copy the URL of the file located at the bottom beside 'File URL.'
3. Once in the Wiki text editor, simply paste the image URL if you are embedding an image. If you are embedding a document, paste the URL with double square brackets [[]] surrounding it.

For more documentation on how to add media to the UBC Wiki: http://wiki.ubc.ca/Help:Adding_Media

* Ensure you are attributing any photos you use to the original author using captions. Example: "Uploaded to Flickr by [Sparklefish](#)" and create a hyperlink for 'Sparklefish' that links directly to the photo on Flickr.

STEP 3b: PUBLISHING ON THE LEARNING COMMONS CAROUSEL (FEATURES SECTION)

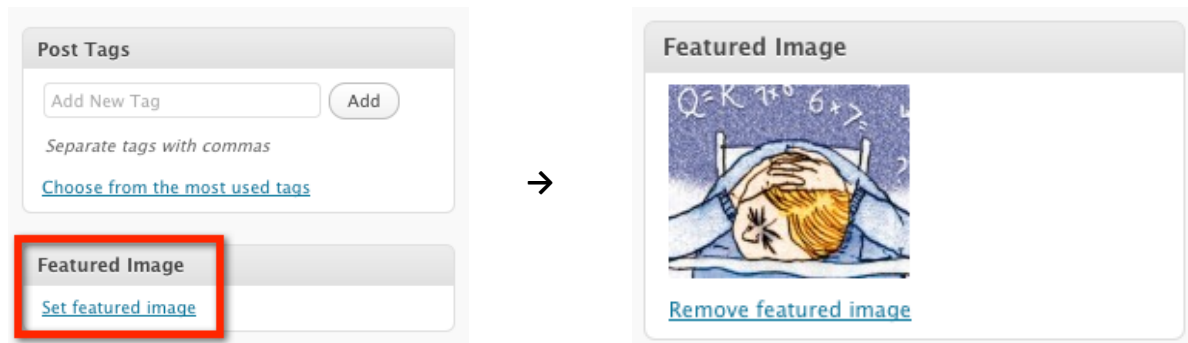
1. In order for a post to appear on the front page of the Learning Commons in the carousel as a feature, it must be one of the last five published posts.

<input type="checkbox"/> Title	Author	Categories	Tags		Date
<input type="checkbox"/> Question of the Week	Sam Wempe	Features, Uncategorized	No Tags	1	2010/11/16 Published
<input type="checkbox"/> Paper Writing Procrastination Edit Quick Edit Trash View	AMS Tutoring	Features, Uncategorized	No Tags	0	2010/11/12 Published
<input type="checkbox"/> Assignment Calculator	Julie Mitchell	Features, Uncategorized	No Tags	0	2010/11/12 Published
<input type="checkbox"/> Mystery Photo Contest 3 - Winner!	AMS Tutoring	Features, Uncategorized	No Tags	0	2010/11/07 Published
<input type="checkbox"/> Working 2.0: Improving Productivity in the Workplace	Julie Mitchell	Features, Uncategorized	No Tags	0	2010/10/15 Published
<input type="checkbox"/> Thesis Formatting Help	Julie Mitchell	Features, Uncategorized	Thesis	2	2010/10/11 Published

For example in the image above, the first five posts (within the red box) will be seen on the front page in the order they were published (1, 2, 3, 4 or 5). The post titled “Thesis Formatting Help” will not show up.



2. In order for an image to show up in the carousel itself, you must select an image under ‘Featured Image’ on the right-hand side in the ‘Add New Post’ or ‘Edit Post’ screen.



3. If you want an older post to show up, simply edit the date the post was published to a more recent date.

Working 2.0: Improving Productivity in the Workplace Julie Mitchell Features, Uncategorized No Tags 0 2010/10/15 Published

QUICK EDIT

Title: Thesis Formatting Help

Slug: love-your-libraries

Date: **Oct 11, 2010 @ 10:00**

Author: Julie Mitchell

Password: -OR- Private

Categories [more]

- Features
- Get Started
- Show Case
- Uncategorized
- Wikis
- Winter Reading List
- Word

Post Tags

Thesis

Allow Comments Allow Pings

Status: Published Make this post sticky