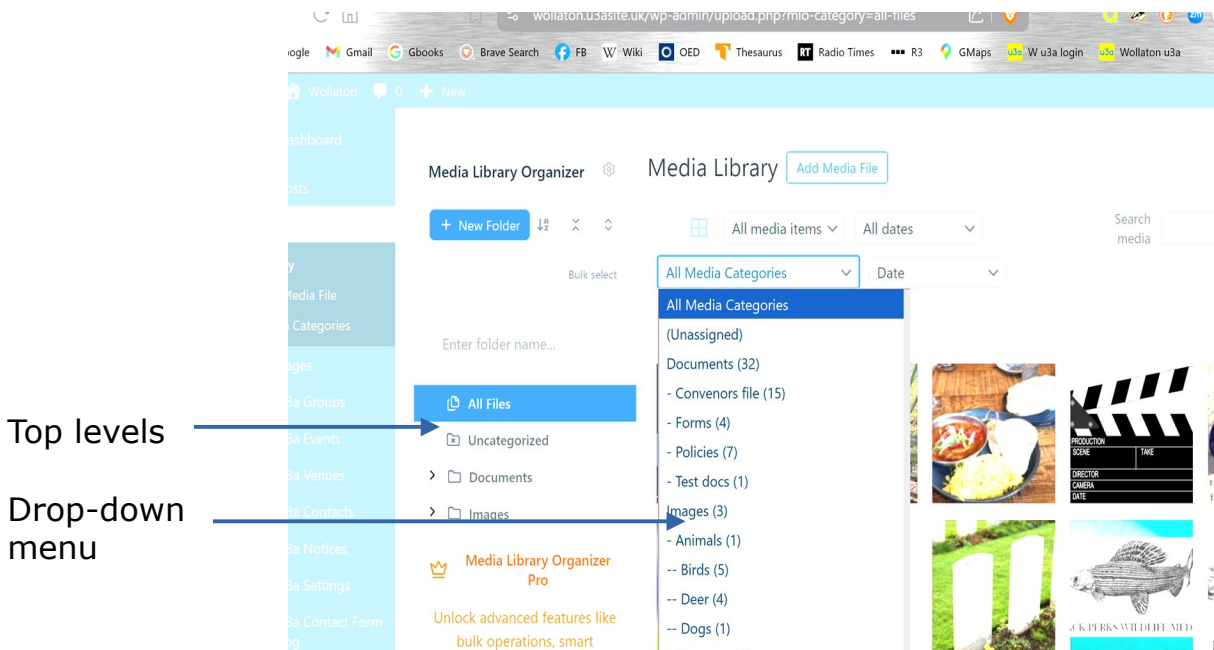


Media Library

Media Library Organizer

When you go to the Media Library, where all our uploaded images and documents are stored, you will see that it looks a bit different from the screenshots in the training pdfs. This is because I have installed a plug-in called Media Library Organizer (MLO), which makes it easier to organise and find our items. With MLO I have created a hierarchy of different categories, the top levels of which are displayed to the left of the gallery of images. You need to click on the arrows (>) to see the rest of the levels. Alternatively, the categories can also be displayed via the Media Library drop-down menu "All Media Categories", and this seems to be the best way to view the images in each category.



If you upload any photos (or documents), please make sure you index them using these categories – see below for how to do this. One thing to note is that, if you upload a photo directly from your device to use on your page, it still gets added to the Media Library "behind the scenes". It's easy to forget this has happened, and then the photo remains uncategorised and unannotated. For this reason I recommend you go to the Media Library and upload the image there first, so you can select the categories and do any annotation while you're there.

If you are looking in the Media Library for existing images to put on your page, the categories will help you narrow down your search. E.g. any photos uploaded by your group will be listed under the group name; pictures of animals are listed under "Animals"; etc. Also note that selecting a category higher up the hierarchy will bring up all items under its sub-categories; e.g.

selecting "Animals" brings up photos that have been marked under the sub-categories (Birds, Deer and Dogs) as well as a squirrel which I didn't bother to make a separate category for.

If you feel we need more categories (other than simply adding your group if it's not yet represented – see below), please ask me before adding any. It's important the list doesn't get too cluttered, which would defeat its purpose. That's why I have kept the categories quite broad and limited them to ones I think are likely to be relevant to us. However, it's impossible to foresee everything we might need in the future!

Finally, as well as images and documents, you can also upload **audio** files to the media library. We don't have any at the moment, and I haven't made a category for them. If you wish to upload one for your page, please let me know and I will add the category. Permitted audio file types are .mp3, .m4a, .ogg, and .wav

Adding new groups

If you need to add your group as a category, here's how to do it:

- In the left-hand menu, click the > to open "Images"
- Scroll down to "Groups" and right-click on it
- Select "+ Add child folder"
- In the box that opens, type the name of the group you are adding, in the format "Xyz group". Press enter
- The new group now appears at the bottom of the list of groups, but will subsequently appear in its correct alphabetical place

Uploaded images

The permitted file types for images are .jpg, .jpeg, .png, .gif, and .ico. However, the most recent advice from SiteWorks is to avoid .png if possible as they take up significantly more bandwidth than .jpg, which can affect loading of pages over mobile networks. Also, if you use an Apple device, be aware that HEIC format images are not supported. There are converters to be found on the internet to convert images to .jpg if required.

The basic process for uploading images and some advice about displaying them on your page are covered in the training pdfs. Here, I want to look at options for **annotating images** in the Media Library once they are uploaded.

Personal photos

A reminder

When taking photos of u3a members which might end up on the website, please make sure everyone in shot is aware they are being photographed and that they consent to the photo being displayed online. Be sure to clearly request that anyone who either does not wish to be photographed or does not consent to having their photo on the website, moves well out of shot.

Most of the images you upload will be personal photos taken by yourself or another u3a member, and uploaded from a camera or device. There are no hard and fast rules about annotation and nothing terrible will happen if you don't add any at all. Two things to remember, though:

- the "Search media" box on the media library page will search (I believe) any text in all the boxes, so anything you enter can be helpful
- the caption will usually display by default when a photo is used on a web page (see more info below)

If you click on your newly uploaded image (it will be the first image in the gallery/list of "All media items"), you get a pop-up window called "Attachment details". This displays the photo on the left side, and on the right are the file details and some text boxes.

(Note that you can do some basic editing of the image after upload – cropping, rotating and scaling – via the "Edit image" button under the picture. Remember to apply edits and save.)

Text boxes:



Uploaded on: 21 January 2025
Uploaded by: [Web Editor](#)
File name: 20210325_125958-2022_12_23-18_00_05-UTC.jpg
File type: image/jpeg
File size: 1 MB
Dimensions: 1920 by 1440 pixels

Alternative Text

[Learn how to describe the purpose of the image](#)
. Leave empty if the image is purely decorative.

Title

Caption

Description

File URL:

Taking the text boxes in turn, **Alternative text** is where we put descriptive text which will be read out if the web user is using a screenreader. Not all of our images have yet had alt text added, but please look through the gallery for examples, and also follow the link under the box for more information. I don't

claim to be an expert in this area, so I'm open to suggestions for improving how we do this!

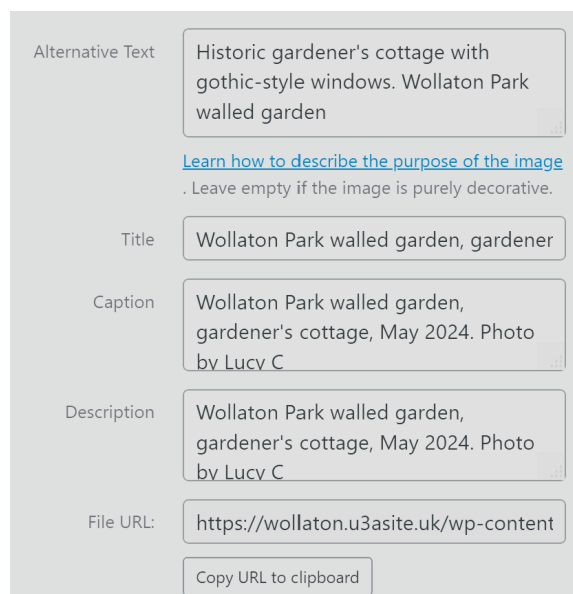
Title: As you can see in the screenshot, what appears automatically in the Title box is the file name the image was uploaded with. Unless you change this before uploading, it is often a string of numbers and/or letters and is generally not very helpful. Luckily it can be changed by overwriting in the text box. Something brief but descriptive, followed by the date the photo was taken (month + year) is fine. Don't include anybody's name.

Caption: This could be the same as the title, or you could add a little more detail. Bear in mind that, depending on how/where the image is used on the website, the caption may display by default, either on the image or below it, so it can be a useful feature for people visiting your page. In most cases, but not all, the caption can be removed on the webpage if not required there, without removing it from the image details. Consider crediting the photographer here, using the format "First name + Surname initial", e.g. Fred B, as long as they are happy with their name being displayed publicly in this way. You could also include the date as in the title, but too much caption text runs the risk of cluttering up the photo when it's displayed.

Description: Credit the photographer here, as described above, and maybe the date, whether or not you have already done so in the caption. The Description text is not displayed on the web page. You can replicate the previously used descriptive text if you want to.

Here's an example with the boxes filled in, but on the whole you can decide for yourself what, if anything, to put in.

If you browse through the Attachment details of photos in the media library, you will see that we haven't yet achieved any consistency – and it may be that we never will.



The screenshot shows the 'Attachment details' form for a photo. It includes the following fields and content:

- Alternative Text:** Historic gardener's cottage with gothic-style windows. Wollaton Park walled garden. Below this is a link: [Learn how to describe the purpose of the image](#). Leave empty if the image is purely decorative.
- Title:** Wollaton Park walled garden, gardener
- Caption:** Wollaton Park walled garden, gardener's cottage, May 2024. Photo by Lucy C
- Description:** Wollaton Park walled garden, gardener's cottage, May 2024. Photo by Lucy C
- File URL:** <https://wollaton.u3asite.uk/wp-content>
- A button labeled "Copy URL to clipboard" is located below the File URL field.

File URL: This is the web address of the media item. For photos, you are unlikely to need to copy it; but if you have uploaded a document, you can copy its URL here and paste it on your page as a link.

Assigning MLO categories to uploaded items

The list of Media Categories appears at the bottom of the Attachment details pop-up window. You may need to scroll down to see it.

- For images, follow these steps:
 - If the image is a photo taken by you or another member, select **Members' images**
 - Alternatively, if the image has been taken from the internet (see advice on this below), select **Stock and Public Domain images**. These will not need any further categories added, except **Christmas/Easter** where appropriate
 - If the image is of an interest group meeting or activity, select the appropriate **group**
 - Select any other relevant category/ies from the list that describe the subject of the photo and will help others to find it
 - You don't need to select Images as a category unless none of the sub-categories apply
- If you are uploading a document, just select **Documents**
 - You can ignore the existing sub-categories here (Forms, Policies etc) as they are only for documents that appear elsewhere on the website
 - If necessary (i.e. for posters or flyers for special events) you can also select **Special Events and Outings** and/or **Christmas** or **Easter**, as required

When you are done just close the Attachment details window – any text you have added/alterd is saved automatically.

Images uploaded from the internet

You may occasionally want to put a generic image on your page, e.g. to illustrate what your group is about without actually showing the group itself. It is very easy to simply grab something off the internet, but we always have to remember the **legal and copyright implications** around any images that we display publicly.

Therefore, before uploading any images you have got from the internet to the website, please read both of the following:

- the **copyright advice** provided by the Third Age Trust, which can be accessed either in the [Further Resources](#) section of the Convenors Page of our website, or on the [Documents page](#).
- the short document ***Using images taken from the internet***, also in the [Further Resources](#) section of the Convenors Page.

Crediting the photographer or image creator

As mentioned above, it is good practice to include the photographer's name when annotating uploaded photos in the Media Library. As a courtesy, we

should also put a **credit on the webpage** where any image is displayed (for some stock images, this is a condition of use).

For guidance on how to do this, please see ***Crediting the photographer or image creator*** in the [Further Resources](#) section of the Convenors Page.