## Step 2: Upload images to the media library

All documents (ie report, overview) and images must be uploaded to the media library to be used on the website.  Once uploaded, there is no restriction on how often these documents and images can be used. In addition any graphs or figures used on subpages, additional documentation, videos or extracts from the reports (attached as buttons) will need to uploaded to the media library.

**All images uploaded to the website must be correctly sized prior to uploading.  Use photoshop to achieve this.  Photoshop is available on the spare computer in the office.  Instructions for resizing photos are next to the computer (they are also available in OICS help on the website).**

To upload images

1.  Activating a button to select or add media (ie through select feature image, or add media) will take you to a screen with the option to upload files, or upload files from the media library.
2.  Select media library to check if your image is already included.  This will avoid duplication.
3.  If your image is not in the library select upload files, which will display the 'select files' button.
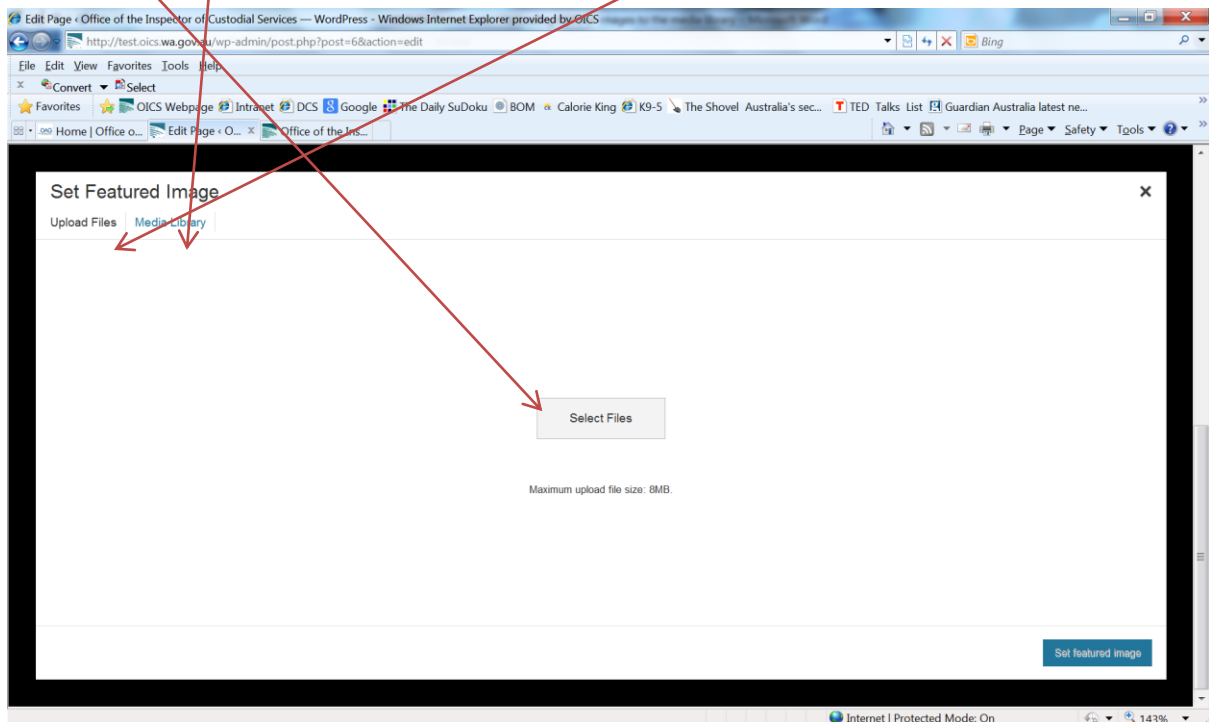


4.  Selecting files will open your computer drives.  Find the appropriate image or PDF and select Open.
5.  This will add your new image to the media library.
6.  Every image must have additional information added to it, to make our website compliant with disability access requirements.
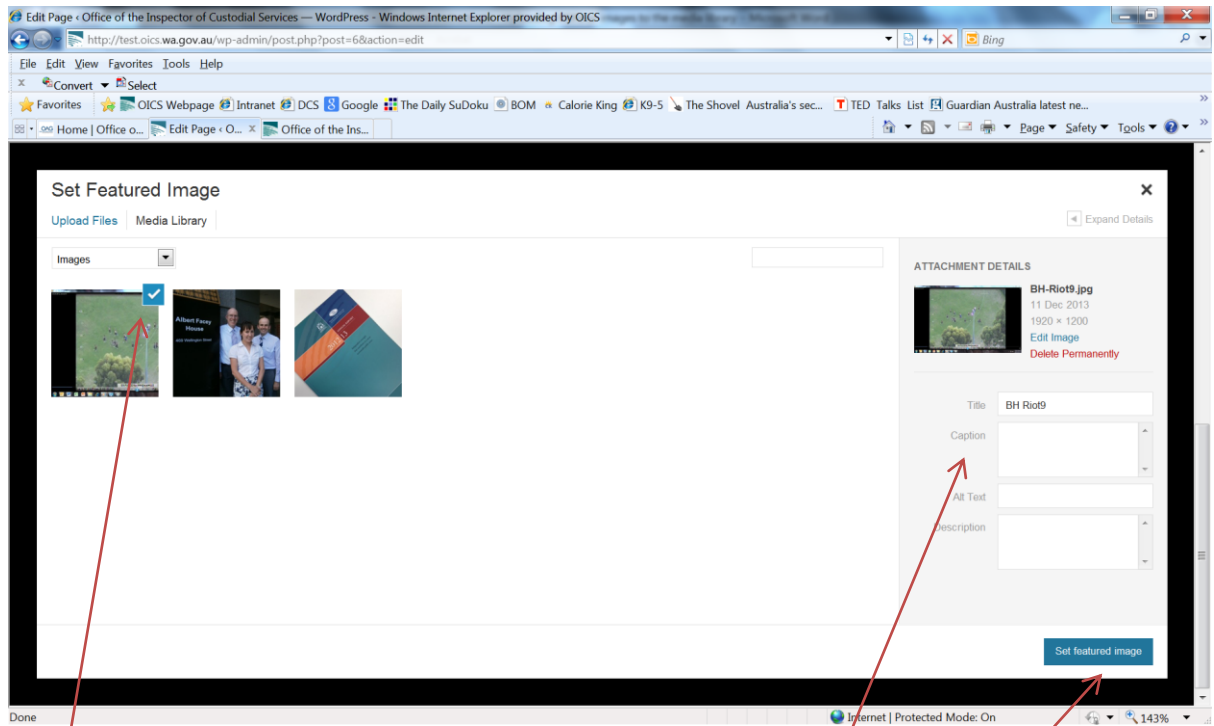
7. Fill in the Attachment Details on the right hand side of the webpage.
   a. Title will help others search for the image in the website
   b. Caption (if used) will add a caption to the image onto the website.
   c. Alternate text MUST be filled in for our website to meeting disability access legislative requirements.  This is the information that will be heard by a vision impaired person who is accessing our website.  The Alternative text should be something like "image of detainees on the Banksia Hill oval during the Jan 2013 riot"
   d. Description will also help others to find images in the media file.  At a minimum this should have the date or year the image was taken as well as the facility.
8. The image that you have just uploaded will be automatically selected as indicated by the tick in the top right hand corner of the image.  Choosing set featured image (or add media) will assign this image to the publication you are creating.
9. Once selected the image will become immediately visible in your publication (either as a featured image or within your text box)