

HOW TO ADD AN IMAGE OR A YOUTUBE VIDEO TO A MYLO DISCUSSION POST

From time to time, you may like to add an image or YouTube video to a MyLO discussion post. These instructions assume that you already know how to use a MyLO *Discussion*. More information about *Discussions* can be found here. Lecturers can use the same method to add images or videos to most MyLO items, including *News* items.

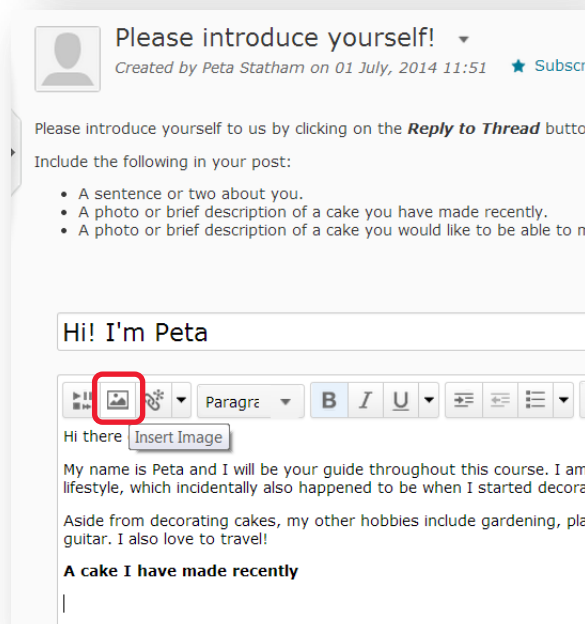
PART A: Add an image from the web

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.



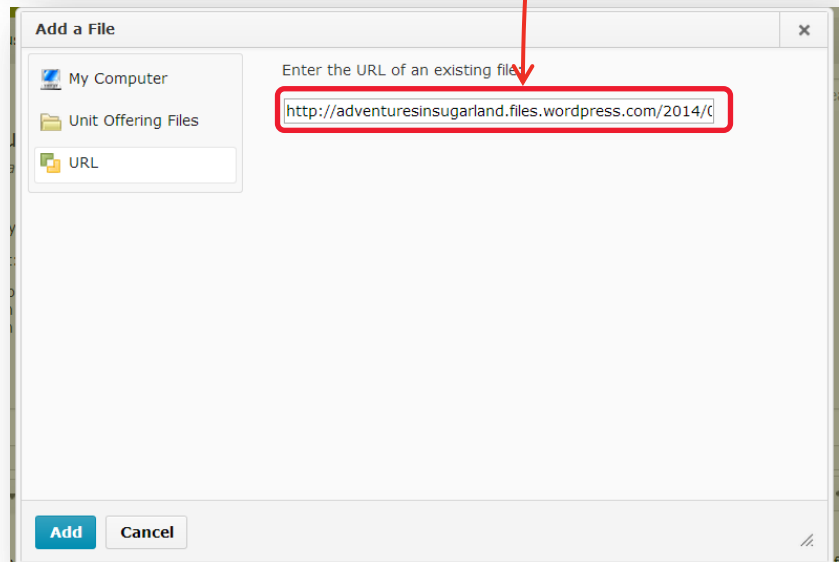
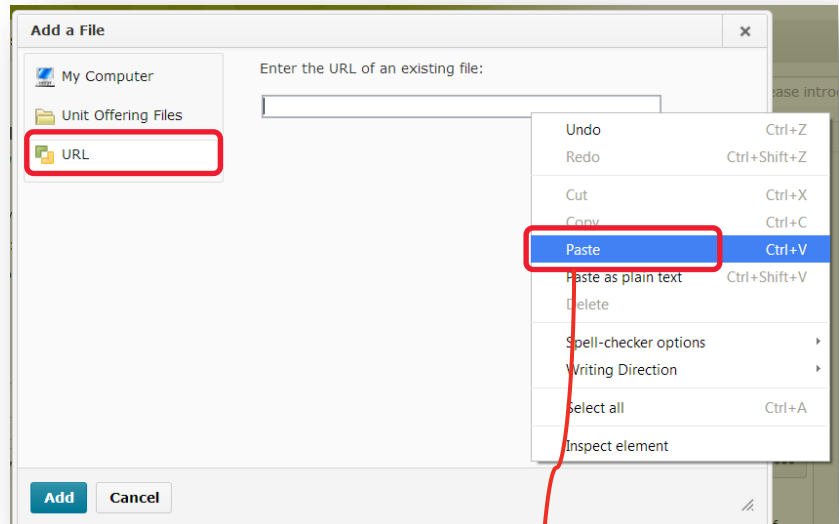
2. Back in MyLO, create your post, then left click on the spot that you would like the image to appear in. Now click on the **Insert Image** button.



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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.

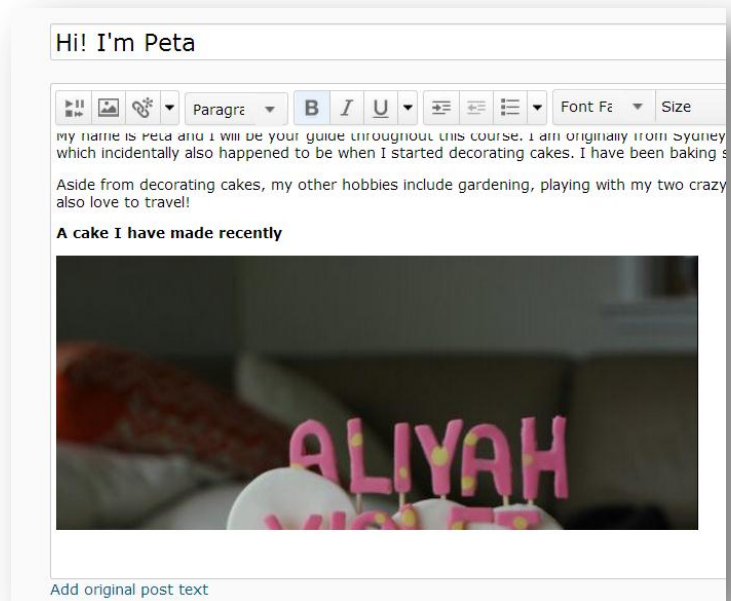
Enter a brief description and click on the **OK** button.



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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

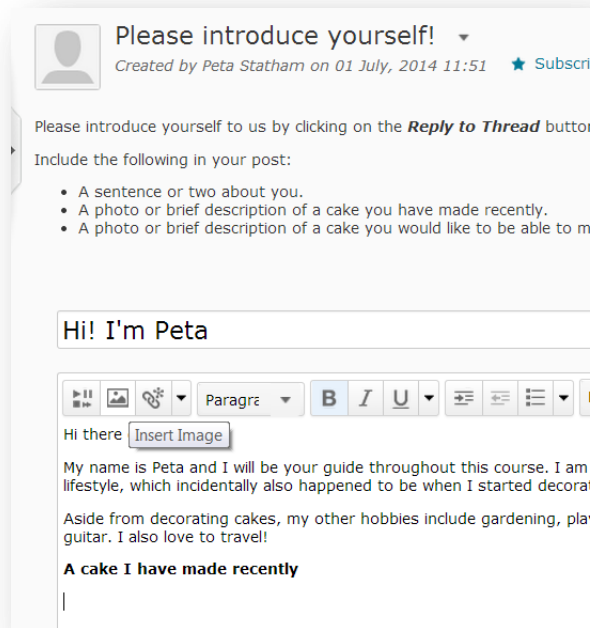


Add original post text

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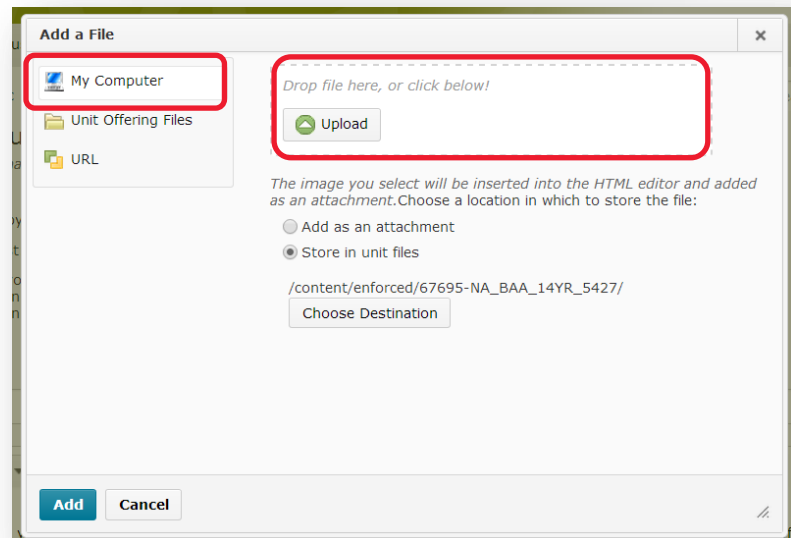
PART B: Add an image from your computer

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.



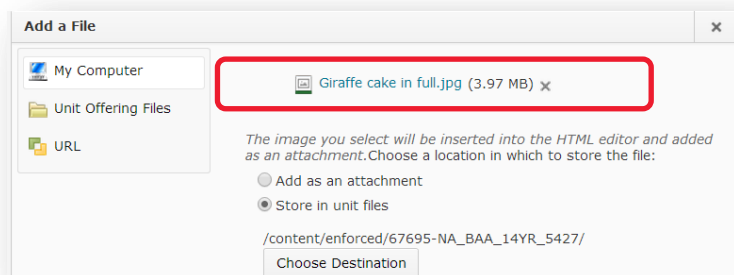
2. The **Add a File** window will open. Choose the **My Computer** option.

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.

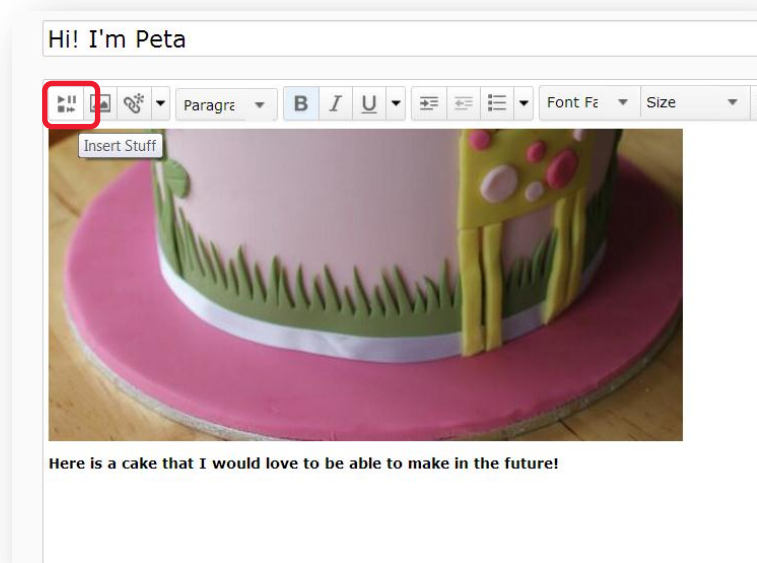
Click on the **Add** button to add the image to your post



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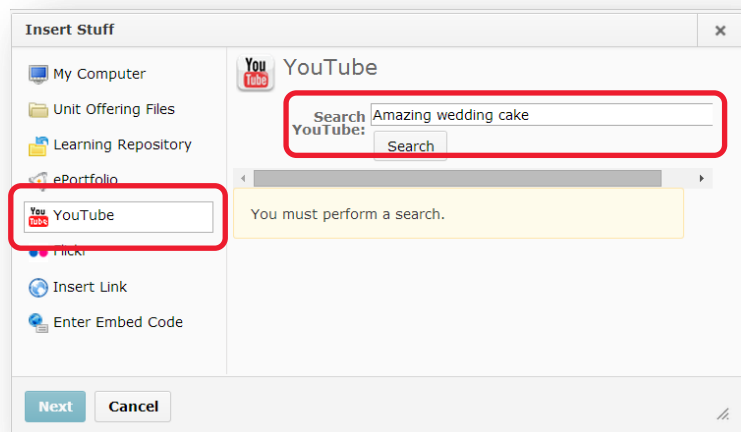
PART C: Add a YouTube video

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.



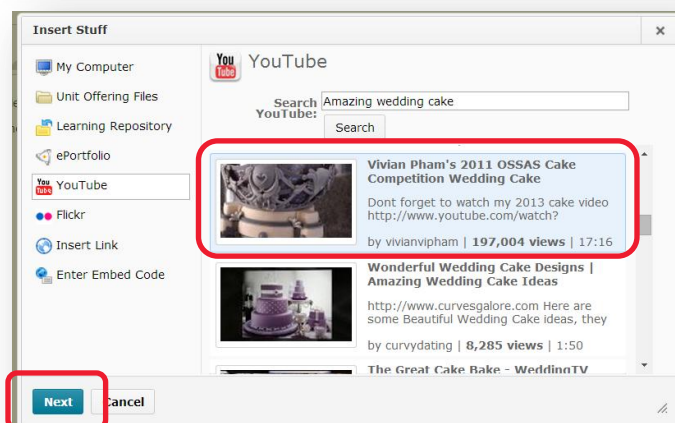
2. The **Insert Stuff** window will open. Choose the **YouTube** option.

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.



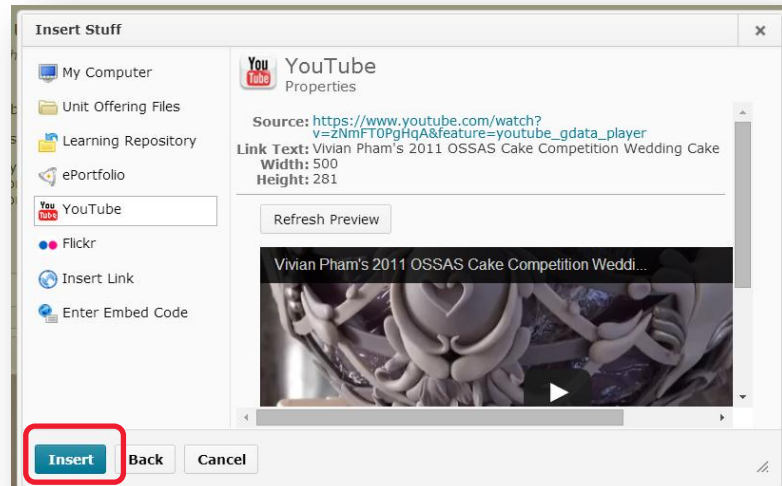
3. Select the video you would like to insert into your post (the selected video will be highlighted). You may need to scroll through your search results to find it.

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

