

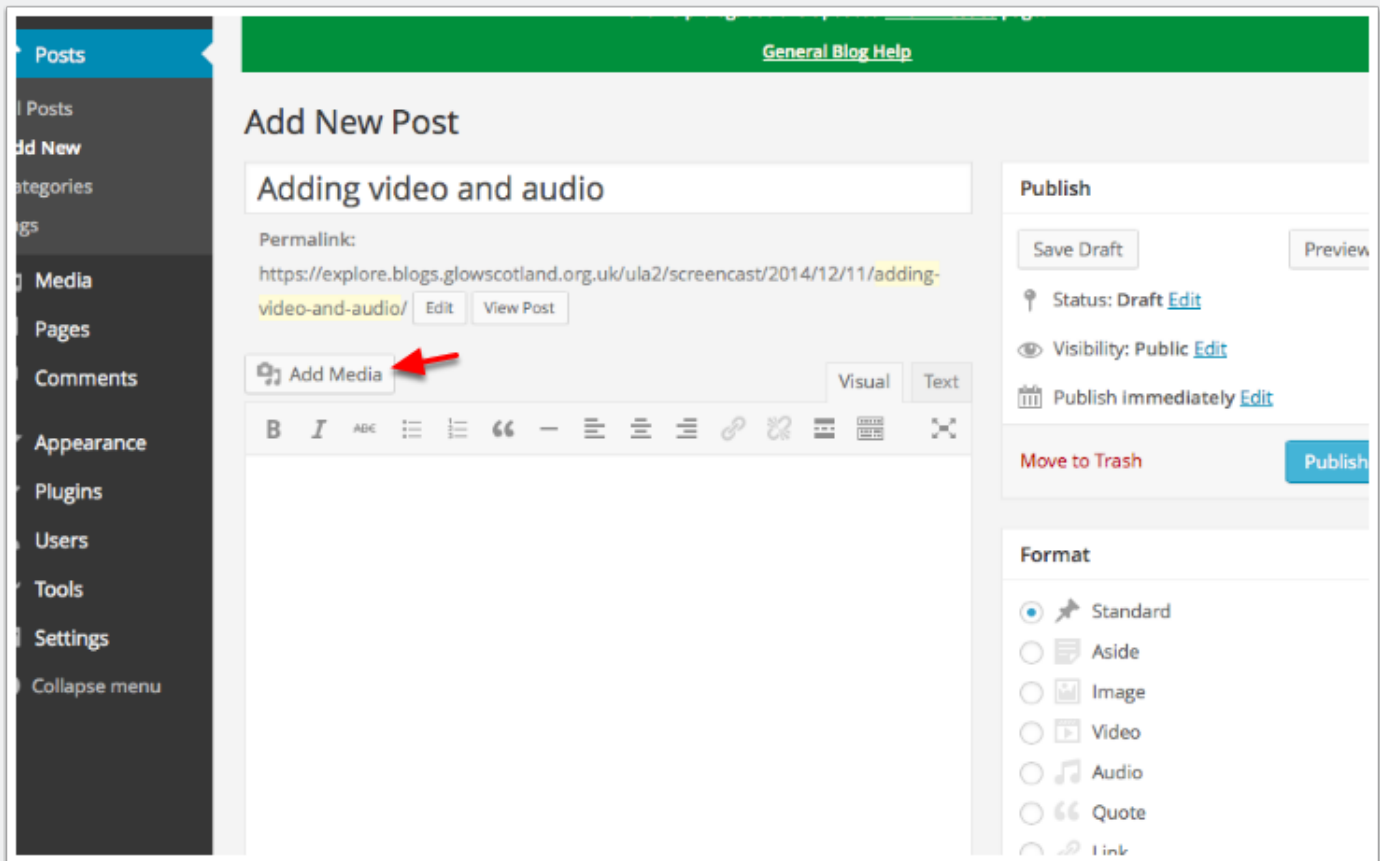
# Adding Audio and Video

Video and audio files can be displayed in players in a blog post or page.

## Create a post

You start by creating a post in the usual way.

Put the cursor where you want the gallery to appear and click the **Add Media button**. This will open the Insert Media Screen.



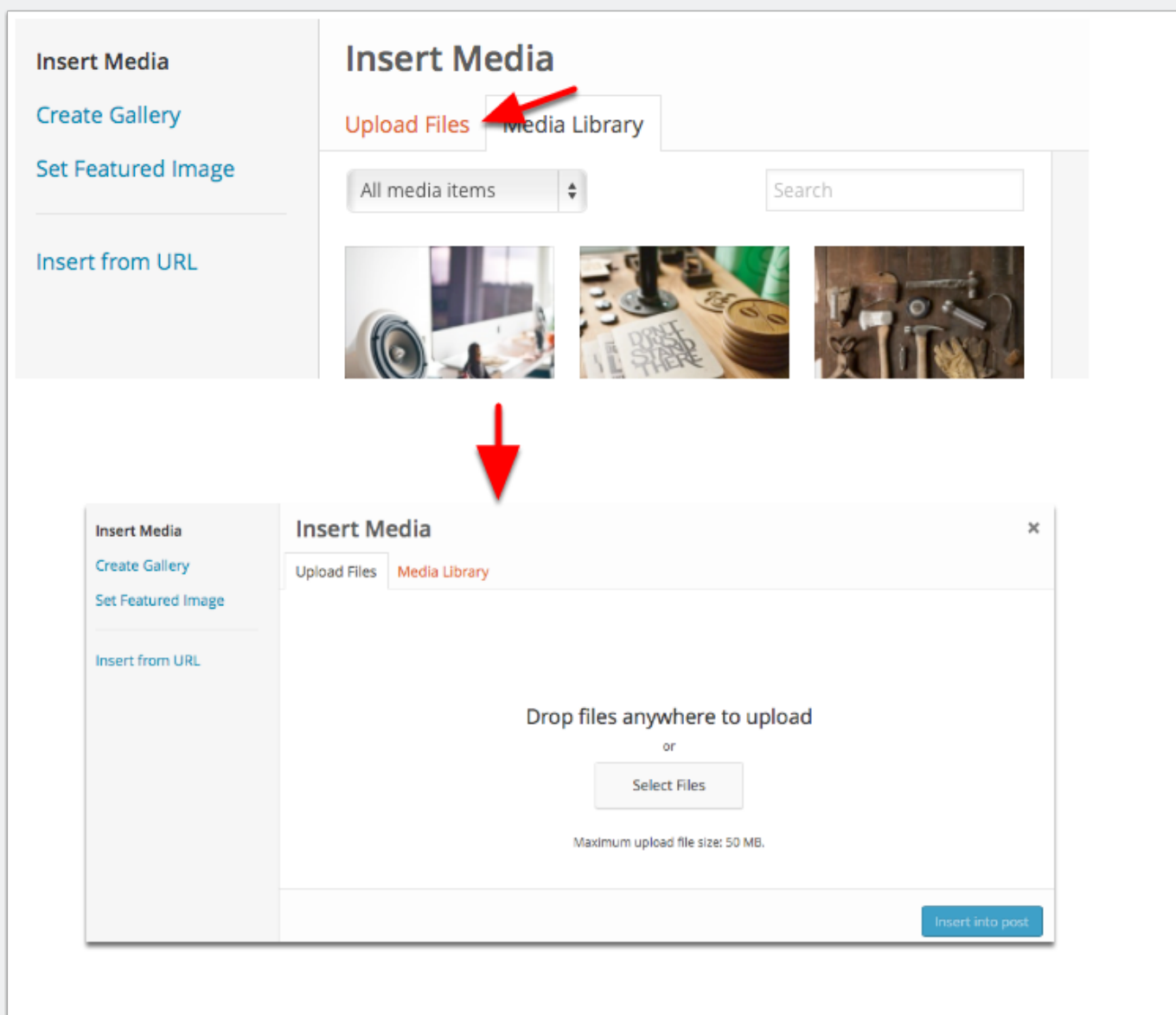
The screenshot shows the WordPress 'Add New Post' interface. At the top, there is a green header with 'General Blog Help'. Below it, the title 'Add New Post' is displayed. The main content area has a title input field containing 'Adding video and audio'. Below the title, the 'Permalink' is shown as 'https://explore.blogs.glowscotland.org.uk/ula2/screencast/2014/12/11/adding-video-and-audio/' with 'Edit' and 'View Post' buttons. A red arrow points to the 'Add Media' button, which is located in the top left of the editor area. To the right of the 'Add Media' button are 'Visual' and 'Text' tabs. Below these is a rich text editor toolbar with various icons for bold, italic, text color, list, quote, link, unlink, and more. On the right side of the screen, there are several panels: 'Publish' with 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish Immediately Edit' buttons; 'Move to Trash' and 'Publish' buttons; and 'Format' with radio buttons for 'Standard', 'Aside', 'Image', 'Video', 'Audio', 'Quote', and 'Link'. The 'Standard' format is selected.

# Adding Audio and Video

## Insert Media

If you have already uploaded the media you want to add then you can select it from the **Media Library**. If you need to upload click the **Upload Files** Tab.

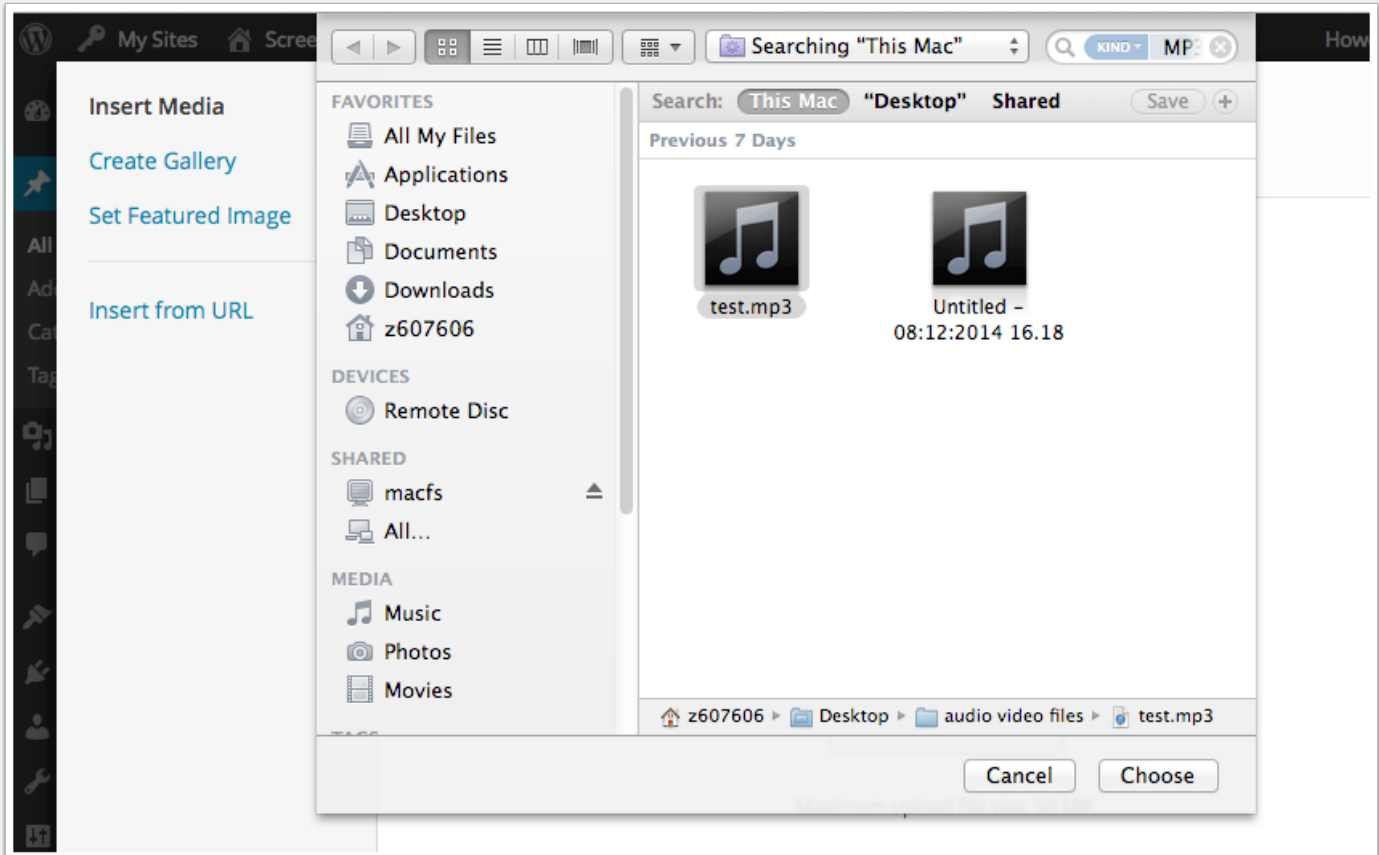
You can then either drag and drop files onto the screen or click **Select Files**.



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## Choose Media

If you clicked Select Files in the previous step the system standard file browser will open. You can select files and Click **Choose** (or select). The File will upload.



## Insert Media Settings

Once your file is uploaded it will be selected in the media picker [1]. Any metadata from mp3s will be displayed [2]. You can choose how you want the media to be displayed [3].

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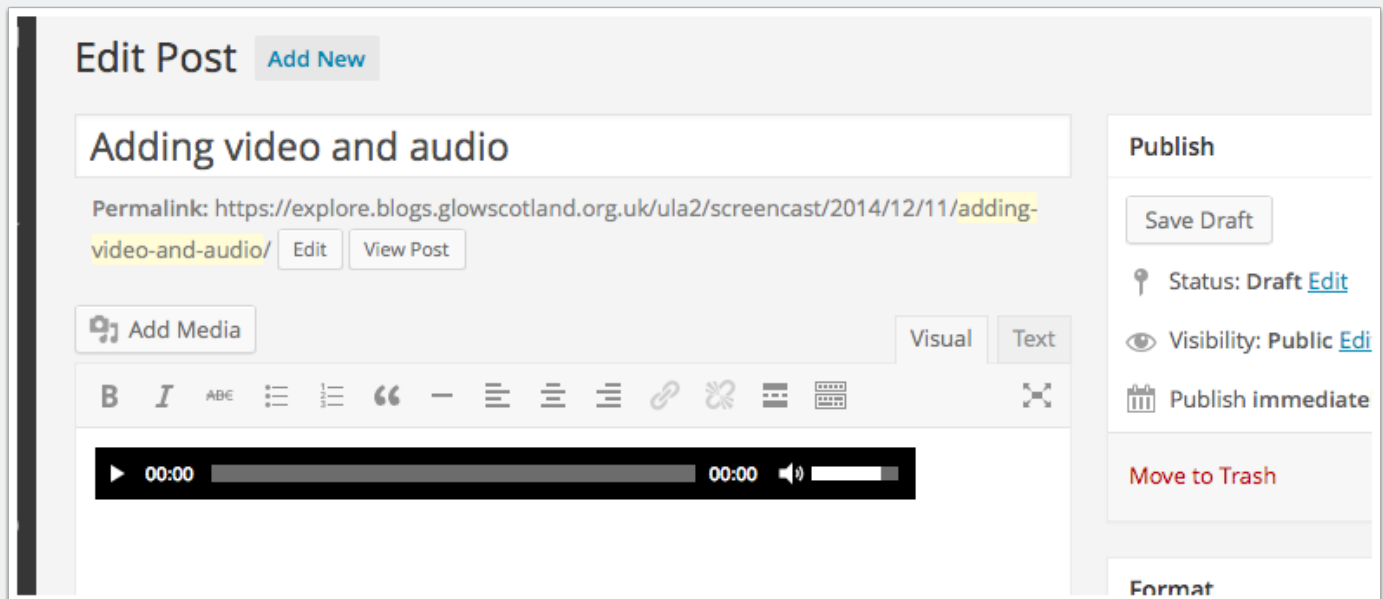
Generally you will want to embed the media so that it can be played or viewed. When you are ready click **Insert into post**.

The screenshot shows the WordPress 'Insert Media' dialog box. On the left, there are options: 'Insert Media', 'Create Gallery', 'Create Audio Playlist', 'Set Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. Under 'Media Library', there is a search bar and a grid of media items. The first item, 'test.mp3', is highlighted with a blue border and a red circle containing the number '1'. To the right, the 'ATTACHMENT DETAILS' section shows the file name 'test.mp3', date 'December 15, 2014', size '85 kB', and length '0:10'. Below this, there are fields for 'URL' (https://explore.blogs.glowsc), 'Title' (test), 'Artist', 'Caption', and 'Description' (test). At the bottom, the 'ATTACHMENT DISPLAY SETTINGS' section shows the 'Embed' option selected with a red circle containing the number '3', and a dropdown menu with 'Embed Media Player' selected.

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## The Media is inserted into the post editor.

You can now finish off the post in the usual manner.



## Media Notes

Different browsers and operating systems will treat media differently. Different versions of browsers and operating systems will also affect things. For example .ogg audio files will play in Firefox, but will download in some other browsers. WMA files may not play on a Macintosh system.