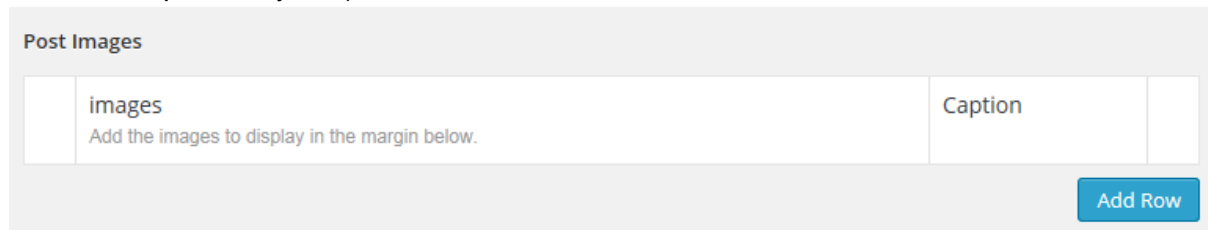## Adding Images Basics

To enhance the look of a post it is possible to add pictures. To maintain the site format and allow it to work on mobile devices as well as PCs images are added separately from the text. Please use the "Post Images" section at the bottom of the post editor page (and not the add media button)
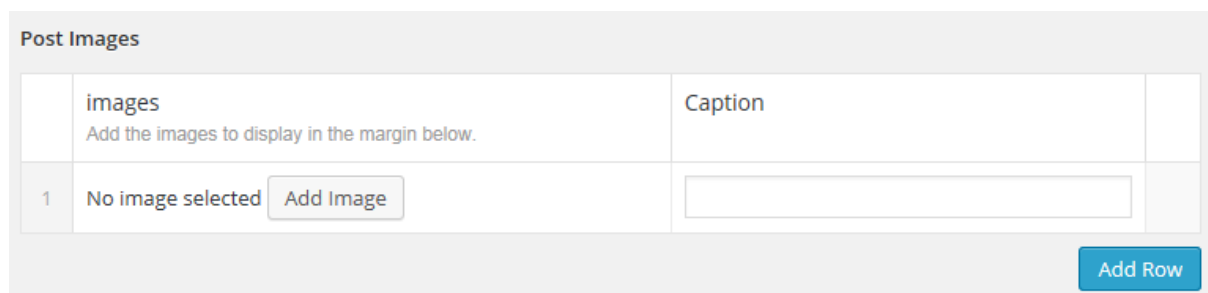
Add one or more images

Images are added using the "Post Images" section of the edit page (just under the editor area for the post body text)
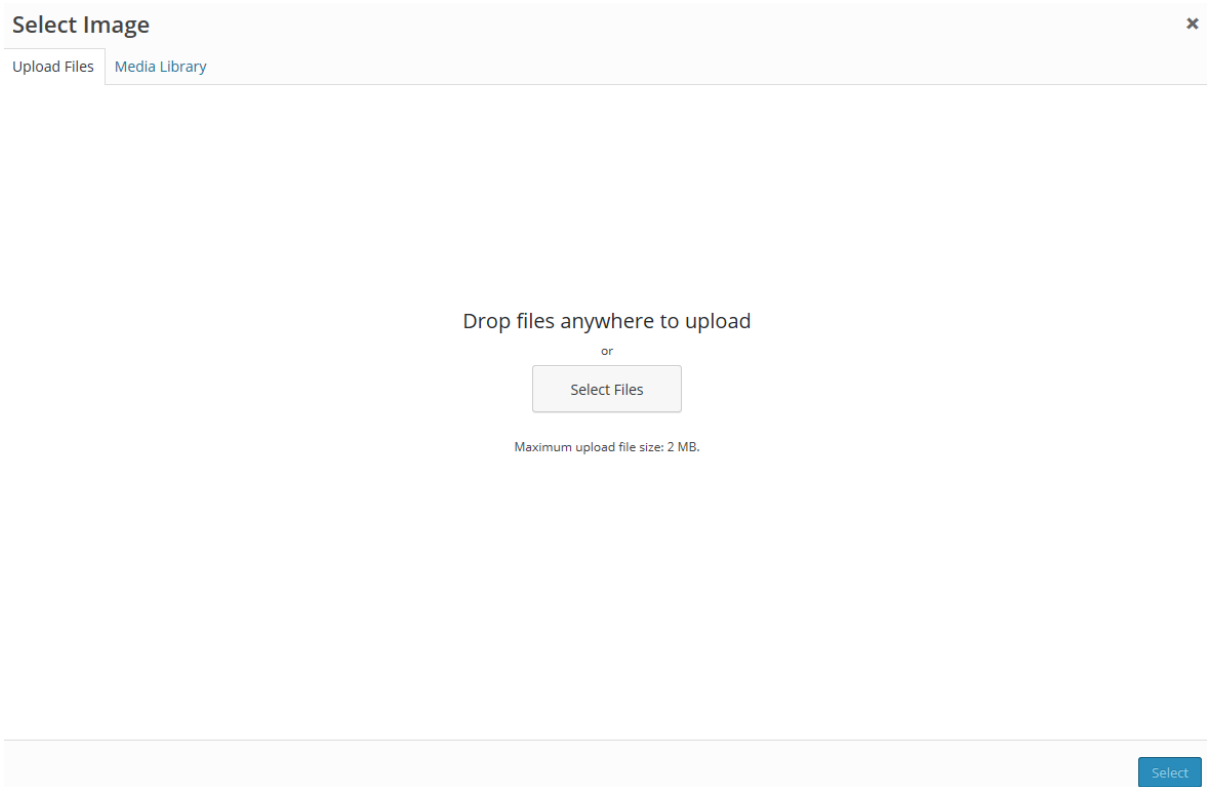

To add an image start by pressing the "Add Row" button

A new row will appear for the new image. Now select the "Add Image" button to go to the media library. Initially the media library shows the existing images, so if the image or images have already been uploaded they can be select from here.
Normally you will want to upload a new image. To do this see the following section
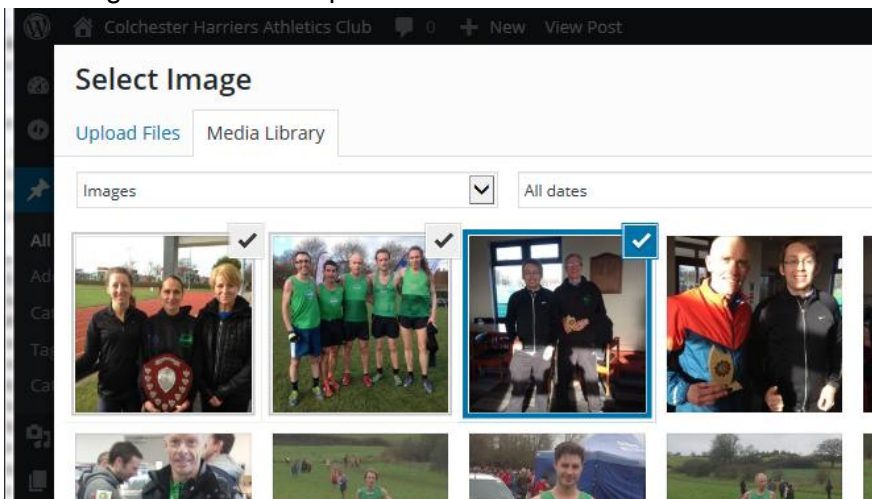
Uploading images

Select the "Upload Files" tab and the page will look something like this

You can now either select your images using the "Select Files" button or an easier option is just to drag and drop them into the panel

Let's say we have three images we want to upload from a folder on your computer. Open up the folder on your computer and select the three images and drag them into the panel.
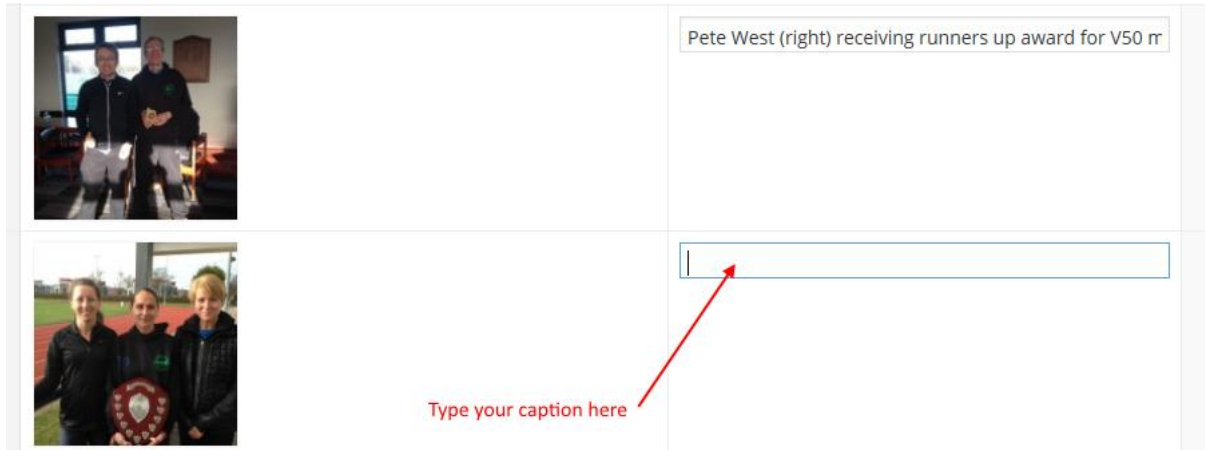The images will now be uploaded to the site and auto selected

Now press the "Select" button to add the images to the post

Adding captions

Alongside each image that is added is a box allowing a caption to be added. The caption is optional so can be left blank

Simply select the box and type in a suitable caption. The caption will appear below the image on the final web page
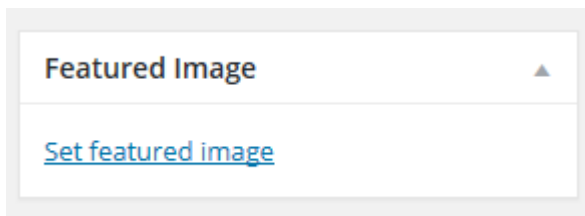

Rearranging images

To the left of the images are numbered panels (starting at 1 up to the number of images) To move an image up or down the order press hold the mouse over the number panel and press the press the mouse key down. While holding the mouse key down drag the image to its desired position and release the button

Featured image

The featured image is displayed on some index pages and is also used on social media feeds like Twitter.

The "Featured Image" panel bottom right of the page allows the featured image to be set or removed. When setting the featured image the web site will take you to the media library where you can select an existing image or upload a new one