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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.

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.

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.

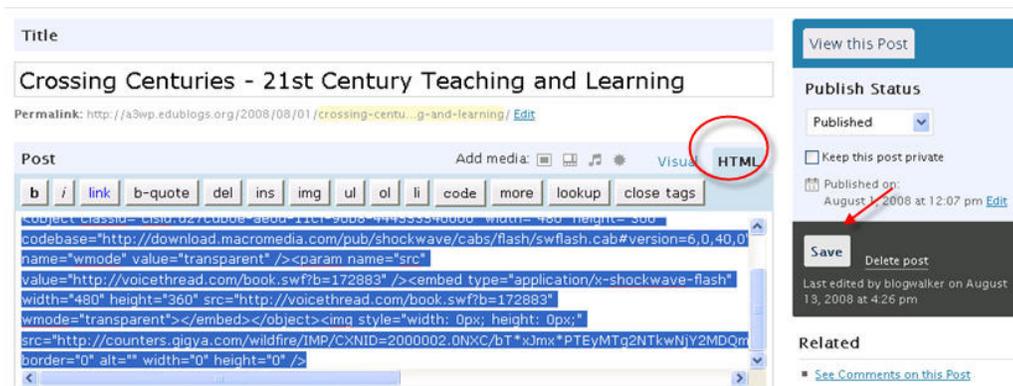You can also realign images after uploading them into a post. Select the image and then click on the tree icon.

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.