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.
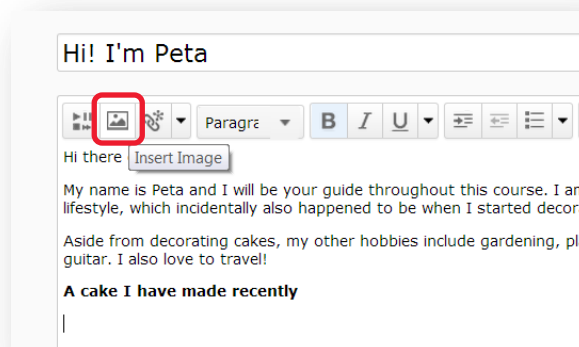
PART A: Add an image from the web

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).
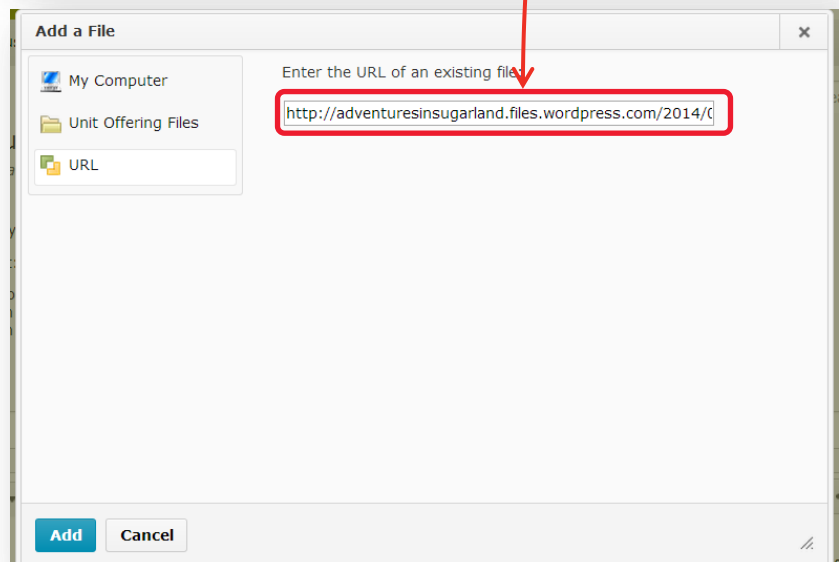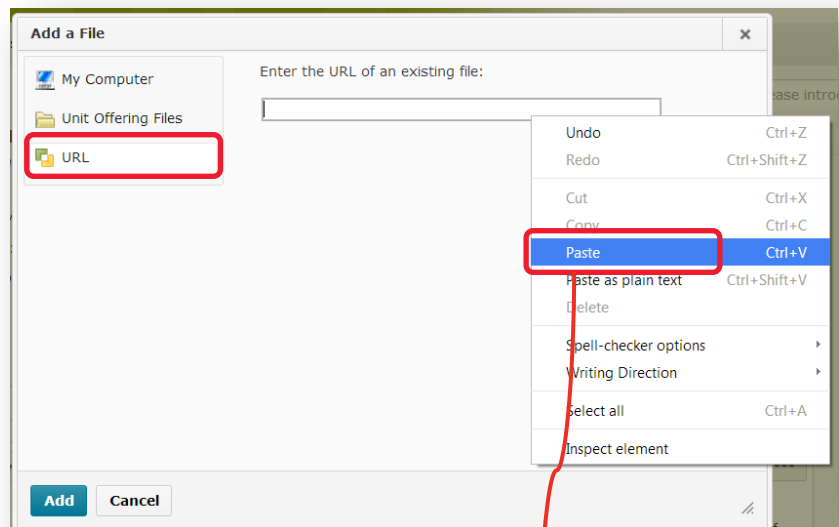
    This will copy the URL of the image.

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.

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3. 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.

4. 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.
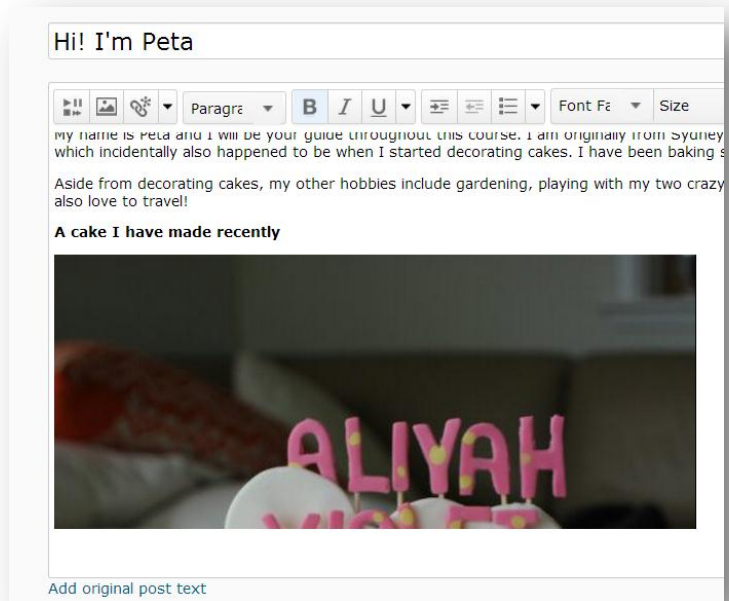
   Enter a brief description and click on the **OK** button.

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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!
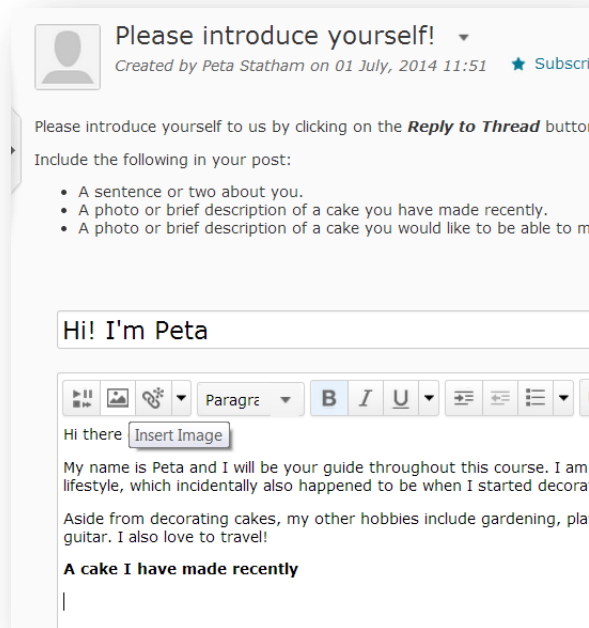
A cake I have made recently

Add original post text

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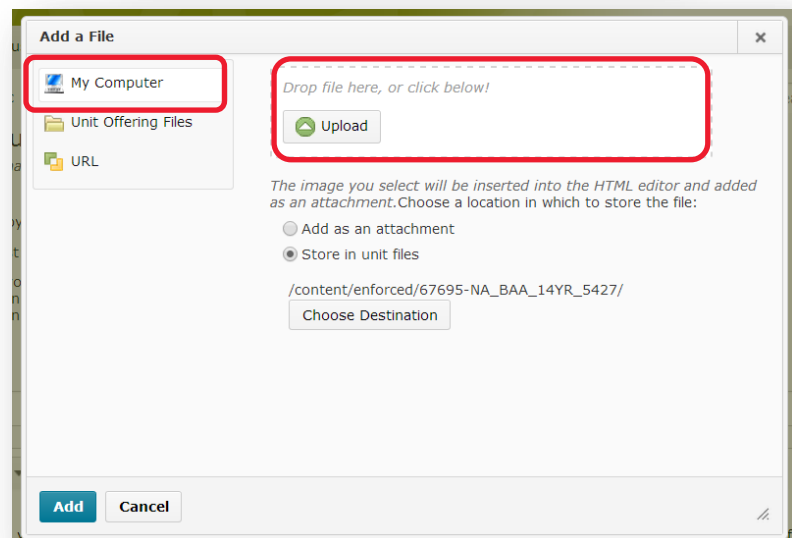
PART B: Add an image from your computer

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.
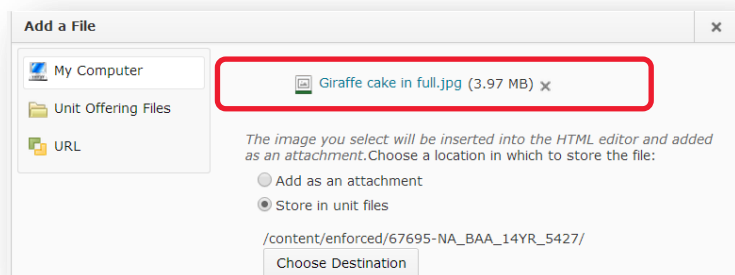

2. The *Add a File* window will open. Choose the *My Computer* option.

   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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4. 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.
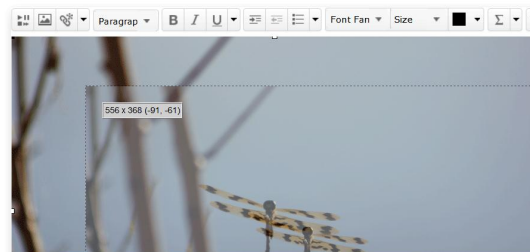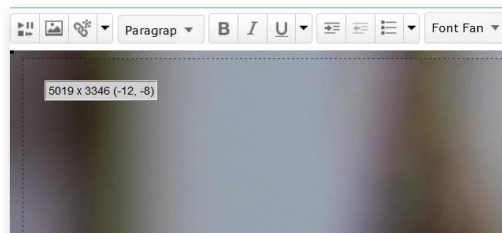
   Enter a brief description and click on the *OK* button.

   Provide Alternative Text

   Alternative Text
   Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

   Alternative Text: Image of single tier cake covered
   ☐ This image is decorative

   OK

5. Your image should now appear in the post. If the image is too large, you will need to edit it slightly. The easiest way to do this is to expand the WYSIWYG editor by clicking on the *full screen* icon.

   Here is a post in a discussion

6. Click on the image. You should notice a small white dot on each corner of the image. Hover your mouse over the top left corner of the image, until the mouse pointer changes to a line with an arrow at either end. Hold down the SHIFT key on your keyboard (this maintains the image's proportions). Keep SHIFT held down as you left click and drag diagonally down towards the bottom right of the screen. A dotted line indicates how small the image will be when you release your mouse button. Release. You can do this several times until the image is the preferred size.

   5019 x 3346 (-12, -8)

   556 x 368 (-91, -61)

   TIP: Image too small or stretched? Hold down the CTRL and Z keys simultaneously, then release them. This will undo the last change you made to the image.

7. Once you're happy with the image size, click the *full screen icon* (it will probably appear at the top of the window) to return to the normal window view. Click the *Save* button.
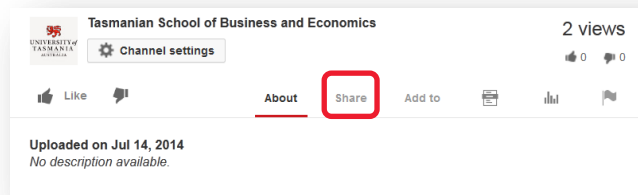
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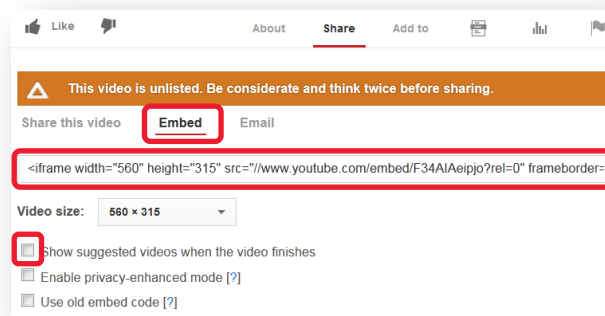
PART C: Embed a YouTube video

1. Go to YouTube and locate the video that you wish to include.

    Navigate to the video on YouTube. Click on the **Share** tab or icon (appears below the video). It may appear as the word **Share** or as an icon similar to this:
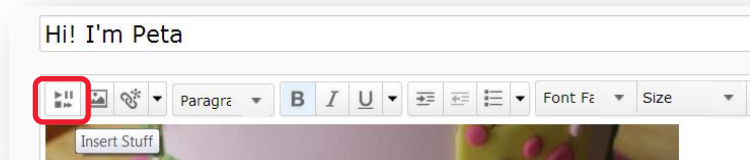
2. Click on the **Embed** tab. You will see a box containing some code, just below the embed tab. The text inside the box will always start with **<iframe….** Select all the text in the box and copy it (either hold **CTRL + C** on your keyboard, or right click and select **Copy**).

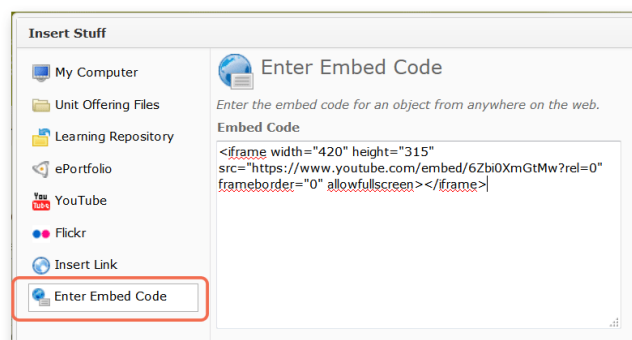   **TIP:** Unchecking the **Show suggested videos when the video finishes** option is a good idea.

3. 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.

    TIP: If you are creating a new post, and you want to come back and type something above your YouTube video, click the **Enter** key on your keyboard twice, before you click the **Insert Stuff**.
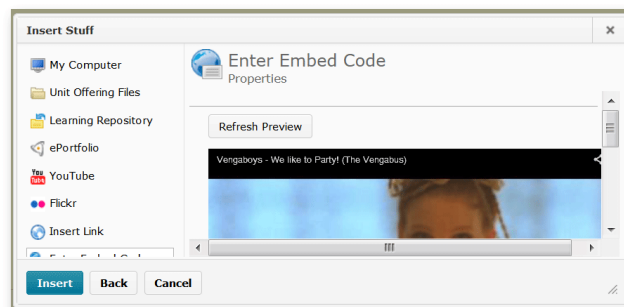
4. The **Insert Stuff** window will open. Choose the **Enter Embed Code** option. Click in the textbox and paste in the code you copied from YouTube (e.g. press **CTRL** and **V** on your keyboard, or right click and select **Paste**). Click the **Next** button (you may need to go to the bottom of the pop up window to see it).

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5. You will now see a preview of your video. Click the **Insert** button to insert the video into your post (you may need to scroll to the bottom of the pop up window to see the button).

6. Your chosen YouTube video should now appear in your post. Continue editing your post as you normally would. Remember to press the **Save** button when you're done.

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