Manual of Style: Upload and Embed Images

Upload location and procedure

A simple and direct way to upload image files is directly from the wiki page editor. With this method, the media manager opens and offers the namespace of the currently edited page as the destination for the upload.

Always place your uploaded files in this default directory offered in the media manager, which belongs to the current namespace of the edited page.

Example:

Your wiki page `introduction` is located in a sub namespace `all-my-books:non-fiction:`

```
:all-my-books:non-fiction:introduction
```

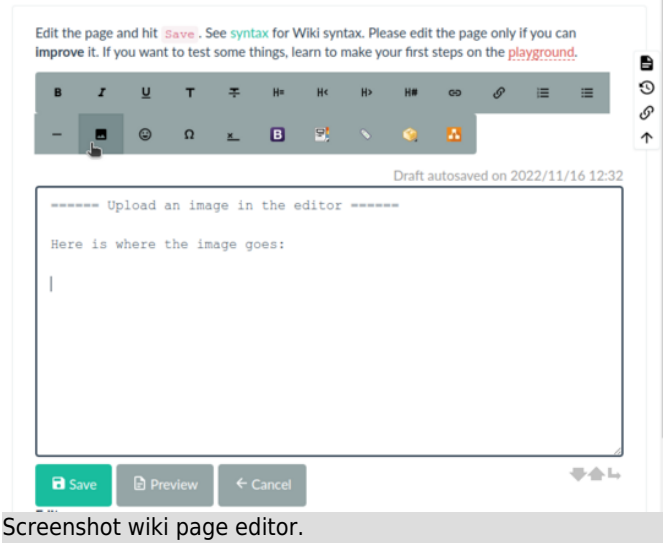
If you launch the media manager from the editor while you are editing the page `introduction`, the default upload folder in the media manager is as follows:

```
:all-my-books:non-fiction
```

Step-by-step instructions (click on each step):

invisible dummy

Step 1: Open the media manager with the editor.

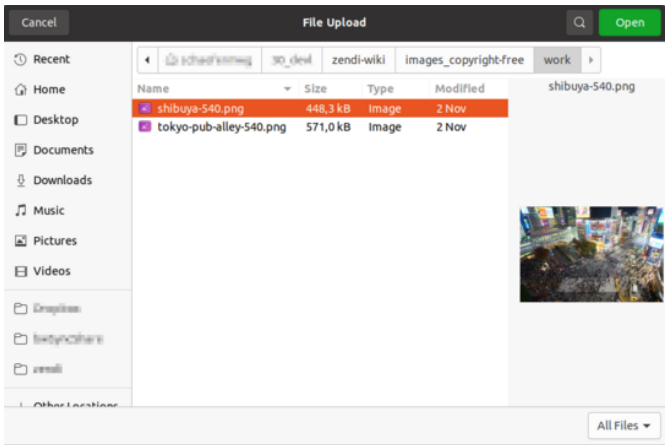


Screenshot wiki page editor.

When editing a wiki page with the editor, you can directly insert an image at the cursor position.

Just click on the image button of the toolbar. This will open the media manager in a pop-up window.

Step 2: Select the file(s) for upload.



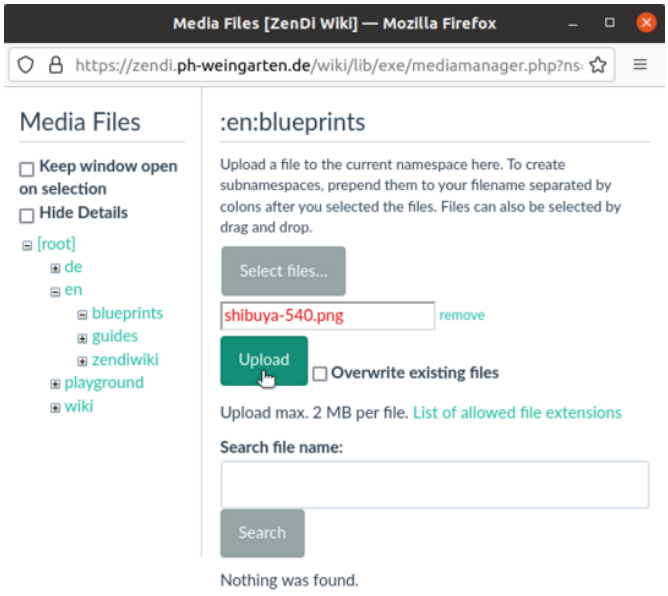
Screenshot file upload window.

After clicking the `Select files…` button in the media manager (see the screenshot of step 3), the standard file selection dialog window of the browser opens. In the example the window is labeled `File Upload`.

This window looks slightly different on each operating system. However, the basic steps for file upload are always the same:

- Go to the directory on your computer that contains the image file(s).
- Select one or more files by marking them with a mouse click.
- You can also select multiple files. To do this, hold down the `<ctrl>` key of your keyboard.
- After making your selection, click on the `Open` button. (In this example, on your computer the name may be different).

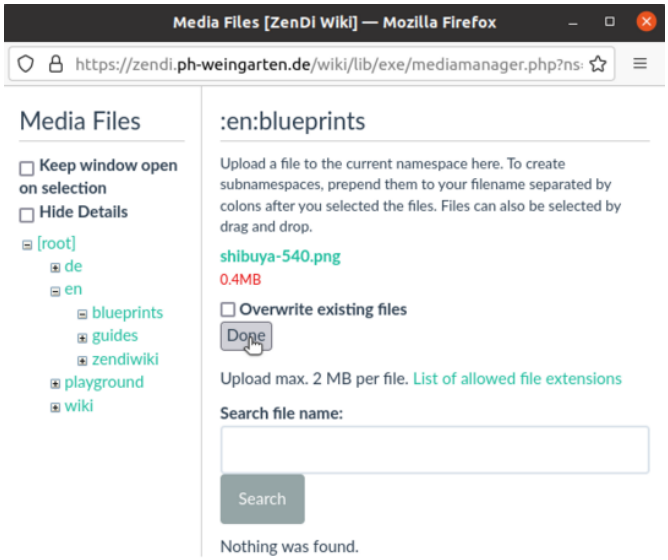
Step 3: Upload to the correct location.



Screenshot media manager file upload.

- Complete the upload by clicking the `Upload` button.
- Make sure the upload location is correct. In this example, it is `:en:blueprints` as you can see in big letters above.
- Normally you do not need to change the upload location provided. The media directory shall always match the namespace where the currently edited wiki page is located.

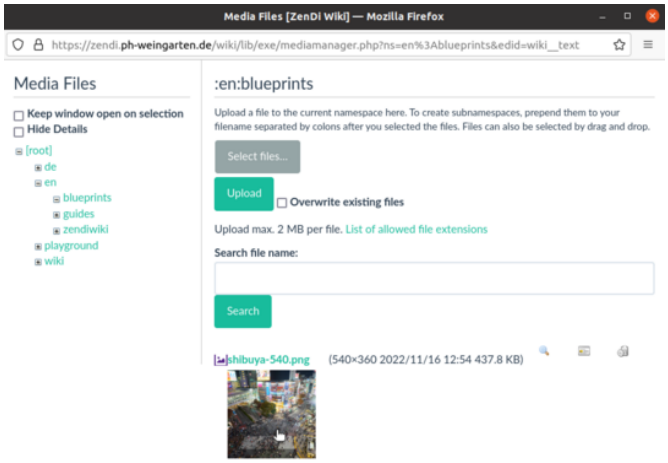
Step 4: Finish the upload.



Screenshot media manager finish upload.

- After step 3 the image file name(s) appears inside the media manager.
- Click on Done.

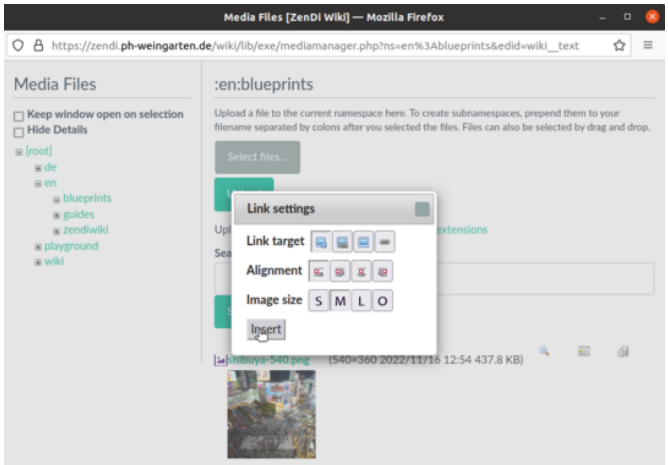
Step 5: Select the uploaded image to insert.



Screenshot media manager image preview.

- Now you can click on the image preview at the bottom of the media manager to insert the image in the editor.

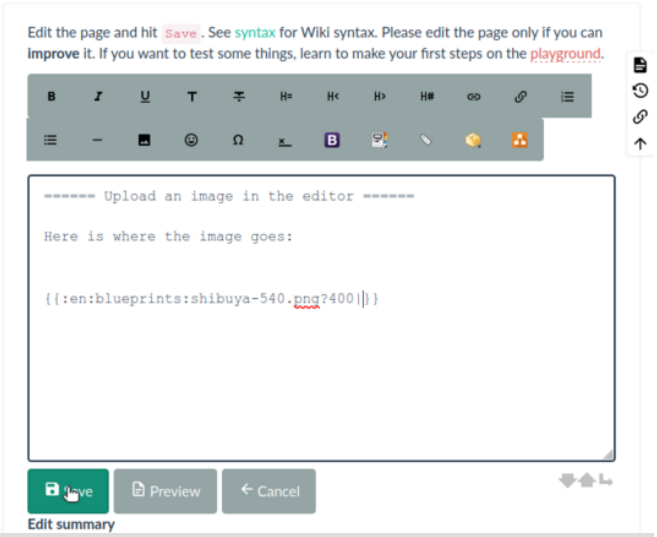
Step 6: Adjust image settings.



Screenshot media manager image settings.

- After clicking on the image preview, a window will open where you can adjust some image or link settings.
- If your image has the correct size, as recommended, then you should select the 0 under `Image size`. What happens if you don't do that, you will see in the next step.

Step 7: Finish editing.

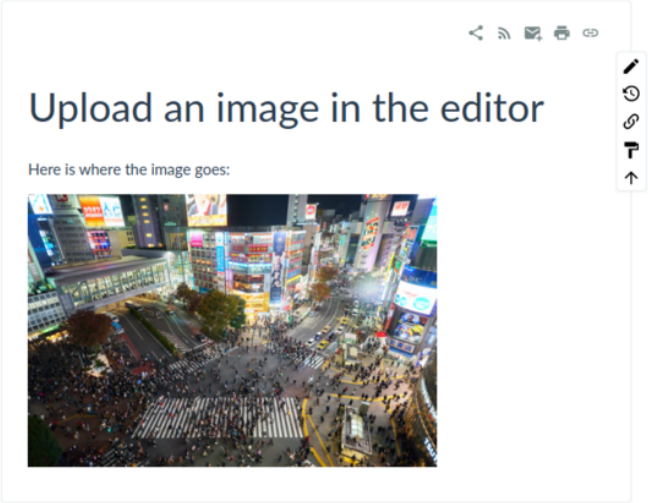


Screenshot image link in editor.

Finish editing the image link in the wiki text.

- In the example here, the resize parameter `?400` should be removed. The image already has a recommended width of 540 pixels.
- You should also add a title after the `|`. This is displayed as a tooltip when the mouse pointer is moved over the image.

Step 8: Embedded image after closing the editor.



Screenshot image on wiki webpage.

Embedding images

Images can be embedded in DokuWiki text as other media. For details see Image and Media Handling on the DokuWiki website. Images used in Zendiwiki articles should not normally be right or left aligned (see Zendiwiki: Manual of Style § Images). Reasonable exceptions are, of course, fine.

Floating text around images is **not** recommended. Try it with the example right below: Pull your browser window narrower. Do it in small steps to observe the unsightly effects in the example here:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Consequat mauris nunc congue nisi vitae suscipit tellus mauris a. Morbi tempus iaculis urna id volutpat lacus laoreet non curabitur. Mi eget mauris pharetra et ultrices neque ornare. Tellus id interdum velit laoreet. Quis eleifend quam adipiscing vitae proin sagittis nisl rhoncus mattis. Lorem mollis aliquam ut porttitor. Proin nibh nisl condimentum id venenatis a condimentum vitae. Felis imperdiet proin fermentum leo. Semper quis lectus nulla at volutpat diam ut venenatis. Et ligula ullamcorper malesuada proin libero nunc consequat interdum. Vitae nunc sed velit dignissim sodales. Natoque penatibus et magnis dis parturient. Massa placerat duis ultricies lacus sed turpis tincidunt id aliquet. Non enim praesent elementum facilisis leo vel. Adipiscing vitae proin sagittis nisl. Nisi scelerisque eu ultrices vitae auctor eu augue ut.

So do not use the DokuWiki syntax for left or right alignment of images: whitespaces on the left *or* the right side of the image markup. **Don't do this**:

```
{{ my-image.png}}
{{my-image.png }}
```

What you can or should do:

```
{{my-image.png}}
{{ my-image.png }}
```

(First line: no whitespaces, image left bound without floating text. Second line: whitespaces on both sides, image centered.)

From:
https://zendi.ph-weingarten.de/wiki/ - **ZenDi Wiki**

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Last update: **2023/08/21 10:22**