

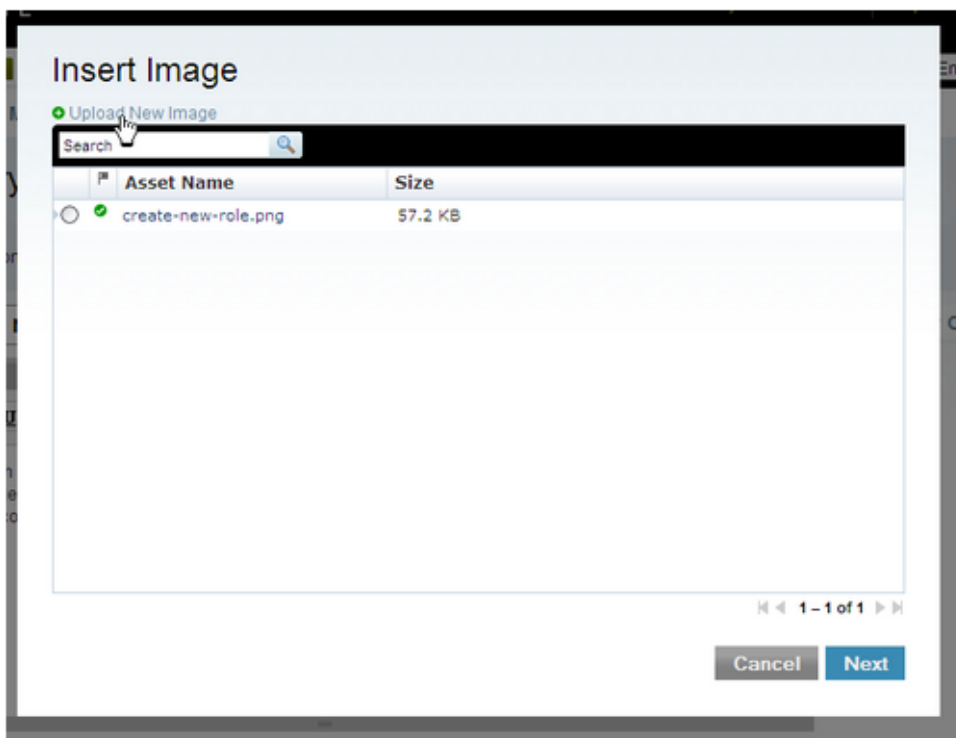
Movable Type 4 - Using Images

Uploading and inserting a new image into your entry or page

- When you are creating or editing an entry, place your cursor where you would like the image to appear and click the Insert Image button on the editor toolbar.



- This will open the Insert Image screen, where you can choose to insert an image you've already uploaded to the system, or choose to upload a new image. To upload a new image, click on the "Upload New Image" link at the top of the screen.



- This will display the Upload File screen. On this screen you can select the image to upload. By default, Movable Type will store the file you are uploading in the blog's root directory, but with the "Upload Destination" field you can customize where the system will store the file.
- When you have selected your file and its destination, click the "Upload" button, and your browser will transfer the file to Movable Type.

Upload File

Select File to Upload

C:\Documents and Settings

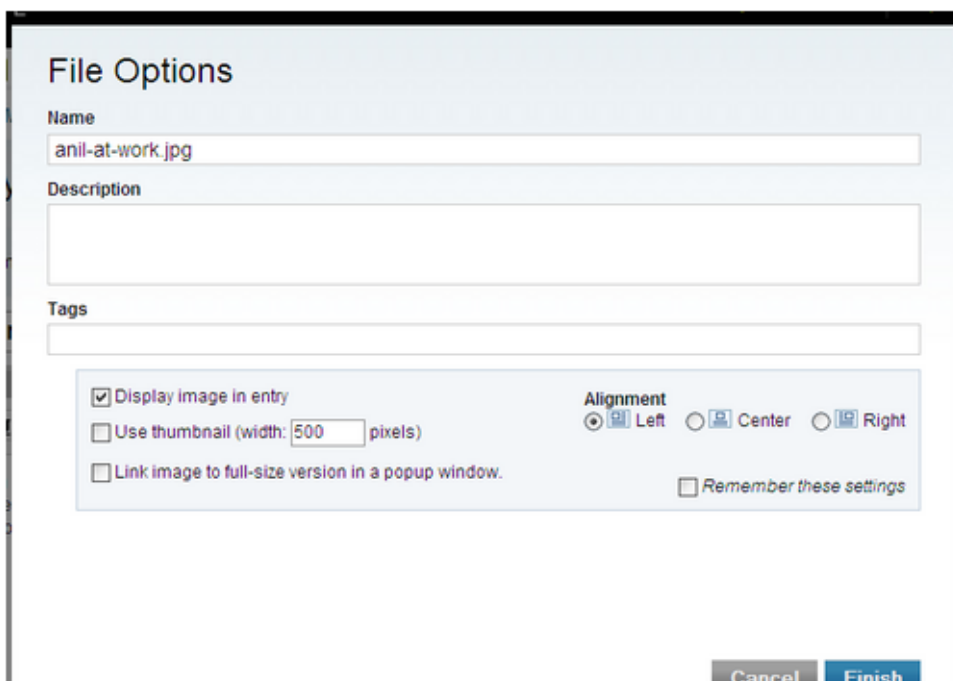
Upload Destination

<Site Root> / images

You can upload the file to a subdirectory in the selected path. The subdirectory will be created if it does not exist.

Once your file is transferred, the system will display the File Options screen. This screen allows you to:

- Name the file you've uploaded in Movable Type's asset management system for easy discovery and reuse.
- Describe the file in Movable Type's asset management system.
- Tag the file in Movable Type's
- Choose options for how to display the image in your entry or page. You can choose to:
 - Display the image in the entry (this option is checked by default)
 - Insert the image as a thumbnail in your entry
 - Link the image to a full-size popup window
 - Align the image to the left, right or center
- Remember these settings for the next time you upload a photo



The screenshot shows a dialog box titled "File Options" with a light blue header. Below the title, there are several input fields and a settings section. The "Name" field contains "anil-at-work.jpg". The "Description" field is empty. The "Tags" field is also empty. The settings section includes a checked checkbox for "Display image in entry", a checkbox for "Use thumbnail (width: 500 pixels)", and a checkbox for "Link image to full-size version in a popup window." The "Alignment" section has three radio buttons: "Left" (selected), "Center", and "Right". There is also a checkbox for "Remember these settings". At the bottom right, there are "Cancel" and "Finish" buttons.

File Options

Name
anil-at-work.jpg

Description

Tags

Display image in entry

Use thumbnail (width: 500 pixels)

Link image to full-size version in a popup window.

Alignment
 Left Center Right

Remember these settings

Cancel Finish

- ' Click on the "Finish" button and Movable Type will insert your image into your post with the options you have selected. If you are using the Rich Text formatting option, the editor will display your image inline. If you are using another text formatting option, the system will insert HTML into your entry or page where your cursor was when you clicked the "Insert Image" button.

