Images

The Northwestern templates come with placeholder images that tell you exactly what the dimensions should be for every image within the modules.

All the images on your new website are hosted in the WordPress "**Media**" library which can be found by selecting the "**Media**" menu item from the dashboard.

| 🗥 My Sites 🛛 Faculty W | lebsite Template 🕊 0 🕂 New 🖤 Follow | łowdy, emc8263 🔟 | | |
|-----------------------------------|---|------------------|--|--|
| 🚯 Dashboard | Media Library Add New | Help 🔻 | | |
| 🖈 Posts | Get started: | | | |
| 9; Media | Looking for your site(s)? Click the My Sites button in the upper left of this screen. | | | |
| Library | Need to create a new NUsites site? Complete out the <u>Create a Site form</u> and start publishing. Having trouble using NUsites? Check out the <u>documentation & help page</u> . | | | |
| Add New | | | | |
| 🖉 Links | Action Needed: Update Box Links on NUsites | | | |
| 📕 Pages | As part of preparations for the Box migration, Northwestern IT is asking anyone responsible for web content across the University to review their sites for hyperlinks connecting to content currently stored in Box. This proactive effort is intended to prevent broken links once Box content is migrated. | | | |
| Comments | | | | |
| 🖈 Projects | Please review this spreadsheet for a list of pages containing Box links on NUsites. For details on updating your URLs, please refer to the November 23 email you received, or review the links article in the Northwestern IT Knowledge Base. | updating Box | | |
| 🔊 Appearance | If you have any questions about the information in this message, please contact your local IT support staff or the IT Service Desk at <u>BOX-Migration@northwestern.edu</u> or 847-491-435 | 7 (1-HELP). | | |
| 🖌 Plugins | | | | |
| 🚢 Users | | | | |
| 🖌 Tools 7 | Image: Search All dates V Bulk Select Search | | | |
| 5 Settings | | | | |
| 🔊 Statistics + GTM | | | | |
| Divi | | | | |
| Subscriptions | | | | |
| Collapse menu | | | | |

Uploading New Images

Northwestern templates come with placeholder images that tell you what the dimensions should be for every image within a module.

Step-by-Step Guide

- 1. Determine what image you are going to use
- 2. Crop your image to the placeholder image size
- 3. Upload your image
- 4. Place your image in the desired location
- 5. Save your image
- 6. Save the page you are working on (Hit the blue "Update" button)

Option 1: Add Media – Direct Link

The quickest was to add images is to simply hover over the "**+ New**" option at the top of the page then scroll down and select "**Media**".



You will be directed to the following screen where you can drag and drop your **cropped image(s)** into your media library, or you can select files from the folder you saved them from.

| 🚓 My Sites 🖀 Faculty Website Template 🛡 0 🕂 New 🎔 Follow Howdy, emc8263 🔳 | | | | | |
|---|--|--|--|--|--|
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| 🖈 Posts | Get started: | | | | |
| 9] Media | Looking for your site(s)? Click the My Sites button in the upper left of this screen. | | | | |
| Library | Need to create a new NUsites site? Complete out the <u>Create a Site form</u> and start publishing. | | | | |
| Add New | Having trouble using NUsites? Check out the <u>documentation & help page</u> . | | | | |
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| 🚢 Users | | | | | |
| 🖌 Tools 7 | , <u></u> , | | | | |
| G Settings | | | | | |
| 🔊 Statistics + GTM | Drop files to upload | | | | |
| Divi | or | | | | |
| Subscriptions | Select Files | | | | |
| Collapse menu | | | | | |
| | Need Help? | | | | |

Option 2 "Add New" Menu Item

If you hover over the "**media**" tab in the left navigation, you will have the option to "**Add New**" media items.



If you select the "Add New" screen, you will be taken to the same screen, which allows you to drag and drop your cropped image(s) into your media library, or you can select files from the folder you saved them from.

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| 🚯 Dashboard | Upload New Media | Help 🔻 | | |
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