

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
```

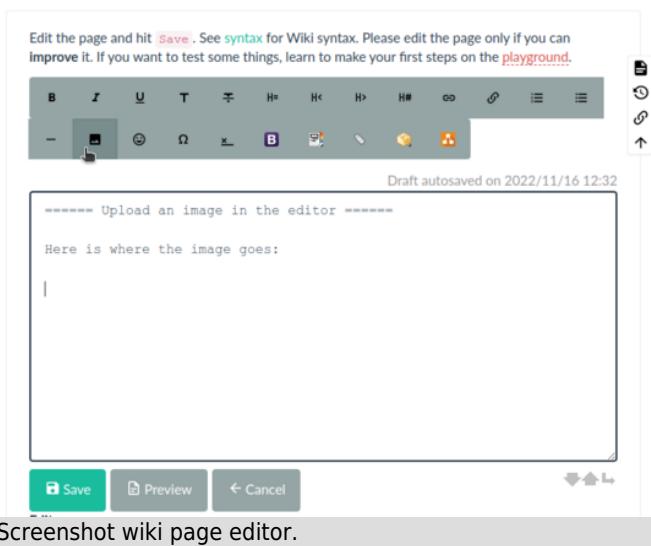
If you launch the media manager from the editor while you are editing the page `introduction`, the default upload folder in the media manager is as follows:

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

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

invisible dummy

Step 1: Open the media manager with the editor.

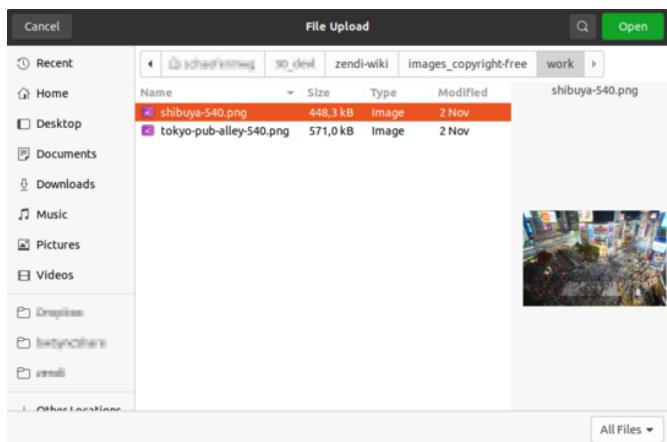


Screenshot wiki page editor.

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.



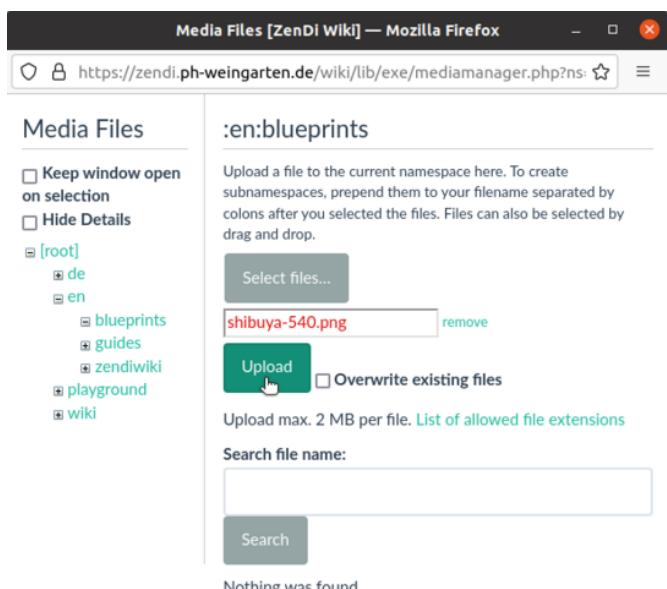
Screenshot file upload window.

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.

The screenshot shows the ZenDi Wiki Media Files interface. On the left, a sidebar shows a tree structure with 'Media Files' selected. The main area is titled ':en:blueprints' and contains a file named 'shibuya-540.png' (0.4MB). There is an 'Overwrite existing files' checkbox and a 'Done' button, which is highlighted with a red box. Below the file list is a search bar and a 'Search' button. A message at the bottom says 'Nothing was found.'

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

Screenshot media manager finish upload.

Step 5: Select the uploaded image to insert.

The screenshot shows the ZenDi Wiki Media Files interface. The sidebar shows the tree structure. The main area is titled ':en:blueprints' and shows the uploaded image 'shibuya-540.png' (540x360 2022/11/16 12:54 437.8 KB). The image thumbnail is visible, and the file details are shown below it.

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

Screenshot media manager image preview.

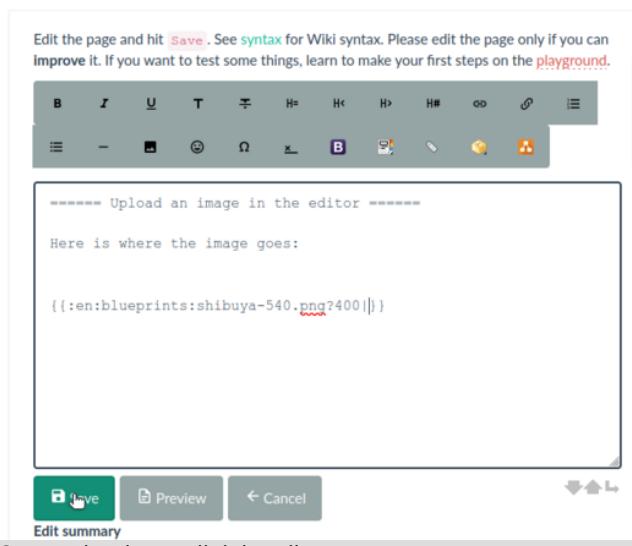
Step 6: Adjust image settings.

The screenshot shows the ZenDi Wiki Media Files interface. The sidebar shows the tree structure. The main area is titled ':en:blueprints' and shows the uploaded image 'shibuya-540.png'. A 'Link settings' dialog box is open over the image preview, showing options for 'Link target' (with 'self' selected), 'Alignment' (with 'left' selected), and 'Image size' (with 'S' selected). The 'Insert' button is visible at the bottom of the dialog.

- 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.

Screenshot media manager image settings.

Step 7: Finish editing.

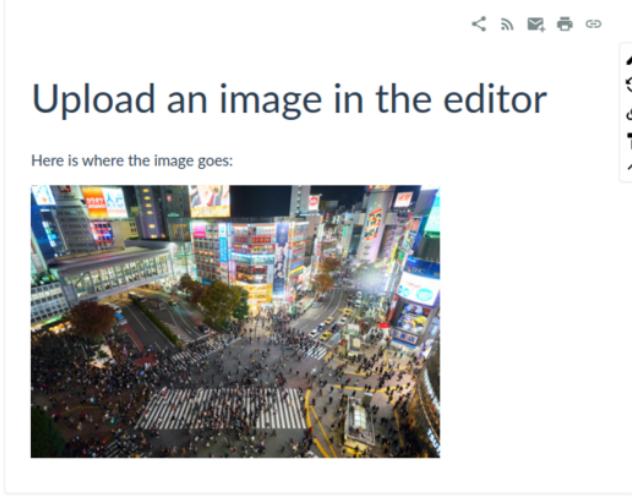


Screenshot image link in editor.

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:



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.)

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