

Contributing to a Blog:

Objectives:

- *Create a new entry
- *Add text to the blog
- *Insert hyperlinks
- *Insert local images or link to external images
- *Insert local embedded media or link to external embedded media
- *Upload a file
- *Creating a tag

After you have created a blog or journal, you can add text, hyperlinks, images, embedded media and upload files.

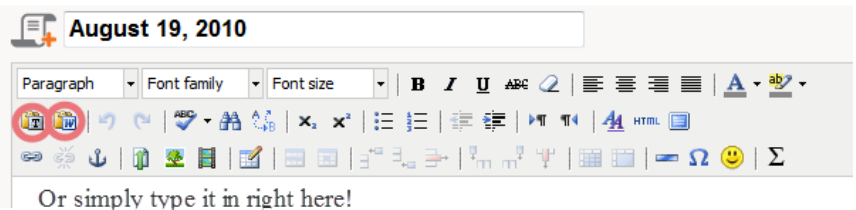
Navigation Steps:

1. Enter a blog site.
2. If there are no pages, click the **Add New Entry** link
3. In the **Add New Entry** dialog box, enter a title for your blog entry in the **Title** field.
4. Click the **Continue** button.

A rectangular button with a dark grey background and the text "Add New Entry" in white.

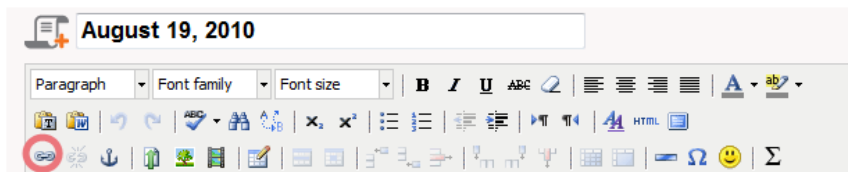
Adding Text:

1. Enter information into the text box.
2. If you copied text from a Microsoft Word document:
 - a. Click  (Paste from Word) and press the **ctrl+v** keys on your keyboard to paste in the text into the **Paste from Word** window.
 - b. Select the **Insert** button to insert the content into the blog.
3. If you copied text from another type of document:
 - a. Click  (Paste from Plain Text) or press the **ctrl+v** keys to paste in the text.
 - b. Click the **Insert** button.
 - c. If done, click the **Save & Exit** button.



Inserting Hyperlinks:

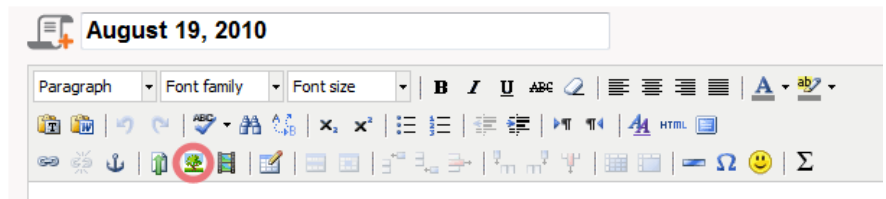
1. Highlight the text that you want to link to another page or anchor.
2. Click  (Link to a page).
3. If the link is to an external web site:
 - a. On the **Insert link** dialog box, select the **Link to an external web site** option.
 - b. Enter the address in the **URL** field.



4. If the link is to a destination on this page:
 - a. On the **Insert link** dialog box, select the **Link to an anchor** option.
 - b. Select the **Anchor name**. (*You must first create the anchor before linking to it.*)
5. If the link is to a new page:
 - a. Select the **Link to a new page** option.
 - b. Enter the page name in the **Page name** field.
6. If the link is to an existing page:
 - a. Select the **Link to an existing page** option.
 - b. Select the existing page from the list box.
7. Click the **Insert** button.
8. If done, click the **Save & Exit** button.

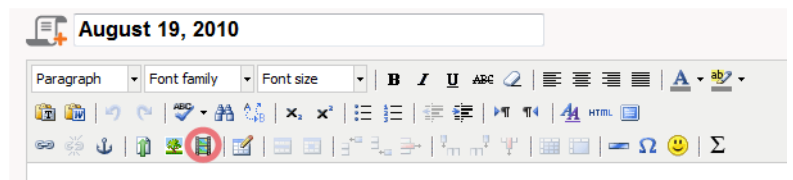
Inserting Images:

1. Click  (Insert/edit image.)
2. If the image is stored locally:
 - a. On the **Insert/edit image** dialog box, click  (browse) to locate the image.
 - b. On the **Upload file** dialog box, click the **Browse** button.
 - c. Navigate to and select the image.
 - d. Click the **Upload** button.
3. If the image is stored on another website, on the **Insert/edit image** dialog box, enter the address in the **Image URL** field.
4. Enter a description in the **Image description** field.
5. Click the **Insert** button.
6. If done, click the **Save & Exit** button.



Inserting Embedded Media:

1. Click  (Insert/edit embedded media).
2. On the **Insert/edit embedded media** dialog box, select the type of media being embedded in the **Type** field.
3. If the media is stored locally:
 - a. Click  (browse) to locate the media.
 - b. On the **Upload file** dialog box, click the **Browse** button.
 - c. Navigate to and select the media.
 - d. Click the **Upload** button.
4. If the media is stored on another website, enter the address in the **File/URL** field.
5. Enter the width and height in the **Dimension** fields if applicable.



6. Click the **Constrain proportions** checkbox if applicable.
7. Click the **Insert** button.
8. If done, click the **Save & Exit** button.

Uploading a File:

1. Click  Upload a file).
2. On the **Upload file** dialog box, click the **Browse** button.
3. Navigate to and select the file.
4. Click the **Upload** button.
5. If done, click the **Save & Exit** button.

