#### Edublogs Introductory User Manual

## Uploading Images, Documents, or Podcasts to Your Blog

The first step to adding an image file (jpg, gif), a document file (Word, Excel, PowerPoint, PDFs), or a podcast is to browse to and upload the file to your blog. From the *Write Post* or *Write Page* panel, head up to the *Add media* section of the visual editor.

#### Write Post

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Title	
Huge Updates to EB Dashb	oard
Permalink: http://blogwalker.edublogs.org/2008/05/2	4/huge-updates-to-eb-dashboard/ <u>Edit</u>
Post	Add media: 🔳 🗊 🏶 Visual HTML
B / ₩ != != " ■ ■ ■	🔅 👱 🕂 🖤 🗉 📰
Paragraph 🔻 🗓 🗮 💆 📕 🖉 🚺 📿	B Ω 課 譯 🤊 唑 🥹
with its link to my "updated" EB Manual, which leave it just as proof of what a dynamic applica	as of today is is already very much outdated, but decided to ation and community the Edublogs.org is.
Hope to have to have a revised manual available	e by the end of the week.
For an update at a glance, check out <u>The Eduble</u> Waters.	ogger's Quick Tour, created by and updated regularly by Sue
D-th	<u>N</u>

Click on the icon of whichever media type you wish to upload (*Add an image, Add video, Add audio, Add media*). Browse to wherever you have saved the file, select it, and click on the *Upload* button.

×	
Choose File Gallery (1) Media Library	
From Computer	
C\Documents and Settir Browse] Upload Cancel	
You are using the Browser uploader. Try the Flash uploader instead.	
— OR —	
From URL	
Image URL *	
Description *	
Alternate text, e.g. "The Mona Lisa" Alignment	
By Gail Desler, Blogwalker ( <u>http://blogwalker.edublogs.org</u> ) Nov, 2008	Page 1 of 3

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## Formatting Images

You can do some formatting to an image as you are uploading it. Besides selecting the alignment, you can also choose between *Thumbnail*, *Medium*, and *Full* size.

eЬ	ebl.gif image/gif	
	2008-05-25 14:06:29	
Title •	eb1	
Caption	Edublogs logo	
	Alternate text, e.g. "The Mona Lisa"	
Description	Logo from Edublogs.org	
Link URL	http://blogwalker.edublogs.org/files/2008/05/eb1.gif	
	None File URL Post URL Fater a link URL or click above for presents	
Alignment		
Anynment		
Size	🛇 Thumbnail 💿 Medium 🔍 Full size	
	Insert into Post Delete	

You can also realign images after uploading them into a post. Select the image and then click on the tree icon.

Title				
Jump Starting the 31-Day	Comment	Challenge		
Permalink: http://blogwalker.edublogs.org/2008/05/	05/jump-startingn	ment-challenge/ <u>Edit</u>		
Post B Z A46 ::: ::: ::: ::: ::: :::::::::::::::		Add media:	Visual	HTML
Since to on the wiki. Comment Challenge	oday is already May 31–day Comment C <b>ne Activity</b> : The k 9 activity:	/ 4, I'm doing a little crunch Challenge, following the gu ick–off is a commenting s	ning to catch idelines in t elf-audit and	he da
Path: p » img				

Image URL     http://blogwalker.edublogs.org/fi       Image description     comment_challenge_logo_2.png       Alignment     Left       Dimensions     ×       Border	bites (/ble surellines a duble as a	
Image description     comment_challenge_logo_2.png       Alignment     Left       Dimensions     ×       Border	nttp://biogwalker.edublogs.o	rg/files
Alignment Left  Dimensions  X Border	escription comment_challenge_logo_2.	ong
Dimensions x	t Left 💌	
Border	ns x	
Vertical space 10	pace 10	
Horizontal space 10	al space 10	
Class alignleft	alignleft	

From the *Insert/edit image* screen, use the dropdown menu to choose your alignment preference. You can also add some padding around your image by adding a few pixels to the *Vertical space* and/or *Horizontal space* boxes.

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## Embedding Media

Besides linking to a media file (e.g., YouTube, SlideShare, VoiceThread), you can also embed the file. You will need to copy the embed code from the media site and then open the *HTML* editor of your post or page. Put your cursor wherever you wish the media to appear and paste it in. Save and you're done...unless you're using Internet Explorer for your browser.

Here's a tip you will need for working with IE: Once you've pasted the embedding code into the *HTML* editor, click on *Publish* or, if you've already published this page or post, click on *Save*. Do *NOT* go back into the *Visual* editor. For some reason, with IE, if you head back into the *Visual* editor, the embed code changes, which is not good.

Title		View this Post
Crossing Centuries - 21	st Century Teaching and Learning	Publish Status
Permalink: http://a3wp.edublogs.org/2008/08/	101/crossing-centug-and-learning/Edit	Published 🕑
Post	Add media: 🔳 💷 🎜 🐞 🛛 Visux 🛛 H	TML Keep this post private
b i link b-quote del ins	img ul ol li code more lookup close tags	The Published op: August 1, 2008 at 12:07 pm Edit
соцаст связа – сватожиторов-авоа-	ттонадоо амароолооо милин– 400 неight– 300 .	
codebase="http://download.macromedi name=" <u>wmode</u> " value="transparent" /><	a.com/pub/shockwave/cabs/flash/swflash.cab#version=6,0,40 <param <="" name="src" td=""/> <td>D,0' Save Delete post</td>	D,0' Save Delete post
value="http://voicethread.com/book.sw width="480" height="360" src="http://v	vf?b=172883" /> <embed <="" td="" type="application/x-shockwave-flash&lt;br&gt;oicethread.com/book.swf?b=172883"/> <td>Last edited by blogwalker on August 13, 2008 at 4:26 pm</td>	Last edited by blogwalker on August 13, 2008 at 4:26 pm
wmode="transparent"> <td>ct&gt;<img <="" style="width: Opx; height: Opx;" td=""/><td></td></td>	ct> <img <="" style="width: Opx; height: Opx;" td=""/> <td></td>	
src="http://counters.gigya.com/wildfire	/IMP/CXNID=2000002.0NXC/bT*xJmx*PTEyMTg2NTkwNjY2MD	Qm Related
border="0" alt="" width="0" height="0" /		See Comments on this Post