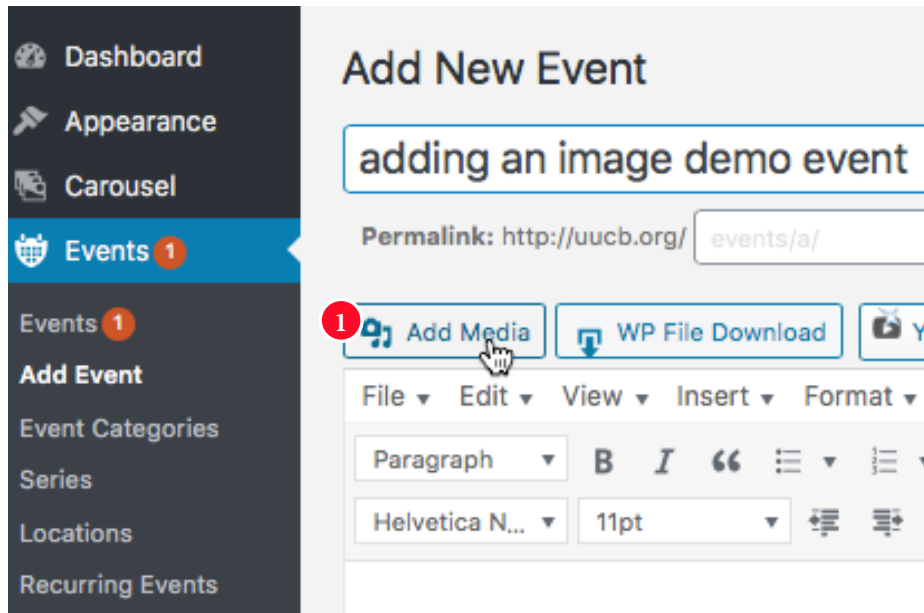# How to add images to ConnectDaily events
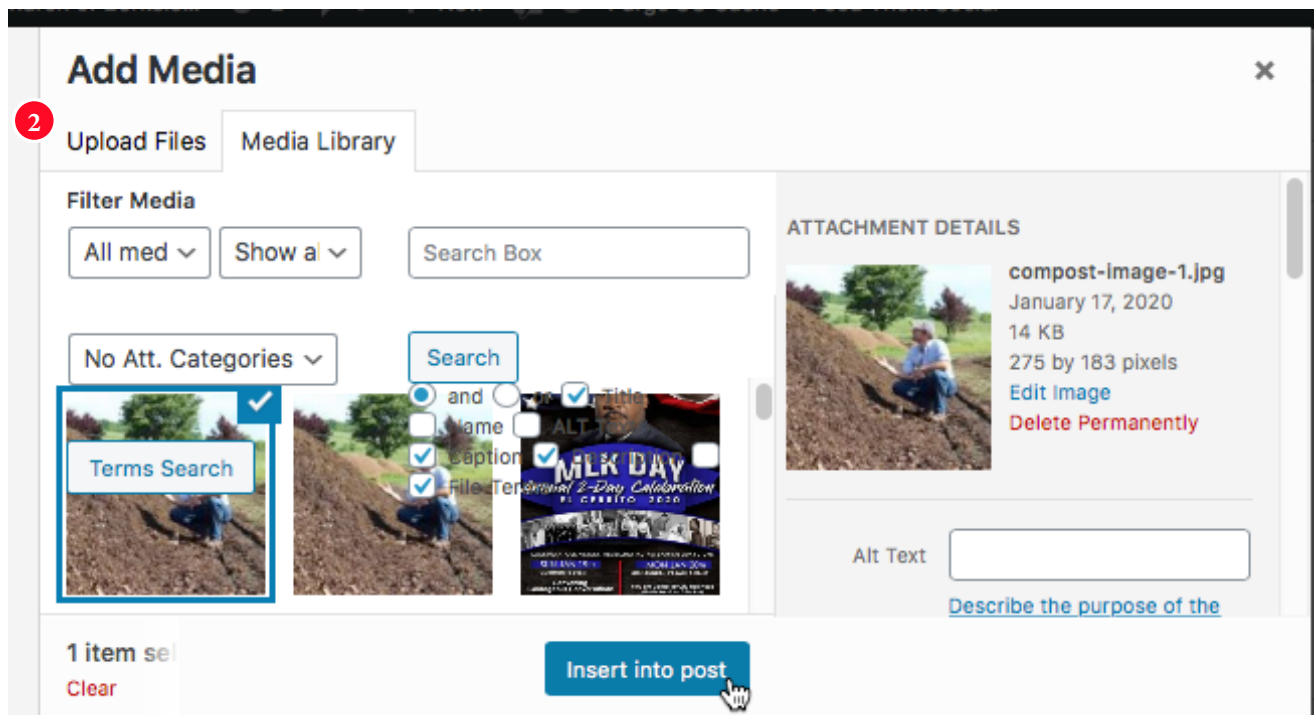
This is a "quick and dirty" method for how to add an image to a ConnectDaily event. The basic idea:

- use the Events Manager tools to add an image to a draft Event
- copy the code created there, and paste it into a ConnectDaily event.

In the Events Manager system (Events) create a dummy event.

You will not actually create an event, just use it to create image code.

1 Select "Add Media."

2 Use the standard tools to either upload a file or select an image already in the Media Library.

You may want to scroll down to view controls for exactly how the image displays

1. Use this control to choose whether to display the image left, right or centered.
2. Use this control to choose whether to display the image full size, as a thumbnail, or at a couple other standard sizes.
3. Select "Insert into post" to close the selection window.

Select and copy the snippet of html code just created.

Add New Event

adding an image demo event

Permalink: http://uucb.org/ `events/a/` View Event

Add Media | WP File Download | YouTube   Visual | Text ①

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

Paragraph ▾ **B** *I* " ☰ ▾ ☰ ▾ ☰ ☰ ☰ ∅ ✂ ↺ ↻ +[CP] 📅 ⤢

Helvetica N... ▾ 11pt ▾ ⇥ ⇤ 📋 ⊘ Ω ▤ A ▾ ⊞ ▾ ❓

① You may want to switch to Text to see the code, though you can also just select everything in the window on the Visual side.

Add New Event

adding an image demo event

Permalink: http://uucb.org/ `events/a/` View Event

Add Media | WP File Download | YouTube   Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags   ⤢

②
```
<a href="http://uucb.org/wp-content/uploads/2020/01/compost-image-1.jpg"><img
class="alignright size-full wp-image-63136" src="http://uucb.org/wp-
content/uploads/2020/01/compost-image-1.jpg" alt="" width="275" height="183" /></a>
```

② Select and copy the code.

Switch to ConnectDaily, and edit the event.

Edit Calendar Event

Calendar	Social Justice
Title	SJC: Introduction to Project Drawdown (Event 6PM)
Approved	☑ **Privacy** None
Event Type	Special Event
Start	Date 2/20/2020 Time 4:00 PM
End	Date 2/20/2020 Time 9:30 PM
Time Zone	America/Los_Angeles
Contact Name	Sheila Tarbet
Contact Info	(510) 289-5151, starbet99@gmail.com
Additional Information	https://bit.ly/UUCB-Drawdown
— Description **(1)**	On Feb. 20, UUCB's Social Justice Council and Pachamama Alliance Golden Gate Community volunteers will present a two-hour workshop, Introduction to Project Drawdown. Project Drawdown (https://www.drawdown.org/) brought together an international coalition of researchers and other experts to identify, based on peer reviewed literature, the most substantive solutions to global warming. We'll learn about the wide scope of the solutions, which include our sources of energy and our transportation, the food we eat and how we grow it, how we design our cities and our buildings, how we manage our land, and how we support women and girls. We'll connect with others to get inspired and discover new ways to contribute. Everyone is invited to gather together for a meal at 6pm, and the workshop will be presented from 7-9pm.

(1) Choose where you want the image to display in relation to the event text. Typical placements:
- Before the first text, with the image set to aligned right
- After all the text, perhaps aligned center.
- Between different blocks of text, aligned left right or center.

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Time Zone	America/Los_Angeles
Contact Name	Sheila Tarbet
Contact Info	(510) 289-5151, starbet99@gmail.com
Additional Information	https://bit.ly/UUCB-Drawdown
— Description **(2)**	`<a href="http://uucb.org/wp-content/uploads/2020/01/compost-image-1.jpg"><img class="alignright size-full wp-image-63136" src="http://uucb.org/wp-content/uploads/2020/01/compost-image-1.jpg" alt="" width="275" height="183" /></a>`On Feb. 20, UUCB's Social Justice Council and Pachamama Alliance Golden Gate Community volunteers will present a two-hour workshop, Introduction to Project Drawdown. Project Drawdown (https://www.drawdown.org/) brought together an international coalition of researchers and other experts to identify, based on peer reviewed literature, the most substantive solutions to global warming. We'll learn about the wide scope of the solutions, which include our sources of energy and our transportation, the food we eat and how we grow it, how we design our cities and our buildings, how we manage our land, and how we support women and girls. We'll connect with others to get inspired and discover new ways to contribute. Everyone is invited to gather together for a meal at 6pm, and the workshop will be presented from 7-9pm.

(2) Paste the code snippet.

Save the event, and check to see if it displays as desired.

Some adjustments are possible directly in the code.

① If you decide to change where the image displays you could replace "alignright" with "alignleft" or "aligncenter."

② You could also change the image size by adjusting width and height, but you'd want to adjust both, proportionately. It would usually be easier to go back to Events and start over, using the built-in tools there to change the image size.

When you are satisfied with how it all looks, back in Events you can delete or just navigate away from the dummy event.