Objective – Adding media to a page

- Visually enhance content
- Add reference to documents
- Give the end-user the ability to download some documents

How To-Add Media to a page

1. While modifying/adding content, right click and select "insert media" or locate this icon→ 🖼 on the TinyMCE menu. **(See fig: 1)**
   a. *Ensure the mouse cursor is where you want the media to appear on your page.*
2. On the media library page that comes up,expand until you can see all folders related to your site.**(See fig: 2)**
3. select the folder where the media is located. Documents would be in the documents folder and images on the images folder (*see the Media Library document, on how to create sub-sections*).
4. Click the item you want to add:
   a. Document:
      i. Click on the document name**. (see fig:3)**
      ii. The document name will then appear, as a link on the space where the cursor point was.
   b. Image:
      i. Click the image you want to use
      ii. You can select any of the variations available (**see fig:5**)
      iii. Click the on the media variant you want , and you will be redirected to the page with the media appearing on the point where your cursor was
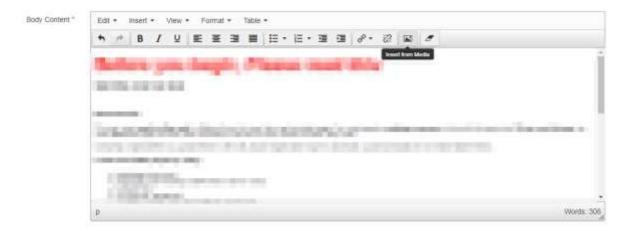

Figure 1: Locating the add media icon.

Figure 2: Media library, showing the folders you have access to

Figure 3: Selecting the highlighted document

Figure 4: Selecting the Image

Figure 5: media variants with dimensions

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