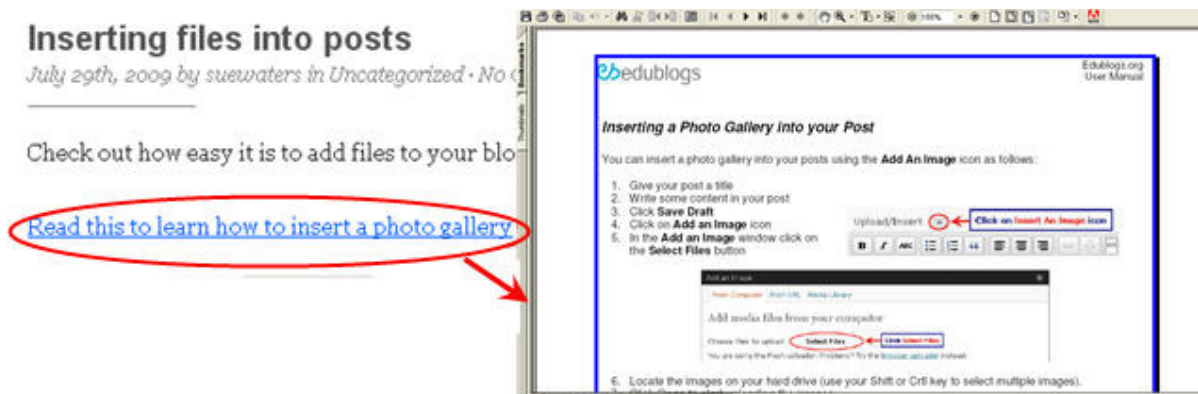


Inserting Documents, PDF and PowerPoints into Your Posts

Besides inserting images, video and audio files you can also upload other file formats such as Documents, PDF and PowerPoints directly into your blog posts.

This doesn't embed your file in your post so you can view it directly in the post; it only inserts a link to the file. When readers click on the link to the file either opens up in another web browser or downloads the file onto their computer. This is handy for providing documents such as class notes, assignment information.



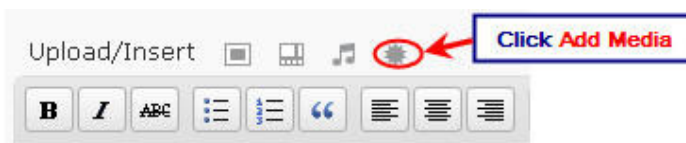
Uploading Files from your computer

You can insert files from your hard drive into a blog post using exactly the same procedure as uploading video and audio files provided:

1. It is an allowed file format *Allowed file formats on Edublogs Include:* jpg jpeg png gif doc pdf mp3 ppt wmv mp4 xls ins isf te xbk notebook m4a ist kmz kes mov flp avi swf wxr xml wav fjsw docx pptx xlsx xml m4v max kmz zip
2. The file is not larger than 20 MB
3. You have adequate blog storage space available

Here is how simple it is:

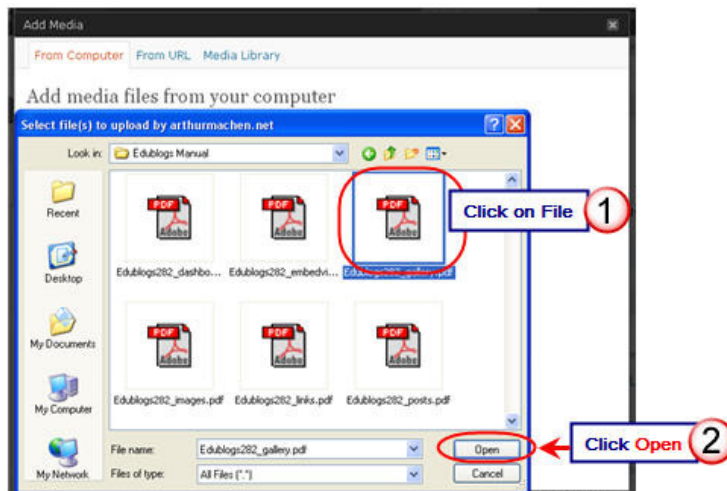
1. Click on **Add Media** Icon



2. In the Add Media window click on the **Select Files** button



3. Locate the file on your hard drive
4. Click **Open** to start uploading the file.

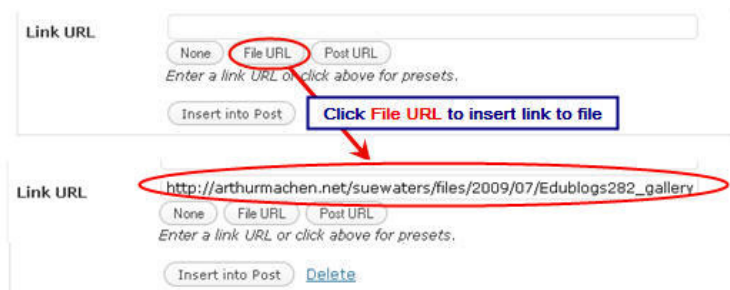


5. While your file is uploading you will see a progress bar.
6. In the media option screen insert a suitable title for the file. When your file is added to your post this title is the link your readers see so is best to use a title they can identify with.

After a file has been uploaded, you can add titles and descriptions.



7. Click on **File URL**. **WARNING:** If the File URL isn't displayed the link to the location of your file won't be inserted into your post when you click on **Insert into Post**.



8. Click **Insert into Post**.



9. Your **Add Media** window should be closed and your file should now be inserted in your post.