

Inserting Video or Audio Files Into Your Posts

Directly above your Visual Text Editor toolbar is your Add Media area which consist of a row of four icons. These are the icons you use to insert images, photo galleries, videos and audio files into your posts.

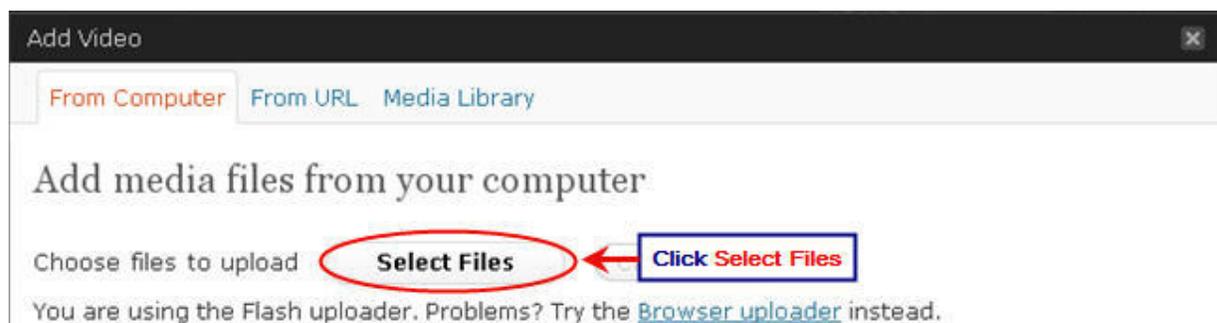


You use the **Add Video** icon for uploading videos from your computer and the **Add Audio** icon for uploading audio files.

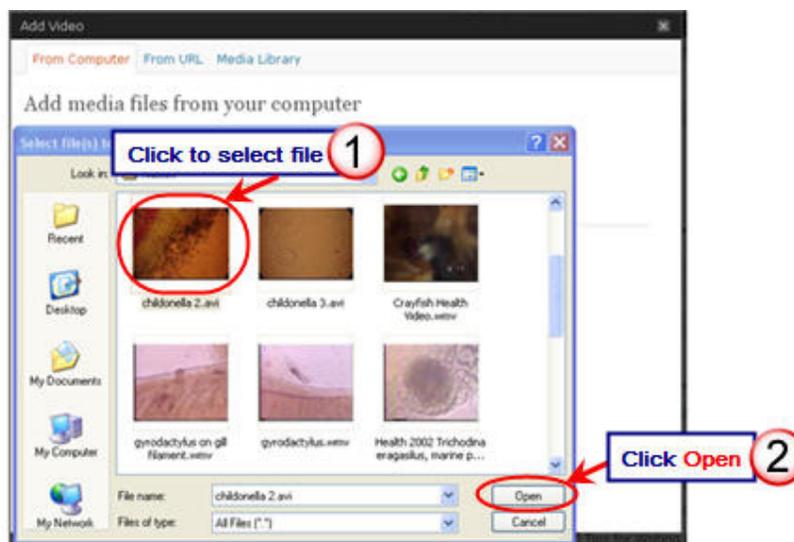
Uploading a Video or Audio File from your computer

1. You insert a video or audio file from your hard drive into a blog post as follows:
2. Click on *Add Video* or **Add Audio** Icon
3. In the **Add Video/Audio** window click on the Select Files button

Click on Add Video or Add Audio Icon

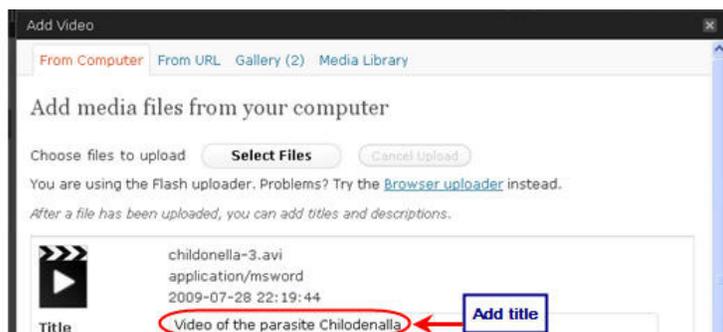


4. Locate the video or audio file on your hard drive
5. Click **Open** to start uploading the file.



6. While your file is uploading you will see a progress bar.

- In the video/audio option screen insert a suitable title for the video or audio 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.



- 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.



- Click Insert into Post.



- Your Add Video/Audio window should be closed and your video or audio should now be inserted in your post.

NOTE:

It doesn't embed your file in an actual video or audio player in your post; it only inserts a link to the file. When readers click on the link it opens another page where the audio file is played or it downloads the video onto their computer.



To embed videos in a video player you will need to upload to a video hosting website and add them to your post using their HTML embed code.

Video hosting websites include:

1. YouTube - <http://www.youtube.com/>
2. SchoolTube - <http://www.schooltube.com/>
3. Vimeo - <http://www.vimeo.com/>
4. Edublogs TV - <http://edublogs.tv/>