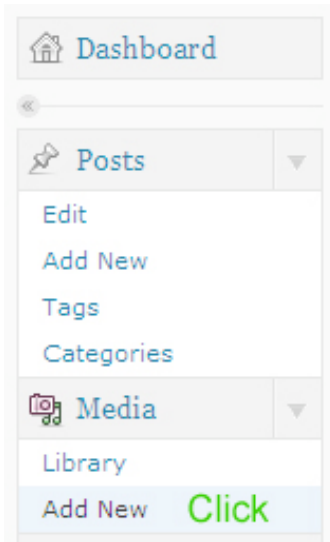


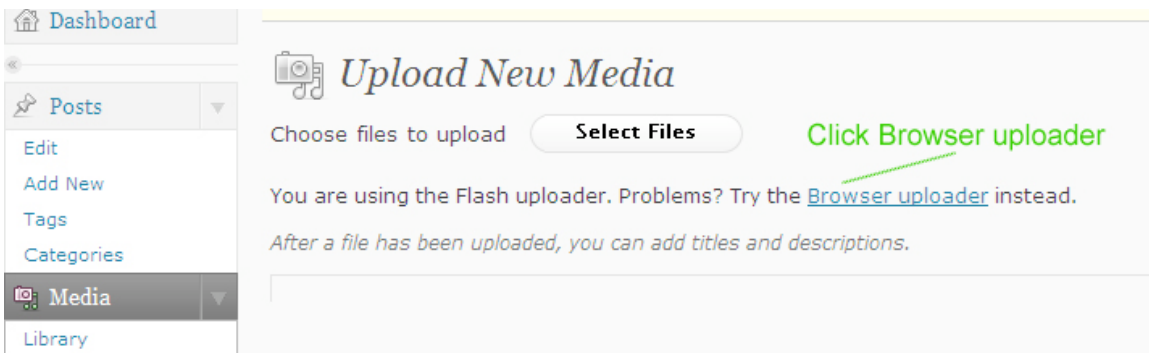
INDOOR LANEWAY UPLOAD GUIDE

How to upload media to the Indoor Laneway Media Library from your Computer

1. In the **Media** menu click on **Add New**, when this window opens, select **From Computer**



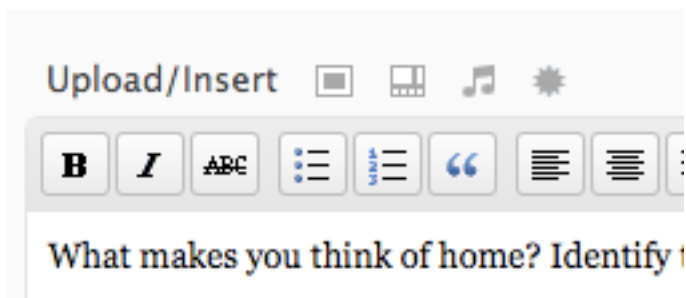
2. Click on the **Browser uploader**, the Flash uploader is a bit buggy...



Browse your computer for a file you wish to upload and follow the prompts.

How to insert images from the Media Library to a Page/Post

1. On the **Edit Page** from your *Upload/Insert* options choose the *Add an image* and select the **Library** tab. You also have the option to upload from your computer at this point.



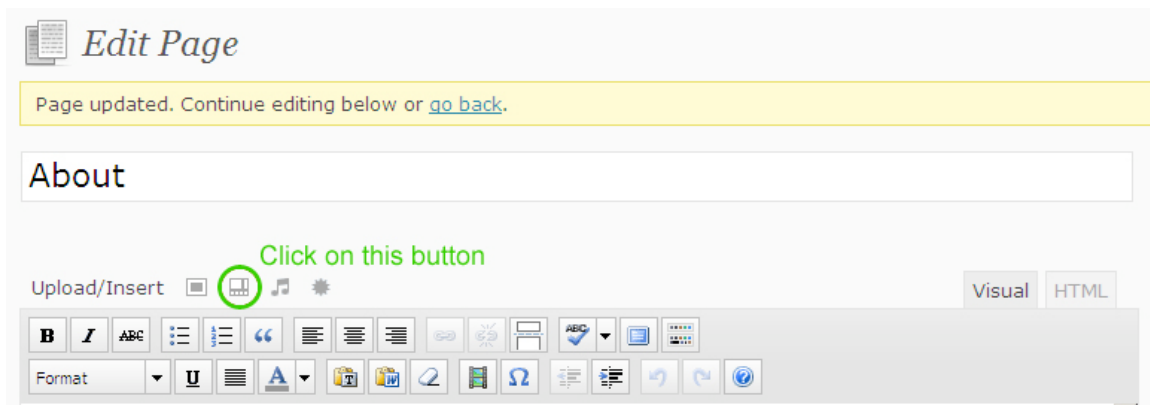
2. Select *Insert into Post*.

How to insert video into a Page/Post

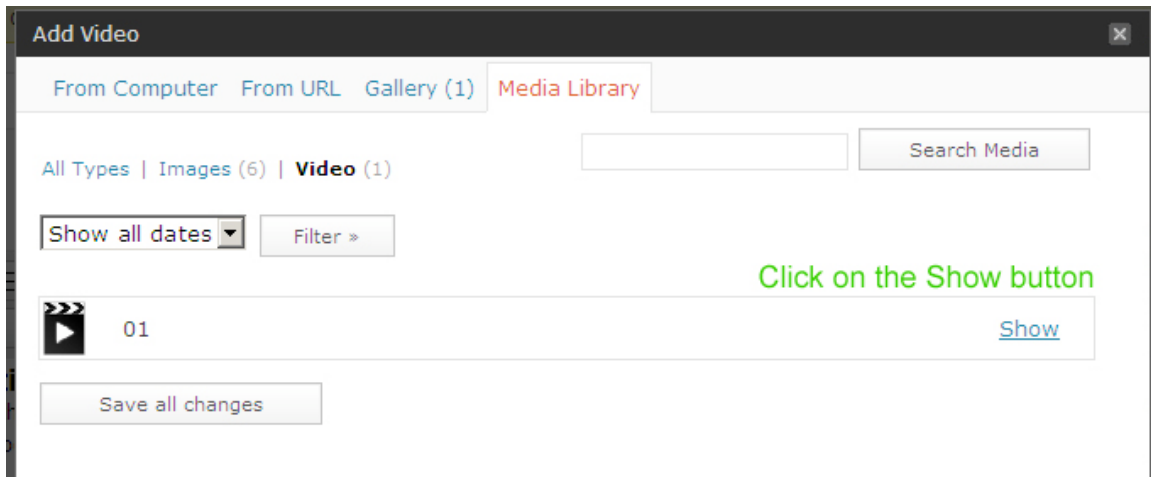
There are two methods for showing video on the site. One way is to upload to an external site such as Vimeo/ Animoto etc. The other is to upload an mp4 to the **Media Library** and use the built in video player. Remember that if it is in the Media Library, others can remix/share it.

Here is how to post video into a Page/Post

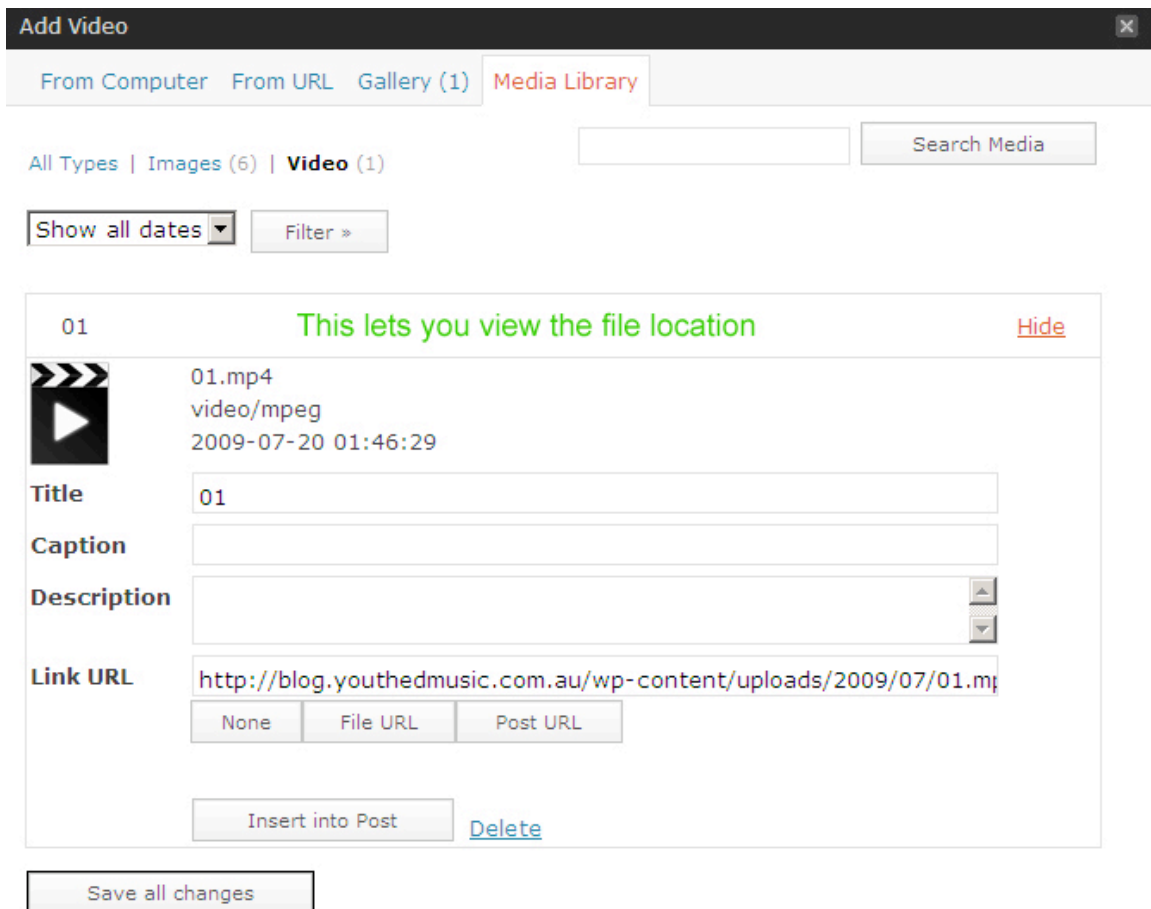
1. After uploading your mp4 file, go to *Upload/Insert* on the **Edit Page** and click on *Add Video*.



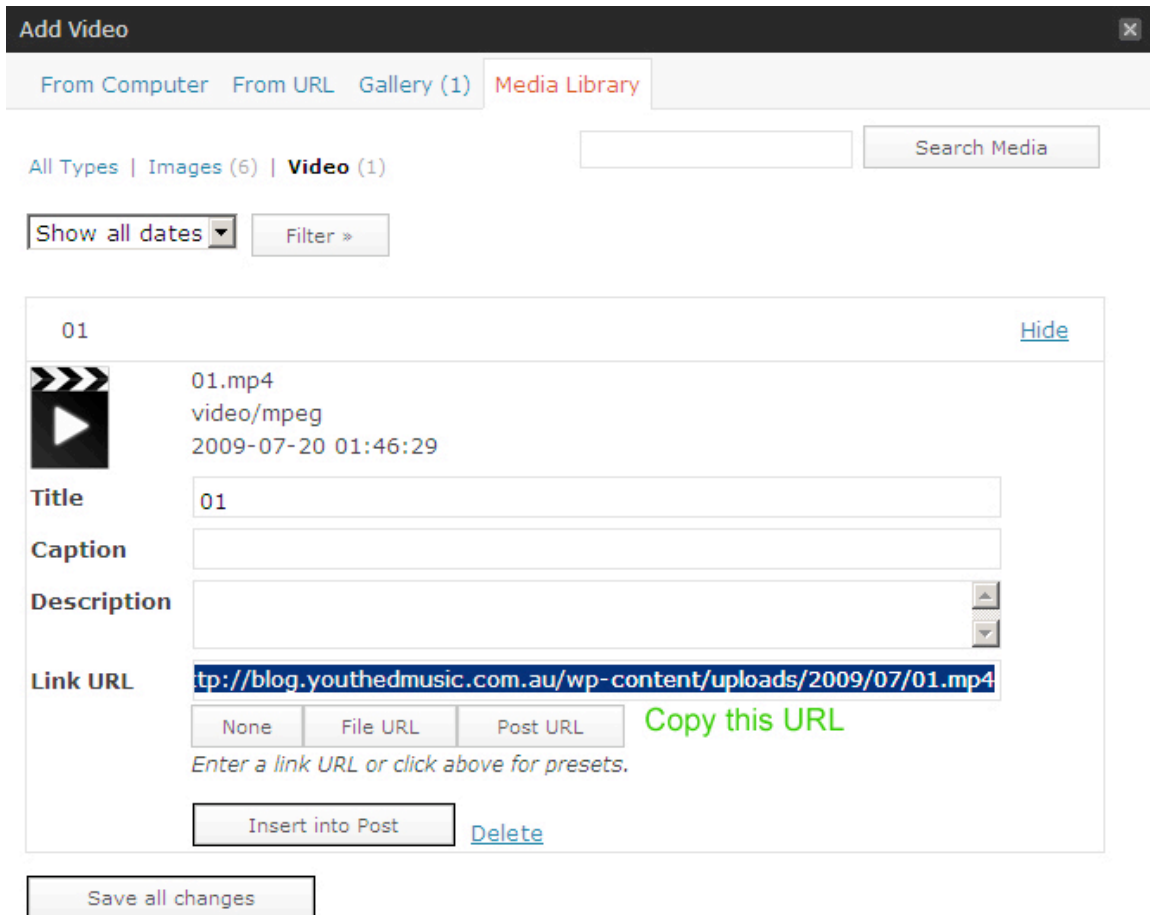
2. Select your video and click on the *Show* button.



3. This lets you view the file location (URL)



4. Click on the *File URL* button and copy the link.



The screenshot shows the 'Add Video' window in WordPress. At the top, there are tabs for 'From Computer', 'From URL', 'Gallery (1)', and 'Media Library'. Below the tabs, there are filters for 'All Types', 'Images (6)', and 'Video (1)'. A search bar and a 'Search Media' button are also present. A 'Show all dates' dropdown and a 'Filter >' button are located below the filters. The main area displays a video item with the following details:

- 01
- 01.mp4
- video/mpeg
- 2009-07-20 01:46:29
- Title: 01
- Caption: (empty)
- Description: (empty)
- Link URL: <http://blog.youthedmusic.com.au/wp-content/uploads/2009/07/01.mp4>

Below the Link URL, there are three buttons: 'None', 'File URL', and 'Post URL'. The 'File URL' button is selected. A green 'Copy this URL' button is visible to the right of the 'File URL' button. Below these buttons, there is a text input field with the placeholder text 'Enter a link URL or click above for presets.' At the bottom of the video item, there are two buttons: 'Insert into Post' and 'Delete'. Below the video item, there is a 'Save all changes' button.

5. To insert a video, encapsulate it in the following way and copy it into your Post/Page:

```
[flashvideo file="Insert link URL" /]
```

In this case the URL is:

```
http://blog.youthedmusic.com.au/wp-content/uploads/2009/07/01.mp4
```

So It will be:

```
[flashvideo file="http://blog.youthedmusic.com.au/wp-content/uploads/2009/07/01.mp4" /]
```

Make sure you include all brackets and inverted commas – this is how the plug-in knows what to embed in the video player...