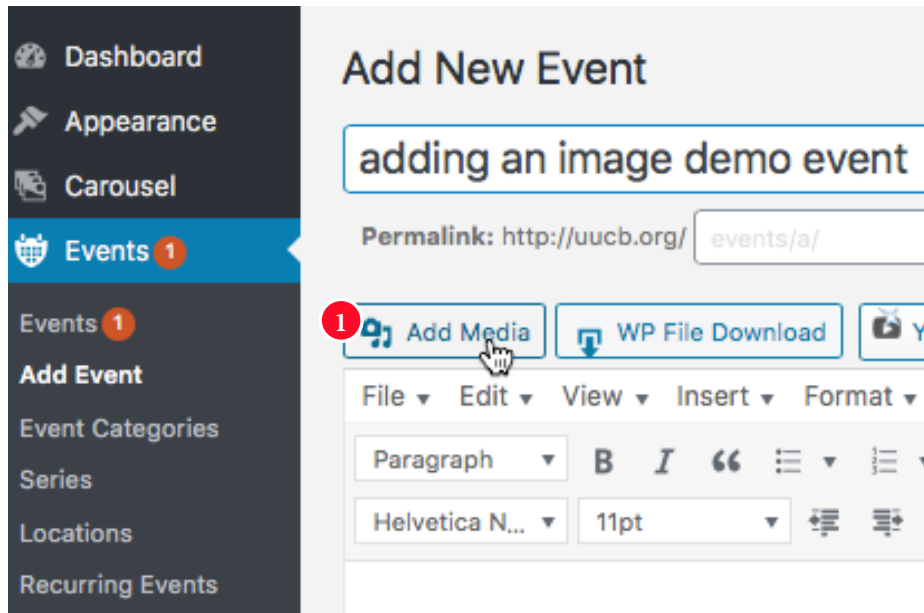


How to add images to ConnectDaily events

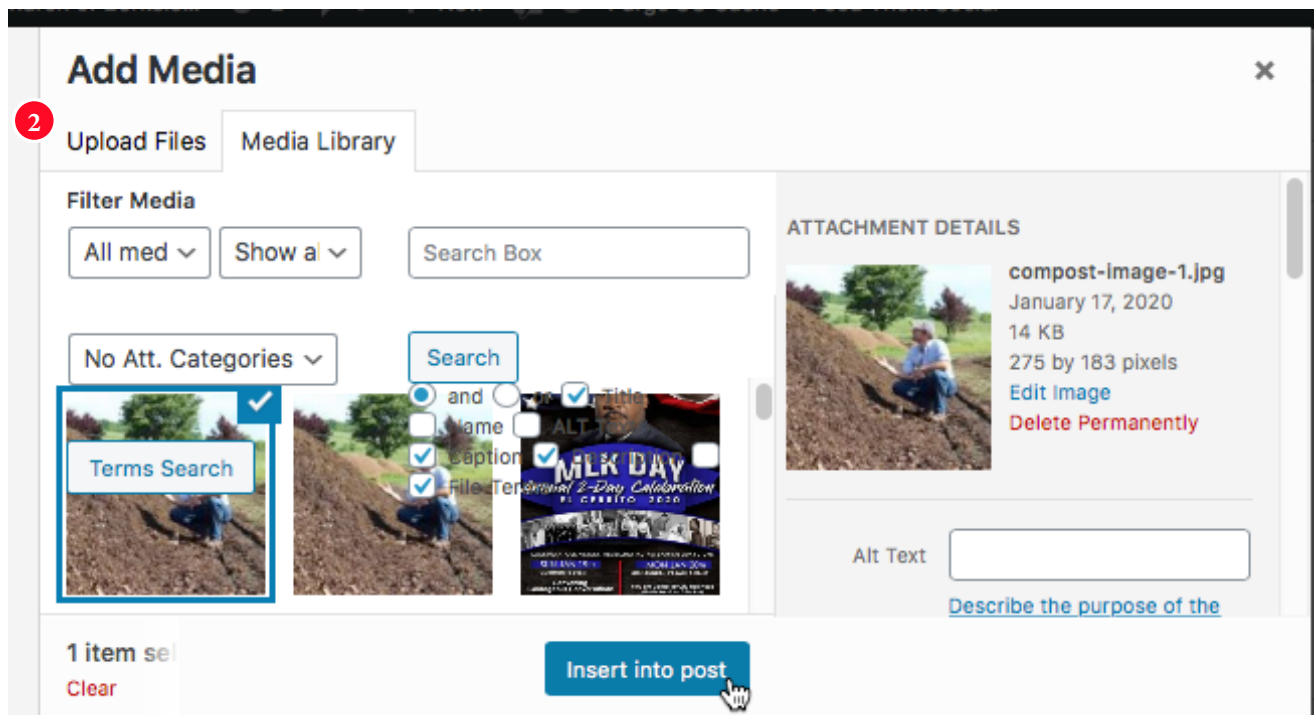
This is a “quick and dirty” method for how to add an image to a ConnectDaily event. The basic idea:

- 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

Add Media

Upload Files | Media Library

Filter Media

All media items | Show all dates | Search Box | Search

and | or | Title | Name | ALT Text

Caption | Description | File | Terms

No Att. Categories | Terms Search

1 item selected
Clear

Insert into post

Description

Copy Link <http://uucb.org/wp-conte>

Required fields are marked *

Replace media

Upload a new file

To replace the current file, click the link and upload a replacement.

Att. Categories

<- Click to toggle

Att. Tags <- Click to toggle

ATTACHMENT DISPLAY SETTINGS

Alignment Right

Link To Media File

URL <http://uucb.org/wp-conte>

Size Full Size - 275 x 183

- 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**

File Edit View Insert Format Tools Table

Paragraph **B** *I* “ ” ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

Helvetica N... 11pt



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](#) [/](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#)

```
<a href="http://uucb.org/wp-content/uploads/2020/01/compost-image-1.jpg"></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.

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 2

`` 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.

The screenshot shows a WordPress event page. At the top, it displays the date and time: 'FEBRUARY 20, 2020 4:00 PM - 9:30 PM'. Below this is the event title: 'SJC: Introduction to Project Drawdown (Event 6PM) - Fireside Room'. There are social media sharing buttons for Facebook, Twitter, Email, Pinterest, and a 'More' option. A calendar icon is also present. The 'Contact' section lists Sheila Tarbet with her phone number (510) 289-5151 and email starbet99@gmail.com, along with a link to https://bit.ly/UUCB-Drawdown. The 'Rooms' section lists 'Fireside Room' and 'Social Hall'. The main text describes the event: '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'. An image of a person kneeling in a field is shown to the right of the text.

Some adjustments are possible directly in the code.

The screenshot shows the WordPress code editor. A red circle '1' points to the 'alignright' attribute in the code. A red circle '2' points to the 'width' and 'height' attributes. The code is: ``. The text 'On Feb. 20, city volunteers will present a two-hour workshop, org/) brought together an international coalition of' is visible below 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.