

HOW TO ADD AN IMAGE OR A YOUTUBE VIDEO TO A MYLO DISCUSSION POST (OR OTHER CONTENT ITEM)

You can add an image or YouTube video to a MyLO discussion post. These instructions assume that you already know how to post to a MyLO *Discussion*. Lecturers can use the same method to add images or videos to most MyLO items, including *News* items.

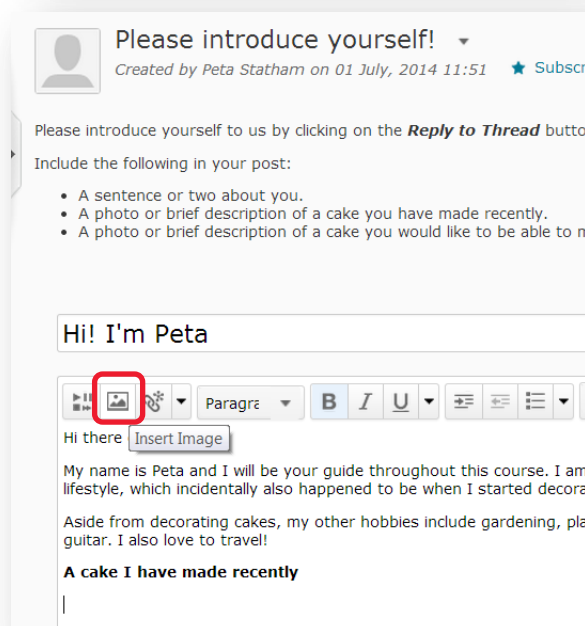
PART A: Add an image from the web

1. Locate the image that you wish to use. Right click on the image and choose the **Copy Image URL** (Google Chrome), or **Copy shortcut** (Internet Explorer).

This will copy the URL of the image.



2. Back in MyLO, create your post, then left click on the spot that you would like the image to appear in. Now click on the **Insert Image** button.



Please introduce yourself! Created by Peta Statham on 01 July, 2014 11:51 ★ Subscribe

Please introduce yourself to us by clicking on the **Reply to Thread** button.

Include the following in your post:

- A sentence or two about you.
- A photo or brief description of a cake you have made recently.
- A photo or brief description of a cake you would like to be able to make.

Hi! I'm Peta

Hi there **Insert Image**

My name is Peta and I will be your guide throughout this course. I am a lifestyle, which incidentally also happened to be when I started decorating cakes.

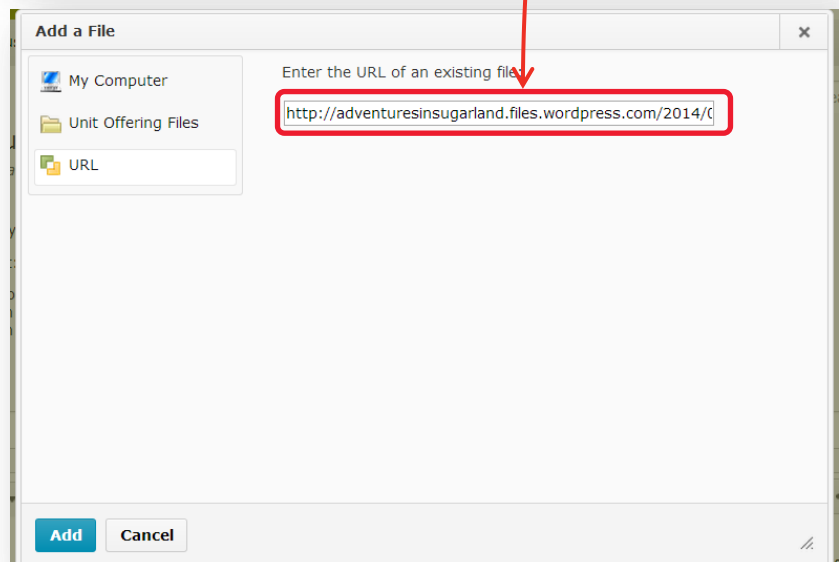
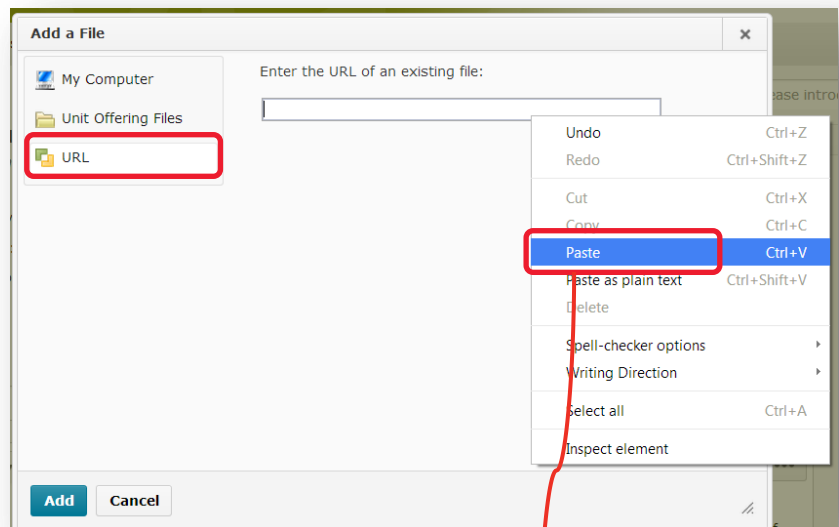
Aside from decorating cakes, my other hobbies include gardening, playing guitar. I also love to travel!

A cake I have made recently

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- The **Add a file** window will open. Choose the **URL** option then paste the image URL into the empty field (either right click and select **Paste** or press the **CTRL + V** keys on your keyboard).

Once you have added the image URL, click on the **Add** button.



- You will be prompted to add **Alternative text**. This is a brief text description of the image that a screen reader can interpret for a person with a vision impairment.

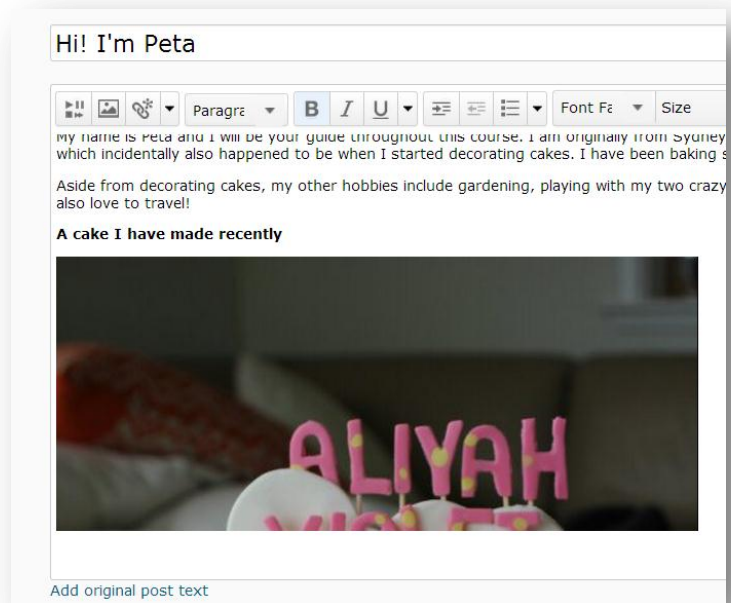
Enter a brief description and click on the **OK** button.



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5. Your image should now appear in your post. Continue editing your post as per normal.

TIP: You may want to type in the name of the website you have sourced the image from, so that people know where it comes from.




Hi! I'm Peta

my name is Peta and I will be your guide throughout this course. I am originally from Sydney which incidentally also happened to be when I started decorating cakes. I have been baking s

Aside from decorating cakes, my other hobbies include gardening, playing with my two crazy also love to travel!

A cake I have made recently

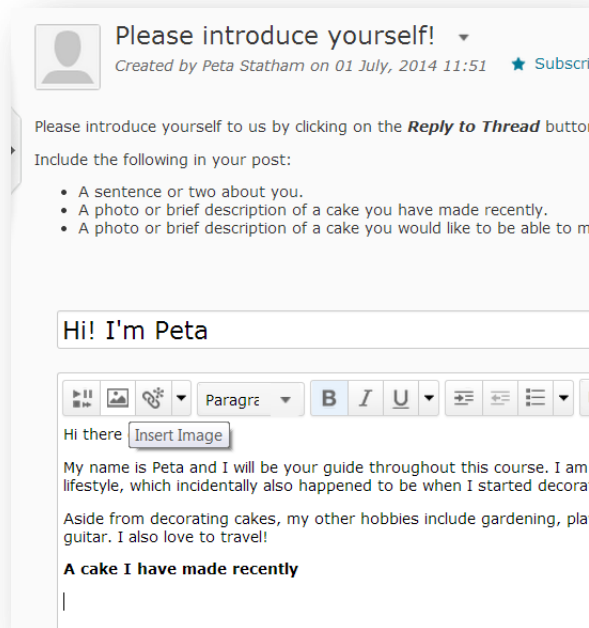


Add original post text

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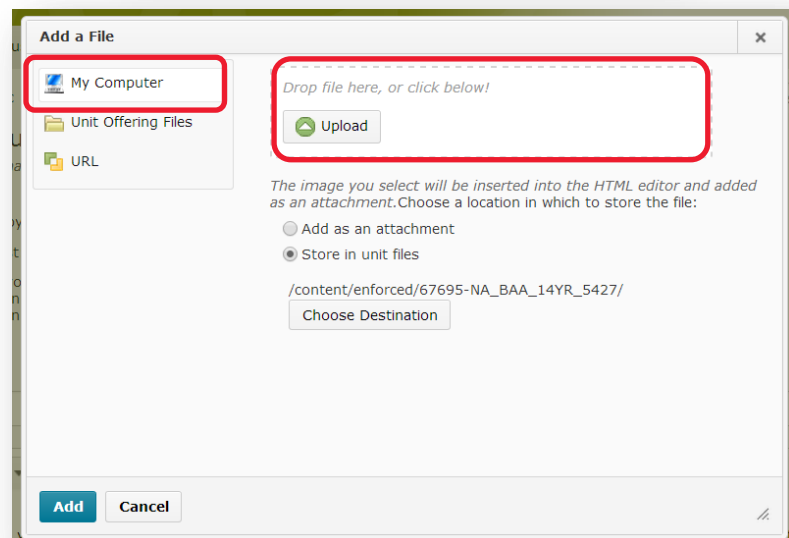
PART B: Add an image from your computer

1. Create your post, then left click on the spot that you would like the image to appear in. Now click on the **Insert Image** button.



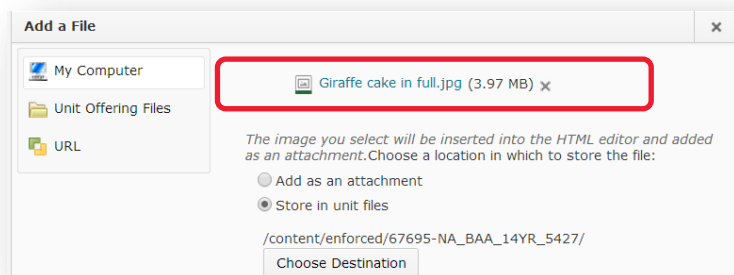
2. The **Add a File** window will open. Choose the **My Computer** option.

Drag and drop the file onto the **Drop File Here** area OR click the **Upload** button to browse and select the file from your computer.



3. Once the image has been successfully uploaded, the file name will appear in the **Add a File** window.

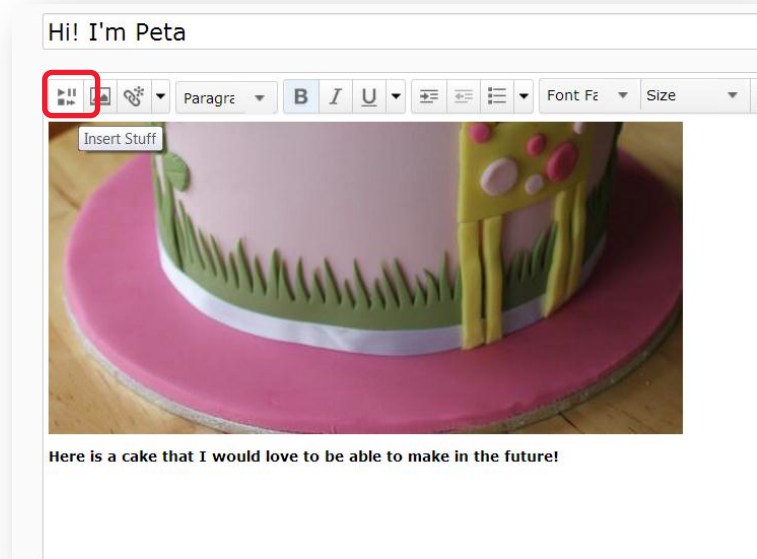
Click on the **Add** button to add the image to your post



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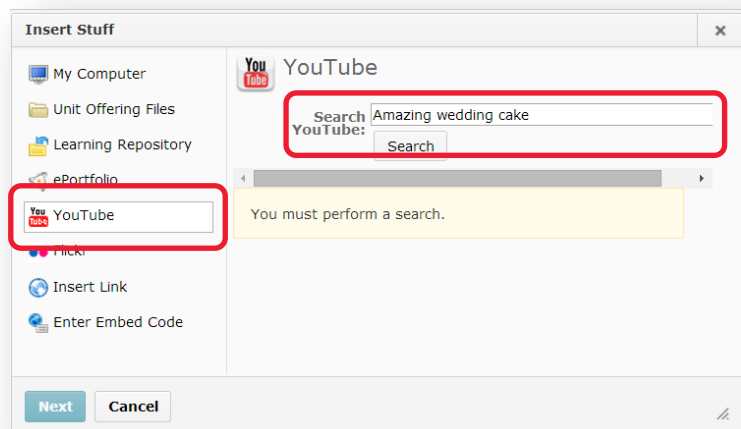
PART C: Add a YouTube video

1. Create your post, then left click on the spot that you would like the YouTube video to appear in. Now click on the **Insert Stuff** button.



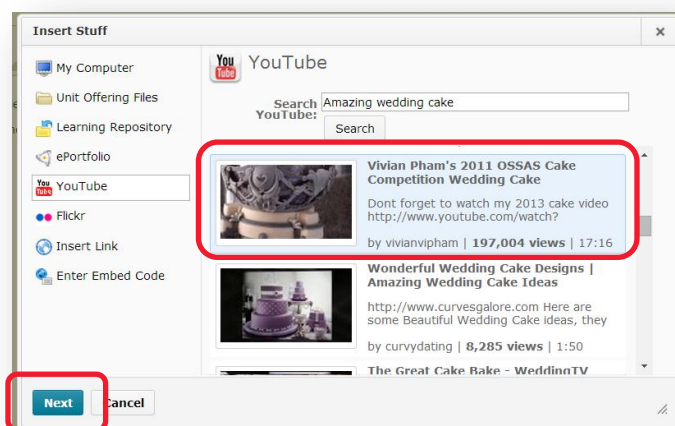
2. The **Insert Stuff** window will open. Choose the **YouTube** option.

Search for the YouTube video by entering the name of the video into the **Search YouTube** field. If you already know the URL of the video, insert that instead. Click the **Search** button. **NOTE:** If the YouTube video you wish to upload is registered as 'unlisted', this method may not work. Refer to instructions on p. 7 of this document.



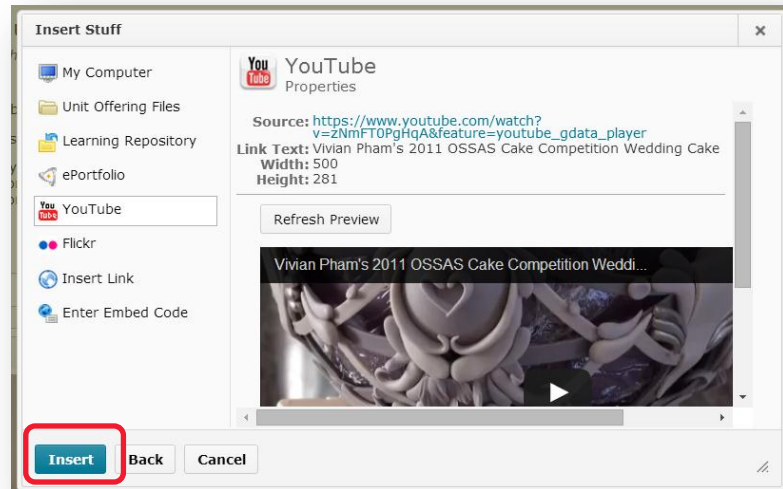
3. Select the video you would like to insert into your post (the selected video will be highlighted). You may need to scroll through your search results to find it.

Once you have selected your video, click on the **Next** button.

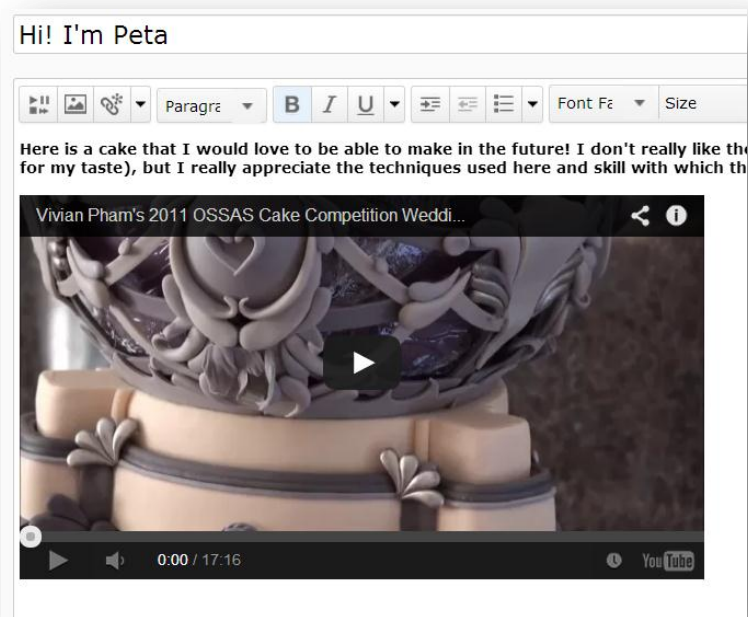


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4. You will now see a preview of your video. Click the **Insert** button.



5. Your chosen YouTube video should now appear in your post. Continue editing your post as you normally would.

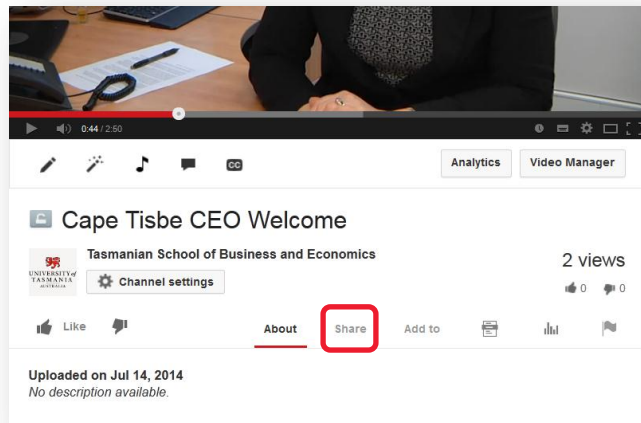


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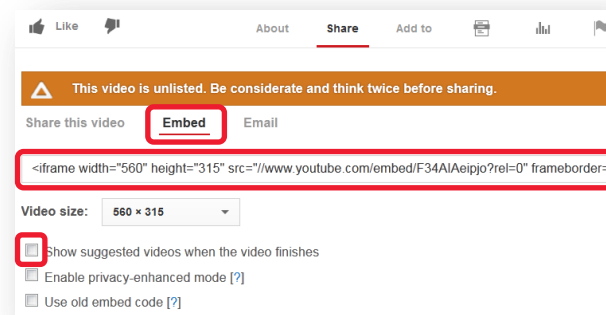
PART D: Add an Unlisted YouTube video

The **Insert Stuff** tool will no longer search for *Unlisted* YouTube videos. These instructions will show you an alternative method of inserting a YouTube video in a discussion post. It is easiest to do this **BEFORE** you write the rest of your post.

1. Navigate to your video on YouTube. Click on the **Share** tab or icon. It may appear as the word **Share** or as an icon with this symbol similar to this:

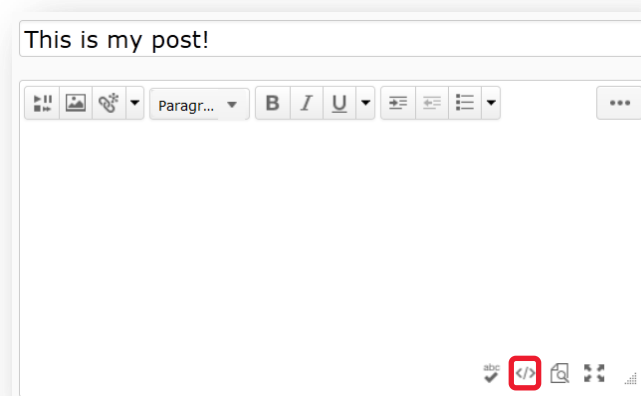


2. Click on the **Embed** tab. You will see a box containing some code, just below the embed tab. The text inside the box will always start with **<iframe...** Select all the text in the box and copy it (either hold **CTRL + C** on your keyboard, or right click and select **Copy**).



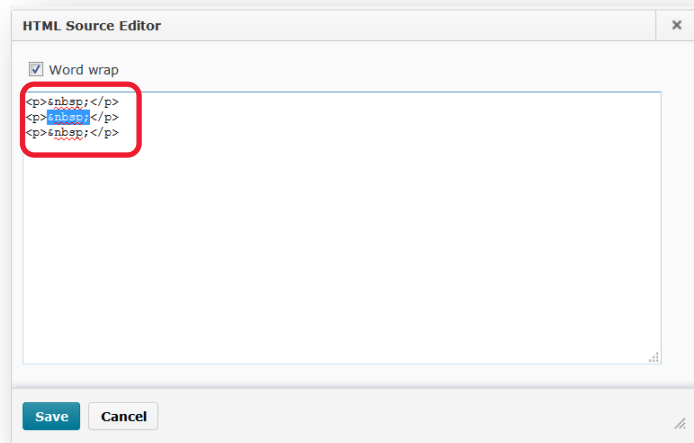
TIP: Unchecking the **Show suggested videos when the video finishes** option is a good idea.

3. Return to your MyLO unit. Create your post (a blank post will be easier to start with). Click the **Enter/Return** key three times. This will give you three paragraph spaces. Click on the **</>** button that appears at the bottom of the editor. This will launch the HTML view in a new window.



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4. You will see three lines of code. Each line will start with `<p>`. This tag indicates the start of a paragraph. Some text will appear (usually ` `) followed by `</p>`. This tag indicates the end of a paragraph. Highlight the text in between `<p>` and `</p>` on the second line of code, as shown in the picture on the right.



5. Right click and select the **Paste** option, or hold down the **CTRL** and **V** keys on your keyboard. The code you copied from YouTube should be pasted in place of the ` ` text. Click on the **Save** button.



6. Your YouTube video should now appear in your post. You should be able to type above or below the video. Complete and save your post as per normal.

